



**ELKO MAIN CAMPUS**

1500 College Parkway  
Elko, NV 89801  
775.738.8493

**ELY BRANCH CAMPUS**

2115 Bobcat Drive  
Ely, NV 89301  
775.289.3589

**WINNEMUCCA BRANCH CAMPUS**

5490 Klunicy Canyon Road  
Winnemucca, NV 89445  
775.623.4824

**[www.gbcnv.edu](http://www.gbcnv.edu)**

## DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each UCCSN institution is required to comply fully with the law. The Act makes a distinction between a student's education record and information classified as directory information. FERPA gives parents certain rights with respect to their children's education records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as "eligible students" in the Act.

**Education Records.** Institutions must have written permission from the parent or eligible student in order to release any personally identifiable information from a student's education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the institution
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena, provided that the institution makes a reasonable attempt to notify the student in advance of compliance
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

**Directory Information.** Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. Each UCCSN institution must set a definition for its directory information, which may be more restrictive than provided in FERPA. Directory information is defined in the Act as information contained in an education record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed. The Act defines such information as including, but not limited to: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and most recent previous educational agency or institution attended.

If you sign and return this form, GBC will be unable to: automatically place your name in publications such as Dean's Lists or graduation programs; confirm graduation and dates of attendance to potential employers; verify enrollment with organizations such as insurance companies; provide your name for invitations to join organizations such as national honor societies or the alumni association, and so on. In cases such as these, you would need to give specific signed approval each time an exception was made.

GBC will use directory information to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided to GBC affiliates (e.g., UCCSN System, Board of Regents, National Student Clearing House), honor societies, or other individuals for purposes deemed beneficial to students. In all instances, GBC exercises informed discretion in responding to any requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. Student directory information for current and former students cannot be sold or rented for a fee by a UCCSN institution.

## NOTICES

The college calendar, the courses and curricula described in the Class Schedules, and the teaching personnel listed herein, are subject to change at any time by official action of the University and Community College System of Nevada (UCCSN), which governs Great Basin College (GBC).

The rules and regulations stated in this schedule are for information only and in no way constitute a contract between a student or faculty member and GBC. The UCCSN reserves the right to change any regulation or requirement at any time.

The Student Assistance General Provisions of Public Law 101-542 requires all institutions that participate in student financial assistance programs as authorized by Title IV of the Higher Education Act of 1965 and Higher Education Technical Amendments of 1991, Public Law 102-26, to disclose the graduation rate and/or persistence rate of all full-time, degree-seeking or certificate-seeking undergraduate students. Information and statistics are available on page 26 and from the Admissions and Records Office, Berg Hall, 775.753.2102.

In compliance with the crime awareness provisions of the Campus Security Act of 1990, crime statistics for GBC are available at the GBC Security Office.

GBC has joined other colleges and universities across the nation in encouraging the elimination of alcohol and other drug abuse. A substantial number of adults misuse and abuse alcohol, with resulting problems in health, academic and vocational performance, social and personal relationships, and financial and legal matters.

We at GBC value your right to make your own choice. As with any privilege, however, there is a responsibility. To those choosing to drink alcoholic beverages comes the duty of doing so in a manner that is consistent with the laws of the state and community norms, and with respect for the rights of others.

In order to reduce and prevent alcohol-related problems, we have developed a substance abuse prevention program. During the school year, information and programs will be offered to promote the responsible use of alcoholic beverages and prevent the use of drugs.

All GBC buildings are designated as tobacco free.

GBC will not tolerate sexual harassment of students or employees. Sexual harassment is a violation of professional ethics and federal and state laws. For information on awareness training and brochures call 775.753.2282.

Great Basin College (GBC) is an Affirmative Action/Equal Opportunity (AA/EEO) educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, age, religion, color, sex, sexual orientation, disability, or national origin. This principle is applicable to every member of the GBC/UCCSN community, both students and employed personnel at every level, and to all facilities and services.

Hazing has no place within a community of scholars. The UCCSN affirms its opposition to any form of hazing. UCCSN institutions advocate civility in society and an adherence to the fundamental principles of honesty, integrity, respect, fairness, development of individual character, and sensitivity to the dignity of all persons. These principles should be fostered and nurtured in a broad spectrum of activities that yield social, intellectual and physical benefits. Therefore, hazing of any nature is unacceptable at any public institution of higher education in the State of Nevada. For more information and reporting procedure, call 775.753.2282.

## DISCLOSURE OF STUDENT RECORDS OPT OUT FORM

You may request that GBC not release directory information about you for commercial and/or non-commercial purposes.

If, after due consideration, you wish to restrict the release of this information, please check one of the boxes below indicating your authorization, sign and date the form, and return it to the GBC Admissions and Records Office in Elko, or to GBC branch campuses in Ely and Winnemucca, or Satellite Center Battle Mountain. Students shall be permitted until the end of the first six weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline shall be published in the academic calendar of each institution.

- Remove my name from directory information for commercial purposes. Commercial purposes would include organizations that provide services such as health insurance or tuition payment plans, verification of enrollment for health insurance, degree verification for employment, invitations to join academic organizations, or the alumni association. These organizations provide students with information, services, and benefits.
- Remove my name from directory information for non-commercial purposes. Non-commercial purposes would include purposes such as publication in honors and graduation programs, invitations to apply for specialized scholarships, or invitations to attend specialized activities or workshops.
- Remove my name from directory information for both commercial and non-commercial purposes.
- I previously asked to remove my directory information for one or both of the purposes listed above, and now wish to allow release of my directory information.

\_\_\_\_\_  
Student Signature

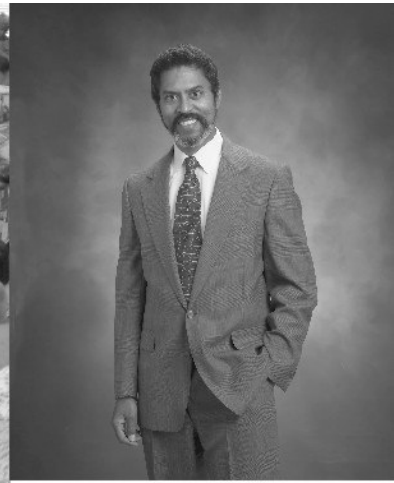
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Print Name



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## From the President

Dear Students, Parents, and Community Members,

Welcome to Great Basin College. We look forward to serving you as you embark upon or continue with your educational journey. Since the fall of 1967, Great Basin College has been committed to providing superior, post-secondary educational opportunities to thousands of students like you. We've been able to do so because of a number of factors. First of all, we have a talented and committed faculty from whom you will learn many things; and secondly, we live in a community that has cared enough to provide you with state of the art learning facilities set on three beautiful campuses spread across the basins and ranges of northeastern Nevada. I promise you that your experience with us will give you the foundation for a bright future.


The future is indeed bright at Great Basin College. For the past year we have been in conversations with members of your community about how we can provide for the future of the region. Government leaders, educators, business owners, homemakers, doctors, lawyers, and religious and cultural leaders have all contributed to our five year strategic plan. The plan promises to increase student success and achievement; advance the academic and professional endeavors of your community; contribute to your local economy by providing the opportunity for sustained growth; and enrich your life by enhancing the artistic, cultural, business, and scientific communities of northeastern Nevada. The plan is a blueprint for creating a college town in rural Nevada. Being a college town is part of the future of Elko, and it creates distinct advantages for our entire region, such as offering additional programs to branch campuses and satellite centers.

It may appear to you as though much of that future is already here. Our elementary education program partners with our local school districts to the benefit of veteran educators, student teachers, and the young learners of our community. Our nursing program partners with the medical practitioners at Northeastern Nevada Regional Hospital to help train health care providers for the future. The College partners with local businesses to help keep our downtown attractive, a key element in attracting businesses and residents to help keep the community moving forward.

Our new residence halls and the growth of our student-life programs will also provide you with great opportunities to study and to build friendships in a safe, secure and comfortable environment. The growth of our Student Government Association provides many outlets for students with interests ranging from business to visual and performing arts and religious studies. Our theatre performances, the Summer Music Series, and the Great Basin Festival bring world class entertainment into your back yard at an affordable price.

All of these things leave me looking forward to watching your future unfold as you learn at Great Basin College. Our faculty, staff, and administration will do everything we can to ensure that your experience with us is everything you hope it will be. We thank you for your interest and we will be happy to be working with you.

Sincerely,

  
Dr. Paul Killpatrick

President



# 2004-2005 Academic Calendar

## Fall Term—2004

Consult Class Schedule	Testing/Advisement/ Orientation
Consult Class Schedule	Registration
August 16-17	MTC Orientation
August 18	MTC Instruction Begins
August 19	Faculty Returns
August 23	In-service Days
August 28	Instruction Begins
September 6	Labor Day Holiday
October 8	Disclosure of Student Record Opt Out Deadline
October 11	Alternate Semester Begins
October 29	Nevada Day Holiday
November 11	Veterans' Day Holiday
November 19	Official Course Drop Deadline
November 24	MTC Instruction Ends
November 25-27	Thanksgiving Recess
December 10	Instruction Ends
December 19	Alternate Semester Ends
December 13-19	Final Exam Week

## Spring Term—2005

Consult Class Schedule	Testing/Advisement/ Orientation
Consult Class Schedule	Registration
January 1	New Years Day
January 10	MTC Instruction Begins
January 3-22	January Mini Term
January 13	Faculty Returns
January 17	Martin Luther King Holiday
January 18	In-service Days
January 22	Instruction Begins
February 21	Presidents' Day Holiday
March 4	Disclosure of Student Record Opt Out Deadline
March 7	Alternate Semester Begins
March 15	Graduation Application Deadline
March 28-April 1	Spring Recess
April 22	Official Course Drop Deadline
May 21	Alternate Semester Ends
May 13	Instruction Ends
May 16-21	Final Exam Week
May 20	Graduation
May 23-June 25	Late Spring Mini Term

## Summer Term—2005

May 30	Memorial Day
June 27-August 5	Summer Instruction
July 4	Independence Day

# 2004

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# **UCCSN**

## **The University and Community College System of Nevada**

### **Board of Regents**

#### **DR. STAVROS S. ANTHONY, CHAIR**

##### **District 12—Clark County**

9104 Terrace Ridge Court  
Las Vegas, NV 89129  
Phone: 702.254.2035  
Fax: 702.254.2035  
Email: s2197a@lvmpd.com

#### **MARCIA R. BANDERA, VICE CHAIR**

##### **District 8—Churchill, Elko, Esmeralda, Eureka, Humboldt, Lander, Lincoln, Mineral, Nye, Pershing, and White Pine Counties**

962 South Oakmont Drive  
Spring Creek, NV 89815  
Phone: 775.738.5051  
Fax: 775.738.2036  
Email: tacres@rabbitbrush.com

#### **MARK ALDEN**

##### **District 4—Clark County**

9950 W. Cheyenne Avenue  
Las Vegas, Nevada 89129-7700  
Phone: 702.454.4999  
Fax: 702.735.0285  
Email: mark\_alden@uccsn.nevada.edu

#### **DR. JILL TALBOT DERBY**

##### **District 9—Carson City, Douglas, Lyon, Storey, and Washoe Counties**

1298 Kingsbury Grade  
Gardnerville, NV 89460  
Phone: 775.782.3949  
Fax: 775.782.3830  
Email: jderby@unr.nevada.edu

#### **THALIA M. DONDERO**

##### **District 3—Clark County**

2931 Pinehurst  
Las Vegas, NV 89109  
Phone: 702.735.8203  
Fax: 702.731.4730  
Email: dondero@nevada.edu

#### **DOUGLAS ROMAN HILL**

##### **District 11—Washoe County**

440 Ridge Street, #2  
Reno, NV 89501  
Phone: 775.786.1155  
Fax: 775.786.0230

#### **LINDA C. HOWARD**

##### **District 1—Clark County**

6720 Laronda Lane  
Las Vegas, NV 89156  
Phone: 702.313.5050  
Fax: 702.459.0557  
Email: linda\_howard@uccsn.nevada.edu

#### **DR. THOMAS E. KIRKPATRICK**

##### **District 13—Clark County**

4295 West Maule Avenue  
Las Vegas, NV 89118  
Phone: 702.361.4894  
Fax: 702.260.8704

#### **HOWARD ROSENBERG**

##### **District 10—Washoe County**

University of Nevada, Reno  
Art Department, MS 224  
Reno, NV 89557  
Phone: 775.784.6836  
Fax: 775.825.1399  
Email: howardr@unr.nevada.edu

#### **DR. JACK LUND SCHOFIELD**

##### **District 5—Clark County**

1308 S. 8th Street  
Las Vegas, NV 89104  
Phone: 702.382.9638  
Fax: 702.382.3733  
Email: jackschofield@hotmail.com

#### **DOUGLAS SEASTRAND**

##### **District 6—Clark County**

6440 Spanish Garden Court  
Las Vegas, NV 89110  
Phone: 702.792.2253  
Fax: 702.452.2275  
Email: seastrandd@eroomssystem.com

#### **STEVE SISOLAK**

##### **District 7—Clark County**

2959 Industrial Road  
Las Vegas, NV 89109  
Phone: 702.369.5703  
Fax: 702.369.4655  
Email: sisolak@aol.com

#### **BRET WHIPPLE**

##### **District 2—Clark County**

6155 Coley Avenue  
Las Vegas, NV 89146  
Phone: 702.257.9500  
Fax: 702.257.6857  
Email: whipple.cpa@att.net

# **UCCSN**

## **The University and Community College System of Nevada**

### **Chancellor's Office**

Dr. Jane Nichols, *Chancellor*

Sandi Cardinal, *Director of Internal Audit*

Patricia Casagrande, *Assistant Director  
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Dr. Chris Chairsell, *Associate Vice Chancellor and Director  
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Dr. Richard Curry, *Vice Chancellor for Academic and  
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Larry Eardley, *Interim Vice Chancellor for Finance and  
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Suzanne Ernst, *Chief Administrative Officer  
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Nancy Flagg, *Deputy to the Chancellor*

Jon Hansen, *UCCSN Risk Manager*

Harry E. Neel, Jr., *Vice Chancellor for Finance and  
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Tyler Trevor, *Associate Vice Chancellor for Academic and  
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John Kuhlman, *External Relations Associate*

Kathleen Payne, *Director of Banking and Investments*

Thomas Ray, *General Counsel*

Davan Weddle, *Vice Chancellor for Technology/Executive  
Director for System Computing Services*

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Wes Bowlen, *Wells*

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Brent Chamberlain, *Elko*

Dr. Hugh Collett, *Elko*

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Dr. Patricia Wright, *Elko*

Bernard Zunino, *Ex-Officio, Eureka*





# GBC Degree and Certificate Programs

## **Associate of Arts Degree**

Sixty credits of general education and coursework in fields such as Agriculture, Anthropology, Art, Business, Elementary Education, English, History, Psychology, Sociology

## **Associate of Science Degree**

Sixty credits of general education and coursework in fields such as Agriculture, Chemistry, Engineering, Environmental Studies, Geology, Mathematics, Physics

## **Associate of General Studies Degree**

Sixty credits of general education and coursework in diverse academic disciplines and fields. Designed for non-traditional students whose academic interests or career objectives require an individualized program.

## **Associate of Applied Science Degrees**

Agriculture

Business Administration

    Computer Technology Emphasis

    General Business Emphasis

Computer Office Technology

    CADD/GIS Emphasis

    Graphic Communications Emphasis

    Information Specialist Emphasis

    Network Specialist Emphasis

    Office Technology Emphasis

    Web Specialist Emphasis

Criminal Justice

    Corrections Emphasis

    Law Enforcement Emphasis

Diesel Technology

Early Childhood Education

Electrical Technology

Industrial Plant Mechanics

Nursing—Registered

Welding Technology

## **Bachelor of Arts Degrees**

A degree program consisting of 120 credits of required study in the liberal arts and humanities and fields such as education and professional studies.

***Bachelor of Arts in Elementary Education***

***Bachelor of Arts in Integrative and Professional Studies***

***Resource Management Concentration***

***Social Science Concentration***

## **Bachelor of Applied Science Degree**

A degree program consisting of 120 credits of required study in the applied sciences and fields such as business and instrumentation.

***Bachelor of Applied Science in Management in Technology***

***Bachelor of Applied Science in Instrumentation***

***Bachelor of Applied Science in Land***

***Surveying/Geomatics***

## **Certificate of Achievement Programs**

Accounting Technology

Business Administration

Diesel—Technical Arts

Early Childhood Education

Electrical Technology

Industrial Plant Mechanics

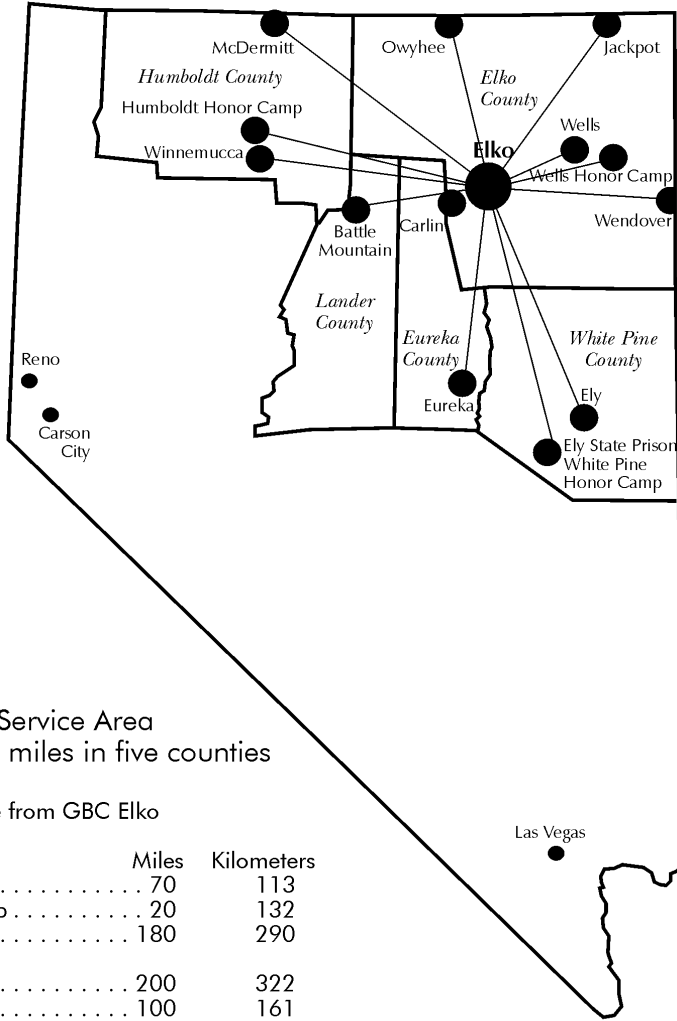
Instrumentation Technology

Welding Technology

## **Bachelor of Social Work (BSW)**

**3+1 Collaborative Program between Great Basin College and the University of Nevada, Reno**

# GBC Service Area



GBC Service Area  
45,000 square miles in five counties

Mileage from GBC Elko

	Miles	Kilometers
To Battle Mountain . . . . .	70	113
to Carlin/Carlin Honor Camp . . . . .	20	132
to Ely . . . . .	180	290
to Ely State Prison/White Pine Honor Camp . . . . .	200	322
to Eureka . . . . .	100	161
to Humboldt Honor Camp . . . . .	135	217
to Jackpot . . . . .	120	193
to McDermitt . . . . .	200	322
to Owyhee . . . . .	100	161
to Wells . . . . .	50	84
to Wells Honor Camp . . . . .	65	105
to Wendover . . . . .	100	161
to Winnemucca . . . . .	120	193



# Welcome to GBC

## A “Community” College

Two generations of students—many of them now citizens and community leaders—have studied at Great Basin College (GBC) since it opened in 1967. Students of the new millennium, like those who studied at GBC before them, have access to contemporary knowledge in classes and the benefit of instructors who truly cherish the learning process. They will also benefit from an excellent library, the most current computing facilities, and well-equipped laboratories. They participate in a time-honored schedule of traditional classes and in a rich array of short courses presented by active scholars from Nevada and the West.

GBC students choose their courses from mathematics, science, business, and computing; humanities and social sciences; fine arts; occupational and technical education; health science; and community education. Full-time faculty members, part-time instructors, and support personnel are mentors, friends, and advisers of the 4,700 students who study throughout the academic year at GBC.

## GBC’s History at a Glance

Great Basin College is the major provider of postsecondary education in central and northeastern Nevada and has been from its first days as an upstart college 35 years ago.

The roots of GBC go back to the early 1960s. That was a golden age of community colleges, and local people sensed their own need for predictable college courses and programs. An enterprising group of citizens began to analyze the prospects for a community college, and in the Spring of 1967 launched a fund-raising drive to start the institution. Elko Community College opened for classes on September 27, 1967. It was the first such institution in Nevada.

In its early days, Elko Community College (ECC) was mostly an adult education center. It was governed by an advisory board working through the Elko County School District. A major gift in 1969 from billionaire Howard Hughes kept the College afloat. The State assumed control and provided funding in 1969 and governance was passed to the Board of Regents of the University and Community College System of Nevada. The College then entered a long period of development.

By the time the College was ready to move to the permanent campus on the old Ruby View Golf Course in 1973, the name was changed to Northern Nevada Community College (NNCC). The College had begun to develop programs within the five-county service area in 1970, and during the early years it had established off-campus educational centers at Winnemucca, Ely, Battle Mountain, Wells, McDermitt, and the Duck Valley Indian Reservation.

The Northwest Association of Schools and Colleges awarded the College its first accreditation in 1974. The late 1970s saw a number of programs flourish including Art, Diesel Technology, and Nursing. New programs continued to evolve in the 1980s. Many new programs, including Electrical Technology, Industrial Plant Maintenance, and Welding Technology, became important offerings, as did the college transfer programs.

The 1990s have been more fruitful with growing student enrollments and new course offerings and programs. To better reflect the service area, in 1995, NNCC became Great Basin College. In 1999, GBC offered its first baccalaureate program. In 2001, GBC added two additional baccalaureate programs and enhanced facilities and in 2002, GBC obtained student housing.

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## Serving the Public

Great Basin College's spirit of sharing does not end at the campus portals. Community service is very important to us.

Members of the faculty are involved in varied community activities. A member of the faculty is a leader of the Northeastern Nevada Naturalists. Two are members of the Board of Directors of the Western Folklife Center. Others have organized literacy volunteer programs. Many faculty members over the years have been leaders in community and economic development activities. Virtually every member of the faculty shares knowledge and experience in numerous community activities, including service to local and state governments. They are often called upon to be advisers to business and industry and to school districts and government.

## GBC Service Area

Great Basin College's service area includes five expansive counties—Elko, Eureka, Humboldt, Lander, and White Pine. These counties contain more than 45,000 square miles and have only about 73,000 residents. In land size that's nearly half of Nevada; as for inhabitants—that's less than two people per square mile.

The College service area covers a 200-mile swath of the Great Basin between the Bonneville Salt Flats in the east and the Black Rock Desert in the west. In Elko County, rain or snow may eventually end up in the Pacific via the Snake River/Columbia Basin drainage, in the Great Salt Lake, or in the Humboldt Sink near the Sierra Nevada. GBC country extends from Denio on the Nevada-Oregon border to Baker on the Nevada-Utah line. This land is often called a "high desert" because the minimum elevation averages more than a mile above sea level. Within the College service area are great potato fields around Winnemucca, some of the world's largest ranches, and several snow-mantled mountain ranges, some of which grow the Bristlecone Pine, oldest of living things.

The area includes the leading gold and barite mines in the United States. GBC country has several reservations of the Western Shoshone and Northern Paiute peoples. Within the service area boundaries are the Great Basin National Park, scenic Lamoille Canyon of the Ruby Mountains, and the lonely Jarbidge Wilderness Area, as well as diverse streams like the rapid white-water Owyhee and the meandering Humboldt rivers. Other bodies of water include Robinson Lake, nearly two miles above sea level; the Ruby Marshes (and National Wildlife Refuge); Wildhorse Reservoir; and the South Fork Reservoir. Here too, are remnants of Nevada's "boom and bust" cycles, ghostly images of their past glory—Palisade, Aura, Metropolis, Cornucopia, and Paradise.

## The Campus

The College's 44-acre, mile-high Elko campus borders Interstate 80 less than a mile northeast of downtown Elko. From the site, collegians may look south and see the snow-mantled Ruby Mountains, the chief water makers in the interior of the Great Basin.

Lundberg Hall (1973) is the oldest campus building. Lundberg houses science laboratories, the computing hub, and faculty offices. McMullen Hall (1974) houses the Library, the Writing Center, and classrooms. Berg Hall (1987) houses the Office of the President, Offices of the Vice Presidents for Academic Affairs, Administrative Services, and Student Services; as well as, the Controller's Office, the Admissions and Records Office, Student Financial Services, the Re-entry Center, Student Employment Services, the Career Center, and a large conference room.

Other buildings include the Greenhaw Technical Arts (1992) building, which houses programs in mechanical technology, art, distance education classrooms, and computing labs. The College Community Center (1991), includes the GBC Foundation offices, a bookstore, study room, social area, Student Central, and food service. Included in Phase II (1995) of the College Community Center, is a 256-seat, state-of-the-art theatre, home of the Theatre Arts Program. The Mark H. Dawson Child and Family Center (1996) and the House that Jack and Tom Built (2003), which house the Early Childhood Education Program, includes preschool and childcare classrooms, a family literacy library, and a creative play yard. A privately owned television station and NBC affiliate KENV (1997) is located on the campus and provides the college with use of a classroom in the facility. The Fitness Center (1997) provides facilities for physical education classes and houses a weight/exercise room and a full-size basketball/volleyball court and two rock climbing walls. The Dorothy S. Gallagher Health Sciences Building (1997) houses the Nursing Program and the Division of Continuing Education/Community Service. The building houses two lecture halls, classrooms, and faculty offices. The Storage/TV/Radio building (1999) houses the PBS, K15EE, Television System, the PBS, KNCC (KUNR translator), radio system, and music classes. The Arts Annex (2000) provides a facility for ceramics and theatre classes.

In June of 2001, the Donald W. Reynolds Foundation project was completed. The \$4.5 million grant project provided a landmark clock tower, a glass solarium, a state-of-the-art amphitheatre, and a pristine waterway and beautiful landscaping.

GBC's latest campus addition is the new "high tech" facility (2001). The center, shared with the Elko County School District, houses computer classrooms, a Microsoft training center, distance education classrooms, an elementary education resource center, a chemistry lab, a microbiology lab, an interactive learning center, a professional development center for school district teachers, and offices.

GBC provides student housing (2002) located within walking distance of the main campus. There are three locations consisting of traditional dorms and Resident Suites (for single students) and Married/Family housing. The college has room available to provide housing for 18 families and approximately 90 single students. For more details, see page 45.

Guided tours of the campus are available. You are always welcome. Simply call for an appointment, 775.753.2343.

### **Branch Campuses and Satellite Centers**

Great Basin College offers classes at numerous regional sites in Elko, Eureka, Humboldt, Lander, and White Pine Counties. The largest towns served by GBC's branch campuses are Ely and Winnemucca. Other communities—Battle Mountain, Eureka, Jackpot, McDermitt, Owyhee, Wells, and Wendover—are staffed by coordinators who determine the local needs and create schedules of classes.

If you wish to contact the coordinator at the satellite centers, please call the GBC Office of Academic Affairs, 775.753.2202, for current information.

#### **Ely**

The Ely Branch Campus is the center of higher education in eastern central Nevada. Ely is located 180 miles south of Elko near the south rim of the Great Basin in a picturesque desert and forested mountain area. It is the center of commerce and industry in eastern Nevada and the seat of White Pine County. Three US highways—US 6, US 50, and US 93—intersect at Ely, a city that more than 5,000 people call home. Tourists are attracted to US 50, "The Loneliest Road in America," and Ely's hospitality industry provides travelers with important services in Eastern Nevada. Nearby is the Great Basin National Park, which attracts visitors because of its varied features: the Bristlecone Pine (oldest of living things), Lehman Caves, and giant Wheeler Peak, with its many alpine vistas and a high ice field. The City of Ely has developed the Nevada Northern Railway Museum, featuring a steam-hissing Ghost Train, which offers excursions during summer months. The Ely Renaissance Society has initiated the painting of murals on the walls of local businesses depicting the county's rich history of mining, ranching, and ethnic heritage.

The Ely Branch has a full-time director and staff who coordinate schedules and programs for the needs of the people of White Pine County and the surrounding area. Built in 1996, the facility links students with other institutions through the Internet and interactive video technology, in addition to traditional on-campus college courses. For more information, call the Ely Branch Campus at 775.289.3589.

#### **Winnemucca**

Winnemucca, 125 miles west of Elko, is the site of another GBC branch campus. The city perpetuates the name of the famous Chief Winnemucca, or "Old Winnemucca," of the emigrant era. Winnemucca is both a Nevada gateway to the Pacific Northwest and a town where tourists from that area like to come for Nevada-style recreation. It is supported largely through mining, tourism, and agriculture. Humboldt County, with its large potato and alfalfa farms, is one of Nevada's leading agriculture areas. Winnemucca is part of "Cowboy Country" and is famous for the outlaw Butch Cassidy, and for some vestiges of the buckaroo spirit of the Great Basin. The GBC Winnemucca campus facility was completed in 1995 and is located at 5490 Kluncy Canyon Road. The campus has a full-time director and staff that coordinate schedules and programs to meet the educational needs of Humboldt County residents. The campus features state-of-the-art computer systems, science labs, and interactive video technology to link Winnemucca students with college students in other Nevada communities. For more information call the Winnemucca Branch Campus at 775.623.4824.

### **Who Accredits Us?**

The College is regionally accredited by the Northwest Commission on Colleges and Universities. GBC is a member college of the University and Community College System of Nevada (UCCSN). The College has received approval by the State Board of Education for the Elementary Education License Program. The College is also licensed to provide Mine Safety and Health Administration (MSHA) certification classes. Students who receive an Associate of Applied Science Degree in Diesel Technology may receive the Automotive Service Excellence (ASE) certificate. Great Basin College follows the curriculum of the American Welding Society (AWS), and graduates of the Welding Technology Programs may receive AWS certification. The Nursing Program is accredited by the National League for Nursing Accrediting Commission (NLNAC), a prestigious national membership.

## **Who Teaches at GBC?**

Great Basin College boasts a faculty whose backgrounds are as cosmopolitan and wide-reaching as GBC is small and personal. The many full-time and part-time instructors come to GBC from all walks of life, bringing their experiences and varied outlooks to enrich our instructional programs. Over the years, many of our instructors have received regional and national recognition for their efforts.

## **Who Are the Classified Staff?**

Classified Staff supports Great Basin College in all facets of this institution and in the communities that GBC provides service. The Classified Staff funds the Tony Salvatierra Scholarship and various projects to benefit the college as well as the community. Membership consists of all State of Nevada classified employees of GBC who are employed in a permanent part-time or full-time position. The officers of the Classified Council volunteer to serve for one year, representing all rights and interests of the Classified Staff of GBC. The Classified Council serves as an advisory group to the President of GBC.

## **Who Attends GBC?**

Great Basin College's service area has more than 73,000 residents, and approximately 3,000 of them enroll at GBC and its branch campuses and satellite centers each semester. GBC students range in age from 16 to 90 and have a wide variety of interests. Some enroll in science courses and the liberal arts transfer programs while others take courses in computer networks, business finance, real estate investments, or learn English as a second language. Our students gain valuable experience at GBC.

## **What Is Academic Freedom and Responsibility?**

Academic freedom is an essential principle of higher education which facilitates the open exchange of ideas in the pursuit of knowledge. Academic freedom allows faculty, staff, students, and invited guests to research, discuss, and publish in an open academic setting, even when this "requires consideration of topics which may be politically, socially, or scientifically controversial" (UCCSN Code Title 2 Section 2.1.2). Academic responsibility requires that such research, discussion, and publication be conducted in a civil manner, following "appropriate standards of scholarship and instruction" (UCCSN Code Title 2 Section 2.1.3).

Great Basin College is committed to upholding the standards of academic freedom and responsibility, as described in the UCCSN Code and the American Association of University Professors' "Statement of Principles of Academic Freedom and Tenure."



## **GBC Mission and Philosophy**

The mission of Great Basin College is to provide superior, student-centered, post-secondary education in central and northeastern Nevada. We provide five types of educational opportunities: university transfer courses, occupational and technical studies, developmental courses, community education and selected baccalaureate programs, along with student support services and special business-education partnerships.

The specific programs we provide in each of these areas respond to the needs of our locale and to our belief that education is the chief means of developing human potential. We believe that the opportunity to learn must be accessible to everyone and that an educated, responsible citizenry best serves our community as a whole. We strive to give individual attention to students and to help them develop critical thinking, problem-solving, communication, analytical, and self-directed learning skills which apply to all aspects of their lives. Great Basin College is committed to providing educational opportunities and access, using the newest distance technologies whenever feasible.

Each of the educational opportunities we provide is equally important to our community. Our university transfer courses provide an alternative channel from high school to a baccalaureate degree. For these people, we provide a broad range of courses to fulfill the requirements of the first two years of a baccalaureate degree. In addition and continuing in the tradition of serving the citizens and the communities at large, GBC offers selected baccalaureate degree programs that meet special needs and that enrich the higher education offerings in northeastern Nevada. Our courses are designed to articulate with the degree programs at other colleges and universities and to stimulate critical, independent, and creative thinking.

Our occupational and technical studies are developed to meet the demands of the local economy. Our programs lead to immediate and meaningful employment for our students. For the employer, we provide short- and long-range training programs that create a productive workforce that knows how to learn and to work in harmony with others.

We collaborate with local and state-wide businesses and industries to create or modify existing technical programs in order to bolster the state's economic climate. We continuously assess these activities to adapt to the rapidly changing needs of our employers and to assist in the recruitment and economic development efforts of the state.

Through lectures, forums, concerts, plays, exhibits, operas and special programs, our community education programs establish education as a lifelong learning process and provide the locus for the community's cultural, intellectual, and recreational enrichment.

Through individualized attention and special programs, we provide remedial and developmental education for a host of people who, because of life's circumstances, have not followed the traditional path of education and who need another entry. We provide a comprehensive range of pre-college level programs for students with limited English proficiency, and for returning adults, enabling them to expand their higher education opportunities.

Equally important to our mission are the student support services we provide. To help our students become more aware of their potential, we provide counseling, academic advisement, placement testing, career planning, job placement, and financial assistance.

Great Basin College is committed to its diverse and changing community by providing an open academic environment where students of all ages and backgrounds can discover their potential and achieve their life goals.

## **General Education**

A primary goal of Great Basin College is to provide students with meaningful, relevant, and challenging learning opportunities in general education, including science and technology. We believe that general education is a continuous process and the heart of the undergraduate experience. General education constitutes learning experiences that will provide educated individuals with essential knowledge. Thus, general education aims to develop individuals with a broad span of knowledge—people who can direct their learning, who communicate clearly, who think logically and critically, and who have the capacity to work independently and as a part of a team.

## **Occupational/Technical Education**

The courses and programs of occupational/technical education at Great Basin College are aimed at training students for entry-level employment or to upgrade skills for positions they already hold.

Great Basin College offers customized training to meet local business and industry workforce development needs. The College has also developed many short courses designed to meet the ever-changing demands of local business and industry.

Occupational/technical education develops intellectual curiosity, promotes creative thought, and improves abilities in areas ranging from computing to welding.

## **Developmental Education**

Developmental education, for many students, provides the “open door” to a college education. These students may need a review of English grammar and usage, or basic mathematics before beginning an occupational education or liberal arts program.

GBC takes developmental education seriously as a major part of the college mission. An increasing emphasis on educational quality, seen as necessary if Americans are to compete in an international economy, is prompting more emphasis on basic skills, mathematics, writing, critical thinking, and reading. Whether or not a student needs developmental coursework in English and mathematics is determined by his/her placement test scores.

Courses numbered 001-099 are developmental courses and will not satisfy degree or certificate requirements nor will they count toward residency requirement of 15 GBC credits for an associate degree or 32 GBC credits for a baccalaureate degree, but will prepare students for later college-level courses.

## **Community Services**

Community Services provides lifelong learning opportunities for all members of our community. Designated by a “C” or “Z”, these courses and workshops are often only a few hours in length and reflect a variety of topics from basic computers to personal enrichment courses. Lectures and forums play a key role in recreational, intellectual, and cultural enhancement. Horsemanship clinics draw students from around the world. The popular Kids’ College summer program brings community youngsters on campus to improve their basic skills or stretch their academic talents in a collegial environment. Many students decide to enroll in degree programs after taking non-credit courses at GBC.

## **Continuing Education**

Lifelong learning is an important mission of Great Basin College. Continuing Education offers a wide variety of courses each semester for students who are not seeking a degree or certificate. Many professions require continuing education as part of their certification or licensing requirements. GBC responds to those educational needs by providing short, intensive training and professional development courses for local residents. Local dental hygienists and dental assistants, insurance and real estate professionals, teachers, engineers, nurses, law enforcement, and emergency medical response personnel earn continuing education credits at GBC.

Individuals interested in substitute teaching can fulfill the Nevada Department of Education requirement, a minimum of 62 credits (of which at least six credits must be in education), to qualify for a Nevada Substitute Teaching Credential.





## Getting Started

### The College Year

Great Basin College follows the semester system. Regular Fall and Spring Semesters run for 16 weeks each, including the final examination. A typical non-lab, 3-credit course meets for 45 hours, a 2-credit course for 30 hours, and a 1-credit course for 15 hours. Fall Semester begins at the Elko campus and most off-campus educational centers in late August and ends in mid-December. Spring Semester begins in mid-January and ends in mid-May.

GBC may also schedule alternate semesters. These may be abbreviated or compressed terms or courses built in or around regular semesters. Summer sessions at GBC begin in late June and end in early August.

Personnel in the Admissions and Records Office, located in Berg Hall, will explain the procedures you need to follow to start smoothly in college. Admission to GBC involves a minimum of red tape. If you have any unanswered questions or concerns, please contact:

Admissions and Records Office  
1500 College Parkway  
Elko, Nevada, 89801  
775.753.2102  
775.753.2311 (FAX)  
[www.gbcnv.edu](http://www.gbcnv.edu)

### Admission to Our "Open Door" College

Great Basin College is an "open door" college which creates an opening to opportunity; it means that no one is excluded from the chance to succeed in college. But admission to the college does not mean that you have unrestricted entry to a particular course or program. The Nursing Program, for example, has more rigorous admissions standards than does the College in general. Students who need basic skills instruction may spend a semester or two in developmental classes before enrolling in the liberal arts or occupational education. Placement tests, given before registration, determine whether

students will benefit from developmental study before entering into liberal arts or occupational education.

No one can be denied admission because of race, age, religion, color, sex, sexual orientation, disability, national origin, or veteran status.

GBC will admit U.S. citizens or immigrants who are at least 18 years old, or who are high school graduates or who have high school equivalency certification. If you are still in high school (see page 19), you may be admitted if you qualify under the special rules. GBC will also admit qualified international students. See Foreign Student Admission.

### Your Responsibilities as a GBC Student

As you consider attending Great Basin College, it is important that you understand your responsibilities. You should read and understand the contents of this catalog. In addition, you should familiarize yourself with GBC policies and procedures. Take special note of important dates for registration, fee payment, and refunds. And, in order to best serve your needs, keep the Admissions and Records Office informed of any changes in address, telephone number, and enrollment status.

It is your responsibility to officially withdraw from courses you are not attending. See pages 52 through 53 for the GBC withdrawal policy.

### How to Apply for Admission

To apply for admission, complete an official Application for Admission which may be obtained from the Admissions and Records Office in Berg Hall or from your local GBC Branch Campus/Satellite Center. This form should be filed with the Admissions and Records Office prior to enrollment. Registration by Internet is available for students who are continuing or who have filed their admission application. An Internet application is available at [www.gbcnv.edu](http://www.gbcnv.edu).

Each semester's Class Schedule has directions for enrolling by Internet. Official transcripts from other colleges or high schools should also be on file at the Admissions and Records Office. If you are applying for financial aid, you will need to request two copies of your transcripts: one copy for the Student Financial Services Office and one for the Admissions and Records Office.

If you are a high school senior, ask your school counselor to send the GBC Admissions and Records Office an official transcript of your grade record. If you have completed the Scholastic Aptitude Test (SAT) or the American College Test (ACT), you should submit the results with your application.

The Elementary Education, Bachelor of Applied Science, Bachelor of Arts in Integrative and Professional Studies, Bachelor of Social Work, and Nursing Programs have special admission requirements. Consult Degrees Offered (pages 61-120) for details or visit our Internet site at [www.gbcnv.edu](http://www.gbcnv.edu).

### **New GBC Class Wait List Policy**

Wait lists are used when classes are full. Students are contacted and moved into their course choice when openings become available, up to the first day of instruction. On the first day of instruction, wait lists are considered void. Students on the wait list are encouraged to attend the first day of class, and, if they still wish to, enroll in the class. The instructor has the authority to decide who and how many are allowed to enroll in the course at that point.

### **Use of Social Security Numbers**

In accordance with the Federal Privacy Act of 1974, applicants for admission and enrolled students at GBC are advised that DISCLOSURE and use of their social security number is voluntary. Students who do not agree to the use of their social security number as a personal identifier will be assigned "N" numbers by GBC. Your social security number or an assigned number, may be used: 1) to identify student records at GBC; 2) for registration and course enrollment; 3) to certify attendance and report student status; 4) as an identifier for grants, loans, and other financial aid programs; and 5) for recording grade information. GBC uses social security numbers or "N" numbers for identification purposes. Provision and use of these numbers for identification purposes will facilitate the provisions of services and compilation of information necessary to maintain accurate records on applications and students.

Students who are employed full-time or part-time by GBC or who receive federally funded educational aid have to disclose their social security numbers for payroll and other mandatory reporting purposes, but such students have a right to have separate "N" numbers for other identification purposes.

### **Taxpayer Relief Act**

As students provide their social security number, they will be eligible for the Taxpayer Relief Act. The Taxpayer Relief Act requires institutions to provide information to taxpayers and to the Internal Revenue Service for the Hope Scholarship, Lifetime Learning Credit, and Student Interest Deduction. The information will be sent to the IRS and entered on the 1098-T form prepared for the student.

### **Foreign Student Admission**

Great Basin College is authorized by the Citizenship and Immigration Services to enroll foreign students. If you are a foreign student planning to enroll, you have special conditions to satisfy. You must submit the following:

- Official evidence, written in English, that you have completed an educational level equivalent to graduation from an accredited United States high school.
- A passing score on the TOEFL (Test of English as a Foreign Language) taken within six months of admission: 500 on the paper-based exam or 173 on the computer-based exam.
- Adequate proof of financial responsibility or sponsorship by a reputable United States citizen or organization for all obligations while attending the College.
- If you want courses transferred to Great Basin College from a college or university outside of the United States, you must have the transcript evaluated by an approved evaluation agency. Please see *Transferring Your Credits to GBC* on page 23 for further information.

With federal legislation under consideration, please contact the Admissions and Records Office for the most current information. For a copy of procedures, contact:

#### **Admissions and Records Officer**

Great Basin College  
1500 College Parkway  
Elko, Nevada 89801  
775.753.2361  
775.753.2311 (FAX)

### **Non-degree Students**

GBC opens its doors to any adult who can profit from instruction. Several hundred "non-degree" students study in credit and non-credit classes each semester.

As a "non-degree" student, you may take classes for credit or choose to audit classes for personal enrichment. Many "non-degree" students discover eventually that they have completed enough credits for GBC's Associate in General Studies Degree, which is described in Associate Degrees page 81.

## High School Students

Great Basin College offers high school juniors and seniors the opportunity to earn academic credit in college courses. Students who may be interested in early studies should discuss the program with parents, high school counselors, and GBC counselors. Students must have the recommendation of their high school principal to enroll in college classes.

Qualified juniors and seniors may register for courses each semester or during a summer session. Students may need to complete an assessment test or provide ACT/SAT scores for enrollment in some courses. The credits earned may fulfill requirements of a GBC degree or certificate of achievement program.

This program permits high school students who excel in their studies to enroll in college courses not available to them in high school and gives them an opportunity for enrichment. For more information, contact your high school counselor or the GBC Admissions and Records Officer at 775.753.2361.

## Tech Prep

GBC is a member of the Northeastern Nevada Career Education Partnership (NNCEP). Members of this consortium include Elko, Eureka, Lander, White Pine, and Humboldt County School Districts. High school students who complete a qualifying Career and Technical Education (CTE) course at their high school with a "B" or better and meet the agreed upon competencies for the course may be eligible for college credit for their high school course upon enrollment at GBC. The high school course must be completed during the junior and senior year and the student must enroll at GBC within three years of graduation from high school to remain eligible for Tech Prep college credit. By taking advantage of Tech Prep credits, students can save both time and money once they enroll at GBC. Tech Prep credit is available in Welding, Basic Shop, Information Systems, Computer Office Technology, Computer and Information Technology, Computer-aided Drafting and Design, Accounting, Nutrition, and Early Childhood Education. The credits earned while in high school are treated as transfer credits and a "P" grade will be assigned. Interested high school students may contact their high school counselor or CTE teacher or GBC's Tech Prep Office at 775.753.2240.

## Placement Tests to Validate Your Mathematics and English Skill

Great Basin College provides assistance to its students as follows:

### Placement in Writing Classes

GBC conducts the following six courses in writing:

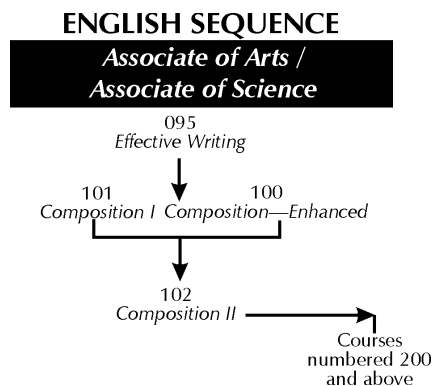
- ENG 095 Effective Writing
- ENG 100 Composition—Enhanced
- ENG 107 Technical Communications I
- ENG 108 Technical Communications II
- ENG 101 Composition I
- ENG 102 Composition II

The English Matrices on the following page demonstrate the progression through writing courses for the Associate of Applied Science, Associate of General Studies, Associate of Arts, and Associate of Science degrees.

If you present a score of 21–29 on the English section of the ACT, or 510–670 on the SAT, or make an equivalent score on a college administered placement test, you may enroll in English 101 or 107, depending upon your program. The placement test is a prediction of your potential for success in writing courses. A score of 30–36 on the English section of the ACT or 680–800 on the SAT will qualify you for English 102.

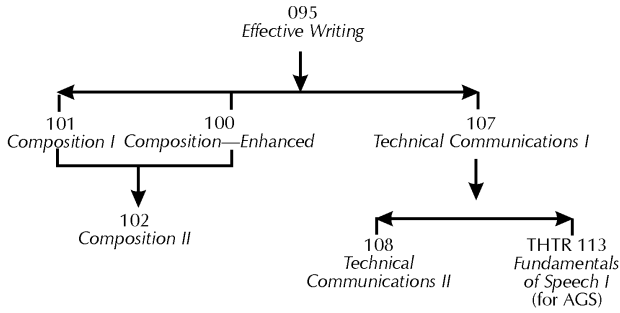
ACT scores below 21; SAT scores below 510; or Accuplacer scores below 106 in sentence skills and 96 in reading comprehension require placement in either ENG 095 or ENG 100. Students must complete a writing sample so that exact placement can be determined by the English Department.

Placement tests and writing sample prompts are available free at the Admissions and Records Office in Berg Hall or at your local branch campus/center. For more information, call 775.753.2272.



## ENGLISH SEQUENCE

*Associate of Applied Science /  
Associate of General Studies*



### Placement in Mathematics Classes

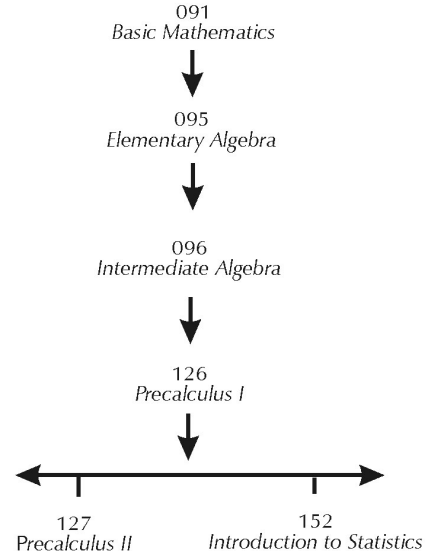
If you wish to take a mathematics course you may be asked to take the mathematics placement test. Students presenting a score of 18 or higher on the mathematics subsection of the ACT or 500 or higher on the SAT, may enroll in any mathematics course up to and including MATH 096 and MATH 116 without taking the placement test.

To satisfy the mathematics requirement for the Associate of Arts, each student must complete three credits at the level of MATH 120 or higher. For the Associate of Science, each student must complete six credits of MATH 126 or higher. Completion of mathematics MATH 116 or higher is required to satisfy the mathematics requirement for the Associate of General Studies. MATH 116 or higher is required for all Associate of Applied Science degrees.

The mathematics requirement may also be satisfied by a student who earns credit through the CLEP (College-Level Examination Program) tests, or transfers equivalent credits to GBC. Placement tests are available at the Admissions and Records Office in Berg Hall and at your local branch campus/center.

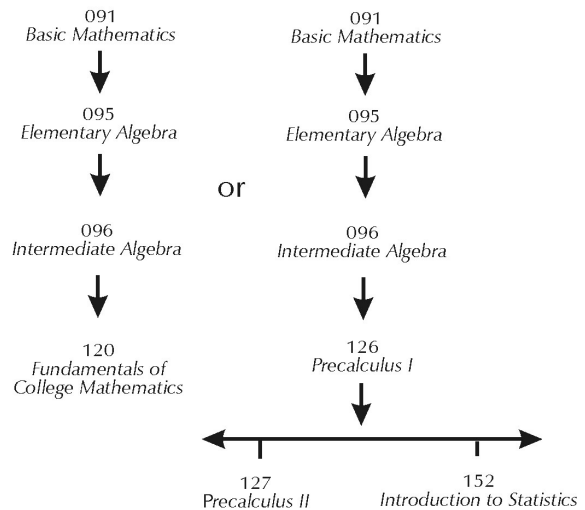
## MATHEMATICS SEQUENCE

*Associate of Science*



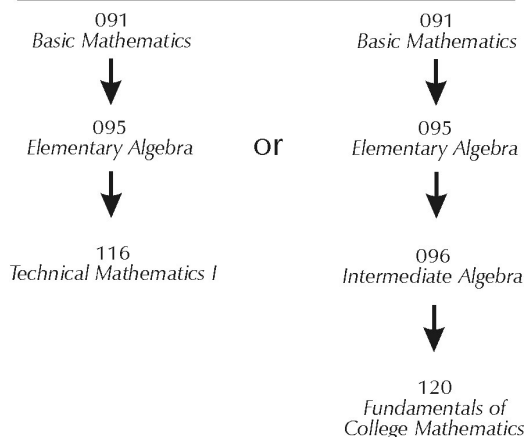
## MATHEMATICS SEQUENCE

*Associate of Arts*



## MATHEMATICS SEQUENCE

*Associate of Applied Science/  
Associate of General Studies*



## How to Select a Mathematics Course

ACT	*SAT	CPT	CPT	CLASS
		ARITH.	ELEM. ALG.	
<16	≤479	<86		MATH 091
16-17	480-499	≥86	≤62.9	MATH 095
18-20	500-530	≥86	63-82.9	MATH 096 AND 116
21-24	531-559	≥86	83-120	MATH 120–MATH 126
≥25	≥560			MATH 127 or higher requires discussion with mathematics faculty.
MINIMUM MATH REQUIREMENT FOR GRADUATION: 3 credits MATH 120 or higher for AA degrees, 6 credits of MATH 126 or higher for AS degrees; 3 credits of MATH 116 or higher for AAS. Rev. 5/19/03				

## The GED High School Equivalency/ Adult High School Diploma

The Nevada Department of Education and the American Council on Education have authorized GBC in Elko as an official testing agency for the General Educational Development Tests (GED). The five-battery test is administered two to three times per month. You may schedule an appointment to take the test upon payment of the test fee of \$50.00. To schedule a GED test, call Admissions and Records at 775.753.2102. If you aren't sure you're ready, the staff in the Adult Learning Center administers a shorter test that can accurately predict GED test outcomes and will pinpoint areas where you need review and study. The Center is well-equipped with basic skills study materials and with highly trained tutors in mathematics, reading, and English.

Satisfactory test results earn you (Nevada residents 17 years old or older) the Certificate of High School Equivalency. Satisfactory scores on the GED tests may also be used to satisfy certain requirements for an Adult High School Diploma. GBC is authorized to issue the Certificate of High School Equivalency; Adult High School Diplomas are issued by the Elko, Humboldt, Lander, and White Pine County School Districts. For more information call 775.753.2233.

## Cooperative Education/Work Experience

Cooperative education is an extension of classroom learning to the workplace. It is a process which integrates on-campus study with related work experience in a student's occupational interest area. For example, a student who studies hydraulics at GBC may expand that learning with a community learning station—perhaps in the shop of a heavy equipment vendor or at a diesel shop at a mining company.

Cooperative education is a tri-part working relationship in which GBC joins with an employer in a structured, academic relationship which benefits the student, the employer, and the institution. Co-op's basic purpose is to provide work experience while the student is in college. The on-the-job experience is supervised as well as monitored by the employer and the institution to insure competency and academic integrity.

Employers who are interested in cooperative education should call GBC's Director of Occupational and Technical Education at 775.753.2303.

## How to Obtain Credit for Your Knowledge and Experience

### Non-traditional Credit

Many adult students with a rich experience of work and training may not be aware that they may obtain college credit for knowledge they have gained over the years.

Students may receive up to 15 credit hours for non-traditional education from any combination of the following sources: military training; correspondence courses; extension courses; post-secondary proprietary institutions, including business colleges; P.O.S.T. (Peace Officers Standard Training) certificate training; and other recognized sources. Students must themselves take the initiative of compiling documents to be used in petitioning for credit. Such documents may include training, certificates, certificates of completion, licenses, resumes, job descriptions, work evaluations, length and content of training, and letters of verification from employers.

A GBC faculty member in the appropriate discipline and the Academic Standards Committee of Faculty Senate will assess prior learning. The recommendation will then be voted on by the full Faculty Senate. Non-traditional forms of learning must be shown to be worthy of college credit. Learning which is certified by GBC for credit must be equivalent to the classroom experience.

Judgments used by the faculty committee on non-traditional learning will vary greatly from discipline to discipline. Certain common denominators, however, will guide the assessment: the quality, the authenticity, the appropriateness, and the breadth of learning.

Non-traditional education credit can only be applied toward an Associate of Applied Science, the Associate of General Studies, or a Certificate of Achievement. The student must have at least 15 semester credits at GBC before non-traditional credit is considered.

Obtain a petition and receive instruction regarding your non-traditional education from Admissions and Records, Berg Hall, 775.753.2273.

## College Credit by Examination

There are three ways to receive college credit by examination: College-Level Examination Program (CLEP), College Board Advanced Placement Examination (CBAPE), and Challenge Examinations. You may earn a maximum of 30 semester credits from credit by examination, using any combination of the exams listed below.

### College-Level Examination Program (CLEP)

The College-Level Examination Program (CLEP) helps you gain recognition for what you know and can do, no matter how or where you learned it. You may test in numerous subject areas which require a score of 50 for three credits. Normally CLEP exams should be completed prior to the second semester. Each test is \$50.00 and all tests are computer generated. For more information, contact 775.753.2272.

### College Board Advanced Placement Examination

Great Basin College credit may be granted to students who have achieved appropriate scores on one or more of the College Board Advanced Placement Examinations. These tests are administered each year in May and are available to high school seniors who have taken Advanced Placement courses in high school. Please contact Admissions and Records for more information. Refer to page 156 for College Board Advanced Placement Examination course grid.

### Challenge Examinations

Challenge Examinations may be given to enrolled students who have accumulated a great deal of information outside the classroom without formal instruction. Students who would like to “challenge” a course must obtain a Petition for Credit by Examination from the Admissions and Records Office and pay a non-refundable fee of \$25.00 for each course challenged.

- Each student is responsible for obtaining a Petition for Credit by Examination, seeking approval(s), arranging to complete the challenge examination, and requesting the official score be posted on the petition and sent to the Admissions and Records Office.
- A maximum of 15 credits in a single subject area may be obtained through challenge examinations.
- Courses cannot be challenged if a student has taken an advanced course in the same area.
- Challenge examinations do not apply toward the 15-credit residency requirement for graduation.
- Challenge examinations do not count as part of a student’s credit load for any given semester.
- Challenge exam credits cannot be used for financial aid credit load standing.
- Challenge examinations are not usually transferable and in many cases, will not count for licensing agencies.

- The student and instructor will reach an agreement, *prior* to the administration of the exam, regarding the grading option for the challenge examination.

If the student chooses the P/W option, a successful challenge will be posted as a “P” (Pass) on the student’s transcript, and the exam will not be computed in the student’s grade point average.

If the student chooses the “Grade” option, the exam grade (A, B, C, D, or F) will be posted on the student’s transcript, and computed as part of the student’s grade point average. The “Grade” option is necessary for courses in which GBC programs require “a C or better.”

- Students must complete the challenge during the same semester in which the request was made.
- Great Basin College reserves the right to deny any petition for credit by examination.

## You and Your Faculty Adviser

When you submit your admission application to the Admissions and Records Office, you will be assigned a faculty adviser. Advisers are assigned according to academic major or program. Students who do not declare a major will still have an adviser assigned to assist them throughout their college experience.

Your adviser will guide you through your academic career at GBC. You will receive assistance with class selection and setting up your semester schedules. Advisers are knowledgeable in their respective areas and can counsel you on career choices and job possibilities in your chosen field.

You should contact your adviser before the enrollment period begins, allowing time to discuss your academic plans. Call or drop by your adviser’s office to make an appointment. If you would like an adviser or are not sure who is assigned as your adviser, call the Admissions and Records Office, 775.753.2102 for assistance.

**Please note: GBC strongly encourages students to avail themselves of the advisement process.**

## Orientation to GBC

Is new student orientation required?

YES, if you are:

- a first-time student enrolling for 12 or more credits
- an associate degree candidate beginning Fall 2000 or later — first semester preferred
- a transfer student with fewer than 24 credits
- a certificate candidate (select program)

NO, if you are:

- a transfer student with 24 or more credits

You are encouraged (not required) to do so, if you are:

- a bachelor degree candidate
- a certificate candidate
- a non-degree student

GBC Orientation—INT 100, will introduce students to GBC, its programs, and services resulting in enhanced academic success. Students will learn:

- What programs are available.
- What requirements are needed to enter courses and programs.
- What requirements are needed to complete courses and programs.
- How to get academic advising.
- What general education means.
- How to get help for a variety of needs (study skills, personal, financial, etc.).
- What resources are available (library, Student Central, etc.).
- How to transfer to another program.
- How to gain access to personal information.
- Where facilities are located on campus.
- How to read the catalog and the schedule.
- How to complete the necessary steps for graduation.

**Times and dates of the GBC Orientation will be listed in the Fall and Spring class schedules.**

## Transferring Your Credits to GBC

Students who would like to have credits from other accredited institutions transferred to GBC should have the institution where they received credit send an official transcript directly to the Admissions and Records Office, 1500 College Parkway, Elko, NV 89801. In order for classes to be transferred to GBC, students must have a declared major.

It is the responsibility of students with foreign transcripts to provide Great Basin College with a copy of the transcript translated and evaluated by a nationally recognized evaluation agency, approved by the Nevada Commission on Professional Standards in Education. The list of these agencies is available at the Admissions and Records Office. This process can be quite lengthy, thus the student is advised to begin the process as early as possible,

especially when applying to specific programs within GBC. The student is responsible for ascertaining and meeting all the deadlines.

## Transferring Your Credits from GBC

Students may plan to transfer from GBC to upper-division study at other colleges. Transferring students should plan to complete a program of classes they know will become a part of a baccalaureate degree because they have studied the university catalog, talked with advisers, and been assured that they can transfer courses with ease.

Some students, however, do not take such precautions. They complete courses at GBC that were not designed to transfer, and later they are disappointed. Don't let this happen to you. This catalog provides the crucial information you need to make informed decisions about the courses you take. But even with this printed guide, you should work closely with your adviser before registration if you plan to transfer.

GBC cannot, of course, guarantee that colleges and universities will receive courses, but our experience has been overwhelmingly positive.

## Transferring within the University and Community College System of Nevada

The universities and colleges of the University and Community College System of Nevada participate in regular discussions about the "transfer status" of courses within the System. The following common course numbering system is recognized among the colleges of the University and Community College System of Nevada:

GBC Non-transferable Developmental Courses  
(courses with numbers less than 100) . . . . . 001-099

GBC Non-transferable Courses  
(courses with a "B" designator) . . . . . 100B-299B

GBC Non-transferable Community Service Courses  
(courses with a "C" designator) . . . . . 100C-299C

GBC Non-transferable Zero Credit Courses  
(courses with a "Z" designator or all 000's) . 001Z-999Z

GBC and University lower-division courses and  
community college transfer courses . . . . . 100-299

GBC and University upper-division courses . . . 300-499  
(courses with "B" or "C" designators are transferrable to  
UNR and UNLV)

University graduate courses . . . . . 500-799

GBC schedules always indicate UCCSN course transfer status with these designations. Naturally, “transfer” courses do not all transfer the same way. Some transfer as equivalents, some as departmental electives, and others as general electives. This catalog provides the information you will need, but even with this printed guide, you should meet with your adviser before registration because courses and programs may change. With the assistance of your adviser, you can make informed decisions.

For more information and to access UCCSN course transfer status information, visit the UNR website at <http://www.unr.edu/stsv/trcenter> or the UNLV website at <http://www.unlv.edu/admissions/trcontracts.html>.

### **Transfer Center**

The Transfer Center of Great Basin College assists students who plan to continue their education at a bachelor granting college or university. The Center, located in the Career Center, offers guaranteed transfer agreements in certain programs for specified universities, for career exploration leading to a major, for transfer to a university, and for professional goal and educational plan guidance. Networking with students who have previously transferred and providing referrals to other college services are also functions of the Transfer Center. For more information visit the Transfer Center in Berg Hall or call 775.753.2279.

### **Transferring with an Associate Degree**

Completion of an Associate of Arts or an Associate of Science degree will be the basis for admission to upper-division study with junior status at universities in Nevada. Completion of either degree automatically fulfills the lower-division, general education requirements. Other baccalaureate-level courses included as a part of the Associate of Arts or Associate of Science degrees will transfer to the University of Nevada, Reno or the University of Nevada, Las Vegas at a minimum as general elective credit. Completion of an Associate of Arts or Associate of Science degree does not guarantee satisfaction of all lower-division requirements at the universities. The receiving institution will evaluate all transfer courses completed at GBC and any other educational institution attended.





# YOU SHOULD KNOW..

## Affirmative Action Policy

Great Basin College is an Affirmative Action/Equal Employment Opportunity (AA/EEO) educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity and that access to facilities and services shall be available to all people regardless of their race, age, religion, color, sex, sexual orientation, disability, or national origin. This principle is applicable to every member of the GBC/UCCSN community, both students and personnel at every level, and to all facilities and services.

Questions regarding the compliance with Equal Opportunity Law should be referred to one of the following:

### Affirmative Action Officer

Great Basin College  
1500 College Parkway  
Elko, NV 89801

### U.S. Department of Education Office for Civil Rights

50 United Nations Plaza, Room 239  
San Francisco, CA 94102

## Family Educational Rights and Privacy Act

Each semester, GBC informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, in the Class Schedule and Catalog. This act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. (This does not, however, include challenging the fairness of a grade.) The law also provides the student with the right to inspect and review all information in his/her educational record.

Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request.

At GBC directory information is defined as name, address, dates of attendance, full-time/part-time status, degree awarded, major filed, and date of graduation.

Refer to page 2 for more information and the Disclosure of Student Records Opt Out form.

## Retention and Disposition of Student Records

The following records are retained permanently:

- Student Permanent Academic Record (transcript)
- General Educational Development (GED) Test Scores

The following records are retained until five years after the last date of attendance:

- Application for Admission
- Transcripts from previously attended institutions
- Military service documents
- Correspondence
- RAD (Report on Acquiring a Degree) Report

The following records are retained for five years and then destroyed:

- Final grade sheets
- Special examinations
- Correspondence
- Refund exceptions

The following records are retained for one year and then destroyed:

- Admission files of students who do not register
- Transcript requests
- Enrollment certifications
- Registration source documents

### **Student Right-to-Know**

The Student Assistance General Provisions of Public Law 101-542 requires all institutions that participate in student financial assistance programs as authorized by Title IV of the Higher Education Act of 1965 and Higher Education Technical Amendments of 1991, Public Law 102-26, to disclose the graduation rate and/or persistence rate of all full-time, degree-seeking or certificate-seeking undergraduate students.

GBC is pleased to provide the following information regarding our institutions's graduation and completion rate. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation and completion status of students who enrolled during the 2000-2001 school year and for whom 150% of the normal time to completion has elapsed.

During the fall semester 2000, 133 first-time, full-time, certificate or degree seeking undergraduate students entered Great Basin College. After three years (i.e., as of August 31, 2003), 20% of these students had graduated from our institution or completed their programs.

While reviewing this information, please note:

- Graduation rates are based on three years attendance that equates to 150% of our longest program.
- Graduation rates do not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.

### **Use of College Facilities**

GBC's facilities, including campus grounds, are provided for the support of the regular educational functions of the college and the activities necessary for the support of these functions. College functions take precedence over other activities.

Sometimes community groups not affiliated with GBC conduct workshops and seminars in college facilities. If you want to reserve a meeting room, you need to complete a reservation form in person at Berg Hall with the Facilities Scheduler, 775.753. 2101, or at your branch campus/satellite center administrative office.

College facilities may be used by private organizations (non-UCCSN groups) subject to availability, an administrative fee, and proof of liability insurance.

### **Publicity Regulations**

The Constitutions of the United States and Nevada guarantee all citizens the right of free expression. Specifically, the First Amendment to the Constitution of the United States of America reads, "Congress shall make no law . . . abridging the freedom of speech or the press." Recent court decisions make it clear that students share the right of free speech with all Americans, when the exercise of such right does not materially and substantially interfere with the operation of the College, or does not disrupt the academic process.

All procedures and rules pertaining to posters, banners, and distribution of materials on campus will be fairly, equally, and consistently enforced, regardless of the nature of the sponsoring group or individual or the philosophy being expressed. A decision to deny or halt the display or distribution of material shall be made based on the manner of distribution/display, not on the content of the materials. All materials must be approved by the Branch Campus Director or, in Elko, Media Services, located in Lundberg Hall, and must be dated and stamped prior to posting.

### **Student Conduct Policy**

Great Basin College (GBC) is a System institution of the University and Community College System of Nevada (UCCSN) and encourages all students to pursue academic studies and other college sponsored activities that promote intellectual growth and personal development. Students are responsible for complying with UCCSN and college guidelines and meeting the appropriate college requirements. In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct him or herself in accordance with college standards.

When a complaint or charge of student misconduct is brought forth, it shall be processed in accordance with the policies and procedures prescribed in the UCCSN Board of Regents Code Title 2, Chapter 6, which is outlined in this document. The complete document may be found in the appendices of the annual Great Basin College Catalog(s). For purposes of this document, the term "member of the college community" as it applies to students includes all persons taking courses at GBC, both full-time and part-time students. Persons who are not officially enrolled for a particular term, but who have a continuing relationship with the college are considered "students."

### **Misconduct**

Misconduct, as defined and established in UCCSN Code, Title 2, Chapter 6. Section 6.2.2, is as follows:

- (a) Commission of any act interfering with academic freedom.

- (b) Use of, or threat to use, force or violence against any member or guest of the System community, except when lawfully permitted.
- (c) Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the System.
- (d) Intentional disruption or unauthorized interruption of the functions of the System, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the System.
- (e) Willful damage, destruction, defacement, theft, or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by the System.
- (f) Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the president of any System institution or the president's authorized agent, unless such possession reasonably relates to duly recognized System functions by appropriate members of the faculty, other employees, or students.
- (g) Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the System after having been ordered to leave by the president of a System institution or the president's designee.
- (h) Forgery, alteration, falsification or destruction of System documents or furnishing false information in documents submitted to the System.
- (i) Making an accusation, which is intentionally false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under this code or under any applicable established grievance procedures in the System.
- (j) Repeated use of obscene or abusive language in a classroom or public meeting of the System where usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the teaching of the subject matter.
- (K) Willful incitement of persons to commit any of the acts herein prohibited.
- (l) Disorderly, lewd, or indecent conduct occurring on System premises or at a System sponsored function on or off such premises.
- (m) Any act prohibited by local, state, or federal law that occurs on System premises or at a System sponsored function on or off premises.
- (n) Use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the System.
- (o) Any act of unlawful discrimination based on race, creed, sex, age, handicap (disability), national origin or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.
- (p) Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic grading, or where verbal or physical conduct of a sexual nature has the effect of creating an intimidating, offensive, or hostile work or classroom environment.
- (q) Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
- (r) Willfully destroying, damaging, tampering with, altering, stealing, misappropriating, or using without permission any system program or file of the University and Community College System of Nevada.
- (s) Acts of hazing, which are defined as any method of initiation into or affiliation with the university or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.
- (t) Any other conduct, which violates applicable stated prohibitions, policies, procedures, rules, regulations, or bylaws of the Board of Regents or a System institution.

All complaints of alleged misconduct (Section 6.2.2 above) made against a GBC student by any person should be submitted to the administrative officer who is the Vice President for Student Services, Berg Hall—Elko Campus 775.753.2282 or mahlberg@gbcnv.edu.

By the Code, all complaints alleging misconduct must be in writing and must specify the date, time, place, nature, and names of person(s) involved in the alleged misconduct (Section 6.8.1). The administrative officer shall investigate the alleged misconduct with the purpose of clarifying the facts and positions taken by the parties involved. The investigation shall be completed within 60 calendar days of the receipt of the complaint.

## **GBC DISCIPLINARY PROCEEDINGS PROCEDURE**

The UCCSN Board of Regents charges the President of Great Basin College with the responsibility of establishing and enforcing the rules and regulations outlined in the UCCSN Code, Title 2. These regulations are designed to enable the college to protect against the conduct of those, who by their actions, impair or infringe on the rights of others or interfere with the orderly operation of the college. With regard to student misconduct, the president has delegated the processing of specific hearings and/or appeals to the administrative officer (Section 6.4.4 and 6.7).

### **Immediacy Clause**

The President of the College may impose upon the accused student an administrative leave from GBC premises when it is determined that the action is required to protect life, limb, or property, maintain order, or investigate a sexual harassment charge (Section 6.5.1).

An administrative leave from GBC premises is an interim action, designed to prohibit the presence of an individual on any GBC campuses for an interim period of time. A hearing with regard to the administrative leave will be held within 10 college working days of the leave, unless the person placed on leave agrees to delay the hearing to a later time (Section 6.5.2). This hearing will determine if the administrative leave should remain in effect until a disciplinary hearing on the allegation may be held. The accused has the right to have one adviser; and, must give written notice of the name and address of the adviser, and whether the adviser is an attorney, to the administrative officer no later than five college working days before the time set for the hearing (Section 6.9.6). Provisions applicable to hearings may be found in Section 6.9 of the Code, Title 2.

### **Informal Proceedings**

The administrative officer shall facilitate an informal resolution process, when appropriate and with the approval of the president. An informal conference is conducted with the complainant and the accused. The purpose of the informal proceedings is to permit the complainant to drop the complaint or to permit the accused to voluntarily accept disciplinary sanctions. Again, the accused has the right to have an advisor accompany him or her. Procedurally, informal action becomes formal when a complaint is not resolved within seven college working days. Throughout the informal process and only until such time as the accused voluntarily accepts sanctions, the accused individual has the right to request a formal hearing.

### **Formal Proceedings**

The administrative officer will take action to resolve the allegation in a timely manner and shall conduct the investigation of the reported incident. Following the fact-finding investigation, the administrative officer shall make a recommendation to the president. A hearing shall be held whenever the president accepts the administrative

officer's recommendation to that effect or does not accept a contrary recommendation from the administrative officer (Section 6.8.2). The president may concur that the complaint is so weak or insubstantial that it is without merit, or it is filled with incoherent statements so that the complaint, as a whole, cannot be considered to be grounded in fact; the complaint is a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same recipient or other recipients that repeatedly have been found to be unsubstantiated; or, that the same allegations and issues of the complaint have been addressed in a recently closed informal and/or formal proceeding. If the president determines that the matter should not go to a hearing, the administrative officer may send a letter to the complainant and the alleged student indicating that the complaint lacks merit and the charges are dismissed. If the president concurs that the allegations may have merit, the administrative officer shall present a charging letter to accused, who may present a written answer with seven college working days of receiving the letter. However, although the individual charged is free to make a written reply, there is no requirement or compulsion to do so (Section 6.8.2). If a hearing is recommended, the president shall make his decision as to the type of hearing within seven college working days after receipt of the administrative officer's recommendation. Also, within five college working days after notification of the president's decision, the president shall name the general hearing officer or the hearing committee and inform the administrative officer, complainant, and the student charged.

### **Hearing Procedures**

Pursuant to the UCCSN Code, Title 2, Chapter 6 (6.4.4 and 6.8.2e), the procedures to conduct a hearing are to be determined by the president or his/her designee.

Hearings are in accordance with the provisions as set for in Section 6.9 of the Code. "The Administrative Officer shall make physical and scheduling arrangements for hearings required by Section 6.10 through 6.12 of the University and Community College System of Nevada." (6.9.2)

The accused student and the complainant must receive a written notice at least 10 college working days before the hearing. By Code, Title 2, Chapter 6. 6.9.3, the notice must include:

- The date, time, and place of the hearing;
- Specification of the misconduct charge;
- To the extent reasonably possible, specifications of the misconduct, including names of witnesses, circumstances of incident, time and place of the incident, and names of any person(s) involved;

- Notification that the person charged may be accompanied by an adviser of their choice, and of the time the person charged must notify the administrative officer of the name and address of the adviser, if any, and whether the adviser is an attorney.
- Other information the administrative officer may wish to include.

The president may decide to appoint a general hearing officer (Section 6.10) or appoint a hearing committee (Section 6.11). If a hearing committee is appointed, it will be composed of two students, two faculty, and one person, who is either a classified employee or professional employee. The chair of the committee will be selected by the appointed hearing committee members. Hearings are conducted in the following manner:

- Evidence shall be admitted if it possesses reasonably probative value, materiality, and relevance. No evidence other than that received at the hearing shall be considered in the decision. Upon request, the person charged, the person's adviser, if any, and the administrative officer shall have the right to examine, at least five college working days prior to the hearing during reasonable business hours, any documentary evidence to be presented at the hearing. The parties shall have the right to present, challenge, or rebut evidence and to question or cross-examine witnesses. Formal rules of evidence shall not apply, but irrelevant or unduly repetitious evidence shall be excluded (Section 6.9.4).
- The administrative officer shall provide a summary record of the case.
- The committee (or hearing officer) shall discuss (or review) the issues, hear testimony, ask questions of the parties involved and witnesses, and consider all available evidence pertaining to the charge.
- The parties shall have the right to present statements, testimony, evidence, and witnesses. The accused student has the right to have an adviser accompany him/her to the hearing; however, the administrative officer must be informed of the adviser's name, address, and whether the adviser is an attorney no later than five college working days prior to the hearing (Section 6.9.6).
- The committee (or hearing officer) shall submit its findings of fact and recommend no action or one of the actions that will be taken (Section 6.3, 6.3.6, 6.3.7) to the administrative officer and the president.
- The hearing shall be closed to the public unless the student charged requests an open hearing (Section 6.9.8). Only the student charged and one adviser, the administrative officer and one adviser, the person or persons conducting the hearing, a person designated to record a hearing, and witness(es) while such a witness(es).
- The hearing shall be tape-recorded, and the recordings will be kept in the administrative officer's office for at least one year (Section 6.12.5).
- A summary record of the proceedings, if held in closed session, shall be kept by the administrative officer in a confidential file. All applicable guidelines as specified by the Family Education rights and Privacy Act of 1974 (FERPA) shall be followed regarding student record privacy.
- A recommendation will be made to the president no later than six months after the filing of the complaint with the administrative officer (Section 6.12.7).

### **President's Action**

Upon receipt of the recommendation by the hearing committee (or hearing officer), the president shall review the findings of fact and recommendation(s). One of the following actions will be taken (Section 6.13). The president may:

- Dismiss the charge,
- Affirm the recommended sanction,
- Impose a lesser sanction than recommended,
- Impose a greater sanction than recommended,
- Order a new hearing.

If there is no appeal, the decision of the president is final. Copies of this decision will be forwarded to the accused, the complainant, the administrative officer, and the chair of the hearing committee (or hearing officer). Pending final action on the charge, the accused individual's status shall not be altered, and the individual shall be allowed to be present at college functions and facilities, unless the immediacy clause was enacted.

### **Appeal**

The accused may file a written appeal of the president's decision within 10 college working days of the receipt of the decision. The appeal must reasonably establish that:

- procedures under which the student was charged were invalid or were not followed,
- the student charged did not have adequate opportunity to prepare and present a defense,
- evidence presented at the hearing was not substantial enough to justify the decision, or

- sanction imposed was not in keeping with the gravity of the violation.

Within seven college working days, the administrative officer will direct the appeal, along with any reply the administrative officer deems necessary, provided to the president for reconsideration when the sanction is suspension or a lesser sanction; or to the Board of Regents if the action is expulsion. If a reply by the administrative officer is included, a copy must be sent to the student. The decision on the appeal will be conducted in a reasonable amount of time and may include the following actions:

- Dismiss the charge,
- Affirm the charge,
- Impose a lesser sanction, or
- Order a new hearing.

### **Disciplinary Sanctions**

The UCCSN Code, Title 2, establishes disciplinary sanctions. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.

### **Warning**

A warning is a notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for more severe disciplinary action.

### **Reprimand**

A reprimand is formal censure or severe reproof administered in writing to a person engaging in prohibited conduct.

### **Restitution**

Restitution is the requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft, or misappropriation of property. The failure to make restitution shall be the cause for more severe disciplinary action.

### **Probation**

Probation consists of a trial period not exceeding one year in which the conduct of the student will be evaluated in terms of whether any prohibited acts are committed. Probation may include exclusion from participation in privileged or extracurricular activities of the System. The person placed on probation shall be notified, in writing, that the commission of prohibited acts will lead to more severe disciplinary sanctions. The official transcript of the student on probation may be marked "DISCIPLINARY PROBATION" for the period of the probation and any exclusions may be noted. Parents or legal guardians of minor students shall be notified of the action.

### **Suspension**

Suspension is exclusion for a definite period of time from attending classes and from participating in other activities of the System, as set forth in a written notice to the student. The official transcript of the student shall be marked "DISCIPLINARY SUSPENSION EFFECTIVE (DATE) TO (DATE)." Parents or legal guardians of minor students shall be notified of this action. A student who is not currently enrolled in the System and who was not registered during the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student's suspension. Such requests must be made in writing to the president. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notification.

### **Expulsion or Termination**

Expulsion is the termination of student registration and status for an indefinite period of time. Permission of the president shall be required for readmission after the expulsion. The official transcript of the student shall be marked "For DISCIPLINARY EXPULSION EFFECTIVE (DATE) TO (DATE)." The parents or legal guardians of minor students shall be notified of the action.

If you have any questions about the University and Community College System of Nevada Great Basin College Rules and Disciplinary Procedures for Members of the University Community, please contact: Lynn Mahlberg, GBC Elko Campus, room 160, 775.753.2282, or email [mahlberg@gbcnv.edu](mailto:mahlberg@gbcnv.edu).

### **Student Sex Offender Notification**

As a student registered for class at Great Basin College you are hereby notified that this College does comply with the Campus Sex Crimes Prevention Act, effective October 27, 2002.

Section 1601 of Public Law 106-386 requires all offenders who are required to register pursuant to State law to provide notice as required under State law of each institution of higher education at which the person is employed, carries on a vocation, or is a student and of each change in enrollment or employment status of such person at an institution of higher education in the State.

Offenders who are students or workers as defined by NRS 179D.110 and 179D.120 and all offenders who are present for 48 hours or more on the Great Basin College campus pursuant to NRS 179D.240 and 179D.460, must comply with the registration requirements of NRS Chapter 179D and register with your local sheriff.

## **Tobacco Free GBC**

In response to student surveys and NRS 202.249 which states, "It is the public policy of the State of Nevada and the purpose of this statute to place restrictions on the smoking of tobacco in public places in order to protect the human health and safety...", the Administrative Council of Great Basin College has approved a "smoke free" campus. Smoking areas will be designated outside certain buildings.

The policy is based primarily on state statute which says, in general, that smoking tobacco in any form is prohibited in any public building. It further states that a separate area is not specifically defined. Legal counsel has said that this has generally been interpreted to mean "outside" or a designated "outside area."

In 1998, the GBC Administrative Council voted to extend the prohibition to include all forms of tobacco use, making GBC a "tobacco free" campus.

## **Sexual Harassment**

Great Basin College will not tolerate sexual harassment of students, faculty, and staff. Victims of sexual harassment can feel hurt, frustrated, and helpless. As a member institution of the UCCSN, GBC adheres to the policies and disciplinary sanctions set forth by the Board of Regents. The President has designated the Administrative Officer or the Director of Human Resources as the officials responsible for receiving and investigating complaints of sexual harassment. Any administrator, employee, or supervisor who is aware of an alleged incident of sexual harassment will take immediate action to bring the matter to the attention of the Administrative Officer (Vice President for Student Services) or the Director of Human Resources.

By definition, sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education.
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education.
- That conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment.

For additional information refer to page 164, visit the Administrative Officer, who is the Vice President for Student Services, located in Berg Hall or call 775.753.2282.

## **Title IX**

Title IX of the Education Amendments prohibits sex discrimination in federally-assisted programs. Specifically, the law reads: "No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Equal educational opportunity includes admission, access to college activities, facilities, courses, financial assistance, employment and counseling.

Great Basin College interprets Title IX to include sexual harassment. The College affirms that no person shall, because of sex be denied participation in, or be denied benefits, or be subjected to discrimination in any educational program or activity.

Grievance procedures are clearly defined and available to all students and employees. In keeping with the policy of Great Basin College against unlawful discrimination, all inquiries and complaints of alleged discrimination based on race, age, religion, color, sex, sexual orientation, disability, and national origin should be directed to the Vice President for Student Services at the following address: Great Basin College, 1500 College Parkway, Elko, Nevada 89801, 775.753.2282.

Those wishing to pursue a civil rights complaint beyond the local level should direct their inquiries to the following:

### **Office for Civil Rights**

United States Department of Education  
50 United Nations Plaza, Room 239  
San Francisco, California 94102

## **Assistance with Substance Abuse**

Great Basin College has joined other colleges and universities across the nation in encouraging the elimination of alcohol and other drug abuse on our campuses and in our communities.

While the majority of adults who drink do so in an acceptable and responsible adult manner, there is a substantial number who misuse and abuse alcohol with resulting problems in health, academic and vocational performance, social and personal relationships, and financial and legal matters.

We at GBC value your right to make your own choice. As with any privilege, there is a responsibility. To those choosing to drink alcoholic beverages comes the duty of doing so in a manner that is consistent with the laws of the state and community norms, and with respect for the rights of others.

In order to reduce and prevent alcohol-related problems, we have developed a substance abuse prevention program. During the academic year, GBC will offer information and programs which will include:

- Identification of the values and attitudes related to drinking.
- Recognition of one's own motives for choosing to drink and development of appropriate decision-making skills.
- Presentation of information regarding alcohol and its potential effects on the individual and society.
- Intervention and referral services.
- Pamphlets, films, posters and other information on alcohol and other drugs.

In addition, as part of the Drug-free Schools and Communities Act, campuses are asked to provide students with information on campus rules and regulations pertaining to alcohol and other drugs, the health and social effects, legal sanctions, and counseling and treatment programs available.

### Standards of Conduct

The Board of Regents Handbook, Title 4, Chapter 20, Section 4, states the UCCSN's alcoholic beverage policy. It governs storage, possession, and use of alcoholic beverages by people of legal age. It also mandates disciplinary action against "any student who exhibits offensive behavior on university-owned or supervised property while under the influence of alcoholic beverages."

### Legal Sanctions

Legal sanctions are governed by the Nevada Revised Statutes. Such sanctions result from a police report filed with the District Attorney's Office. Legal action may take place concurrently with campus disciplinary action.

### Campus Disciplinary Sanctions

#### Alcohol:

- Counseling and assessment; campus probation; campus disciplinary probation; extended probation with counseling; suspension and/or expulsion: for violations of campus policy which include other offensive or recidivist behavior.

#### Drugs:

- Disciplinary probation and referral to assessment/treatment; suspension and/or expulsion: for violations involving possession or use.

For more information or to arrange for program services and assistance, contact the GBC Counselor, Berg Hall, 775.753.2279.

### Campus Security Act

In compliance with the crime awareness provisions of the Campus Security Act of 1990, GBC makes crime statistics publicly available every semester in the class schedule and on the GBC website at the Security Department site.

Any student, parent, or member of the community who wishes to see the Security Report Log should contact the Director of Environmental Health, Safety, and Security during normal business hours and the log will be made available.

**GBC Guide to Assist in Referring Student Questions and Concerns** (Additional steps may be necessary and are subject to change)

**Registration adds, drops, and changes** . . . . . Admissions and Records Office  
775.753.2102

**Approval to register for more than 18 credits in a semester** . . . . . Admissions and Records Office  
775.753.2102

**Acceptance of transfer credit** . . . . . Admissions and Records  
775.753.2102>  
Career Center, 775.753.2168>  
Faculty Adviser

**Grade appeal** . . . . . Instructor>Chair> Faculty  
Senate, Academic Standards Committee. Contact Student  
Services for a description of the process.  
775.753.2184

**Residency appeal** . . . . . Admissions and Records Office  
775.753.2102

**Purged from classes for non-payment** . . . . . Director of Enrollment Management  
775.753.2271

**Appeal of GBC Refund Policy** . . . . . Director of Enrollment Management>  
Refund Appeals Committee  
775.753.2271

**Appeal of late fees** . . . . . Director of Enrollment Management>  
775.753.2271

**Financial aid processing scholarships, grants, loans and employment** . . . . . Student Financial Services Office>  
Student Financial Services Director  
775.753.2399

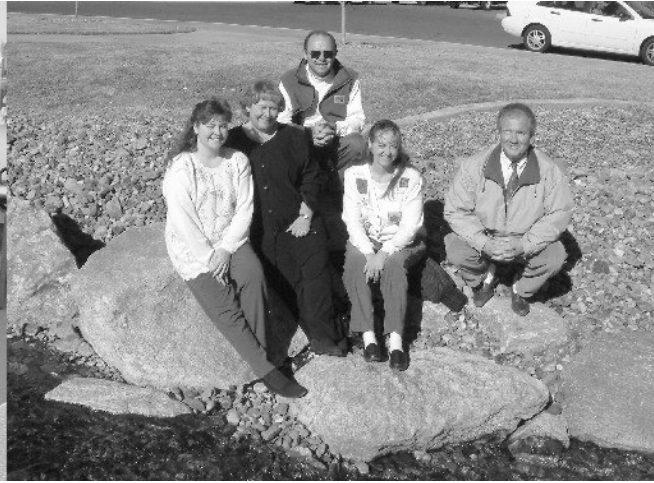
**Appeal of financial aid suspension and denial** . . . . . Student Financial Services Office>  
Financial Aid Appeals Committee>  
Student Financial Services Director  
775.753.2399

**Registration/Payments** . . . . . Admissions and Records Office  
775.753.2102>  
Controllers Office, 775.753.2110

**ADA classroom accommodations** . . . . . Career Center>ADA Counselor  
775.753.2279

**Complaints concerning faculty or student conduct** . . . . . Student Services  
775.753.2184>  
Security, 775.753.2115





## Resources and Services

### What Student Services Does for You

Student Services, located at the branch campuses/centers or Administrative Offices, Berg Hall, provides much of the information needed for getting started and continuing with satisfaction at GBC. Student Services provides information about academic and technical programs, requirements for graduation, and transferring to other schools.

You go to the Admissions and Records Office if you get snarled in red tape, when you need a transcript, or when you need academic advisement. You can call on this office if you have a disability and need access to a building or help with registration.

You also come to the Admissions and Records Office if you think you deserve credit for skills you have learned and education you have attained through outside-of-college experiences.

In addition, for immediate access to Student Services, use the GBC Online Information Source to talk to a live person and receive instant answers to your questions.

### Services for Students with Disabilities

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student must furnish current verification of disability. The counselor(s) at the Career Center will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2279.

### When You Need an Official Transcript

A transcript is your official grade report. It is stamped with the official GBC seal and signed by the Admissions and Records Officer. If you want a copy of your transcript for yourself or to be mailed to another school or a prospective employer, you may make a request in person or by writing to the Admissions and Records Office. A request form that can be downloaded, completed, and mailed or faxed to the Admissions and Records Office is also available at [www.gbcnv.edu](http://www.gbcnv.edu). Telephone requests will not be accepted. Transcript requests must be placed well in advance of the date needed to ensure adequate time for processing. During peak registration periods in August and January, 10 working days are required. GBC reserves the right to withhold transcripts if you have outstanding financial obligations.

### Unofficial Transcripts

Unofficial transcripts are available on the web at: [www.gbcnv.edu](http://www.gbcnv.edu).

### RAD (Report on Acquiring Degree) Reports

RAD is an automated degree audit report (DARS-Degree Audit Reporting System) that reflects progress toward completion of a degree requirement and suggests courses that may be selected in order to complete degree requirements. By comparing completed coursework (including transfer and 'in progress' courses) with program requirements, this report can give a summary of timely information about progress toward meeting degree requirements. RAD reports are available upon request through a GBC adviser. Contact the Admissions and Records Office at 775.753.2102 for information on scheduling an appointment with an adviser.

## **Student Central**

Within the Student Central area, students will find the student development coordinator, student aides, the college recruiter, student ambassadors, and the Ask Me Center. This center offers a number of services to GBC students, faculty, and staff consisting of several interrelated activities. Student Central's goal is to empower all students to accomplish their academic goals, facilitate their success, and attain their individual potential. Located in the College Community Center, you are always welcome and no appointments are necessary. Student Central can be reached at 775.753.2304 or by email at [phone@gbcnv.edu](mailto:phone@gbcnv.edu).

## **The Career Center**

The Career Center, located in Berg Hall, offers a wide range of services for current and prospective students, faculty, and staff. The Center operates on the philosophy that the career and academic decision-making process is one that emerges over time, shaped by one's own experiences, interests, and values.

The Career Center houses Career and Academic Advising, Career Resources, Re-entry Center, and Student Employment Services.

### **Career and Academic Advising**

Students are encouraged to begin early to explore career options through academic pursuits. The principal goal of the Center is to provide support services so that students may become more effective in dealing with concerns that influence their pursuit of academic goals. Students may receive ongoing assistance in planning academic programs and building skills in personal communication. Assistance regarding academic advisement, orientation, and study skills are provided. Information is also available on all two- and four-year colleges and universities in the United States. For more information call 775.753.2168.

### **Career Resources**

The Career Center provides a wide variety of information and resources to facilitate the soul searching and preparation that goes into successful career planning and academic pursuits. Information regarding occupations, job market trends, and Internet sites are all available through CHOICES CT, computerized career exploration programs, and NCIS (Nevada Career Information Systems).

The following computerized assessments are also available through the Career Center: The Strong Interest Inventory and The Myers-Briggs Type Indicator. Tests are administered at a cost of \$15.00. For more information call 775.753.2168.

## **Re-entry Center**

The Re-entry Center program for career and life planning is designed to identify and meet the special needs of the economically disadvantaged, single parents, pregnant/parenting teens, displaced homemakers, students with disabilities, and high school dropouts throughout the GBC service area. The program can help by providing services that are offered through the Career Center, such as job placement services, pre-employment training, career counseling, and career guidance. The program is a vital network of employers, education, and human service agencies created to help and prepare this special population to enter the job market. Men and women are welcome. For more information call 775.753.2243.

## **Student Employment Services**

Student Employment Services, located in the Career Center, offers employment referrals and job search training for Great Basin College students and graduates seeking employment. The Service works closely with prospective employers to develop jobs for students as they graduate and to accommodate the wide variety of student schedules. All employment assistance is provided on an individual basis to meet personal needs. Up-to-date listings of job opportunities are posted for both on- and off-campus employment opportunities on bulletin boards located in Berg Hall, Greenhaw Technical Arts Building, and the Health Sciences Classroom Building. Job listings are also posted on the GBC home page at [www.gbcnv.edu](http://www.gbcnv.edu).

In addition to job listings, students can receive assistance writing a resume, attend career exploration workshops, learn how to answer tough interview questions, job search using the Internet, or gain insight into how to present a professional image. For more information regarding employment opportunities, resume workshops, or classes, please visit Student Employment Services in Berg Hall or call 775.753.2255.

## **Distance Education**

Great Basin College offers many distance education courses for those who are unable to enroll in traditional, face-to-face classes due to work, family, location, or any other reason. Distance education is generally defined as a course that is time and/or distance independent, meaning that the students and instructor don't meet at the same time or even in the same place. Generally, students do most of their coursework at home or office, at a time of the day or night that fits their schedule.

Two types of distance education courses offered by GBC are telecourses and Internet courses. Additionally, GBC offers courses via interactive video broadcast which allow students in two or more locations to interact over live television with a single instructor from another location.

Telecourses are primarily textbook- and workbook-based courses with 10-20 hours of videotape to supplement the text materials. Telecourses are the oldest method of distance education and are an update of correspondence courses. Telecourse students check out videotapes for viewing at one of GBC's campuses or centers.

Internet (online) courses are the most popular type of distance education and are often referred to as asynchronous, meaning that students and faculty don't have to be on the Internet at the same time. Internet courses require students to use a computer with Internet access to retrieve and send their coursework to the instructor. Students are expected to do most of their work on a computer and to communicate with faculty and other students through the computer.

Distance education courses at GBC follow the same course outline, have the same learning outcomes, and require the same academic rigor as traditional face-to-face courses. They are a means of accessing college courses for those who would not otherwise be able to due to the remoteness of their home or work/family schedule. However, they are not for everyone. Some people dislike the lack of social interaction with other students, or lack the self-discipline to set a schedule and work on their own. Check GBC's distance education site at [www.gbcnv.edu](http://www.gbcnv.edu) for a short questionnaire to determine if you are a good candidate for distance education, or call 775.753.2240.

### **Self-Directed Learning**

In addition to our Distance Learning Program, GBC has two types of self-directed learning available—self-paced courses and independent study. For more information, consult your faculty adviser and the Fall and Spring class schedules.

### **The GBC Library**

Study and browse in the friendly atmosphere of the college library. The library collections include over 40,000 books, videos, and maps. Government information is provided through the Federal Depository System and includes print, microfiche, and electronic products, often online through the Internet. Electronic online subscriptions provide over 5,000 journal titles with tens of thousands of full text articles. The online catalog and the electronic databases are available to students throughout the service area.

The library has inviting student study space, an electronic classroom for library instruction, a quiet reading room, and a satellite down-link room. Public computers are Internet accessible.

Distance education students may obtain a library card and library books, by the Interlibrary Loan system (ILL). View the library web page at [www.gbcnv.edu/library](http://www.gbcnv.edu/library). Choose the heading Library Services, then choose Distance Students for the electronic card application form and support; choose Interlibrary Loan Form to borrow a book. For more information about Interlibrary Loans email [sknowles@gbcnv.edu](mailto:sknowles@gbcnv.edu) and for more information, call 775.753.2222. The Library hours during the semester are Monday-Thursday 8 a.m.-9 p.m.; Friday 8 a.m.-5 p.m.; Saturdays 10 a.m.-5 p.m. Library summer hours are Monday-Friday 8 a.m.-5 p.m. and closed Saturdays.

### **Academic Computing**

The goal of Academic Computing at GBC is to provide the best possible environment for computer training—meeting the needs of students, faculty, staff, and the community. Academic computing focuses on support for delivery of instruction and training.

Computing facilities on the Elko campus include eight computing labs, two located in Lundberg Hall, two in the Greenhaw Technical Arts Building, and four in the High Tech Center—one of the four is an open computer lab. Students enrolled in computer office technology, graphic design, drafting, desktop publishing, and a host of other courses will find well-equipped labs staffed with qualified lab assistants ready to help with the use of software and additional resources. Open laboratory hours are posted each semester based on class schedules. Computer labs are also available in Battle Mountain, Ely, Wells, and Winnemucca.

Computers at GBC are also connected through a local area network to the Internet, the world's computer data highway. Students have the opportunity to use the resources of this network from any of the labs, and a number of classes are offered that help students use these resources effectively.

In addition, faculty and staff are connected to the local area network through their offices. Instructors make use of electronic mail for communication with students and may collect and send homework assignments through the network. Students may use GBC's open computer lab to access GBC's Internet (online) courses.

### **Computer Lab Policies for Establishing an Account**

Policies and procedures for all GBC computer labs are as follows:

Students enrolled in a course requiring a computer lab fee must pay the fee at the time the course registration fee is paid.

The following procedures are for students enrolled in non-computing courses at GBC who require access to the open computer lab:

The High Tech Center is open during the regular academic year between 8 a.m.-10 p.m., Monday-Friday, and 8 a.m.-5 p.m., Saturday. Hours are limited during the summer months

COT students are assigned a login and password to access GBC computers and the Internet.

For one-time use, non-COT, and high school students are assigned a generic login and password by the High Tech Center lab aides to access GBC computers and the Internet. Non-COT students outside the Elko area must pay \$15.00.

**Students may arrange for a one-time use of the computer lab.**

- A. Sign a form provided by the lab aide.
- B. The lab aide will log in the student.

**Non-Computer Office Technology instructors may obtain a set of guest accounts in order to bring their classes to the Computer Lab.**

- A. A maximum of three regularly scheduled class times can be set up without cost to the students.
- B. The guest accounts are automatically removed after the last class session.
- C. Guest accounts must not be used outside of the scheduled classes.

**Student Email Accounts**

GBC establishes an email account for every registered student. This account is used to send information from campus departments so that students stay up-to-date with activities and opportunities. Students may also use this account for all email communications both on and off campus. To activate an email account, visit GBC's online website at [www.gbcnv.edu](http://www.gbcnv.edu). "Click" on current students then "click" on apply for an email account and follow the directions.

Students can forward their email from their student account to an account they use more often. To forward your GBC email to an email you use more often:

- Visit <http://swami.scsr.nevada.edu>
- Log in by entering your user name and your GBC password, then "click" on submit (Your user name is your GBC email address without the @gbcnv.edu)
- "Click" on account records
- "Click" on modify mail settings
- Follow the directions to forward your email

Students can obtain forms to change passwords at the GBC switchboard, Student Central, or the Admissions and Records Office. FERPA requires that a photo ID be presented at the time of the request.

**GBC Writing Center**

The Writing Center, McMullen Hall, provides current students with the essentials for college success including English and computer skills tutoring. Adults who have been away from school for a while may have rusty writing skills, preventing them from meeting the requirements of other college subjects. Recent high school graduates may also need additional review of English, or basic computer skills, complicating their first experience in college-level courses.

The Center is equipped with computers and staffed with tutors who are available to assist students with writing and word processing. Operating hours for the labs are posted each Fall and Spring Semester session. Students enrolled in refresher English courses are required to utilize the Writing Center.

The ultimate purpose of the instructors is to prepare students for the demanding work of Freshman classes such as Composition I or General Psychology. Instructors also refer students to the labs. Special assistance is offered to Computer Office Technology students in basic skills and proofreading. For more information about GBC's Writing Center, call 775.753.2149.

**Mathematics/Science Resource Center**

Adults who have been away from school for a while have often forgotten mathematics required in many new jobs in our increasingly technological society. High School graduates may need additional review of mathematics in order to meet the demands of college mathematics. The Mathematics Resource Center, Lundberg Hall, is staffed Monday through Friday with tutors available to assist students with Basic Mathematics through Calculus III. Mathematics tutoring software is also available for use with some courses. Operating hours for the labs are posted each semester for the Fall and Spring Semester sessions. For more information about GBC's Mathematics Resource Center, call 775.753.7534.

**GBC's Adult Learning Centers**

GBC's Adult Learning Centers in Battle Mountain, Elko, Ely, Owyhee, Wells, Wendover, and Winnemucca help people in their respective communities to improve basic skills. Free tutoring is offered to adults who are 17 years of age or older and who have an interest in improving their reading, writing, mathematics, and English skills. English as a Second Language is also addressed in all of these learning centers. Students may study for their own personal satisfaction, to improve their daily survival skills, or simply to be able to read to their children and grandchildren. Students can also improve their job-related skills through small group and individualized tutoring. Individualized learning materials, tapes, videos, and computer-assisted instruction help students learn or re-learn at their own speed.

The Adult Learning Centers in Elko, Battle Mountain, Wells, and Owyhee are also the focal point for General Educational Development (GED) test preparation and for the Adult High School Diploma Program, which the college supports in cooperation with local county school districts. See page 21 for fee and test information.

Learning Centers are housed at the following locations:  
**Battle Mountain:** 330 S. 5th Street, #10  
**Elko:** 1020 Elm Street, (directly across from the Greenhaw Technical Arts Building, adjacent to High Tech Center)  
**Elko Southside:** 501 Lamoille Road  
**Ely:** Branch Campus, 2115 Bobcat Drive  
**Owyhee:** GBC Building  
**Wells:** Family Resource Center, 261 First St.  
**Wendover:** Peppermill/Rainbow and Montego Bay, Human Resource Building  
**Winnemucca:** GBC Branch Campus, 5490 Kluncky Canyon Road

All centers offer flexible programs with morning, afternoon, and evening hours to accommodate the students' varying work schedules. These free programs are funded by a grant from the U.S. Department of Education and the State of Nevada.

GBC, in administering these programs, delivers educational opportunities to all interested persons in rural Northeastern Nevada, including providing services to minimum security prisoners at three Conservation Camps. For more information call the ABE Coordinator at 775.753.2109.

### English as a Second Language

English as a Second Language instruction is offered in all locations listed under the Adult Learning Centers. For more information about ESL programs call the ABE Coordinator at 775.753.2109.

### Workplace Literacy

Great Basin College implements workplace literacy programs in cooperation with businesses in Northeastern Nevada. Employers provide the facility and at times may allow release time for employees to study. GBC performs site assessments to determine skill deficiencies, to establish a competency-based curriculum, and to recommend materials. The College trains and coaches teachers, tests students, and keeps records of student hours. Certificates of achievement are issued to successful students.

Successful programs include the following locations: the Peppermill/Rainbow Hotel Casino and Stateline/Silversmith Casino-Hotel in Wendover; and Winnemucca Farms in Winnemucca. GBC also consults with area mines near Elko and Winnemucca that refer students to GBC Adult Learning Centers when a literacy problem arises. For more details or for a free pre-program assessment, call the ABE Coordinator at 775.753.2109.

### Classes for Business and Industry

Great Basin College offers customized training to meet local business and industry workforce development needs. The College offers practical training to improve skills, increase productivity, promote safety, and encourage the application of new technologies in the workplace. GBC's highly qualified and dedicated instructors have forged special relationships with business and industry to provide comprehensive training for employees. The College schedules short, intense, and focused customized contract training at flexible times with some classes held on the job site.

Customized computer training for business and industry includes Microsoft Windows and Microsoft Office, Internet, presentation software, spreadsheets, database management, word processing, desktop publishing, graphic production, computer-aided drafting, web page building, and email workshops. The College also provides classes in technical writing, management and supervisory training, customer service, conflict resolution, communication skills, first aid in the workplace, and OSHA updates.

In recent years, technical arts and industrial plant mechanics short courses have been presented at many mine sites.

The Diesel Technology Program, a grant recipient of Caterpillar, Inc., and Cashman Equipment, provides specialized training on Caterpillar and other major equipment. The Welding Department provides American Welding Society (AWS) certification and specialized testing.

Large and small businesses and government agencies seeking help with workplace training should call one of the following:

GBC Continuing Education . . . . . 775.753.2231  
Nevada Small Business Development  
Center . . . . . 775.753.2245  
GBC Director of Occupational/  
Technical Education . . . . . 775.753.2303

### Short Term Employment Program—STEP

The Short Term Employment Program—STEP, was established in 1999 to provide training for displaced workers. Several programs are available including Electronic Repair Technician, Small Engine Repair, Building Maintenance, Heating and Air Conditioning, and Physician's Front Office Assistant. The programs vary in length from three to 18 weeks. Additional new programs, based on current employment needs, may be under development. For additional information and current program offerings, contact the Director of Occupational Education at 775.753.2303.

## **Fitness Center**

The Fitness Center is available to enhance your recreational and educational experience at GBC. Services include a complete fitness center that offers a variety of classes in weight training, aerobics, kickboxing, yoga, Tai Chi, dance, karate, judo, rock climbing, and intramural sports. To enroll in classes, or sign-up for basketball, fitness memberships, or student workouts, call 775.753.2113.

## **Student Life and Student Government Association**

College is more than books, lectures, and labs. Some of your best times for learning and involvement will be spent in student activities. You may choose to get involved by joining clubs and organizations such as Phi Beta Lambda, Concert Choir, Skills USA/VICA, Student Government Association (SGA), Campus Environment Committee, GBC’s Student Nurses Association, and many more.

The Future Business Leaders of America—Phi Beta Lambda is a national organization open to all students interested in pursuing a business or business-related career. Its mission is to bring business and education together in a positive relationship through innovative leadership and career development programs. Students have the opportunity to build team working skills, leadership, professionalism, and compete at leadership conferences. GBC has Nevada’s only chapter of PBL. For information, call 775.573.2125.

GBC’s student union is in the College Community Center. It houses the Student Government Association Office, a study room, a TV room, an arcade room with a pool table, a small conference room, Student Central, and a food service area. The college bookstore is also located in the College Community Center.

When you register, you are automatically a member of the Student Government Association. A small part of your registration fee goes to support student activities such as dances, clubs, games, barbecues, films, lectures, and more. These activities are overseen by elected students who form the GBC student government.

Student government is the representative body that voices the concerns of the entire student body, and oversees the many social and educational extracurricular programs. Four Executive Officers and more than 11 Senators form the legislative body of the SGA. They represent the concerns of students from all service areas and participate in weekly meetings with members from the Battle Mountain, Elko, Ely, and Winnemucca sites.

The President, Vice President, Secretary, and Treasurer are elected by students at all campuses in the Spring Semester and serve through the summer until the following spring. Some senators are elected by their respective sites and the remaining senators are elected in the Fall Semester. SGA members are elected by a vote of the student body and are expected to serve for one academic year (August to May). Contact the SGA at 775.753.2256, 775.753.2234, julies@gbcnv.edu, or you may also learn more at www.gbcnv.edu/sga.

## **Small Business Development Center**

The Nevada Small Business Development Center (SBDC) is designed to meet the many specialized needs for small business managers and owners. The SBDC is a cooperative effort between the University of Nevada, Reno, GBC, and the US Small Business Administration. The SBDC is located at the Elko County Economic Diversification Authority (ECEDA), 723 Railroad Street. The Center:

- Provides one-on-one individual advising to any small business located in northeastern Nevada.
- Develops and offers educational programs geared to the needs and interests of small business persons in pre-business training, small business management, and specialized skills training.
- Provides a variety of management and technical assistance services such as business plan development, new business analysis, loan packaging, marketing, financing, and record keeping.

There is no charge for the management and technical assistance provided by the SBDC. Any small business firm or individual may request assistance from the SBDC and take advantage of advising services, education, and technical resources. For more information, please call the SBDC:

Elko . . . . .	775.753.2245
Winnemucca . . . . .	775.623.1064
Ely . . . . .	775.289.8519

## **The GBC Foundation**

The Great Basin College Foundation, Inc., is a not-for-profit corporation under Nevada law, separate from the College. The Foundation is empowered to receive gifts, bequests, and endowments, all of which are tax deductible for the donors.

The Foundation, with its focus on private support, is important to the well-being and the quality of the College. Through the work of the members of the Foundation, several avenues have been created for individuals and businesses to support GBC. This support includes donations of money, real estate, personal property, equipment, and securities such as stocks and bonds. Other provisions may be made through wills, by gifts of insurance policies, or through the creation of an endowment or trust.

Donors may give for specific purposes—scholarships, specific programs, or capital expenditures—or they may give without restriction. The Foundation has, among its members, individuals who can arrange donations to obtain maximum tax benefits for the donors and, at the same time, support scholarships or other educational needs. Through the concept of the “pooled income plan” or a trust, a donor may give and increase spendable income at the same time. The Foundation staff will be pleased to assist individuals with a donation plan suited to their needs and wishes. The Foundation Office in Elko is located in the College Community Center, 775.753.2246.







## Fees and Financial Aid

### Nevada Residency Status

You are considered a “bona fide” resident of Nevada if you live in the state and intend to make it your true, fixed, and permanent home and place of habitation; have clearly abandoned any former residence; and have no intent to make any other place outside Nevada your home. You may be classified as an in-state resident of Nevada if, at the beginning of a semester, you have been a “bona fide” resident of the state for at least six months. If you are attending Great Basin College as an out-of-state student, you may be presumed to be living in Nevada temporarily for the purpose of attending college and not as a “bona fide” resident. You may qualify for reclassification as an in-state student only if clear and convincing evidence is presented that you have lived continuously in Nevada for at least 12 months as a “bona fide” resident and intend to make the state your true, fixed, and permanent home. You may petition for “In-State Tuition Classification” at the Admissions and Records Office. When you have been reclassified as an in-state student, the classification will become effective at the next registration period.

If you are attending GBC under a student visa, you are considered an out-of-state student for tuition purposes, and you may not establish residency while your visa status is in effect.

If you have questions concerning this policy, direct them to the Admissions and Records Officer, 775.753.2361.

### WUE/WICHE

In order to make higher education more available and to meet the workforce needs and education of their states, members of the Western Undergraduate Exchange (WUE) and the Western Interstate Commission for Higher Education (WICHE) have established an interstate partnership. Students from 12 participating states may enroll at Great Basin College at a special, reduced tuition

level. For more information about the WUE/WICHE program, visit the Admissions and Records Officer, Berg Hall, or call 775.753.2361. You may also access information at [www.wiche.edu](http://www.wiche.edu).

Note: Students admitted under the WUE/WICHE program are considered to be living in Nevada for the purpose of education. Therefore, they are not eligible for Nevada Residency Status, for tuition purposes, even after residing in Nevada for 12 months or more. Students must apply to the WUE/WICHE program before initial enrollment at GBC.

### Good Neighbor

Good Neighbor Tuition is extended to a graduate of a specifically designated high school in a state bordering Nevada. For more information regarding Good Neighbor Tuition, visit the Admissions and Records Officer in Berg Hall or call 775.753.2361.

### Distance Education

Non-resident students taking only Internet courses may qualify for a reduced non-resident fee. To see if you qualify, please contact the Admissions and Records Officer, 775.753.2361.

### Fee Schedule

All tuition fees are subject to change by the Board of Regents:

#### Technology Fee

Applies to all GBC courses—\$4.00 per credit.

#### In-state Fees

\$49.00 per credit for lower-division courses.

(Course numbers of 299 and below)

\$70.00 per credit for upper-division courses.

(Course numbers of 300 or above)

### **Non-Resident Tuition**

#### **Students enrolling in less than seven credits:**

\$54.00 per credit tuition charge plus the  
\$49.00 per credit fee for lower-division courses.  
\$77.00 per credit tuition charge plus the  
\$70.00 per credit fee for upper-division courses.

#### **Enrollment in seven or more credits:**

\$2,346.00 out-of-state tuition plus \$49.00 per credit fee  
for lower-division courses.  
\$2,346.00 out-of-state tuition plus \$70.00 per credit fee  
for upper-division courses.

### **Good Neighbor Tuition**

\$29.50 per credit plus the \$49.00 per credit fee for lower-  
division courses.  
\$42.00 per credit plus the \$70.00 per credit fee for  
upper-division courses.

### **Distance Education Tuition**

\$24.50 per credit plus the \$49.00 per credit fee for lower-  
division courses.  
\$35.00 per credit plus the \$70.00 per credit fee for  
upper-division courses.

### **WUE/WICHE Tuition Fee**

\$24.50 per credit plus the \$49.00 per credit fee for lower-  
division courses.  
\$35.00 per credit plus the \$70.00 per credit fee for  
upper-division courses.

### **Other Fees**

Application for admission . . . . .	\$ 10.00
Graduation fee . . . . .	15.00
Graduation late fee . . . . .	5.00
Telecourse fee (per course) . . . . .	varies
Challenge examination fee . . . . .	25.00
CLEP Tests . . . . .	50.00
Computerized assessment examination fees . . . . .	\$10.00–15.00

### **Lab Fees**

See Class Schedule for applicable course lab fees.

### **Late Fee**

There will be \$5.00 assessed, per \$100.00 owed, if fees  
are not paid by the Friday (at least 5 p.m.) after the date  
fees are due. The late fee will accumulate on a weekly  
basis until paid. A maximum of \$100.00 in late fees can  
be assessed per semester.

### **Leave of Absence Policy**

For financial aid purposes, effective July 1, 2000, prior to  
a student withdrawing from all classes, a student may, in  
writing, request a leave of absence from the Vice  
President for Student Services or designee. Only one leave  
may be granted in 12 months, and the leave may not  
exceed 180 days.

### **Community Service Course Fees**

Registration fees for community service courses may be  
variable and flexible to cover the cost of the instructor's  
salary, supplies, equipment needed, and overhead costs.  
Fees shall be payable in full at the time of registration. No  
refunds are given for Community Service classes unless  
the college cancels the class. A student who drops a  
community service class at least 10 days prior to the start  
of the class is eligible to receive credit in the amount of  
the class to use toward another community service zero  
credit class within six months. You must complete an  
application to receive credit. Please call the Continuing  
Education Department at 775.753. 2301 for assistance.

### **If You are 62 or Older**

Persons 62 years of age or older may register for the Fall  
or Spring Semesters in any credit course without paying  
the admission or tuition fees. Seniors will be assessed all  
lab and technology fees. Seniors fees will be assessed  
one-half of the fees for credit community service courses  
and the full fee for non-credit community service courses.

During summer sessions, seniors will pay one-half of the  
tuition for credit courses, all technology fees, lab fees, and  
full fees for community services classes.

### **Deferred Payment**

Contracts for deferred payment of total registration,  
tuition, and other fees, i.e., lab fees, technology fee for  
students enrolled in six credit hours or more are available  
for the Fall and Spring Semesters only. Deferred pay-  
ments are not available for short-term or community  
service classes. The Director of Student Financial Services  
or any authorized designee(s), may authorize a deferred  
payment as follows:

- One-third (1/3) of the total amount is due at the time  
of registration.
- The second payment of one-third (1/3) of the amount  
due is due at the end of the sixth week of the semester.
- The final payment of one-third (1/3) is due at the end  
of the tenth week of the semester.

Any balance on a deferred fee payment becomes a  
student accounts receivable on the due date and is  
treated as an official fee hold for future registration,  
transcript privileges, and final grade reports. Disenroll-  
ment/eviction procedures may be instituted, if necessary.  
A penalty of 10% with a minimum of \$10.00 shall be  
charged on the deferred payment not paid by the due  
date.

Contracts for a veteran's deferment of fees are available  
for those students who are receiving educational benefits  
from the Department of Veterans Affairs. Eligibility is  
determined by the GBC Director of Student Financial  
Services and Veteran Affairs or any authorized  
designee(s).

Students wishing to receive regular deferments may do so by accessing the GBC website at [www.gbcnv.edu](http://www.gbcnv.edu); however, students wishing to receive veterans benefits must contact the Student Financial Services Office at the time of registration. For more information call 775.753.2399.

## Refund Policy

It is the student's responsibility to drop classes in person at the Admissions and Records Office, Berg Hall or by Internet.

**The following refund schedule will apply, whether or not the student attends class.**

The \$10.00 application for admission fee is non-refundable.

### The refund for all students for full semester courses:

- 100% if initiated by the first week of the term.
- 50% if initiated during the second week of instruction and before the end of the third week of the term.
- No refund after the third week of instruction.

### The refund for summer and short-term courses of 12 weeks duration or less:

- A refund of 100% shall be made to students withdrawing before the second class meeting.
- Internet and telecourse short-term courses: 100% if initiated before Monday of the second week of classes.
- A refund of 50% of the registration fee shall be made to students withdrawing during the first 20% of the course.
- No refund shall be made after that time.

**No refunds for Community Service classes unless the college cancels the class. A student who drops a community service class at least 10 days prior to the start of the class is eligible to receive credit in the amount of the class to use toward another community service zero credit class within six months. You must complete an application to receive credit. Please call the Continuing Education Department at 775.753. 2301 for assistance.**

Non-resident tuition shall be refunded according to the previous schedule.

In the following circumstances students may receive a full refund of all registration fees and tuition provided they withdraw any time during the semester and complete the required paperwork. Documentation of circumstance is required:

- Induction of the student into the U.S. Armed Forces.
- An incapacitating illness or injury which prevents the student from returning to school for the remainder of the semester.
- Death of a student.
- Death of a spouse, child, parent, or legal guardian of the student.
- Verifiable error on the part of the institution.
- Other exceptional circumstances beyond the control of the institution or the student.

### The refund for financial aid recipients:

Students who receive federal financial aid to attend GBC and withdraw from 100% of their courses during a semester are subject to federal regulations governing refund and repayment. These regulations pertain only to the federal financial aid (Title IV) received and have been written in terms of "earned" versus "unearned" aid. The corresponding applicable amounts are determined by the number of days a student attended classes prior to completely withdrawing. Students who only partially withdraw from courses during a semester will follow Great Basin College general refund policies.

## Scholarships

Scholarships are monetary awards that assist students in their pursuit of an education. GBC has a variety of scholarships available made possible by donors in the form of gifts, endowments, wills, estates, etc. Unless otherwise stipulated by a scholarship donor, full- and half-time (six credits) students with a 2.0 cumulative grade-point average are eligible for awards. Scholarships are awarded annually with application deadlines set during the month of February for the subsequent academic year. Should an awarded recipient become ineligible or choose not to enroll, the scholarship committee will review remaining applications on file and select an alternate recipient.

Visit the Student Financial Services Office, in Berg Hall on the Elko campus, to obtain scholarship guidelines and application forms. Completed forms and required documentation should be submitted to the office for review by the GBC Scholarship Committee.

Bill and Dan Ahern Memorial  
 Stan Aiazzi Scholarship  
 Joyce Allison Memorial  
 Anonymous Family (6)  
 Bald Mountain Mine/Placer Dome (3)  
 Club Mexicano de Nordeste NV  
 Helen Close Charitable Foundation (10)  
 Frontier/Citizens Communications of Nevada  
 Delta Kappa Gamma  
 Jessie Dewar Art (4)  
 Valerie Caccese Easterly Memorial  
 Elko County Bar Association  
 Elko County Retired School Employees  
 Elko County Sheriff's Posse (2)  
 Elko Kiwanis Club  
 Elko Lions Club (2)  
 Elko Masonic Lodge/Eastern Star  
 Elko Rotary Club  
 Follett Bookstore  
 Dorothy S. Gallagher Nursing Scholarship  
 Vera and Arthur Gaufin  
 Barbara J. Giles Memorial  
 Bessie Gilmer Endowment (3)  
 Elizabeth Griswold (20)  
 Paul Hanna Memorial  
 Hanington Corporation  
 Instrument Society of America  
 Knights of Pythias  
 Ted Laibly Memorial  
 Lamoille Women's Club Scholarship  
 Paul Laxalt  
 Mine Training Cooperative  
 Margaret MacBeth Endowment (10)  
 Glen McDaniel Memorial  
 Hugh McMullen Memorial  
 Samuel and Joyce McMullen Memorial  
 Joseph W. Murray Memorial (four-year scholarship)  
 NE Nevada Regional Hospital Auxiliary (5)  
 Nevada State Society of CPAs (4)  
 Newmont Mining Corporation (16)  
 Newmont Mining Corporation "Full-ride"  
 Mary Raduziner Memorial  
 Ruth Roseberry Nursing  
 Tony Jo Salvatierra Memorial Academic  
 Tom Scott Memorial (2)  
 Lois Sargent Humanities  
 Betty Hoge Sawyer Memorial  
 Sierra Pacific Power Company (5)  
 Lee Smith Memorial  
 Tomera Brothers Scholarship  
 Grace vanDalfsen  
 Veterans of Foreign Wars/Women's Auxiliary  
 Wells Regional Medical Center  
 Charles R. Williams Alumni  
 Winnemucca Foundation (8)  
 Women in Mining

The following companies provide significant scholarships for students in the MTC (Mine Training Cooperative) or Technical Technology program: Barrick Goldstrike Mines, Newmont Gold Company, and Round Mountain Gold Company.

### **Millennium Scholarship**

A State of Nevada legislative initiative created a trust fund from tobacco company settlement monies to provide scholarships for Nevada high school graduates. Now, up to \$10,000.00 is available for each qualified student to use for education costs at a Nevada community college, Henderson State College, the University of Nevada, Reno, the University of Nevada, Las Vegas, or Sierra Nevada College. For more information, contact the Millennium Scholarship Office at 702.486.3383, visit <http://millennium.state.nv.us>, or contact the Student Financial Services office at 775.753.2399, Elko Campus, Berg Hall.

### **Estimated Annual Costs at GBC for a Full-time Student**

Tuition and Fees for 2004

#### **Resident**

\$1,590.00 per year (lower division, 30 credits)

\$2,200.00 per year (upper division, 30 credits)

#### **Non Resident**

\$5,964.00 per year plus

\$49.00 lower division (per credit)

\$6,468.00 per year (non-resident) plus

\$70.00 upper division (per credit)

#### **Technology Fee**

\$4.00 per credit

#### **Books and Supplies**

\$1,000.00 (approximate)

For more information call the Controller's Office, 775.753.2269.

### **Student Housing**

Great Basin College's residence halls provide convenient, affordable housing for single students, single parents, married students, and married students with children. Priority is given to students registered for a minimum of six GBC credits. The resident suites are located across the street from the main campus. Griswold Hall and the apartments for married and family housing are located just two blocks away from the main campus.

Living in the GBC student housing will provide many opportunities for you. You'll build friendships in a safe, secure, and clean environment that will enhance your college experience.

### Resident Suites and Apartments Features

The following amenities are included: full-sized cooking range and oven, laundry hookups, full-sized refrigerator, close parking, dishwasher, lawn areas, and optional meal plan available through Café X.

### Single Student Resident Suites

These facilities consist of two- and three-bedroom suites. Each suite contains a common living/dining room, kitchen, and bathroom. Students may request their own roommates provided all parties are agreeable. Otherwise, the College will assign a roommate based on the information provided on the Residence Hall Application.

### COST

#### Regular Semester

(includes all utilities except telephone and cable TV):

Private Room . . . . . \$1,250.00 per semester

#### Extended Semester: Occupational Students

Private Room . . . . . \$1,500.00 per semester

### Payment Plans:

Option I: Pay full housing fees by the semester “instruction begins” date (see Class Schedule) and receive a \$50.00 discount.

Option II: Pay four scheduled installments each semester (as outlined in the housing agreement)

**Griswold Hall:** GBC is planning to provide traditional dorm living for students at an affordable price. Features of Griswold Hall will include TV and study rooms, parking, a shared kitchen area, lawn and gathering areas, laundromat, and an optional meal plan purchased through Café X. Griswold Hall students are assigned a room either with single or double occupancy. Each room has a bathroom, however, students will use centrally located shower facilities.

### Costs (includes all utilities except cable TV and telephone):

Guaranteed private room . . . . \$1,250.00 per semester

Double Room . . . . . \$ 900.00 per semester

### Extended semester (48-week occupational programs):

Guaranteed private room . . . . \$1,500.00 per semester

Double occupancy . . . . . \$1,100.00 per semester

### Married and Family Housing Apartments (per month) Students can choose from two- and three-bedroom apartments.

Costs (utilities are not included):

Two-bedroom apartment . . . . . \$450.00

Three-bedroom apartment . . . . . \$500.00

### On-campus Housing Application Process

Step 1:

Request an application agreement by mail, telephone, or email from the Housing Coordinator (see below).

Step 2:

Upon receipt, complete the Residence Hall Agreement, return it to the Housing Coordinator with a \$50.00, non-refundable processing fee and the applicable cleaning deposit: \$100.00—resident suite/ dorm and \$250.00—married/family.

To obtain a brochure with all the information you will need, contact:

### Housing Coordinator

Great Basin College  
Berg Hall  
1500 College Parkway  
Elko, NV 89801  
775.753.2271  
bjulie@gbcnv.edu

### Financial Aid

What is Financial Aid?

Financial Aid is intended to help students pay for their education after high school. The aid available at GBC includes grants, loans, employment, and scholarships. Don't let worry about paying for your education prevent you from attending GBC. Stop by the Student Financial Services Office, Berg Hall, or call 775.753.2399, and discuss the assistance programs available to you.

### How Do You Apply for Federal Financial Aid?

For all federal financial aid programs, complete the Free Application for Federal Student Aid (herein FAFSA) and supplemental forms provided by the GBC Student Financial Services Office. Although there are a variety of ways in which to submit the FAFSA, all information must be received by the GBC Student Financial Services Office by May 20, for priority consideration. You may submit your FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for the quickest results. Prior to submitting the application, you will need a PIN number for yourself and if required, your parent will need a PIN number as well. This can be requested at [www.pin.ed.gov](http://www.pin.ed.gov).

The Federal Financial Aid funds directly associated with the completion of the FAFSA include the Pell, Supplemental Education Opportunity, and Leveraging Educational Assistance Partnership Program Grants, College Work-Study, and Federal Financial Education Loans including the Stafford and PLUS (Parent Loan for Undergraduate Student) Loans. State financial aid funds, which are also awarded based on information garnered with the completion of the FAFSA, include the Nevada Financial Aid Grant and the Student Access Grant.

Late applications are accepted but usually only Pell Grants and/or Stafford Loans are awarded. After awards have been made to applicants meeting the deadline, late applicants will be considered for additional funding.

**Financial aid is not automatically renewed from one academic year to the next. It is necessary to complete the application process each year in order to continue eligibility.** Be advised, grant and scholarship funds received in excess of tuition/fees/books and required course equipment are considered as taxable income for federal income tax purposes.

### **Eligibility Criteria**

In general, to receive federal financial aid you must:

- Demonstrate financial need which is determined by completing the Free Application for Federal Student Aid (FAFSA).
- Be enrolled in a degree or other program leading to a recognized educational credential.
- Be a U.S. citizen, national, or a permanent resident of the United States, a permanent resident of Northern Mariana Islands or the Trust Territory of the Pacific Islands or Guam, or other eligible non-citizen.
- Maintain satisfactory academic progress toward a degree or certificate.
- Not be in default on any Title IV loans (Stafford, PLUS) or owe a repayment on any Title IV grant (Pell, SEOG or LEAP).
- Present a valid social security number.
- Have a high school diploma, its recognized equivalent, or pass the Accuplacer—an ability to benefit test.
- Have not been convicted of any offense involving the sale or possession of a controlled substance. The loss and duration of ineligibility depend on 1) number of convictions, and 2) the date of conviction(s).

If you are a male born after 1960, you will also have to show proof of registration with the Selective Service.

Application forms and additional information on financial aid are available at:

Student Financial Services Office  
Great Basin College  
1500 College Parkway  
Elko, Nevada, NV 89801  
775.753.2399  
gbcfinancial@gbcnv.edu or www.gbcnv.edu/financial

## **What Type of Aid Is Available?**

### **Federal Programs**

#### **Grants**

The Pell Grant, funded by the federal government, serves as the base for a financial aid “package” and is awarded to eligible undergraduate students who have not yet received a baccalaureate degree. Supplemental Education Opportunity Grants (SEOG), are awarded first to students with exceptional financial need and having the least amount of expected family contributions. Leveraging Educational Assistance Partnership (LEAP) is federal monies matched with state dollars and awarded to Nevada students with substantial financial need. Grants are a type of financial aid which do not need to be repaid, providing the student makes satisfactory progress toward their degree objective.

#### **Loans**

The loans available are low-interest loans made by banks and other commercial lending institutions to students for the purpose of paying educational expenses. Eligibility is determined through the FAFSA, and the completion of a separate loan application. The maximum annual loan amounts for the subsidized Stafford Loan are as follows: \$2,625 per year for the first year of undergraduate study, \$3,500 per year for the second year of study, and \$5,500 per year for the remaining undergraduate years. The aggregate loan amounts are \$23,000 for dependent undergraduates, \$46,000 for independent undergraduates, and \$138,500 for graduates or professional students, including the federal Stafford Loans received as an undergraduate.

The annual loan limit for unsubsidized Stafford Loans is \$4,000 for the first and second years of undergraduate study, and \$5,000 per year for the remaining undergraduate years. The same cumulative loan amounts apply for unsubsidized Stafford Loans as for subsidized Stafford Loans. Students who are classified as being dependent upon their parents may not be eligible to receive an unsubsidized Stafford Loan. Contact the Student Financial Services Office for more information at 775.753.2275.

#### **Work Study**

GBC and the federal government work together to provide funding and work programs while you’re attending college. If you qualify, you will work on or off campus and must complete the FAFSA—Free Application for Federal Student Aid—prior to receiving work-study funding. Students who do not qualify for work-study through the application process may obtain assistance and job referral through the GBC Student Employment Services Office at 775.753.2255.

## **Financial Aid Programs**

### **Regents Award Program—RAP**

RAP is a state-funded program created to provide paid internship or employment placements which emphasize service through learning in the workplace; to provide eligible students with the opportunity to perform work or service in on- or off-campus placements that are consistent with the student's major, career or service objective, degree objective, or academic area of interest. Examples might include research assistant, peer counselor, tutor, mentor, literacy program assistant, and adviser. Placements may not be instructional positions. Eligible students include those who are Nevada residents, enrolled in at least six credits, pursuing a degree or certificate, and who meet at least one of the following criteria:

- Head of household.
- Single parent.
- Age 22 or over and have never attended college or a break in enrollment of two or more years.
- No support from parents or family.
- Unusual family or financial circumstances.
- First generation college-bound.

Students may work a maximum of 20 hours per week through employment funding. Funds may also be awarded as direct grants.

### **Student Access/One-time Monies**

It has been determined by the UCCSN Board of Regents that students should derive direct benefit from the tuition charges they are assessed. Accordingly, "Student Access" monies are awarded to students who are Nevada residents attending GBC. These financial assistance funds are made available to students who have completed the Free Application for Federal Student Aid (FAFSA) and have exhibited "financial need" according to the (federal) methodology (90%). These funds may be awarded as direct grants or as student employment.

### **Grants-in-Aid**

Grants-in-aid are institutional monies made available to Nevada residents which cover a portion of registration fees. A one-page application is available from the Student Financial Services Office and is required prior to the disbursement of any funds.

### **GBC Emergency Loan and Helth Emergency Loan Funds**

Monies from these loan funds are made available to students experiencing emergency financial problems. The amounts available vary and must be repaid prior to the beginning of the subsequent period of enrollment. Due to the limited amount available in these accounts, book costs are not considered eligible justification for these funds.

### **Student Employment**

Positions are available both on and off campus for persons who do not qualify for the federal college work-study program. Contact the Student Employment Services Office, Career Center, located in Berg Hall or call for details, 775.753.2255.

### **Other Federal Tax Incentives**

The Internal Revenue Service (IRS) offers two federal income tax credits (dollar-for-dollar reductions in tax liability) for higher education expenses.

- The Hope tax credit, worth up to \$1,500 per student, is available for first- and second-year students enrolled at least half time.
- The Lifetime Learning tax credit is a tax benefit equal to 20 percent of a family's tuition expenses, up to \$10,000, for virtually any postsecondary education and training, including subsequent undergraduate years, graduate and professional schools, and even less-than-half-time study.

For more information on the Hope and Lifetime Learning tax credits, and other tax benefits for post-secondary students, go to [www.irs.gov](http://www.irs.gov). IRS Publication 970, Tax Benefits for Higher Education, which explains these credits and other tax benefits, is available online. Or, call the IRS at 1.800.829.1040. TTY callers can call 1.800.829.4059.

The Internet also has information on private sources of aid. Search the keywords "financial aid," "student aid," "scholarships," etc.

### **Financial Aid and Academic Progress**

As a financial aid recipient, students must: 1) declare a degree or certificate objective; 2) maintain the required cumulative grade-point average (GPA) of 2.0; 3) be enrolled in courses that apply to their particular degree/certificate objective; and 4) satisfy course credit completion requirements. Only those courses applicable to the student's degree or certificate objective will be funded with financial aid. These academic standards in no way effect a student's eligibility to continue attendance at Great Basin College without financial assistance.

### **Standards of Academic Progress**

*Requirement 1: Degree Objective/Maximum Number of Credits*

Students attending GBC while receiving federal financial aid must declare a degree or certificate objective and will be restricted to the accumulation of a maximum number of credits depending upon the particular degree/program objective they have declared; i.e. certificate, associate or bachelor, or the completion of that program/degree, whichever comes first.

For students pursuing a certificate program, the maximum number of credits is 38. For students pursuing an associate degree, the maximum number of credits is 75, and for students pursuing a bachelor degree, the maximum number is 150. These increments reflect 25% over the minimum number of credits required for each particular program objective.

Time frames for the completion of program/degree objectives may be divided into increments depending upon the enrollment status of the student as indicated below:

YR	1	2	3	4	5	6	7	8	9	10	11	12	13
<b>1/2 Time</b>	12	24	36	48	60	72	75	96	108	120	132	144	150
<b>3/4 Time</b>	18	36	54	72	90	108	126	144	150				
<b>Full Time</b>	24	48	72	96	120	144	150						

**Requirement 2: Grade-point Average**

The student must maintain a minimum cumulative grade-point average of 2.0 or “C” average.

**Requirement 3: Enrolled Courses**

Any financial aid funding a student receives will be based upon courses which are directly applicable to the chosen degree objectives.

**Requirement 4: Semester Course Completion**

In addition to the minimum grade point average requirement, the student must successfully complete 100% of the credits for which he/she has enrolled.

For purposes of these academic standards, the following policy will be observed:

“A” through “D” and “P” grades shall be considered as completed.

“F,” “W,” “I,” and “NR” grades shall not be considered as completed.

Students whose financial aid applications are not complete prior to mid-term of any semester during an academic year will be required to submit a Mid-semester Progress Report with evidence of satisfactory performance prior to the disbursement of any loan funding.

**Probation, Suspension, and Reinstatement**

If a financial aid recipient’s cumulative grade-point average is lower than 2.0, he/she will be placed on financial aid probation for the next semester of enrollment. Failure to obtain the minimum 2.0 grade-point average during the probationary semester

will result in suspension of financial aid eligibility. To re-establish eligibility the student must, at their own expense, obtain a 2.0 grade-point average with the same credit load or greater, as was taken in the previous semester.

**Probation**

If a student completes between 50% and 99% of the credit load enrollment for which they received financial aid, they will be placed on probation for the following semester. Failure to satisfactorily complete 100% of the credits during the probationary semester will result in immediate suspension of financial aid eligibility.

Students applying for federal financial aid for the first time at GBC and through previous enrollments have not met the aforementioned GPA and course completion requirements, he/she will enter on probationary status for the first semester of enrollment on financial aid at GBC.

**Suspension**

Completion of less than 50% of the credits for which financial aid was received during a semester will result in immediate suspension of financial aid eligibility. To re-establish financial aid eligibility a student must, at their own expense, obtain a 2.0 GPA with the same, or greater, credit load, as recognized in their previous financial aid receipt period, or repay the amount of financial aid monies received.

Should a student be compelled to withdraw from all of the credits for which he/she was registered during the course of the semester, he/she must notify the Student Financial Services Office prior to doing so. Should the student fail to notify the Student Financial Services Office before withdrawing from their courses, their right to appeal their financial aid standing through the Financial Aid Appeals Committee is waived.

**Appeal Procedures**

If you are notified of financial aid probation or suspension, you may appeal your status by submitting a letter of appeal to the Financial Aid Appeals Committee. At a minimum this letter must include:

- Your name, address, telephone number, and degree objective.
- The reason for loss of eligibility, probation or suspension. (Must include statements of extenuating circumstances and documentation when available—e.g., statement from physician.)
- The decision desired by the appeal.

If you fail to notify Student Financial Services prior to complete withdrawal from courses, you forfeit your right to appeal.



## **Information for Veterans**

If you are a veteran, or if you are eligible for veterans' educational benefits, (e.g., Survivors' Dependents, GI Bill, Selected Reserve, National Guard, Vocational Rehabilitation), you will want to discuss aid programs with the veterans' adviser so you can receive current and complete information about Veterans Administration benefits.

Students receiving veteran benefits are required to declare a degree objective and payments will be awarded for credits applicable to that degree. It is also required that students receiving veterans' benefits meet with the GBC Veterans' Affairs representative each semester to ensure their selected credits are certified to the VA Muskogee, Oklahoma office.

Should credits be certified and the student fails to complete the courses, repayment of funds may be required unless evidence of extenuating circumstances is presented to the Veterans' Administration.

You can visit the veterans' adviser in the Student Financial Services Office, Berg Hall. It is recommended you apply for benefits prior to registration.

## **Veterans' Standard of Progress**

As a veteran you must maintain a minimum cumulative grade-point average of 2.0 on a scale in which an "A" equals 4.0. If your cumulative grade-point average falls below 2.0, you will be placed on academic probation during the following semester.

While on academic probation, you can enroll for no more than 13 credits. Veterans must receive a 2.0 or higher while on probation and have two semesters to raise the cumulative grade-point average to 2.0. If at the end of the probationary period your cumulative grade point average has not risen to 2.0, you will be terminated from VA assistance. Your reinstatement rests on advice of VA counselors at the regional office in Muskogee, Oklahoma.

Incomplete—"I" grades must be converted to letter (A,B,C,D) grades by the mid-point of the following semester. Incompletes not converted to a letter grade may reduce training time and create an overpayment for the entire semester. The Veterans' Administration will require repayment of overpayments.





# Academic Standards

## United States and Nevada Constitutions Requirement

The State of Nevada by law requires that GBC award no degree for graduation to a student who has not passed an examination on the state and national Constitutions. For graduation purposes, the three-credit Constitution requirement may be satisfied by completing one of the following: PSC 103 (Principles of American Constitutional Government) for the Associate of Applied Science and Bachelor of Applied Science degrees and HIST 101 and 102 (United States History I and II), for both the Associate of Arts and Science and Bachelor of Arts degrees. Students transferring acceptable American Constitution credits from an out-of-state institution will be required to complete PSC 100 (The Nevada Constitution).

## General Education Required Courses

Required general education courses should take scheduling precedence for students pursuing degrees. That is, students should enroll for required courses in regular sequence; students should not enroll in elective courses to the exclusion of required courses.

## Late Enrollment and Excessive Absences

GBC will register students during a late enrollment period with the permission of the instructor. If you register late, you will miss not only assignments, but also commentary on course goals, grading policies, and course expectations. Late enrollment does not excuse you from work missed, nor does it free you from class policies and withdrawal/refund policies.

You must participate in classes regularly if you intend to obtain the full benefits of instruction. Unexcused hours of absence in excess of the number of course credit hours is excessive. This translates to two hours of absence for a two-credit class, three hours of absence for a three-credit class, and so on. An instructor can drop any student who has excessive unexcused absences. An instructor has the sole right to excuse an absence, assign makeup work, or

apply a punitive grading policy as established by the instructor's syllabus for the class. Specifically, you are expected to comply with the attendance policy set by each instructor.

## Student Absences from Classes to Observe Religious Holidays

Any student who misses class, quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up the missed work. The makeup will apply to the religious holiday absence only. It shall be the sole responsibility of the student to notify the instructor no later than the last day of late registration of his or her intention to participate in religious holidays which do not fall on state holidays or period of class recess. This policy shall not apply if administration of the test or examination at an alternate time would impose an undue hardship on the instructor or the college which could not reasonably have been avoided.

If the student has notified the instructor in a timely manner, and the instructor will not provide an opportunity to make up the lost work, the student shall have the right to appeal the decision to the Vice President for Academic Affairs for final disposition.

## Maximum Course Load

If you enroll for 12 or more credit hours you are considered a full-time student. The normal load is 15 credit hours. GBC considers 18 credit hours a heavy load. You will need special permission from the Admissions and Records Officer or the Director of Enrollment Management to enroll for more than 18 credit hours. Six credits constitutes full-time summer enrollment.

## Auditing a Course

If you want to participate in a class but do not want to receive credit, you may enroll as an auditor. When you audit, you are not obligated to take tests or prepare assignments, but you should participate in class activities.

You do not get a reduced fee as an auditor. If you decide, however, to change from audit status to credit status, you must do so in person in the Admissions and Records Office during the official registration period. Should you wish to change from credit to audit, you must obtain the Audit Form from the Admissions and Records Office, have it signed by the instructor, and then return it to the Admissions and Records Office during the first six weeks of the semester. For short-term courses, less than a semester, you must declare your intention to audit a course at the time of registration.

## Withdrawing from College

You are admitted with the understanding that you will remain through the semester or until you complete your program. If unforeseen circumstances force you to drop out, you should complete appropriate forms at the Admissions and Records Office. If you are unable to withdraw in person, you should write to the Vice President for Student Services and request withdrawal. Any financial obligations must be cleared when you withdraw.

Recently, the Board of Regents approved the student military Mobilization/Activation policy. It states that mobilization and activation during a regular semester or during summer sessions will result in the complete withdrawal of the student from the college or university without penalty and without punitive grade. Students who meet the mobilization/ activation policy, must submit a copy of their military orders to the Admissions and Records Office.

## Dropping a Course

Consult the Admissions and Records Office in person if you have decided to drop a class. You should also discuss your decision with your adviser. You must officially withdraw from the class on a "drop form" obtained from the Admissions and Records Office. If you do not formally withdraw by the end of the 13th week of instruction, your instructor may assign a grade of "F" to your grade report.

## Change of Name, Address, Program of Study

Students must keep information on file current to ensure receipt of correspondence (including grade reports and refund checks). You can process a change of name by presenting legal documentation supporting the name change to the Admissions and Records Office. A change of address or phone number can be made in person at the Admissions and Records Office, by mail, by FAX at 775.753.2311, or by web at [www.gbcnv.edu](http://www.gbcnv.edu). To change emphasis or major, you must complete the proper form at the Admissions and Records Office. Changes in emphasis

also affect advisement and catalog choice for graduation. When the Admissions and Records Office becomes aware of an incorrect address through returned mail, a registration hold will be placed on the student until the address is corrected.

While it is critical that all students keep the Admissions and Records Office apprised of any changes, it is required of students who receive federal financial aid or veterans' benefits to keep name, address, and major information current. Failure to do so could affect eligibility for continued benefits.

## Grading

GBC wants students to succeed. Grades describe the quality of work completed. At the first meeting of a class, your instructor will explain the course objectives, expectations, testing, and the basis for assigning grades.

Passing grades for courses range in descending order from "A" through "D-." Grade values are as follows:

A	Superior	4.0
A-		3.7
B+	Above Average	3.3
B	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—Student has passed a course satisfactorily but grade points do not accumulate on a transcript.	
I	Incomplete—See below.	
*	In progress (research projects or courses extending beyond one semester)	
AD	Audit	
W	Withdrawal	
NR	Not reported—Assigned by the Director pending faculty submission of final grade.	

## Rules About the "I" Grade Report

You may receive a final report of "I," or incomplete, if you have completed at least 3/4 of the course with a grade of "C" or better, but are unable to complete the class for good cause. You must arrange for the incomplete with your instructor and acknowledge the statement of work you must complete to receive a final grade. You have until March 15 for Fall Semesters and October 15 for Spring and Summer Semesters to complete the work for a final grade. An incomplete not made up within this time period will have a grade assigned by the instructor which could be an "F" or "W."

## What the "P" Grade Report Means

The "P" is a passing grade. This grade can be used as an elective for certain degree programs. Since it doesn't accumulate grade points, it won't reflect a change in the cumulative credits on a transcript.

## What the "W" Grade Report Means

"W" on your grade report means withdrawal. Students may opt for a withdrawal up to the 13th week of classes. It is your responsibility to withdraw formally from a course. Instructors have the option of assigning a failing grade for unofficial withdrawals. The "W" is not used in computing your cumulative grade-point average. It will appear on your transcript and be permanent. Veterans who withdraw from classes after the official add/drop period may experience penalties, and may be required to repay part or all of the benefits received for that course. If you are a veteran contemplating changes in enrollment, you should get the advice of the Director of Student Financial Services.

## Repeating a Course

Any course may be repeated, regardless of the grade received. Credit will be allowed only once for successful completion of the course, except for the courses designated in the catalog as allowable repeats. The original grade will remain on the student's academic record, but only the higher grade will be included in the grade point average.

## Grade Report Policy

Grades will no longer be mailed automatically to your current address. GBC would like to encourage you to review your grades electronically at [www.gbcnv.edu](http://www.gbcnv.edu). Not only will you receive your posted grades earlier, but you will help GBC realize a significant cost savings and help the environment.

At the end of each semester, your grades will be available through the web registration site. You will be able to access your grades approximately two weeks after a term ends.

However, should you require a printed grade mailer you must request your mailer at the time of registration or prior to the end of the term.

To request a grade mailer, use the following options:

## BY INTERNET:

Visit: [www.gbcnv.edu](http://www.gbcnv.edu).

1. Click on:  
CURRENT STUDENTS  
At top of menu bar. Then click on Registration Online. Follow the commands to enter your social security number or ID number, PIN number, or your confidential identification number.
2. Click on:  
CONTINUE  
Located in the Student Information Web Access Warning screen.
4. Click on:  
GRADES MAILER
5. Click on:  
END to exit system.

## IN PERSON:

If you would like your grades mailed and you are registering at Admissions and Records in person, **request your mailer at the time of registration.**

## Academic Standing and Your GPA

Your scholastic standing is computed on the basis of all courses attempted. GBC uses the four-point system in computing your grade-point average, or GPA. Under this system, you receive four quality grade points for each semester hour with the grade of "A"; three points for each semester hour of "B"; two points for each semester hour of "C"; one point for each semester hour of "D." The following is an example:

			POINTS
3 semester hours of A	=	3 x 4.0	12.0
3 semester hours of A-	=	3 x 3.7	11.1
3 semester hours of B+	=	3 x 3.3	9.9
3 semester hours of B	=	3 x 3.0	9.0
3 semester hours of B-	=	3 x 2.7	8.1
3 semester hours of C+	=	3 x 2.3	6.9
3 semester hours of C	=	3 x 2.0	6.0
3 semester hours of C-	=	3 x 1.7	5.1
3 semester hours of D+	=	3 x 1.3	3.9
3 semester hours of D	=	3 x 1.0	3.0
3 semester hours of D-	=	3 x 0.7	2.1
3 semester hours of W	=		0.0
3 semester hours of P	=		0.0
3 semester hours of I	=		0.0

If you repeat a course, the highest grade you received determines your cumulative average. You do not receive duplicate credit for repeated classes. Incompletes, designated by "I," are tentative marks and are not used in computing your GPA.

You must have a cumulative grade point average of at least 2.0 on a 4.0 scale in order to graduate. Your GPA is based on the total credits you have taken at Great Basin College. Your grade point average can be determined by combining the points received for all your GBC courses and dividing that total by the total number of credits.

## Grade Appeals or Professional Conduct

Great Basin College respects an instructor's qualifications and upholds the right of an instructor to determine academic standards. With faculty approval, an instructor establishes the scope, objectives, and methodology of the course being taught, and is responsible for informing you of the requirements for completion of the course of study in the class. The instructor evaluates student performance according to written grading criteria made available to you at the beginning of the class.

Should you, the student, have questions about your grade or the instructor's professional behavior, you must follow these published procedures. Failure to initiate these written procedures within 30 calendar days of the occasion of complaint will result in the forfeiture of your right to challenge a grade or lodge a complaint against an instructor.

### These are the steps you must take:

**Step One:** You must first meet with your instructor to discuss your complaint and attempt satisfactory resolution. If successful, no further action need be taken.

**Step Two:** If unsuccessful, you, the student, writes a letter to the Chair of the instructor's department (this information is available at the Admissions and Records Office in Elko or from your branch campus/center) requesting a meeting between you, the instructor, and the Department Chair. The Department Chair will respond within 15 days of receipt of your written request and establish a mutually agreeable date and time for the resolution meeting. After hearing both sides, the Department Chair will recommend a solution. Acceptance of this solution by both parties ends the complaint procedure and no further action will be taken. (Note: In the event that the instructor is also the Department Chair, you will write your request for a resolution meeting to the Chair of the Faculty Senate. The Senate Chair or a designee of the Senate Chair will fulfill the responsibilities of a Department Chair as outlined above.)

**Step Three:** Failure of Step Two requires a written complaint to be submitted to the Academic Standards Committee of the Faculty Senate. (This will be done for you, at your request, by the Department Chair or the Senate Chair or designee. This action must be accomplished within five days of the failure of Step Two.) Within 15 days of receipt of the written complaint, the Academic Standards Committee will arrange for you and the instructor to be heard before a full or quorum meeting of the Academic Standards Committee; the Chair involved

in Step Two will be in attendance if deemed necessary by you or the instructor. Within 15 days of this hearing the Chair of the Academic Standards Committee will provide you with a written solution or recommendation for further action to resolve the issue. Additionally, copies will be given to the instructor and the Department Chair or Senate Chair designee (as appropriate).

**Step Four:** If the issue is still unresolved to the satisfaction of either party, a written request of review must be lodged in the Office of the Vice President for Academic Affairs within three calendar days of issuance of the Academic Standards Committee's recommendations. The Vice President for Academic Affairs will, after review investigation, issue a written decision which will be final.

## Making the Dean's List

Each semester, students with a declared major, a 3.50 to 4.0 grade-point average, and confirmed enrollment for 12 or more credits [pass/withdraw, developmental (refresher), or community service courses are not included] are acknowledged by the Vice President for Student Services and Vice President for Academic Affairs with a personal letter and have the distinction posted on their transcripts. Students who receive any incomplete grades at the end of the semester will not be considered for the Dean's List.

## Graduation Requirements

- You must file an application for graduation. File your application, submit the \$15.00 fee and the processing will begin.
- Applications for Fall graduation are due October 15. At the time of application, the student should be enrolled in all necessary courses for completion of the degree or certificate. Fall graduates are eligible to walk in the May graduation ceremonies of the following semester.
- Applications for Spring graduation are due March 15. A student may be lacking *up to three credits* and still walk in the May graduation ceremony and his/her name may appear on the graduation program. However, students who intend to take the final course in the Fall will need to sign a statement indicating this intention.
- At the time of application, the student hoping to walk in the May graduation ceremony should indicate on the graduation application if (1) his/her courses will be completed before the beginning of the Fall semester (i.e., during Spring or Summer semester), in which case a diploma indicating a May graduation date will be ordered, or (2) his/her final course will be completed by the end of the upcoming Fall semester, in which case a diploma will not be ordered until Fall semester and will display a December graduation date.

- If a student does not complete the courses by the time indicated on the application, he/she will be required to submit a new application and pay an additional \$15.00 fee.
- Failure to apply before the application deadline may prevent you from attending graduation ceremonies and delay receiving your diploma. A \$5.00 late fee will apply.
- You must clear your financial obligations with GBC Library and the Controller's Office.
- Under no circumstances will a degree be posted on the student's transcript until the final course is completed.

### **Graduating with Honors**

During the May commencement ceremonies, GBC will distinguish certain graduates by categories of academic achievement, as follows:

- Cum Laude—Cumulative grade point averages of 3.50 to 3.74.
- Magna Cum Laude—Cumulative grade point averages of 3.75 to 3.99.
- Summa Cum Laude—Cumulative grade point averages of 4.0.
- Credits transferred from other institutions will not be used for academic achievement designation. Students must complete 45 credits at GBC to earn honors designation for an associate or a certificate degree.
- Ninety-six credits must be completed at GBC for bachelor degrees, to earn honors designation.

See additional graduation information under Bachelor and Associate degree requirements.

### **GBC General Education Objectives**

In addition to degree requirements, the faculty of GBC has established a goal to ensure that all students graduating with either an AA, AS, BA, or BS degree have had the opportunity to develop an awareness of and abilities in specific areas. These areas are detailed in the next catalog section.







# GENERAL EDUCATION

## General Education Objectives

It is the goal of the faculty of Great Basin College that all students that graduate with either an Associate or Bachelors degree from this institution have had the opportunity presented to them during their attendance to have acquired ability and awareness with the following objectives:

### COMMUNICATION SKILLS

Communicate clearly and effectively in written and oral form, embracing discussion, reading, listening, and accessing information.

### CRITICAL THINKING

Integrate creativity, logic, quantitative reasoning, and the hierarchy of inquiry and knowing in social scientific understanding. There are three elements to this objective:

#### Quantitative Ability

Understand mathematical principles and integrate quantitative methods into problem solving.

#### Reasoning and Independent Thought

Use logic and visual thinking in selecting, analyzing, and presenting information.

#### Scientific Understanding

Understand the essential workings of natural systems, understand the hierarchy of scientific knowing and the use of the scientific method in its pursuit, and have the ability to use this knowledge predictively.

### PERSONAL/CULTURAL AWARENESS

Understand the roles of individuals in society, the development of human societies, and the significance of creativity in the human experience.

#### Sense of the Individual in Society

Recognize and respect the rights of individual, and possess an appreciation of the complexity and variety of the divergent attitudes, values, and beliefs in society.

#### Sense of the Past

Understand the cultural and historical heritage of contemporary society, and be able to thoughtfully consider the implications of this heritage.

#### Sense of Accountability

Appreciate the consequences of human actions in social and environmental contexts, and have the ability to consider the ethical and practical implications of those actions.

#### Appreciation of Fine Arts

Recognize and value creative human expression.

### PERSONAL WELLNESS

Develop knowledge, skills, and behaviors which promote personal well being.

### TECHNOLOGICAL UNDERSTANDING

Function effectively in modern society through the use of technology

GENERAL EDUCATION

# General Education Outcomes

## OBJECTIVE 1: COMMUNICATION SKILLS

### *Written Communication*

Students who complete general education courses will

- Choose essay/paper format appropriate to audience and purpose.
- Choose diction and style appropriate to audience and purpose.
- Integrate evidence, examples, and details to support the central idea of thesis of the text.
- Develop coherent and effective paragraphs.
- Use standard edited English and the documentation style appropriate to the discipline.

### *Assessing Information*

Students will demonstrate the ability to access information.

- Collect information from electronic, print, and live sources.
- Evaluate the validity of the information.
- Organize the information into usable format.
- Document sources of information.

### *Reading Skills*

Students will

- Adjust reading speed according to genre, difficulty of text, and reading purpose.
- Recognize functions of various selections of text, i.e. offering evidence to support a point.
- Identify the purpose of the author as presented in a text.
- Summarize and/or paraphrase main points.
- Define vocabulary.
- Identify and explain cultural codes in texts.
- Create new text which integrates and synthesizes pre-existing knowledge and knowledge gained from reading in the writing of new texts (papers, essays, and the like).

## OBJECTIVE 2: CRITICAL THINKING

Integrate creativity, logic, quantitative reasoning, and the hierarchy of inquiry and knowing in social and scientific understanding.

### *Quantitative Ability*

- Identify problems that require mathematical solutions.
- Apply appropriate mathematical operations to problems and achieve correct solutions.

### *Reasoning and Independent Thought*

- Evaluate strengths and weaknesses of multiple sources in synthesis exercises and identify connections between theses they are developing and those of their sources.

### *Scientific Understanding*

- Apply the scientific method to problem solving and understanding, and utilize the results to make predictions and analyze their implications and consequences.

## OBJECTIVE 3: PERSONAL AND CULTURAL AWARENESS

Understand the roles of individuals in society, the development of human societies, and the significance of creativity in the human experience.

- Analyze and differentiate the roles of individuals in society, and describe divergent attitudes, values and beliefs in society.

## OBJECTIVE 4: PERSONAL WELLNESS

Develop knowledge, skills, and behaviors which promote personal well being.

- Explain the knowledge, skills, and behaviors which promote personal well-being.

## OBJECTIVE 5: TECHNOLOGICAL UNDERSTANDING

Function effectively in modern society through the use of technology.

- Use basic computer technology competently in current applications.

# GENERAL EDUCATION REQUIREMENTS

AREA	AA	AS	BA	AAS (AAS courses are not required to use integrated format)	BAS
<b>GBC ORIENTATION</b>	<b>0.5 Credits:</b> INT 100	<b>0.5 Credits:</b> INT 100	–0–	<b>0.5 Credits:</b> INT 100	–0–
<b>ENGLISH/ COMMUNICATIONS</b>	<b>6 Credits:</b> ENG 102 (Prerequisite: ENG 100 or 101 (3-5 credits) or equivalent test score)	<b>6 Credits:</b> ENG 102 (Prerequisite: ENG 100 or 101 (3-5 credits) or equivalent test score)	<b>6 Credits:</b> ENG 102 THTR 113 or THTR 221	<b>6 Credits:</b> ENG 100 or 101, 102; ENG 107, 108	<b>6 Credits (in addition to AAS credits):</b> ENG 333 THTR 113 or THTR 221
<b>MATHEMATICS</b>	<b>3-6 Credits:</b>  MATH 120 or 6 credits at the level of MATH 126 or higher	<b>6 Credits:</b>  6 credits at the level of MATH 126 or higher.	<b>MATHEMATICS:</b> <b>3 Credits:</b> MATH 120, 126, or higher  <b>SCIENCE:</b> <b>6 Credits:</b> 6 credits of lower-division general education Science.	<b>3 Credits:</b>  MATH 116, 120, 126, or higher	<b>6 Credits (in addition to AAS credits):</b>  AMS 310 or MATH 181 INT 359
<b>SCIENCE</b>  <i>*includes: any 3 or 4 credit BIOL, CHEM, GEOL, and PHYS containing a lab component</i>	<b>6 Credits:</b> Select at least 3 credits from: BIOL 190 CHEM 100, 121 GEOL 101 PHYS 100, 151  Select an additional three credits from above or from: ANTH 102, AST 101, BIOL 100, ENV 100, GEOG 103	<b>More than 12 Credits:</b> Select at least 3 credits from: BIOL 190, CHEM 100, 121, GEOL 101, PHYS 100, 151  Select an additional three credits from above or from: ANTH 102, AST 101, BIOL 100, ENV 100, GEOG 103 Select additional credits for a total of more than 12 credits of science*, and 4 or more science courses.	<b>INTEGRATIVE SEMINAR:</b> <b>3 Credits:</b> INT 359 (Mathematics) or INT 369 (Science)	<b>6 Credits:</b> Select at least 3 credits from: ANTH 102, AST 101 BIOL 100, 190, 223, 224, 251 CHEM 100, 121 ENV 100 GEOG 103 GEOL 100, 101, 132 PHYS 100, 107B, 151  3 credits may be from: EIT 233, ELM 112B, IT 208B MTL 150B	<b>3 Credits (in addition to AAS credits):</b>  INT 369
<b>SOCIAL SCIENCE</b> (Fulfills U.S. and Nevada Constitutions requirement.)  <i>*includes: ANTH (not 102), CRJ, ECON, HDFS 201, HIST (not 105, 106), PSC, PSY, SOC, and WS</i>	<b>12 Credits:</b> U.S. and Nevada Constitutions: PSC 103 or HIST 101 and 102 are required.  9 credits: ANTH 101, ECON 103, GEOG 106, HIST 101, 102, SOC 101, PSC 103, PSY 101  Select at least 3 additional credits of any social science.*	<b>9 Credits:</b> U.S. and Nevada Constitutions: PSC 103 or HIST 101 and 102 are required.  9 credits: ANTH 101, ECON 103, GEOG 106, HIST 101, 102, SOC 101, PSC 103, PSY 101	<b>SOCIAL SCIENCE:</b> <b>9 Credits:</b> 9 credits of lower-division general education Social Science (must fulfill U.S. and Nevada Constitutions requirements).  <b>HUMANITIES:</b> <b>3 Credits:</b> 3 credits of lower-division general education Humanities	<b>6 Credits:</b> 3 credits (U.S. and Nevada Constitutions): PSC 103 (or substitute: HIST 101 and 102)  3 credits (Human Relations): BUS 110B MG 283 PSY 208	<b>6 Credits (in addition to AAS credits):</b> (U.S. and Nevada Constitution requirements must be fulfilled)  ECON 311 INT 349
<b>HUMANITIES</b>  <i>*includes: AM, ART (not 100, 101), ENG (not 101, 102), FREN, HIST 105, 106, HUM, MUS (not 101), PHIL, SPAN, THTR 200</i>	<b>6 Credits:</b> 3 credits: ART 160, 260 ENG 203, 223 HIST 105, 106 HUM 101 MUS 121, 125 PHIL 102, SPAN, 112, THTR 200 Select at least 3 additional credits of any humanities.*	<b>3 Credits:</b> 3 credits: ART 160, 260 ENG 203, 223 HIST 105, 106 HUM 101 MUS 121, 125 PHIL 102, SPAN 112, THTR 200	<b>INTEGRATIVE SEMINAR:</b> <b>3 Credits:</b> INT 339 (Humanities) or INT 349 (Social Science)	<b>3 Credits:</b> ART 100, 101, 160, 260 ENG 203, 223 HIST 105, 106 HUM 101 MUS 101, 121, 125 PHIL 102 SPAN 112 THTR 105, 200	<b>3 Credits (in addition to AAS credits):</b>  INT 339
<b>FINE ARTS</b>	<b>3 Credits:</b> ART 100, 101 MUS 101, THTR 105	<b>3 Credits:</b> ART 100, 101 MUS 101, THTR 105	<b>3 Credits:</b> 3 credits of lower-division general education Fine Arts		
<b>TECHNOLOGY</b>	<b>3 Credits:</b> COT 210, GIS 103, GRC 119, IS 101	<b>3 Credits:</b> COT 210, GIS 103, GRC 119, IS 101	<b>3 Credits:</b> 3 credits of lower-division general education Technology	<b>3 Credits:</b> COT 210, DT 101B, EIT 233, ELM 121B, GIS 103, GRC 119, IS 101, IT 210B, MTL 110B, 212, 213	<b>3 Credits:</b> 3 credits of approved lower-division.
<b>CAPSTONE</b>	–0–	–0–	<b>3 Credits:</b> As determined by program.	–0–	<b>3 Credits:</b> As determined by
<b>ELECTIVES AND PROGRAM REQUIREMENTS</b> Select with Adviser	A minimum of 60 total credits is required. See an adviser to select appropriate courses.	A minimum of 60 total credits is required. See an adviser to select appropriate courses.	A minimum of 120 total credits is required. At least 51 credits must be upper division. See program requirements and an adviser.	A minimum of 60 total credits is required. Most programs require more. See program requirements and an adviser.	A minimum of 120 total credits is required. At least 51 credits must be upper division. See program requirements and an adviser.

**There may be specific general education requirements required for your degree.  
Refer to the degree section of the catalog and consult your adviser.**





## Bachelor Degrees

### Maintaining Good Standing

You must maintain a minimum cumulative grade point average of 2.0 for the Bachelor of Applied Science and the Bachelor of Integrative and Professional Studies, or 2.50 for the Bachelor of Elementary Education, in order to progress satisfactorily toward a baccalaureate degree.

In the case of a lapse of professional or ethical behavior, or if a student has engaged in prohibited activities as outlined in Chapter 6, Section 6.2 of the UCCSN Code, his/her situation will be reviewed by the appropriate Baccalaureate Committee and the student may be either placed on probation or dismissed from the program.

### College-wide Graduation Requirements

To graduate with a baccalaureate degree, you must adhere to the following requirements:

- You must complete all courses in the prescribed degree program. You may elect to graduate under the catalog of the year of enrollment in a baccalaureate-level program or the year of graduation. Students who change their major must choose the catalog of the year of the latest change of major or the year of graduation. Whichever catalog is used, it cannot be more than 10 years old at the time of graduation. In the case of UCCSN transfer students, any exceptions to this policy will be handled by the Transfer Center and the transfer agreement contract process.
- To graduate, you must attain the baccalaureate program-specific, cumulative grade point average, as well as earn no lower than a C- in all program requirements as specified in the program's handbook.

- You must earn at least half of the number of credits required for a baccalaureate degree at a four-year institution, and the degree must include at least 60 credits of lower-division courses. A minimum number of 120 total credits is required. At least 40% of the credits required by the major must be upper division. To determine specific credit requirements see the degree program of your choice.
- You must earn at least 32 credits at GBC. Thus, if you transfer to GBC and are pursuing a baccalaureate degree, you must complete 32 GBC semester credits regardless of the number of semester hours completed elsewhere. You cannot count challenge exam credit, non-traditional credit, or developmental courses (courses number below 100) as a part of the residency requirement. Credits transferred from other institutions will not be used for academic achievement designation. Students must complete 96 credits at GBC in order to receive honors designation.
- You must file an application for graduation October 15 or March 15 of the semester in which you wish to graduate. See pages 54 and 55 for further details.

### Second Undergraduate Degree

You may earn a second bachelor's degree, provided all specified requirements are satisfied. You must declare your intention to pursue a second degree in the Office of Admissions and Records.

Candidates for a second degree must earn at least 32 additional credits in residence after meeting the requirements of the first degree and must satisfy specific course requirements.

Students may be approved to pursue two bachelor's degrees simultaneously. Each degree requires a separate application for graduation.



## Bachelor of Arts in Elementary Education Student Learning Outcomes

The graduates of this program will consistently display the following skills in accordance with the INTASC Principles and Standards:

- Creates learning experiences that allow learners to integrate knowledge, skills, and methods of inquiry from several subject areas.
- Stimulates learner reflection on prior knowledge, experiences, and culture, and facilitates making connections to new experiences.
- Makes appropriate time provisions and task assignments for learners who have exceptional learning differences or needs.
- Listens to learners' answers, monitoring and adjusting teaching strategies in response to their feedback.
- Creates a learning community in which learners assume responsibility for themselves and one another, participate in decision-making, work independently and collaboratively, and engage in purposeful learning activities.
- Communicates in ways that demonstrate sensitivity to cultural and gender differences.

- Selects and creates learning experiences individually and collaboratively, that are appropriate for curriculum goals, and relevant to learners, and based upon principles of effective instruction.
- Uses a variety of formal and informal assessment techniques to evaluate learners' progress and performances, and to modify teaching and learning strategies.
- Collaborates with professional colleagues within the school and other professional arenas as supports for reflection, problem-solving and new ideas, actively sharing experiences seeking and giving feedback.
- Establishes respectful and productive relationships with parents and guardians and develops cooperative partnerships in support of learner learning and well being.

These performance standards are assessed through portfolios, journals, and observations.

# Bachelor of Arts Elementary Education

The regular graduation application and fee payment procedures apply for each degree. For more information, call the Department of Education, 775.753.2177.

### Degrees Offered

BA in Elementary Education

### Accreditation

The Northwest Commission on Colleges and Universities accredits this baccalaureate program.

### Teacher Education Program Mission Statement

The mission of the Teacher Education Program of Great Basin College is to provide a distinctive elementary education program for rural northeastern Nevada.

The Teacher Education Program is designed to develop competence, values, skills, and knowledge to promote lifelong learning and is distinctive in the following ways:

- recognizing and valuing diversity in the heritage and traditions of the region,
- collaborating with the five rural school districts in the region to offer early and extensive clinical and field experiences throughout the baccalaureate program,
- utilizing the professional expertise and contributions of faculty and staff in all academic disciplines, and
- utilizing technology for distance education and delivering education courses at the branch campuses.

### Teacher Certification

GBC prepares students for state certification as elementary school teachers. The Admissions and Records Officer is the official GBC representative who certifies that students have completed the Teacher Education Program requirements at GBC.

### Teacher Licensure

According to Nevada Revised Statutes, all teaching licenses in Nevada are granted by the Nevada State Board of Education. Additional information regarding state licensure requirements can be obtained from the Nevada Department of Education.

### Academic Advising

It is highly recommended that students interested in pursuing a degree in Elementary Education seek advisement early in their academic program to ensure efficient advancement through their program. The course of study in Elementary Education involves the proper sequencing of methods courses with field experiences. All students are encouraged to schedule appointments with their advisers on a regular basis. Program degree requirements and licensure requirements may change. Contact the Department of Education, 775.753.2177, to schedule an appointment with your adviser.

### Admission to the Teacher Education Program

#### Application Deadline

Students are required to formally apply for admission to the Education Program. Applications are accepted each semester for the following semester. The usual deadlines for submitting applications will be March 1 for admission in the subsequent Fall Semester and October 1 for admission in the subsequent Spring Semester. Contact the Education Department to receive a copy of the most current GBC Teacher Education Program Admission Handbook.

Prior to application to the Teacher Education Program, students must successfully complete the following:

- Nevada Highway Patrol and FBI background checks.
- TB skin test or chest x-ray completed within the preceding 12 months and a negative report signed by a medical professional.
- PPST exam (documentation of passing scores on all three exams must be received by application deadline).
- 40 college credits.
- Students will not be accepted into the program before completion of ENG 100 or ENG 101, ENG 102, MATH 120, and EDU 250 with a grade of C- or higher.
- Achieve a GPA of 2.75 or higher.

### **Admission Criteria**

The Teacher Education Committee will admit a limited number of students to the Teacher Education Program each semester. Admission is on a competitive basis. When there are more qualified applicants than there are available spaces in the program, preference will be given to those with the highest qualifications. Meeting minimum application criteria does not guarantee admission to the program. Those students who meet or exceed the minimum criteria but who are not admitted may re-apply in future semesters.

### **Various Options**

The Teacher Education Program at Great Basin College offers options for students from a wide variety of backgrounds. Whether you are a new college student or have attended college for years, whether you have taken courses only from Great Basin College, or have transferred here from another college, the GBC Teacher Education Program will help you to achieve your goals.

For students who already have a baccalaureate degree from an accredited college or university, we create an individualized course sequence that will lead to licensure with the Nevada Department of Education.

First-year students may enroll in lower-division teacher education courses after the specified prerequisites have been met. As a second semester sophomore, a student will normally apply for admission into the Teacher Education Program.

### **Endorsement Areas**

Students majoring in Elementary Education should select a subject area endorsement, which will strengthen them as teachers and may improve their employability. The following subject endorsement areas are offered at Great Basin College:

- English
- Mathematics
- Social Studies
- Science

Contact the Department of Education for additional information about current endorsement areas.

### **Additional Costs**

Fingerprint cards must be submitted for background checks prior to enrolling in your first field experience class. There is a \$45.00 processing fee, and there may be additional charges for the fingerprinting.

### **Maintaining Good Standing**

Students who have been admitted to the Bachelor of Arts in Elementary Education Program will maintain their status as students in good standing and be allowed to graduate, if they meet the following requirements:

- Maintain an overall 2.5 GPA.
- Receive no lower than a C- in all baccalaureate, program, and endorsement requirement, as well as all education courses.

### **Application for Graduation**

An application for graduation must be submitted to the Admissions and Records Office by the designated deadline. You are encouraged to meet with your adviser and review your Report on Acquiring a Degree (RAD) to determine status of eligibility for graduation. Failure to apply by the deadline may prevent you from attending ceremonies and delay receipt of your diploma. A \$5.00 late fee will apply.

### **Nevada School Law Requirement**

All Teacher Education Program students must meet the Nevada school law requirement in order to be licensed. The requirement may be fulfilled by:

- Successfully passing the Nevada school law test administered in Elko by the Nevada State Department of Education in the spring. Contact the Nevada State Department of Education for information on other testing dates and locations.
- Successfully completing the one-credit course offered at GBC—Nevada School Law (EDU 210)—on a pass/withdraw basis. In fall and spring, this course is generally offered the week before the semester begins and the week after the semester ends. Contact the Education department for additional information regarding the offering of this course.



**Associate of Arts checklist for education students**

**Orientation:**

INT 100 ..... 0.5

**Communications:**

ENG 100 or ENG 101\* ..... 3  
 ENG 102\* ..... 3  
 THTR 221 ..... 3

**Mathematics:**

MATH 120\* ..... 3  
 MATH 122 ..... 3  
 MATH 123 ..... 3

**Science:**

BIOL 190 ..... 4  
 PHYS 100 ..... 3

**Social Science:**

HIST 101 ..... 3  
 HIST 102 ..... 3  
 PSY 101 (recommended) ..... 3  
 Choose from: ANTH, ECON, GEOG,  
 HDFS 201, HIST, SOC, ..... 3  
 PSC or PSY, excluding ANTH 102, HIST 105, or HIST 106

**Humanities:**

ENG 250 ..... 3  
 Choose from: ART 160 or ART 260, ENG 203  
 or ENG 223, ..... 3  
 HIST 105 or HIST 106, HUM 101, MUS 121 or MUS 125,  
 PHIL 102, or THTR 200

**Fine Arts:**

Choose from: ART 100 or ART 101, MUS 101  
 or THTR 105 ..... (3)

**Technology:**

COT 210 ..... (3)

**Education:**

EDU 250\* ..... 3  
 EDU 251 or EDU 252 (see an adviser) ..... 3

The preceding courses total 53.5 credits. An Associate of Arts degree requires the completion of 60.5 credits. The remaining courses should be selected in consultation with an adviser and should take into consideration the eventual endorsement area of the student. Other suggestions once the general education requirements are fulfilled: PSY 307, INT 339 or INT 349, INT 359 or INT 369, EDU 303, EDU 304, and EDU 305.

\*These courses must be completed before applying to the BA in Elementary Education Program.

**I. General Education Curriculum**

**A. Lower-division Courses** (differences between AA and AS as noted). (Note: Your General Education electives may be influenced by your endorsement area.)

**Communications**

ENG 100 Composition—Enhanced or  
 ENG 101 Composition I ..... 3  
 ENG 102 Composition II ..... 3

**Mathematics**

MATH 120 Fundamentals of College  
 Mathematics (AA) ..... 3  
 MATH 126 Precalculus I or higher (AS) ..... 6

**Science**

Electives from this area\* ..... 7  
 AS additional electives from this area . 6

**Social Science**

U.S. and Nevada Constitution  
 requirement plus electives from  
 this area\*\* ..... 9  
 AA additional elective from this area .. 3

**Humanities**

Elective from this area ..... 3  
 AA additional elective from this area .. 3

**Fine Arts**

Elective from this area ..... 3

**Technology**

Elective from this area\*\*\* ..... 3

**Total for Section A**

Associate of Arts (AA) ..... 40.5  
 Associate of Science (AS) ..... 43.5

**B. Baccalaureate Requirements (in addition to those listed in section A).**

**Communications**

THTR 221 Oral Interpretation ..... 3

**Mathematics/Science**

INT 359 Integrative Mathematics Seminar, or  
 INT 369 Integrative Science Seminar ..... 3

**Humanities/Social Sciences**

INT 339 Integrative Humanities Seminar, or  
 INT 349 Integrative Social Science Seminar ... 3

**Capstone**

EDU 408 Capstone Seminar ..... 3

**Total Credits for Section I, B ..... 12**

## II. Program Requirements

(See an adviser regarding these courses)

ENG	250	Introduction to Children's Literature . . .	3
PSY	307	Principles of Educational Psychology . .	3
MATH	122	Number Concepts for Elementary School Teachers . . . . .	3
MATH	123	Statistical and Geometrical Concepts for Elementary School Teachers . . . . .	3
BIOL	190	Introduction to Cell and Molecular Biology* . . . . .	(4)
PHYS	100	Introductory Physics* . . . . .	(3)
HIST	101	U.S. History to 1865 and	
HIST	102	U.S. History 1865 to Present** . . . . .	(6)
COT	210	Technology and Media in Education*** (3)	

**Total Credits for Section II . . . . . 12**

(\* , \*\* , \*\*\*): It is suggested that the indicated **I. General Education Curriculum** be fulfilled by the indicated **II. Program Requirements** in respective areas. Otherwise, it may be necessary to take more than the listed number of credits.

## III. Elementary Education Curriculum

### A. Education Courses

EDU	250	Foundations of Education . . . . .	3
EDU	251	Elementary Clinical/Field Experience I, or	
EDU	252	Elementary Clinical/Field Experience II, or	
EDU	302	Elementary Clinical/Field Experience III . . . . .	4-6
EDU	303	Education Seminar I . . . . .	3
EDU	304	Education Seminar II . . . . .	3
EDU	305	Education of the Exceptional Child . . .	3

**Total Credits for Section III, A . . . . . 16-18**

### B. Methods Courses

EDU	321	Literacy and Language Arts, Grades K-4	3
EDU	322	Literacy and Language Arts, Grades 5-8	3
EDU	323	Teaching Reading, Grades K-8 . . . . .	3
EDU	342	Teaching Social Studies in the Elementary Grades . . . . .	3
EDU	355	Teaching Math, Grades K-8 . . . . .	3
EDU	362	Teaching Science, Grades K-8 . . . . .	3

**Total Credits for Section III, B . . . . . 18**

### C. Teaching Internship

EDU	406	Student Teaching Internship . . . . .	10
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**Total Credits for Section III, C . . . . . 10**

## IV. Endorsement Areas

Choose at least one endorsement area: \*Upper-division areas must be taken through GBC. Any request for exception to this policy must be made in writing and sent to the Teacher Education Committee.

### Area I . . . . . English/Speech

ENG 102, ENG 250, ENG 327 and ENG 329  
ENG 203, ENG 223 or ENG 325  
THTR 221  
INT 339

### Area 2 . . . . . Math

MATH 120, MATH 122, MATH 123, MATH 126,  
MATH 127, INT 359

### Area 3 . . . . . Science

Choose an option below, which must also include INT  
369—Integrative Science Seminar

#### Lower Division

Option A	Option B	Option C	Option D
BIOL 190	CHEM 121	PHYS 151	GEOL 101
BIOL 191	CHEM 122	PHYS 152	GEOL 102
PHYS 100	PHYS 100	CHEM 100	PHYS 100
CHEM 100	BIOL 190	BIOL 190	BIOL 190

**Upper Division**—Select one upper-division science elective.

### Area 4 . . . . . Social Studies

#### Lower Division

HIST 101, HIST 102, and select any two of the following:  
ANTH 101, ECON 103, GEOG 106, HDFS 201, PSC  
103, PSY 101, SOC 101, SOC 202

**Upper Division**—INT 349 and select two upper-division Social Science electives (may not include PSY 307).

Students must take at least one class in each of the three different social science disciplines.

**Additional credits for endorsement . . . . . 6-9**

## V. Electives

Recommended electives:

EDU	210
EDU	334
ART	306
HDFS	201

or additional courses within the Endorsement area. A minimum of 51 credits of upper-division coursework is required:

**Total credits from Section V . . . . . 12-18**

**Minimum Total Credits . . . . . 128**

## SUGGESTED COURSE SEQUENCE

*BA—Elementary Education*

<b>FALL</b>			<b>SPRING</b>		
<b>1st Semester</b>	Credits	✓	<b>2nd Semester</b>	Credits	✓
INT 100	0.5	<input type="checkbox"/>	COT 210	3	<input type="checkbox"/>
BIOL 190	4	<input type="checkbox"/>	EDU 250 and	3	<input type="checkbox"/>
ENG 100 or			EDU 251 or		
ENG 101	3	<input type="checkbox"/>	EDU 252	1	<input type="checkbox"/>
HIST 101	3	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>
MATH 120	3	<input type="checkbox"/>	HIST 102	3	<input type="checkbox"/>
PSY 101	3	<input type="checkbox"/>	PHYS 100	3	<input type="checkbox"/>
			THTR 221	3	<input type="checkbox"/>
<b>TOTAL</b>	<b>16.5</b>		<b>TOTAL</b>	<b>19</b>	

<b>FALL</b>			<b>SPRING</b>		
<b>3rd Semester</b>	Credits	✓	<b>4th Semester</b>	Credits	✓
EDU 210	1	<input type="checkbox"/>	EDU 304	3	<input type="checkbox"/>
EDU 303 and	3	<input type="checkbox"/>	MATH 123	3	<input type="checkbox"/>
EDU 252	1	<input type="checkbox"/>	PSY 307	3	<input type="checkbox"/>
ENG 250	3	<input type="checkbox"/>	ELECTIVES**	6	<input type="checkbox"/>
MATH 122	3	<input type="checkbox"/>			
ELECTIVE**	6	<input type="checkbox"/>			
<b>TOTAL</b>	<b>17</b>		<b>TOTAL</b>	<b>15</b>	

**Second Semester:** Take PPST Exam and submit fingerprints.

**Third Semester:** Apply for admission to the Teacher Education Program before October 1 (Students in the process of completing 40 credit hours during this semester would be accepted on a provisional basis.)

**Fourth Semester:** Apply for admission to the Teacher Education Program before March 1.

The following EDU classes are only open to students admitted to the Teacher Education Program.

<b>FALL</b>			<b>SPRING</b>		
<b>5th Semester</b>	Credits	✓	<b>6th Semester</b>	Credits	✓
EDU 321 and	3	<input type="checkbox"/>	EDU 322 and	3	<input type="checkbox"/>
EDU 302	1	<input type="checkbox"/>	EDU 302	1	<input type="checkbox"/>
INT 339 or			EDU 362	3	<input type="checkbox"/>
INT 349			INT 339 or		
or			INT 349		
INT 359 or			or		
INT 369	3	<input type="checkbox"/>	INT 359 or		
EDU 355	3	<input type="checkbox"/>	INT 369	3	<input type="checkbox"/>
ELECTIVES**	6	<input type="checkbox"/>	ELECTIVES**	6	<input type="checkbox"/>
<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>16</b>	

<b>FALL</b>			<b>SPRING</b>		
<b>7th Semester</b>	Credits	✓	<b>8th Semester</b>	Credits	✓
EDU 305	3	<input type="checkbox"/>	Only one other class can be		
EDU 323 and	3	<input type="checkbox"/>	taken with the EDU classes		
EDU 302	1	<input type="checkbox"/>	specified below.		
EDU 342	3	<input type="checkbox"/>	EDU 406	10	<input type="checkbox"/>
ELECTIVES**	6	<input type="checkbox"/>	EDU 408	3	<input type="checkbox"/>
<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>13</b>	

\*\*Select with adviser.



## Bachelor of Arts in Integrative and Professional Studies

### Student Learning Outcomes

- Graduates of this program will have the knowledge and skills to:
- Confidently and effectively communicate in oral and written form, both receiving and delivering ideas and information.
  - Apply modern information technology effectively, possessing a platform to continue to learn and apply new and developing technologies.
  - Analyze the interconnectedness of human ideas and activities and the interrelations of human activities with natural systems. Appreciate the relationships between physical environment, living systems, and human culture and behavior. Use these abilities with effective, positive results in dealing with people and the environment.
  - Acquire, organize, analyze, and interpret information and data to make informed, reasoned, equitable decisions.

Graduates will also have the requisite knowledge of the subject area required for a chosen field of concentration. The required knowledge is determined by concentration as listed below.

#### Social Science Concentration:

- Critically analyze social change.
- Evaluate the historical bases of sociopolitical structures.
- Describe and analyze social and cultural variation.
- Analyze the relationships between biology, the physical environment, and human behavior.
- Evaluate the effects of social structures on individual experiences and life changes.

#### Natural Resource Management Concentration:

- Evaluate the methodology of performing scientific research.
- Analyze the range of environmental law that exists and means of compliance.
- Describe ecological principles and how to apply them usefully.
- Understand the fundamentals of plant biology.
- Understand the fundamentals of animal biology.
- Evaluate the nature of geological process and resources.

# Bachelor of Arts

## in Integrative and Professional Studies

Department of Bachelor of Arts in Integrative and Professional Studies, 775.753.2244, 775.753.2204, or 775.753.2361.

### Degree Offered

Bachelor of Arts in Integrative and Professional Studies

### Concentration Areas

Social Sciences

Resource Management

### Accreditation Status

GBC's Bachelor of Arts in Integrative and Professional Studies was approved by the UCCSN Board of Regents in Spring 2001. A prospectus for substantive change detailing the program's core curriculum and the social science concentration area was submitted to the Northwest Commission on Colleges and Universities (NWCCU) in the Fall of 2002. NWCCU acknowledged the substantive change prospectus.

### Mission Statement

The mission of the Bachelor of Arts in Integrative and Professional Studies is to fulfill and to extend the mission and philosophy of Great Basin College by providing a distinctive baccalaureate degree that emphasizes interdisciplinary coursework and knowledge relevant to the needs of Northeastern Nevada and the Intermountain West. In this endeavor, the program is designed to instill abilities and qualities of competence, personal communication, and decision-making within a broader context than a single discipline or vocation. The program builds general capabilities in interdisciplinary work and provides skills within a specific concentration area. Those completing the program should be prepared to engage in their chosen field competently and effectively.

### Program Description

The degree emphasizes interdisciplinary work and is designed to prepare students to creatively respond to career opportunities. The program prepares students who seek a career in the social sciences or resource management, or who plan to attend a graduate or professional school. The program is still refining curricular offerings and students should see an adviser concerning schedule planning and recent course offerings.

### Program Concentrations

This Bachelor of Arts degree builds on the associate degree. Beyond the associate degree, an upper-division core curriculum (10 courses-30 credits) provides students with grounding in interdisciplinary study, research methods, ethics, and communicative skills. The program features two areas of concentration that build on the core: social science and resource management. Each area is interdisciplinary and offers an appropriate, supervised, professional internship in the public or private sector.

#### Social Science

This concentration area is designed for those seeking a career or a professional degree in the social sciences and history. It provides preparation for a number of jobs in government agencies, nonprofit organizations, corporations, and journalism, as well as graduate and professional programs such as law school.

#### Resource Management

This concentration area is designed to provide baccalaureate level, natural- and cultural-resource specialists for state and federal land agencies, as well as private industry. It addresses public land issues facing the western United States.

**Distinctive Features**

- Strong written and oral communication skills developed
- Critical thinking and problem solving skills developed
- Well-rounded knowledge in many disciplines developed
- A working portfolio created by student
- Supervised internships in area of student interest provided

**Program Requirements**

The Bachelor of Arts in Integrative and Professional Studies is designed to build on the associate degree and requires a total of 126 credit hours (with at least 51 upper-division credits), including both lower- and upper-division coursework. Those students who are near completion of an associate degree, and who meet specific course prerequisites, may take upper-division coursework within the program prior to formal admissions.

**Admission to the Program**

Students are required to formally apply for admission to the BAIPS program. Applications may be turned in at any time during the year. They will then be reviewed at a meeting of the BAIPS Committee. These meetings occur every one to three months throughout the academic year. A student will generally enter into the program officially the semester following admission.

Admission to the program requires the following:

- A completed application form.
- Up-to-date official transcripts from all other accredited institutions attended.
- An Associate of Arts degree or an Associate of Science degree (or an acceptable equivalent) from a regionally accredited college or university.
- A grade point average of 2.0 or higher.

**Maintaining Good Standing**

Students who have been admitted to the Bachelor of Arts in Integrative and Professional Studies Program will maintain their status as students in good standing, and be allowed to graduate, if they meet the following requirements:

- Maintain an overall 2.0 GPA.
- Receive no lower than a C- in all upper-division coursework that is applied toward the degree, as well as in statistics.

**Course Requirements for the BA in Integrative and Professional Studies**

**I. General Education and Program Core Requirements**

**A. Lower-division Core Requirements**

Specific concentrations require different credit minimums, as shown in parentheses.

			<b>Minimum Credits</b>
THTR	113	Fundamentals of Speech I, or	
THTR	221	Oral Interpretation . . . . .	3
MATH	152	Introduction to Statistics . . . . .	3
BIOL	190	Introduction to Cell and Molecular Biology, or	
BIOL	191	Introduction to Organismal Biology . . . .	4
		Science Electives (Resource Management requirements—18 credits) . . . . .	6
		Social Science* (Social Science requirements—15 credits) . . . . .	9
		Humanities . . . . .	3
		Fine Arts . . . . .	3
		Technology . . . . .	3
		English . . . . .	3

\*Must complete U.S. and Nevada Constitution requirements.

**Minimum required credits Section I, A**

<b>Resource Management</b> . . . . .	<b>49</b>
<b>Social Science</b> . . . . .	<b>43</b>

**B. Upper-division Integrative and Professional Studies Core Requirements**

ENG	325	Advanced Literary Study, or	
ENG	327	Composition III, or	
ENG	329	Language Study . . . . .	3
ECON	311	Professional Ethics, or	
PHIL	311	Professional Ethics . . . . .	3
BIOL	341	Principles of Ecology . . . . .	3
INT	301	Research Methods in the Social and Natural Sciences . . . . .	3
GIS	320	Geographic Information Systems in Business and Community, or	
CADD	345	Technical Graphic Communication . . . .	3
INT	400	Internship in Integrative Studies . . . . .	3
INT	496	Capstone in Integrative Studies . . . . .	3
INT	369	Integrative Science Seminar . . . . .	3
INT	349	Integrative Social Science Seminar . . . .	3
INT	339	Integrative Humanities Seminar, or	
INT	359	Integrative Mathematics Seminar . . . . .	3

**Total for Section I, B . . . . . 30**

**II. Concentration Areas**  
**A. Social Science Concentration**

In addition to the General Education requirements and the Integrative and Professional Studies Core requirements, students must take 39 credit hours of social science distributed as follows:

**Lower-division Social Sciences . minimum of 12 credits**

At least one course in each of the following focus areas (see adviser for courses not listed):

**History**

ANTH 202, HIST 101, HIST 102, HIST 105, HIST 106, HIST 217, HIST 247

**Culture and Society**

ANTH 101, SOC 101, GEOG 106, HUM 101, SOC/ANTH 205, SOC 202, ANTH 201, WS 101

**Individuals and Institutions**

ECON 102, ECON 103, PSC 103, PSY 101, SW 220, PSC 231, HDFS 201

**Upper-division Social Sciences . minimum of 24 credits**

At least two courses in each of the following focus areas are required:

**History and Archaeology**

ANTH 311 Archaeology of North America  
 ANTH 380 Archaeology of Ancient Civilizations  
 ANTH 400 Field School in Archaeology  
 ANTH 402 Laboratory Methods in Archaeology  
 ANTH 408 Archaeological Methods  
 HIST 414A United States: the National Period 1815-1860  
 HIST 416B Contemporary America—The U.S. Since 1945  
 HIST 417C The West as National Experience

**Culture and Society**

ANTH 301 Indians of North America  
 ANTH 329 Language Study  
 ANTH 421 Contemporary Native Americans  
 ANTH 455 Archaeological Theory  
 ECON 307 Environmental Economics (under development)  
 HIST 441 American Environmental History  
 PSY 460 Social Psychology  
 SOC 342 Social Stratification  
 SOC 352 Juvenile Delinquency  
 SOC 416 Sociology of Work and Occupations

**Individuals and Institutions**

ANTH 351 Law and Politics: Cross-cultural Perspectives  
 SOC 351 Law and Politics: Cross-cultural Perspectives  
 ECON 431 Economic Decision Methods  
 HIST 401 American Constitutional and Legal History  
 PSC 320 Issues in American Public Policy  
 PSC 421 Environmental Policy  
 PSY 307 Principles of Educational Psychology  
 PSY 441 Abnormal Psychology

**Upper-division Social Science**

Electives . . . . . at least 6 credits

**Additional upper- or lower-division Social Science**

**elective** . . . . . at least 3 credits

**Total for Section II, A** . . . . . at least 39 credits

**Minimum Total Credits** . . . . . 126

**SUGGESTED COURSE SEQUENCE**

*BAIPS—Social Science*

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>
ENG 100 or			HIST 102	3	<input type="checkbox"/>
ENG 101	3	<input type="checkbox"/>	PSY 101	3	<input type="checkbox"/>
HIST 101	3	<input type="checkbox"/>	ANTH 101		
PSC 103 or			SOC 101 or		
ECON 103	3		GEOG 106	3	<input type="checkbox"/>
FINE ARTS*	3	<input type="checkbox"/>	SCIENCE		
SOCIAL SCIENCE**	3	<input type="checkbox"/>	ELECTIVE**	3-4	<input type="checkbox"/>
MATH (if needed)**			MATH (if needed)**		
TOTAL	15.5		TOTAL	15-16	

FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
MATH 126	3	<input type="checkbox"/>	MATH 152	3	<input type="checkbox"/>
BIOL 190 or			THTR 113 or		
BIOL 191	4	<input type="checkbox"/>	THTR 221	3	<input type="checkbox"/>
HUM 101			GIS 103	3	<input type="checkbox"/>
HIST 105 or			ELECTIVES**	6	<input type="checkbox"/>
HIST 106	3	<input type="checkbox"/>			
ELECTIVES**	6	<input type="checkbox"/>			
TOTAL	16		TOTAL	15	

**Required: Obtain AS or AA degree (or equivalent)**

FALL			SPRING		
5th Semester	Credits	✓	6th Semester	Credits	✓
ENG 325			INT 301	3	<input type="checkbox"/>
ENG 327, or			BIOL 341	3	<input type="checkbox"/>
ENG 329	3	<input type="checkbox"/>	INT 369	3	<input type="checkbox"/>
ECON 311 or			Upper-division Culture and Society**	3	<input type="checkbox"/>
PHIL 311	3	<input type="checkbox"/>	Upper-division History and Archeology**	3	<input type="checkbox"/>
GIS 320 or					
CADD 345	3	<input type="checkbox"/>			
INT 349	3	<input type="checkbox"/>			
Upper-division Ind. Inst. Selection	3	<input type="checkbox"/>			
TOTAL	15		TOTAL	15	

Summer or Fall of 4<sup>th</sup> year: INT 400 3-6 credits

FALL			SPRING		
7th Semester	Credits	✓	8th Semester	Credits	✓
INT 339 or			INT 496	3	<input type="checkbox"/>
INT 359	3	<input type="checkbox"/>	Upper-division Ind. and Instit.**	3	<input type="checkbox"/>
Upper-division History and Archeology**	3	<input type="checkbox"/>	Upper-division Social Science**	6	<input type="checkbox"/>
Upper-division Culture and Society**	3	<input type="checkbox"/>	ELECTIVE**	3-6	<input type="checkbox"/>
Upper-division Social Science**	6	<input type="checkbox"/>			
TOTAL	15		TOTAL	15-18	

\*Select from page 82.

\*\*Select with adviser.

## B. Resource Management Concentration

In addition to the General Education requirements and the Professional Studies Core requirements, students must take additional concentration courses as follows:

### Lower-division Sciences . . . . minimum of 18-20 credits

BIOL 190	Introduction to Cell and Molecular Biology and	
BIOL 191	Introduction to Organismal Biology . . . .	8
GEOL 101	Physical Geology . . . . .	4
CHEM 100	Molecules and Life in the Modern World or	
CHEM 121	General Chemistry I . . . . .	3-4
	Science Elective (select with adviser) . .	3-4

### Upper-division Course

#### Requirements . . . . . minimum of 31-35 credits

Students must complete courses in two focus areas, natural science and social science.

### Natural Science

Choose one course from each of the following categories:

#### Botany

BIOL 331	Plant Taxonomy (includes lab) . . . . .	3
BIOL 410	Plant Physiology . . . . .	3

#### Zoology

BIOL 320	Invertebrate Zoology . . . . .	4
BIOL 378	Mammalogy . . . . .	4

#### Biology

BIOL 300	Principles of Genetics . . . . .	4
BIOL 305	Introduction to Conservation Biology . . .	3
BIOL 400	Field School in Biology . . . . .	4

#### Geology

GEOL 341	Geomorphology and Soils . . . . .	4
GEOL 371	Geology of Natural Resources . . . . .	3

#### Science Electives . . . . . 6-8

Choose an additional two courses from the categories listed above.

#### Social Science

Required upper-division courses

PSC 421	Environmental Policy . . . . .	3
ENV 422	Environment Regulation and Compliance . . . . .	3

#### Choose at least three credits from the following:

##### Archaeology

ANTH 311	Archaeology of North America . . . . .	3
ANTH 400	Field School in Archaeology (recommended) . . . . .	3-8
ANTH 402	Laboratory Methods in Archaeology . . .	2
ANTH 408	Archaeological Methods . . . . .	3

#### Choose at least three credits from the following:

##### Social Science Electives

ANTH 351	Law and Politics: Cross-cultural Perspectives or	
SOC 351	Law and Politics: Cross-cultural Perspectives . . . . .	3
HIST 417C	The West as National Experience . . . . .	3
HIST 441	American Environmental History . . . . .	3
ECON 431	Economic Decision Methods . . . . .	3
PSC 320	Issues in American Public Policy . . . . .	3

**Total for Section II, B . . . . . minimum of 31-35 credits**

## Electives

As many as needed to meet a minimum graduation requirement of 126 credits.

## SUGGESTED COURSE SEQUENCE

### BAIPS—Resource Management

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ENG 1023	3	<input type="checkbox"/>
ENG 100 or			BIOL 191	4	<input type="checkbox"/>
ENG 101	3	<input type="checkbox"/>	SOCIAL SCIENCE*	3	<input type="checkbox"/>
BIOL 190	4	<input type="checkbox"/>	HUMANITIES*	3	<input type="checkbox"/>
PSC 103 or			SCIENCE		
HIST 101 and			ELECTIVE**	3	<input type="checkbox"/>
HIST 102	3	<input type="checkbox"/>	MATH (If needed)**		
FINE ARTS*	3	<input type="checkbox"/>			
SOCIAL SCIENCE*	3	<input type="checkbox"/>			
MATH (If needed)**					
<b>TOTAL</b>	<b>16.5</b>		<b>TOTAL</b>	<b>16</b>	

FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
MATH 126***	3	<input type="checkbox"/>	MATH 152	3	<input type="checkbox"/>
GEOL 101	3	<input type="checkbox"/>	THTR 113 or		
CHEM 100 or			THTR 221	3	<input type="checkbox"/>
CHEM 121	3-4	<input type="checkbox"/>	GIS 103	3	<input type="checkbox"/>
ELECTIVES**	6	<input type="checkbox"/>	ELECTIVES**	6	<input type="checkbox"/>
<b>TOTAL</b>	<b>15-16</b>		<b>TOTAL</b>	<b>15</b>	

\*\*\*Must take MATH 126 or higher for AS degree  
AS — Suggested lower-division science electives: ANTH 102, ENV 100, GEOG 103, GEOL 102  
AA — Must take at least three additional credits from each of the following as electives: Any lower division social science (ANTH (not 102), ECON, HIST, (not 105, 106), PSC, PSY, SOC)  
Any lower-division humanities (AM, ART, ENG (not 101, 102), FREN, HUM, MUS (not 101), PHIL, SPAN, THTR, WS)

#### Required: Obtain AS or AA degree (or equivalent)

FALL			SPRING		
5th Semester	Credits	✓	6th Semester	Credits	✓
ENG 325,			INT 301	3	<input type="checkbox"/>
ENG 327, or			BIOL 341	3	<input type="checkbox"/>
ENG 329	3	<input type="checkbox"/>	INT 369	3	<input type="checkbox"/>
ECON 311 or			BIOL 331 or		
PHIL 311	3	<input type="checkbox"/>	BIOL 410	3	<input type="checkbox"/>
GIS 320 or			GEOL 341 or		
CADD 345	3	<input type="checkbox"/>	GEOL 371	3	<input type="checkbox"/>
INT 349	3	<input type="checkbox"/>			
BIOL 300,					
BIOL 305, or					
BIOL 400	3-4	<input type="checkbox"/>			
<b>TOTAL</b>	<b>15-16</b>		<b>TOTAL</b>	<b>15</b>	

Summer or Fall of 4<sup>th</sup> year: INT 400 3-6 credits

FALL			SPRING		
7th Semester	Credits	✓	8th Semester	Credits	✓
INT 339 or			INT 496	3	<input type="checkbox"/>
INT 359	3	<input type="checkbox"/>	Upper-division Science		
BIOL 320 or			Electives**	6	<input type="checkbox"/>
BIOL 378	4	<input type="checkbox"/>	ENV 422	3	<input type="checkbox"/>
PSC 421	3	<input type="checkbox"/>	ELECTIVES**	3-6	<input type="checkbox"/>
Archeology Upper-division**	3	<input type="checkbox"/>			
ANTH 351,					
SOC 351,					
ECON 431,					
PSC 320,					
HIST 417C,					
HIST 441, or	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>15-18</b>	

\*Select from page 82.

\*\*Select with adviser.



## Bachelor of Applied Science Student Learning Outcomes

Graduates of the BAS degree program will have the knowledge and skills to:

- Explain the social, economic, and legal contexts within which businesses operate. Understand that this context is global, demonstrating an appreciation of opportunities and perspectives associated with other cultures.
- Demonstrate theoretical and practical understanding of concepts, models and techniques associated with effective management.
- Interact effectively with others in situations requiring team building, leadership, change, and negotiation.
- Access information and interpret, summarize, synthesize, and convey this information to others using state of the art technology retrieval, analysis, and presentation software and equipment.
- Effectively communicate ideas, observations, analyses, conclusions, and recommendations to others in a variety of professional contexts.
- Appropriately use the frameworks from relevant business functional areas to interpret and analyze business situations and identify and solve problems.
- Assess customer needs and develop effective approaches to customer service.

# Bachelor of Applied Science

Bachelor of Applied Science degree program,  
775.753.2125.

### Accreditation

The program has been approved by the Northwest Commission on Colleges and Universities.

### Mission Statement

The mission of the Bachelor of Applied Science is to fulfill and to extend the mission and philosophy of Great Basin College by providing a distinctive baccalaureate degree that builds upon the technical skills and knowledge acquired in attaining an Associate of Applied Science and, in particular cases, an Associate of Science or Associate of Arts degree. In this endeavor, the program is designed to instill abilities and qualities of competence, personal communication, management, and decision making within a broader context than a single vocation. The program will build on the individual's current vocational abilities and provide additional managerial skills within a specific field of emphasis. Those completing the program should then be prepared to competently and efficiently engage their chosen vocational field as either highly trained technicians or effective managers.

### Purpose Statement

The purpose of the Bachelor of Applied Science (BAS) Program is to provide a quality and affordable four-year degree to residents of central and northeastern Nevada. This degree is particularly suited to accommodate working adults whose schedules may be limited due to work and time constraints.

### About the Program

#### *Allows Greater Access*

The program is designed for students who have previously completed an associate degree at an accredited college or university. There are currently two emphases: Management in Technology and Instrumentation. Both of these are particularly attractive to employers of the region's mining industry and provide an avenue of continuing education for all persons with work experience to complete a baccalaureate degree at Great Basin College.

#### *Meets Employer Demand*

The program is intended to build on the students' associate degree curricula, work experience, and maturity, providing them with communication and problem solving skills, management and organizational theories and practice, technical and mathematical competencies, and a broad, liberal arts view of the world and the workplace. This training will prepare students for employment in demanding management positions of many career fields, particularly the electrical/instrumentation area, if they select that emphasis. The emphasis in the curriculum on the values of lifelong learning and positive human relation skills will be especially beneficial to graduates of this program.

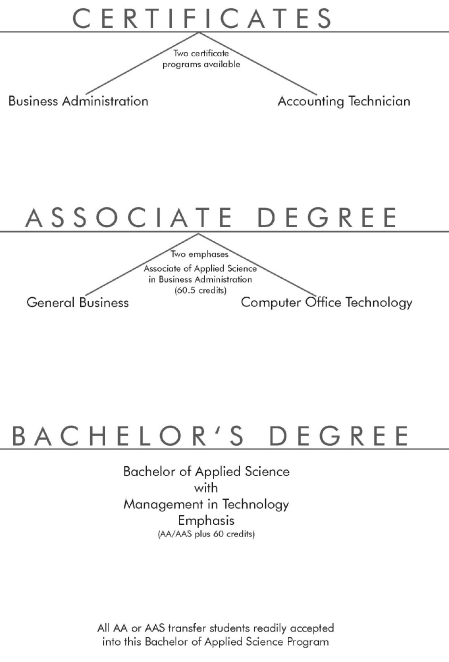
#### *Is a Collaborative Effort*

This program allows students with two-year degrees to obtain a baccalaureate degree at Great Basin College. Graduates can then pursue a Masters in Business Administration from the University of Nevada, Reno which is also offered on the GBC campus. This collaboration allows students to continue their education from high school through the graduate level without leaving Elko.



The greatest danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it. Michelangelo

First Year
Second Year
Third and Fourth Years
Set your sights HIGH at Great Basin College



Program Strengths

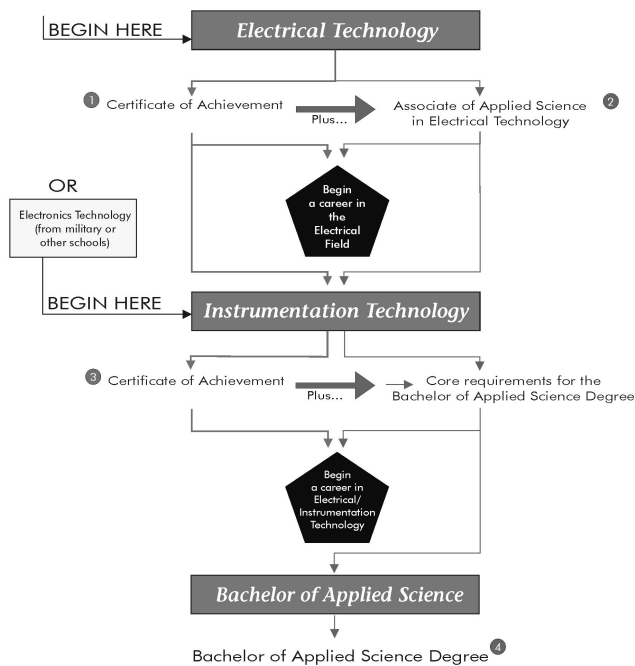
This degree program addresses many of the widely acknowledged deficiencies of the traditional academic business education. It represents a shift away from a narrow-focused, strictly business faculty taught regime to a best practices approach of business taught by colleagues from across all disciplines at the College.

- 1. GBC's program design is more reflective of the ideal business manager's educational philosophy, a broad liberal arts exposure.
2. The program creates within GBC's students convictions which encourage making tough management decisions.
3. The program supplies them with a unifying operational and practical framework for problem-solving; thus, stakeholder value is enhanced and a position of distinctiveness in management education in this region is achieved.

GBC's academic approach to the delivery of management training will help students become innovative leaders and practitioners in learning organizations (those businesses that value continuous organizational renewal in their culture and management approach). This in turn, will give graduates a significant, distinct, comparative advantage in their chosen career fields.

An innovative leader is one who exercises responsibility, detects opportunity, assumes risk borne out of conviction, and marshals resources to convert the opportunity into reality. To achieve these outcomes an ideal BAS curriculum addresses four managerial and cognitive components/issues. The first involves themes which develop an understanding of the conceptual foundations of business/social responsibility and ethical reasoning skills; the second includes critical thinking, a global perspective, creativity, and whole-brain problem-framing; the third involves notions of self-awareness, path finding, and risk-taking tolerances; the fourth includes an understanding of the management theory and practices used by learning organizations and such skills as team participation, leadership determination, negotiation and persuasion, problem-solving and mature judgment, and, finally, organizational and political savvy.

Bachelor of Applied Science in Instrumentation



Earn two certificates and two degrees in just four years in the Electrical and Instrumentation fields at Great Basin College.

## Admission to the Program

Students will be admitted to the program in a Full Admission status, when all admission requirements have been completed and accepted by the Committee. Students who do not maintain good standing, as defined, will be placed on Probationary Status. Students on probationary status are not allowed to continue toward completion of the program until they have removed all restrictions. The manner for reinstatement to good standing will be determined by the Committee on a case-by-case basis.

To be officially admitted to the Bachelor of Applied Science Program, students should do the following.

### STEP 1: Inquiries

As soon as practical, applicants should meet with a faculty program adviser to outline a proposed course of study.

### STEP 2: Application Process

Students must present evidence of completion of one of the following associate degree patterns:

1. An Associate of Applied Science degree from an accredited college.
2. An Associate of Science or Associate of Arts degree, plus three years of related job experience in the emphasis area the student is to pursue. (Letters from previous employers or copies of federal income tax forms could be used to document this work history.)
3. Any Associate degree that is not an AAS, if it is from an accredited college and includes more than 50% technical/vocational courses (as determined by your adviser).

Acceptable evidence would be the diploma and/or official transcripts. Students should submit transcripts indicating an overall grade-point average (GPA) equal to or greater than 2.0, as calculated by Great Basin College formulas. Students should submit a program application to the Committee before completion of 30 credits in the program. The deadline for submitting this application will be September 1 of each year for the Fall Semester and February 1 for the Spring Semester. Students should have completed the requirements for an associate degree prior to making application.

### STEP 3: Follow Up

Students have the responsibility to ensure that official transcripts, and any other requirements are actually received by the Admissions and Records Officer of Great Basin College. These should be received by the application deadlines in order to receive Full Admission to the BAS Degree Program.

NOTE: Evaluation of the entrance criteria will be made by the Committee. This processing takes approximately five to six weeks. Students will be notified by letter from the Admissions and Records Officer upon acceptance/denial.

## Pre-admission Information

Some emphases of the program may have their own special admission requirements. At present this includes the Instrumentation and the Land Surveying/Geomatics emphasis areas. Completion of an approved electrical program is required before official admission to the program can occur. Students may complete up to 30 credits beyond an associate degree of required course work toward the BAS degree. These credits may be applied toward the BAS degree, if they are completed with a satisfactory grade as required by the program. This is contingent upon the student meeting the prerequisites for each course. Exceptions will be considered on a case-by-case basis by the BAS Committee and your faculty adviser.

## Maintaining Good Standing

Students who have been admitted to the Bachelor of Applied Science Program will maintain their status as students in good standing, and be allowed to graduate, if they meet the following requirements:

- Maintain an overall 2.0 GPA.
- Receive no lower than a C- in all program requirements.

## Total Minimum Credits for BAS . . . . . 120

### I. General Education (beyond those required for AAS)

THTR	113	Fundamentals of Speech I, or	
THTR	221	Oral Interpretation . . . . .	3
ENG	333	Professional Communications . . . . .	3
AMS	310	Mathematical Systems Applied to Technology or	
MATH	181	Calculus I . . . . .	3-4
INT	339	Integrative Humanities Seminar . . . . .	3
INT	349	Integrative Social Science Seminar . . . . .	3
INT	359	Integrative Mathematics Seminar . . . . .	3
INT	369	Integrative Science Seminar . . . . .	3
ECON	311	Professional Ethics, or	
PHIL	311	Professional Ethics . . . . .	3
		U.S. and Nevada Constitution . . . . .	(1-3)

### Total credits for Section I . . . . . 24 (or 25-27)

### II. Applied Science Core

FIN	322	Applied Accounting and Finance . . . . .	3
MGT	310	Foundations of Management Theory and Practice . . . . .	3
MGT	323	Organization and Interpersonal Behavior, or	
MGT	367	Human Resource Management . . . . .	3
AMS	320	Science and Engineering in Technology or	
PHYS	180/ 180L	Engineering Physics I . . . . .	3-4
MGT	441	Operational Quality Control and Problem Solving . . . . .	3

### Total Credits for Section II . . . . . 15

**III. Emphasis Requirements**

**A. Management in Technology Emphasis**

CIT	310	Management Information Systems . . . . .	3
MKT	410	Marketing and Sales . . . . .	3
ECON	431	Economic Decision Methods . . . . .	3
MGT	496	(Capstone) Strategic Management and Policy . . . . .	3
		Upper-division Elective* . . . . .	3
		Elective . . . . .	3
		Elective . . . . .	3

**Total Credits for Section III. A . . . . . 21**

<b>SUGGESTED COURSE SEQUENCE</b>					
<i>BAS—Management in Technology</i>					
<b>FALL 1st Semester</b>			<b>SPRING 2nd Semester</b>		
Credits	✓		Credits	✓	
MGT 310	3	<input type="checkbox"/>	FIN 322	3	<input type="checkbox"/>
ENG 333	3	<input type="checkbox"/>	MGT 323 or		
ECON 311	3	<input type="checkbox"/>	MGT 367	3	<input type="checkbox"/>
PSC 103	3	<input type="checkbox"/>	THTR 113 or		
(for transfer students only)			THTR 221	3	<input type="checkbox"/>
AMS 310 or			INT 349 or		
MATH 181	3-4	<input type="checkbox"/>	INT 359	3	<input type="checkbox"/>
			AMS 320 or		
			PHYS 180	3-4	<input type="checkbox"/>
<b>TOTAL</b>	<b>15-16</b>		<b>TOTAL</b>	<b>15-16</b>	
<b>FALL 3rd Semester</b>			<b>SPRING 4th Semester</b>		
Credits	✓		Credits	✓	
MKT 410	3	<input type="checkbox"/>	MGT 441	3	<input type="checkbox"/>
CIT 310	3	<input type="checkbox"/>	UPPER DIVISION		
ECON 431	3	<input type="checkbox"/>	ELECTIVE**	3	<input type="checkbox"/>
INT 339 or			MGT 496	3	<input type="checkbox"/>
INT 369	3	<input type="checkbox"/>	INT 359 or		
LOWER DIVISION			INT 369	3	<input type="checkbox"/>
ELECTIVES**	3	<input type="checkbox"/>	INT 339 or		
(if necessary)			INT 349	3	<input type="checkbox"/>
<b>TOTAL</b>	<b>12-15</b>		<b>TOTAL</b>	<b>15</b>	

\*\*Select with Adviser

**B. Instrumentation Emphasis**

EIT	233	Introduction to Instrumentation . . . . .	3
EIT	315	Pressure/Level/Flow Measurement and Control . . . . .	3
EIT	323	Installation and Configuration . . . . .	2
EIT	333	Process (Piping) and Instrument Diagrams (P&IDs) . . . . .	2
EIT	336	Valves, Actuators, Regulators— Characteristics and Applications . . . . .	2
EIT	348	Temperature Measurement and Control . . . . .	3
EIT	368	Measurement Systems Analysis . . . . .	2
EIT	438	Electronic Devices in Instrumentation . . . . .	2
EIT	468	(Capstone) Advanced Control Systems . . . . .	3

**Total Credits for Section III. B . . . . . 22**

\* At least three of the elective credits must be from GIS 320, GIS in Business and Community; CADD 345, Technical Graphics Communication; MGT 480, International Management; MGT 487, Entrepreneurship; or BUS 373, Legal Environment of Business.

**SUGGESTED COURSE SEQUENCE**

*BAS—Instrumentation*

<b>FALL 1st Semester</b>			<b>SPRING 2nd Semester</b>		
Credits	✓		Credits	✓	
EIT 233	3	<input type="checkbox"/>	EIT 348	3	<input type="checkbox"/>
EIT 315	3	<input type="checkbox"/>	EIT 336	2	<input type="checkbox"/>
EIT 323	3	<input type="checkbox"/>	EIT 368	2	<input type="checkbox"/>
EIT 333	2	<input type="checkbox"/>	EIT 438	2	<input type="checkbox"/>
THTR 113 or			EIT 468	3	<input type="checkbox"/>
THTR 221	3	<input type="checkbox"/>	MGT 441	3	<input type="checkbox"/>
PSC 103	3	<input type="checkbox"/>			
INT 339 or					
INT 369	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>20</b>		<b>TOTAL</b>	<b>15</b>	

<b>FALL 3rd Semester</b>			<b>SPRING 4th Semester</b>		
Credits	✓		Credits	✓	
MGT 310	3	<input type="checkbox"/>	MGT 323 or		
ENG 333	3	<input type="checkbox"/>	MGT 367	3	<input type="checkbox"/>
ECON 311	3	<input type="checkbox"/>	FIN 322	3	<input type="checkbox"/>
INT 349 or			INT 349 or		
INT 359	3	<input type="checkbox"/>	INT 369	3	<input type="checkbox"/>
AMS 310 or			INT 339 or		
MATH 181	3-4	<input type="checkbox"/>	INT 359	3	<input type="checkbox"/>
			AMS 320 or		
			PHYS 180	3-4	<input type="checkbox"/>
<b>TOTAL</b>	<b>15-16</b>		<b>TOTAL</b>	<b>15-16</b>	

**C. Land Surveying/Geomatics Emphasis**

MATH	181	Calculus I . . . . .	4
MGT	442	Quality Control and Statistics . . . . .	3
PHYS	180/	Engineering Physics I . . . . .	4
	180L		
SUR	320	GIS for Surveyors . . . . .	3
SUR	340	Photogrammetry . . . . .	3
SUR	360	Public Land Survey System . . . . .	3
SUR	365	Legal Descriptions . . . . .	3
SUR	440	Geodetic and GPS Surveying . . . . .	3
SUR	450	Construction Surveying, or	
SUR	455	Mine Surveying . . . . .	3
SUR	460	Advanced Boundary Analysis . . . . .	3
SUR	495	Land Surveying/Geomatics Capstone . . . . .	3

**Total Credits for Section III. C . . . . . 35**

**SUGGESTED COURSE SEQUENCE**

*BAS—Land Surveying/Geomatics*

<b>FALL 1st Semester</b>			<b>SPRING 2nd Semester</b>		
Credits	✓		Credits	✓	
ENG 333	3	<input type="checkbox"/>	THTR 113 or		
MATH 181	4	<input type="checkbox"/>	THTR 221	3	<input type="checkbox"/>
INT 369	3	<input type="checkbox"/>	PHYS 180/180L	4	<input type="checkbox"/>
SUR 320	3	<input type="checkbox"/>	INT 359	3	<input type="checkbox"/>
SUR 360	3	<input type="checkbox"/>	SUR 340	3	<input type="checkbox"/>
			SUR 365	3	<input type="checkbox"/>
<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>16</b>	

<b>FALL 3rd Semester</b>			<b>SPRING 4th Semester</b>		
Credits	✓		Credits	✓	
INT 339	3	<input type="checkbox"/>	INT 349	3	<input type="checkbox"/>
ECON 311	3	<input type="checkbox"/>	FIN 322	3	<input type="checkbox"/>
MGT 310	3	<input type="checkbox"/>	MGT 442	3	<input type="checkbox"/>
SUR 440	3	<input type="checkbox"/>	SUR 450 or		
SUR 460	3	<input type="checkbox"/>	SUR 455	3	<input type="checkbox"/>
			SUR 495	3	<input type="checkbox"/>
<b>TOTAL</b>	<b>15</b>		<b>TOTAL</b>	<b>15</b>	

(Note: All students must satisfy the U.S. and Nevada Constitution requirement. If it was not completed in the AAS degree, it must be completed before graduation from the program: 1-3 credits)



# Bachelor of Social Work (BSW)

## 3+1 Collaborative Program between Great Basin College and the University of Nevada, Reno

Great Basin College is offering courses which meet the prerequisites for application to the University of Nevada, Reno (UNR) Bachelor of Social Work degree program. Students accepted into UNR's social work major may complete up to 96 credits at GBC. At least 32 upper-division credits must be completed through the University of Nevada, Reno. Senior level courses leading to the BSW degree will be provided by UNR's School of Social Work to the GBC service area.

### Degree Offered

Bachelor of Social Work

### Accreditation

The Council on Social Work Education

### Mission Statement

Social work education is based upon a specific body of knowledge, values, and professional skills. The baccalaureate program offers coursework and field studies that prepare individuals committed to the elimination of poverty, oppression, and injustice for entry-level generalist practice. The goal of professional social work practice is to enhance the functional capabilities of individuals, families, groups, organizations, and communities by building on each system's unique strengths.

### Program Description

The Bachelor of Social Work degree includes course and field work that prepare students for entry-level professional social work practice. Students gain knowledge of the theories, skills, and professional values that enable them to become social workers in a variety of programs. The degree also prepares students for admission to graduate school.

### Program Requirements

The student is required to complete 45 social work credits. Of these 45 credits, 39 are in required courses and the remaining six credits are electives and should be selected in consultation with an adviser. Additionally, students who major in social work must meet one of the two following requirements: complete school-required options in cultural diversity-specific courses(s) to be determined in consultation with the student's academic adviser; or complete a fourth-semester college course in a foreign language.

### Admission Requirements

Undergraduate students interested in the social work degree are admitted to pre-major status. The student is required to meet with an academic adviser and attend a social work orientation. Students enrolled in the GBC/UNR 3+1 Social Work program as pre-majors, or those who have been accepted into the UNR BSW program, must have their courses reviewed by an adviser before registering. The admission and retention of students in the program are subject to the professional judgment of the social work faculty.

Students must apply for admission to UNR by February 1 for the following fall semester. Admission materials are available in the UNR School of Social Work main office in the Ansari Business Building on the UNR campus or on the GBC campus in the Social Science Department, Lundberg Hall.

To be considered for admission, students must meet the following requirements: complete 56 credits with a grade point average (GPA) of 2.75 or higher; complete SW 220, SW 310, and SW 321 with a “B” grade or higher in each course; submit a formal application; submit essays discussing a) your interest in entering the social work profession and professional goals; b) a social issue/problem that concerns you and why; c) your understanding of professional ethics in social work and d) how you integrate “understanding of yourself” in helping relationships; submit a resume depicting employment history and any volunteer experiences you have completed; submit satisfactory references from persons who can discuss your suitability for social work; and submit a copy of your up-to-date transcripts from all institutions attended.

Requirements for graduation with a social work degree include completion of at least 128 credits with an overall GPA of 3.0 or higher and completion of all required social work courses with a “B” grade or higher in each course. Students must complete 40 upper-division credits of which 32 must be UNR credits.

## Core Requirements

### Available at GBC

For UNR equivalent courses, see adviser.

### English — 3-8 credits

ENG	100	English—Enhanced or	
ENG	101	Composition I	3-5
ENG	102	Composition II	3

### Mathematics — 3-6 credits

Choose one of the following options:

MATH	120	Fundamentals of College Mathematics	3
MATH	126	Precalculus I and	
MATH	127	Precalculus II	6
MATH	176	Introductory Calculus for Business and Social Sciences	3
MATH	181	Calculus I	3

### Natural Sciences — 6-7 credits

BIOL	100	General Biology for Non-majors	3
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### Choose one of the following options:

ANTH	102	Physical Anthropology	3
BIOL	190	Introduction to Cell and Molecular Biology	4
BIOL	191	Introduction to Organismal Biology	4
CHEM	100	Molecules and Life in the Modern World	3
CHEM	121	General Chemistry I	4
CHEM	122	General Chemistry II	4
GEOG	103	Geography of the World’s Environment	3
GEOL	100	Earthquakes, Volcanoes, and Natural Disasters	4
GEOL	101	Physical Geology and	3
GEOL	103	Physical Geology	1
GEOL	102	Earth and Life through Time	4
PHYS	151	General Physics I	4
PHYS	152	General Physics II	4
PHYS	180	Engineering Physics I	4
PHYS	181	Engineering Physics II	4

### Social Sciences — 3 credits

SOC	101	Principles of Sociology	3
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### Fine Arts— 3 credits

Choose one of the following options:

ART	100	Visual Foundations	3
ART	160	Art Appreciation	3
ART	260	Survey of Art History I	3
ART	261	Survey of Art History II	3
DAN	101	Dance Appreciation	3
HUM	101	Introduction to Humanities	3
MUS	121	Music Appreciation	3
THTR	105	Fundamentals of Acting I	3
THTR	200	Appreciation of Theatre	3
THTR	221	Oral Interpretation	3

### Core Humanities — 9-12 credits

#### Core Humanities I – choose one:

ENG	231	World Literature I	3
HIST	105	European Civilization I—To 1648	3
PHIL	202	The Judeo-Christian Tradition	3

#### Core Humanities II – choose one:

ENG	232	World Literature II	3
HIST	106	European Civilization II to Present	3
PHIL	207	Social and Political Philosophy	3

#### Core Humanities III – choose one:

PSC	103	Principles of American Constitutional Government	3
HIST	101	U.S. History to 1865 and	
HIST	102	U.S. History 1865 to Present	3
HIST	101	U.S. History to 1865 and	
HIST	217	Nevada History	3
HIST	101	U.S. History to 1865 and	
PSC	100	The Nevada Constitution	3

**Core Diversity — 3 credits**

ANTH	201	Peoples and Cultures of the World . . . .	3
ANTH	205	Ethnic Groups in Contemporary Societies . . . . .	3
ANTH	301	Indians of North America . . . . .	3
HIST	247	Introduction to the History of Mexico . . .	3
PSY	276	Aging in Modern American Society . . . .	3
SOC	202	American Society . . . . .	3
SOC	276	Aging in Modern American Society . . . .	3

Or see adviser

**Major Requirements**

Available at GBC

**Anthropology — 3 credits**

ANTH	101	Introduction to Cultural Anthropology . . . . .	3
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**Economics — 3 credits**

ECON	102	Principles of Microeconomics or	
ECON	103	Principles of Macroeconomics . . . . .	3

**Psychology — 6 credits**

PSY	101	General Psychology . . . . .	3
PSY	441	Abnormal Psychology . . . . .	3

**Social Work — 12 credits**

SW	220	Introduction to Social Work . . . . .	3
SW	310	Human Behavior and the Social Environment I . . . . .	3
SW	311	Human Behavior and Social Environment II . . . . .	3
SW	321	Foundations of Social Work Practice . . .	3

**Offered through UNR**

**Social Work — 33 credits**

SW	420	Methods of Social Work I . . . . .	3
SW	421	Methods of Social Work II . . . . .	3
SW	440	Introduction to Social Work Research . . .	3
SW	441	Data Analysis for Social Workers . . . . .	3
SW	450	Social Welfare Policy . . . . .	3
SW	480	Field Experience in Social Work I . . . . .	6
SW	481	Field Experience in Social Work II . . . . .	6
		Social Work Electives . . . . .	6

**Cultural Diversity — 3 credits**

Approved cultural diversity coursework or fulfillment of language proficiency requirement. Consult with a social work adviser for more information.

**Electives — 33-38 credits**

Consult a social work adviser for appropriate courses.

**Total Minimum Credits . . . . . 128**

**SUGGESTED COURSE SEQUENCE**

BSW—UNR/GBC 3+1 Social Work

FALL				SPRING			
1st Semester		Credits	✓	2nd Semester		Credits	✓
INT	100	0.5	<input type="checkbox"/>	ENG	102	3	<input type="checkbox"/>
ENG	100 or			SOC	101	3	<input type="checkbox"/>
ENG	101	3	<input type="checkbox"/>	BIOL	100	4	<input type="checkbox"/>
MATH**		3	<input type="checkbox"/>	ENG	231 or		
PSY	101	3	<input type="checkbox"/>	HIST	105 or		
ELECTIVES**		6	<input type="checkbox"/>	PHIL	202	3	<input type="checkbox"/>
				ELECTIVES**		3	<input type="checkbox"/>
TOTAL		15.5		TOTAL		16	

FALL				SPRING			
3rd Semester		Credits	✓	4th Semester		Credits	✓
ANTH	101	3	<input type="checkbox"/>	PSC	103 or		
ENG	232 or			HIST	101 and 102 or		
HIST	106 or			HIST	101 and 217 or		
PHIL	207	3	<input type="checkbox"/>	HIST	101 and		
SCIENCE**		3-4	<input type="checkbox"/>	PSC	100	3-6	<input type="checkbox"/>
FINE ARTS**		3	<input type="checkbox"/>	ECON	102 or		
ELECTIVE**		3	<input type="checkbox"/>	ECON	103	3	<input type="checkbox"/>
				SW	220	3	<input type="checkbox"/>
				ELECTIVES**		6	<input type="checkbox"/>
TOTAL		15-16		TOTAL		15-18	

FALL				SPRING			
5th Semester		Credits	✓	6th Semester		Credits	✓
SW	310	3	<input type="checkbox"/>	SW	311	3	<input type="checkbox"/>
SW	321	3	<input type="checkbox"/>	DIVERSITY UPPER-			
PSY	441	3	<input type="checkbox"/>	DIVISION**		3	<input type="checkbox"/>
CORE DIVERSITY**		3	<input type="checkbox"/>	ELECTIVES**		6	<input type="checkbox"/>
ELECTIVES**		3-4	<input type="checkbox"/>	SOCIAL WORK			
				ELECTIVES**		3	<input type="checkbox"/>
TOTAL		15-16		TOTAL		15	

FALL				SPRING			
7th Semester		Credits	✓	8th Semester		Credits	✓
SW	420	3	<input type="checkbox"/>	SW	421	3	<input type="checkbox"/>
SW	440	3	<input type="checkbox"/>	SW	441	3	<input type="checkbox"/>
SW	450	3	<input type="checkbox"/>	SW	481	6	<input type="checkbox"/>
SW	480	6	<input type="checkbox"/>	ELECTIVE**		3	<input type="checkbox"/>
CORE				CORE			
CAPSTONE**		3	<input type="checkbox"/>	CAPSTONE**		3	<input type="checkbox"/>
TOTAL		18		TOTAL		18	

\*\*Select with adviser.







# ASSOCIATE DEGREES

## Arts and Science

### Associate Degree/Certificate Requirements at GBC

Associate degrees are intended to provide the first two years of a baccalaureate degree and fulfill the lower-division general education requirements.

### Graduation Requirements

To graduate from GBC with an associate degree or certificate, you must adhere to the following requirements:

- You must complete all courses in a prescribed associate degree or certificate program. You may select the program described in the GBC catalog (no more than six years old) at the time of your initial enrollment, or the program description contained in the current catalog. You may not use year-to-year catalog combinations nor programs described in the in-between years. If you have had major interruptions in completing your program, you should follow the current catalog.
- You must have a cumulative grade point average of at least 2.0 on a 4.0 scale. Your GPA is based on the total credits you have taken at Great Basin College. Your grade point average can be determined by combining the points received for all your GBC courses and dividing that total by the total number of credits.
- You must complete at least 15 semester credits at GBC. Thus, if you transfer to GBC and are pursuing a degree or a certificate, you must complete 15 semester credits regardless of the number of semester hours completed elsewhere. You cannot count challenge exam credit, non-traditional credit, or developmental courses (courses numbered below 100) as a part of the residency requirement. The 15 credits must be selected from regularly scheduled GBC courses. Credits

transferred from other institutions will not be used for academic achievement designation. Students must complete 45 credits at GBC to be able to have honors designation.

- The college may accept up to 45 credits earned from the following: credits transferred to GBC, challenge examinations, military schooling, P.O.S.T., work experience, and internships. See pages 21-22 for further details.
- You must file an application for graduation October 15 or March 15 of the semester in which you wish to graduate. See pages 54-55 for further details.
- For associate degrees a minimum of 60 credits is required (30 credits for certificate).

### Earning Two Associate Degrees

You may earn two degrees provided all specified requirements for both degrees are fully satisfied. The courses taken for one degree must include a minimum of 15 (not including developmental and community service courses) credits earned in residence beyond the requirement for the other degree.

All occupational courses must be completed during the catalog year in which you start your second degree.

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# ASSOCIATE OF ARTS DEGREE

The Associate of Arts (AA) degree is designed for persons planning a traditional liberal arts education and wishing to transfer to a four-year college or university. The AA provides for two years of study in general education, and it allows you to begin your major in such fields as art, English, and history. You can complete two years of study toward a bachelor's degree and satisfy the "Requirements Summary" for an Associate of Arts. GBC, with its commitment to the arts and letters and its strong faculty in that area, has always provided solid liberal arts coursework for its students.

Students who pursue the Associate of Arts degree at GBC will gain valuable experience in reading, writing, and thinking. They will be asked to analyze, experience, and evaluate. They will learn much about themselves in the process. They will find GBC offers sophisticated and challenging liberal arts courses, taught in a cordial atmosphere by faculty dedicated to teaching.

## Courses Having an "A" "B," "C," or "Z" Affix

Courses numbered 001-299 having a "B" affix indicates that the course will not presently transfer to Nevada's two universities, but this does not necessarily mean that it cannot transfer to other colleges and universities. "B" courses will not fulfill requirements for an Associate of Arts or Science degree. The "C" or "Z" affix indicates a community service course which is not meant for transfer.

Courses numbered 300 and above with an "A", "B" or a "C" affix are transferrable to the University of Nevada, Reno and the University of Nevada, Las Vegas.

## Associate of Arts Requirements Summary

	Credits
GBC Orientation . . . . .	0.5
INT 100	
English/Communications . . . . .	6
ENG 102 (prerequisite: ENG 100 or 101 or equivalent)	
Mathematics . . . . .	3-6
MATH 120 (3 credits), or 6 credits at level of MATH 126 or higher	
Science . . . . .	6
At least 3 credits from: BIOL 190, CHEM 100, CHEM 121, GEOL 101, PHYS 100, PHYS 151	
Select an additional three credits from above or from: ANTH 102, AST 101, BIOL 100, ENV 100, GEOG 103	
Social Science . . . . .	12
9 credits must come from the following two groups: U.S. and Nevada Constitutions: PSC 103, or HIST 101 and 102	
<b>And:</b> ANTH 101, ECON 103, GEOG 106, HIST 101, 102, SOC 101, PSC 103, PSY 101	
Select at least 3 additional credits of any social science from: ANTH (not 102), CRJ, ECON, HDFS 201, HIST (not 105,106), PSC, PSY, SOC, or WS	
Humanities . . . . .	6
At least 3 credits must come from: ART 160, 260, ENG 203, 223, HIST 105, 106, HUM 101, MUS 121, 125, PHIL 102, SPAN 112, THTR 200	
3 additional credits may come from any of the following: AM, ART (not 100, 101), ENG (not 101,102), FREN, HIST 105,106, HUM, MUS (not 101), PHIL, SPAN, THTR 200	
Fine Arts . . . . .	3
ART 100, 101, MUS 101, or THTR 105	
Technology . . . . .	3
COT 210, GIS 103, GRC 119, or IS 101	
Electives	
A minimum of <b>60 total credits</b> is required. See an adviser to select appropriate courses.	

# ASSOCIATE OF SCIENCE DEGREE

The Associate of Science (AS) degree is designed to help students use the methods of observation, special analysis, and logic in order to understand the mathematical, biological, and physical nature of the world. The AS degree permits you to make early choices if you are planning a professional life in mathematics, science, engineering, or medicine.

The Associate of Science degree provides study in mathematics, biology, chemistry, geology, astronomy, and physics. The degree is designed to help you appreciate the natural laws of the earth you walk on and the universe you live in.

You should always determine the program requirements of your future college or university when you are planning your schedule.

Students pursuing a mathematics emphasis will benefit from a structured schedule of courses. The following courses are offered sequentially and concurrently as indicated.

- MATH 152 and MATH 181
- MATH 182 and PHYS 151 or PHYS 180
- MATH 253, MATH 283, and BIOL 190
- INT 359, MATH 285, and IS 101

Contact the Mathematics Department for transfer information for the University of Nevada, Reno and the University of Nevada, Las Vegas.

## Courses Having an "A" "B," "C," or "Z" Affix

Courses numbered 001-299 having a "B" affix indicates that the course will not presently transfer to Nevada's two universities, but this does not necessarily mean that it cannot transfer to other colleges and universities. "B" courses will not fulfill requirements for an Associate of Arts or Science degree. The "C" or "Z" affix indicates a community service course which is not meant for transfer.

Courses numbered 300 and above with an "A", "B" or a "C" affix are transferrable to the University of Nevada, Reno and the University of Nevada, Las Vegas.

## Associate of Science Requirements Summary

	Credits
GBC Orientation . . . . .	0.5
INT 100	
English/Communications . . . . .	6
ENG 102 (prerequisite: ENG 100 or 101 or equivalent)	
Mathematics . . . . .	6
At the level of MATH 126 or higher	
Science . . . . .	more than 12
At least 3 credits from: BIOL 190, CHEM 100, 121, GEOL 101, PHYS 100, 151	
Select an additional three credits from above or from: ANTH 102, AST 101, BIOL 100, ENV 100, GEOG 103	
Select additional credits for a total of more than 12 science credits from any 3 or 4 credit BIOL, CHEM, GEOL, or PHYS (with a lab component), and complete 4 or more science courses.	
Social Science . . . . .	9
Select from the following, with at least 3 credits from U.S. and Nevada Constitutions: U.S. and Nevada Constitutions: PSC 103, or HIST 101 and 102	
And: ANTH 101, ECON 103, GEOG 106, HIST 101, 102, SOC 101, PSC 103, PSY 101	
Humanities . . . . .	3
ART 160, 260, ENG 203, 223, HIST 105, 106, HUM 101, MUS 121, 125, PHIL 102, SPAN 112, or THTR 200	
Fine Arts . . . . .	3
ART 100, 101, MUS 101, or THTR 105	
Technology . . . . .	3
COT 210, GIS 103, GRC 119, or IS 101	
Electives	
A minimum of <b>60 total credits</b> is required. See an adviser to select appropriate courses.	

# ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies (AGS) degree is designed for individuals who have acquired previous education in a diversity of subjects and wish to acquire a degree. This degree is not designed to transfer into baccalaureate programs.

Associate of General Studies Requirements Summary	
	Credits
GBC Orientation .....	0.5
English/Communications .....	6
ENG 100 or ENG 101, ENG 102, ENG 107, ENG 108, THTR 113	
U.S. and Nevada Constitutions .....	3
PSC 103 or HIST 101 and HIST 102	
Science .....	3
Mathematics .....	3
MATH 116 or higher	
Social Sciences .....	3
Humanities .....	3
Emphasis/Additional Program Requirements .....	39
Minimum Credits .....	60.5

# ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science (AAS) degree is designed for persons who desire education for an occupation or a technical career. The courses and programs of the AAS degree aim to prepare students for entry-level employment. Students also use the occupational programs to upgrade themselves in the positions they hold. Many persons enroll in occupational courses to improve their abilities and understanding of everything from management to welding, from financial planning to computing.

In general, occupational courses are not meant to satisfy requirements of lower-division baccalaureate programs, but do prepare students for GBC's Bachelor of Applied Science degree. If the three-digit course number (001-299) is designated with a "B" suffix (220B), the course will not transfer to a Nevada university. The occupational programs do provide a generous component of liberal education coursework which is meant to develop intellectual curiosity and which promotes creative thought. The general education courses are also university transfer courses.

Associate of Applied Science Requirements Summary	
	Credits
GBC Orientation . . . . .	0.5
INT 100	
English/Communications . . . . .	6
ENG 100, 107, 108, 101, 102	
Mathematics . . . . .	3
MATH 116, 120, 126 or higher	
Science . . . . .	6
At least 3 credits from: BIOL 100, BIOL 190, 223, 224, 251, CHEM 100, 121, ENV 100, GEOG 103, GEOL 100, 101, 132, PHYS 100, 107B, 151	
Select an additional three credits from above or from: EIT 233, ELM 112B, IT 208B, MTL 150B	
Social Science . . . . .	6
3 credits: PSC 103 (U.S. and Nevada Constitutions requirement) or substitute HIST 101 and 102	
3 credits: BUS 110B, MGT 283, PSY 208 (Human Relations)	
Humanities and Fine Arts . . . . .	3
3 credits from: ART 100, 101, 160, 260, ENG 203, 223, HIST 105, 106, HUM 101, MUS 101, 121, 125, PHIL 102, SPAN 112, THTR 105, 200	
Technology . . . . .	3
3 credits from: COT 210, DT 101B, EIT 233, ELM 121B, GIS 103, GRC 119, IS 101, IT 210B, MTL 110B, 212, 213	
Electives	
A minimum of <b>60 total credits</b> is required. Most programs require more. See an adviser to select appropriate courses.	

# CERTIFICATE OF ACHIEVEMENT

An abbreviated form of the two-year Associate of Applied Science degree is the one-year Certificate Program. Most of the Certificate Program requirements include six semester hours of English/Communications (minimum requirement is three credits by Board of Regents policy), a course in human relations, demonstration of computation skills, and a 2.0 minimum grade-point average. All other requirements are noted in specific program maps.

If you complete a certificate of achievement, you may also choose to complete an AAS. The following General Education Requirements (see also page 59) must be fulfilled:

<b>Applied Science Certificate of Achievement Requirements Summary</b>	
	<b>Semester Credits</b>
GBC Orientation (recommended) . . . . .	(0.5)
English/Communications . . . . .	3-6
Mathematics . . . . . TA 108B, MATH 116, 120, 126 or higher	3
Certificate Requirements . . . . .	26-43
Human Relations . . . . .	1-3

## **Agriculture Department Student Learning Outcomes Overview**

Upon completion of these curricula, students will be able to:

- Graduate GBC with the desired Agriculture degree in the chosen Agriculture emphasis area.
  - Continue on in Agriculture Education by successfully transferring to another college or university.
  - Obtain successful and gratifying entry level employment in the broad areas of Animal Agriculture, Natural Resources and/or Agricultural Mechanical Industry.
  - Make positive decisions related to their specific area of Agriculture emphasis, based on current technical information, management and critical thinking skills.
- Successfully communicate Agricultural thoughts, ideas, tasks and operational processes to other Agriculturalists and non-Agriculturalists.

# **Agriculture Department**

Great Basin College's Associate of Arts and Associate of Science in Agriculture degree programs are designed to meet the needs of students who wish to complete their first two years of college study in agriculture at GBC and then transfer to a university to complete their baccalaureate degree in an agriculture-related program. The AA and AS degrees are not designed to prepare the graduate for immediate employment in the agriculture field.

GBC's Associate of Applied Science degree is designed to provide graduates with the knowledge and skills needed for immediate employment in an agricultural field related to the student's course of study. The AAS degree is not designed to transfer to universities. Every effort is made to assist students in selecting a program which will fit their needs. Modern agriculture is a business and science as well as a way of life, and the faculty recognizes that it is as important to produce alert and well-informed citizens as it is to train competent agriculture producers and service industry personnel.

## Agriculture—Associate of Arts Student Learning Outcomes

Graduates of the AA and AS Agriculture degree programs will have the knowledge and skills to:

- Understand that modern agriculture is a business and science as well as a way of life.
- Continue their agriculture education by successfully transferring to another college or university.
- Successfully communicate agricultural thoughts, ideas, tasks, and operational processes to other agriculturalists and non-agriculturalists.

# Agriculture

## Associate of Arts

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
<input type="checkbox"/> Mathematics .....	3-6
<input type="checkbox"/> Science .....	7
CHEM 100 and BIOL 100 (recommended emphasis)	
<input type="checkbox"/> Social Science .....	12
<input type="checkbox"/> Humanities .....	6
<input type="checkbox"/> Fine Arts .....	3
<input type="checkbox"/> Technology .....	3

*List of courses fulfilling general education requirements is on page 82.*

Emphasis Courses	Credits
<input type="checkbox"/> AGR 100 Agriculture Orientation .....	0.5
<input type="checkbox"/> AGR 110 Introduction to Agriculture Management .....	3
<input type="checkbox"/> ANS 100 Introduction to Animal Science ...	2
<input type="checkbox"/> ANS 101 Livestock Production Systems ....	3
<input type="checkbox"/> NRS 100 Introduction to Principles of Natural Resources .....	3
<input type="checkbox"/> NRS 101 Introduction to Soil Sciences .....	3
<input type="checkbox"/> Electives (select with adviser) .....	9

### SUGGESTED COURSE SEQUENCE

*AA—Agriculture*

FALL				SPRING			
1st Semester		Credits	✓	2nd Semester		Credits	✓
INT 100	0.5	<input type="checkbox"/>	✓	ENG 102	3	<input type="checkbox"/>	✓
AGR 100	0.5	<input type="checkbox"/>	✓	SOCIAL SCIENCE*	3	<input type="checkbox"/>	✓
AGR 110	3	<input type="checkbox"/>	✓	HUMANITIES*	3	<input type="checkbox"/>	✓
ANS 100	2	<input type="checkbox"/>	✓	ELECTIVE**	3	<input type="checkbox"/>	✓
BIOL 100	4	<input type="checkbox"/>	✓	ANS 101	3	<input type="checkbox"/>	✓
ENG 100 or							
ENG 101	3	<input type="checkbox"/>	✓				
MATH 120	3	<input type="checkbox"/>	✓				
<b>TOTAL</b>	<b>16</b>			<b>TOTAL</b>	<b>15</b>		

FALL				SPRING			
3rd Semester		Credits	✓	4th Semester		Credits	✓
CHEM 100	3	<input type="checkbox"/>	✓	FINE ARTS*	3	<input type="checkbox"/>	✓
SOCIAL SCIENCE*	6	<input type="checkbox"/>	✓	SOCIAL SCIENCE*	3	<input type="checkbox"/>	✓
ELECTIVE**	6	<input type="checkbox"/>	✓	TECHNOLOGY*	3	<input type="checkbox"/>	✓
NRS 100	3	<input type="checkbox"/>	✓	NRS 101	3	<input type="checkbox"/>	✓
<b>TOTAL</b>	<b>18</b>			<b>TOTAL</b>	<b>12</b>		

\*Select from page 82.

\*\*Select with adviser.

**MINIMUM CREDITS**

**61**



## Agriculture—Associate of Science Student Learning Outcomes

Graduates of the AA and AS Agriculture degree programs will have the knowledge and skills to:

- Understand that modern agriculture is a business and science as well as a way of life.
- Continue their agriculture education by successfully transferring to another college or university.
- Successfully communicate agricultural thoughts, ideas, tasks, and operational processes to other agriculturalists and non-agriculturalists.

# Agriculture

## Associate of Science

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
<input type="checkbox"/> Mathematics .....	6
MATH 126, MATH 152 (recommended emphasis)	
<input type="checkbox"/> Science .....	16
BIOL 190, BIOL 191, CHEM 121, and CHEM 122 (recommended emphasis)	
<input type="checkbox"/> Social Science .....	9
<input type="checkbox"/> Humanities .....	3
<input type="checkbox"/> Fine Arts .....	3
<input type="checkbox"/> Technology .....	3

*List of courses fulfilling general education requirements is on page 83.*

Emphasis Courses	Credits
<input type="checkbox"/> AGR 100 Agriculture Orientation .....	0.5
<input type="checkbox"/> AGR 110 Introduction to Agriculture Management .....	3
<input type="checkbox"/> ANS 100 Introduction to Animal Science ...	2
<input type="checkbox"/> ANS 101 Livestock Production Systems ....	3
<input type="checkbox"/> NRS 100 Introduction to Principles of Natural Resources .....	3
<input type="checkbox"/> NRS 101 Introduction to Soil Sciences .....	3

### SUGGESTED COURSE SEQUENCE

*AS—Agriculture*

FALL				SPRING			
1st Semester		Credits	✓	2nd Semester		Credits	✓
INT 100	0.5	<input type="checkbox"/>	✓	ENG 102	3	<input type="checkbox"/>	✓
AGR 100	0.5	<input type="checkbox"/>	✓	BIOL 191	4	<input type="checkbox"/>	✓
AGR 110	3	<input type="checkbox"/>	✓	SOCIAL SCIENCE*	3	<input type="checkbox"/>	✓
ANS 100	2	<input type="checkbox"/>	✓	ANS 101	3	<input type="checkbox"/>	✓
BIOL 190	4	<input type="checkbox"/>	✓				
ENG 100 or							
ENG 101	3	<input type="checkbox"/>	✓				
MATH 126	3	<input type="checkbox"/>	✓				
<b>TOTAL</b>	<b>16</b>			<b>TOTAL</b>	<b>13</b>		
FALL				SPRING			
3rd Semester		Credits	✓	4th Semester		Credits	✓
CHEM 121	4	<input type="checkbox"/>	✓	HUMANITIES*	3	<input type="checkbox"/>	✓
MATH 152	3	<input type="checkbox"/>	✓	CHEM 122	4	<input type="checkbox"/>	✓
FINE ARTS*	3	<input type="checkbox"/>	✓	TECHNOLOGY*	3	<input type="checkbox"/>	✓
SOCIAL SCIENCE*	3	<input type="checkbox"/>	✓	SOCIAL SCIENCE*	3	<input type="checkbox"/>	✓
NRS 100	3	<input type="checkbox"/>	✓	NRS 101	3	<input type="checkbox"/>	✓
<b>TOTAL</b>	<b>16</b>			<b>TOTAL</b>	<b>16</b>		

\*Select from page 83.

**MINIMUM CREDITS**

**61**

## Agriculture—Associate of Applied Science Student Learning Outcomes

Graduates of the AAS in Agriculture degree program will have the knowledge and skills to:

- Obtain successful and gratifying entry-level employment in the broad areas of Animal Agriculture, Natural Resources, and/or Agricultural Mechanical Industry.
- Understand that modern agriculture is a business and science as well as a way of life,
- Make effective decisions related to their specific area of agriculture emphasis, based on current technical information, management, and critical thinking skills.
- Successfully communicate agricultural thoughts, ideas, tasks,

and operational processes to other agriculturalists and non-agriculturalists.

# Agriculture

## Associate of Applied Science

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
<input type="checkbox"/> Mathematics .....	3
<input type="checkbox"/> Science .....	7
<input type="checkbox"/> Social Science .....	3
<input type="checkbox"/> Human Relations .....	3
<input type="checkbox"/> Humanities and Fine Arts .....	3
<input type="checkbox"/> Technology .....	3

*List of courses fulfilling general education requirements is on page 85.*

Emphasis Courses	Credits
<input type="checkbox"/> AGR 100 Agriculture Orientation .....	0.5
<input type="checkbox"/> AGR 101 Fundamentals of Agriculture Management .....	3
<input type="checkbox"/> AGR 110 Introduction to Agriculture Management .....	3
<input type="checkbox"/> AGR 210 Agriculture Issues .....	3
<input type="checkbox"/> ANS 100 Introduction to Animal Science ...	2
<input type="checkbox"/> NRS 101 Introduction to Soil Sciences .....	3
<input type="checkbox"/> Electives (select with adviser) .....	21

### SUGGESTED COURSE SEQUENCE

*AAS—Agriculture*

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ENGLISH*	3	<input type="checkbox"/>
AGR 100	0.5	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>
AGR 110	3	<input type="checkbox"/>	NRS 101	3	<input type="checkbox"/>
ANS 100	2	<input type="checkbox"/>	ELECTIVE**	6	<input type="checkbox"/>
ENGLISH*	3	<input type="checkbox"/>			
MATH*	3	<input type="checkbox"/>			
SCIENCE*	4	<input type="checkbox"/>			
<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>15</b>	
FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
SOCIAL SCIENCE*	3	<input type="checkbox"/>	AGR 210	3	<input type="checkbox"/>
TECHNOLOGY*	3	<input type="checkbox"/>	SOCIAL SCIENCE*	3	<input type="checkbox"/>
HUMANITIES/ FINE ARTS*	3	<input type="checkbox"/>	ELECTIVE**	9	<input type="checkbox"/>
AGR 101	3	<input type="checkbox"/>			
ELECTIVE**	6	<input type="checkbox"/>			
<b>TOTAL</b>	<b>18</b>		<b>TOTAL</b>	<b>15</b>	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**

**64**



# **Business Administration**

## **Associate of Applied Science**

You have a choice of two tracks in GBC's two-year Business Administration Program. First, you can choose a traditional two-year transfer program in business and pursue an Associate of Arts degree. The AA degree provides a combination of introductory courses in business as well as courses in the arts and sciences, and it leads to a four-year degree in one or more of the BAIPS concentration areas at GBC. Or, if you transfer to an university, you could then specialize in a variety of areas within business, such as accounting, economics, finance, management, or marketing. Whether you stay at GBC or transfer to a university, this AA transfer option will get you well underway toward a career as well as a well-rounded business professional. (See the BAIPS section of this catalog for the emphases in that program.)

If you are more interested in immediate applied skills, a second option may suit you best at GBC. You can choose one of two emphases in the Associate of Applied Science degree: General Business or Computer Office Technology. These focus on the everyday operations of small business enterprise. You'll learn business law, sales, and marketing, economic reasoning, and bookkeeping or accounting. You'll learn about opportunities and pitfalls in small business, and how to do market research so you can interpret what people will buy, and why they buy. You'll also learn to analyze investments, and you'll get good introduction to computer applications in business. Either of these emphases in the AAS degree lead directly into the Bachelor of Applied degree with an emphasis in Management in Technology. (See the BAS section of this catalog for details on the BAS program.)

**Business Administration**  
**Associate of Applied Science—General Business Emphasis**  
**Student Learning Outcomes**

Graduates of the AAS degree in General Business will have the knowledge and skills to:

- Understand how business works and identify its limitations and constraints.
- Distinguish management functions of planning, organizing, directing, leading, and controlling.
- Apply effective human relations and communication skills.
- Successfully promote and market goods and service.
- Critically analyze and solve structured business problems.
- Recognize and appreciate the importance of profitability as necessary and worthwhile.

**Business Administration**  
**Associate of Applied Science—General Business Emphasis**

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
<input type="checkbox"/> Mathematics .....	3
(MATH 120 preferred)	
<input type="checkbox"/> Science .....	6
<input type="checkbox"/> Social Science .....	3
<input type="checkbox"/> Human Relations .....	3
MGT 283	
<input type="checkbox"/> Humanities and Fine Arts .....	3
<input type="checkbox"/> Technology .....	3
IS 101	

List of courses fulfilling general education requirements is on page 85.

Emphasis Courses	Credits
<input type="checkbox"/> ACC 201 Financial Accounting (or ACC 135B) .....	3
<input type="checkbox"/> ACC 202 Managerial Accounting (or ACC 136B) .....	3
<input type="checkbox"/> BUS 101 Introduction to Business, or	
<input type="checkbox"/> MGT 103 Small Business Management ....	3
<input type="checkbox"/> BUS 273 Business Law I .....	3
<input type="checkbox"/> ECON 102 Principles of Microeconomics, or	
<input type="checkbox"/> ECON 103 Principles of Macroeconomics ...	3
<input type="checkbox"/> ECON 104 Economic Issues .....	3
<input type="checkbox"/> FIN 101 Personal Finance .....	3
<input type="checkbox"/> IS 201 Computer Applications .....	3
<input type="checkbox"/> MKT 210 Marketing Principles .....	3
<input type="checkbox"/> MKT 211 Introduction to Professional Sales, or	
<input type="checkbox"/> MKT 127 Introduction to Retailing .....	3
<input type="checkbox"/> Elective (select with department adviser) .....	3

**SUGGESTED COURSE SEQUENCE**

*AAS—Business Administration*  
*General Business Emphasis*

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
ACC 201	3	<input type="checkbox"/>	ACC 202	3	<input type="checkbox"/>
BUS 101 or			ECON 102 or		
MGT 103	3	<input type="checkbox"/>	ECON 103	3	<input type="checkbox"/>
ENG 100, or			ENG 102 or		
ENG 101, or			ENG 108	3	<input type="checkbox"/>
ENG 107	3	<input type="checkbox"/>	PSC 103 or		
FIN 101	3	<input type="checkbox"/>	HIST 101 and		
INT 100	0.5	<input type="checkbox"/>	HIST 102	3-6	<input type="checkbox"/>
MATH 120	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>
or higher					
TOTAL	15.5		TOTAL	15-18	

FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
ECON 104	3	<input type="checkbox"/>	BUS 273	3	<input type="checkbox"/>
IS 101	3	<input type="checkbox"/>	IS 201	3	<input type="checkbox"/>
MGT 283	3	<input type="checkbox"/>	HUMANITIES*	3	<input type="checkbox"/>
MKT 210	3	<input type="checkbox"/>	MKT 127 or		
ELECTIVE**	3	<input type="checkbox"/>	MKT 211	3	<input type="checkbox"/>
			SCIENCE*	3	<input type="checkbox"/>
TOTAL	15		TOTAL	15	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**  
**60.5**

**Business Administration**  
**Associate of Applied Science—Computer Technology Emphasis**  
**Student Learning Outcomes**

Graduates of the AAS degree in Computer Technology will have the knowledge and skills to:

- Understand how business works and identify its limitations and constraints.
- Distinguish management functions of planning, organizing, directing, leading, and controlling.
- Apply effective human relations and communication skills.
- Utilize word processing, spreadsheets, presentation, database, and other software.
- Critically analyze and solve structured business problems.
- Recognize and appreciate the importance of profitability as necessary and worthwhile.

**Business Administration**  
**Associate of Applied Science—Computer Technology Emphasis**

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
<input type="checkbox"/> Mathematics .....	3
(MATH 120 preferred)	
<input type="checkbox"/> Science .....	6
<input type="checkbox"/> Social Science .....	3
<input type="checkbox"/> Human Relations .....	3
MGT 283	
<input type="checkbox"/> Humanities and Fine Arts .....	3
<input type="checkbox"/> Technology .....	3
IS 101	

*List of courses fulfilling general education requirements is on page 85.*

Emphasis Courses	Credits
<input type="checkbox"/> ACC 201 Financial Accounting (or ACC 135B) .....	3
<input type="checkbox"/> ACC 202 Managerial Accounting (or ACC 136B) .....	3
<input type="checkbox"/> ACC 220 Microcomputer Accounting Systems	3
<input type="checkbox"/> BUS 101 Introduction to Business, or	
<input type="checkbox"/> MGT 103 Small Business Management ....	3
<input type="checkbox"/> BUS 273 Business Law I .....	3
<input type="checkbox"/> COT 150 Introduction to WordPerfect, or	
<input type="checkbox"/> COT 151 Introduction to Microsoft Word ...	3
<input type="checkbox"/> ECON 102 Principles of Microeconomics, or	
<input type="checkbox"/> ECON 103 Principles of Macroeconomics ...	3
<input type="checkbox"/> IS 201 Computer Applications .....	3
<input type="checkbox"/> Electives (select with department adviser) .....	9

**SUGGESTED COURSE SEQUENCE**

*AAS—Business Administration  
 Computer Technology Emphasis*

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ENG 102, or		
ENG 100, or			ENG 108	3	<input type="checkbox"/>
ENG 101, or			ACC 202	3	<input type="checkbox"/>
ENG 107	3	<input type="checkbox"/>	ECON 102, or		
COT 150, or			ECON 103	3	<input type="checkbox"/>
COT 151	3	<input type="checkbox"/>	PSC 103, or	3	<input type="checkbox"/>
BUS 101, or			HIST 101 and		
MGT 103	3	<input type="checkbox"/>	HIST 102		
ACC 201	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>
MATH 120					
or higher	3	<input type="checkbox"/>			
TOTAL	15.5		TOTAL	15	

FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
ACC 220	3	<input type="checkbox"/>	BUS 273	3	<input type="checkbox"/>
IS 101	3	<input type="checkbox"/>	IS 201	3	<input type="checkbox"/>
HUMANITIES*	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>
MGT 283	3	<input type="checkbox"/>	ELECTIVE**	6	<input type="checkbox"/>
ELECTIVE**	3	<input type="checkbox"/>			
TOTAL	15		TOTAL	15	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**  
**60.5**

## Business Administration Certificate Student Learning Outcomes

Graduates of this certificate program will have the knowledge and skills to:

- Be aware of the voluntary nature of business activity, and develop an appreciation for the reality that choices affect profitability and success in a business enterprise.
- Effectively apply appropriate human relations skills in employment situations.
- Recognize the importance of ethical perspectives in business decision making.
- Determine the wants and needs of customers, and

understand how to take action to fill those needs within the constraints of the business organization and of the broader society.

# Business Administration Certificate Program

Great Basin College offers a certificate program that is an abbreviated form of the associate degree. Students, with the assistance of their adviser, select from business and marketing electives, focusing on specific interest areas.

**Certificate Requirements** **Credits**  
 INT 100 GBC Orientation . . . . . 0.5

**Electives**  
 Business, Management, Finance, Economics, or Marketing Electives . . . . . 15  
 General Electives (select with adviser) . . . . . 6

**Communications**  
 ENG 101 Composition I, or  
 ENG 100 Composition-Enhanced, or  
 ENG 107 Technical Communications I . . . . . 3  
 ENG 102 Composition II, or  
 ENG 108 Technical Communications II, or  
 THTR 113 Fundamentals of Speech I . . . . . 3

**Computation**  
 MATH 116 or higher (MATH 120 preferred)

**Human Relations**  
 Choose one of the following:  
 BUS 110B Human Relations for Employment . . . . . 1-3  
 MGT 283 Personnel Administration . . . . . 3  
 PSY 208 Psychology of Human Relations . . . . . 3

### SUGGESTED COURSE SEQUENCE

*Certificate—Business Administration*

<b>FALL</b>			<b>SPRING</b>		
<b>1st Semester</b>	Credits	✓	<b>2nd Semester</b>	Credits	✓
BUSINESS ELECTIVE**	9	<input type="checkbox"/>	ENG 102, or ENG 108, or THTR 113	3	<input type="checkbox"/>
INT 100	0.5	<input type="checkbox"/>	BUSINESS ELECTIVE**	6	<input type="checkbox"/>
ENG 100, or ENG 101, or ENG 107	3	<input type="checkbox"/>	GENERAL ELECTIVE**	6	<input type="checkbox"/>
HUMAN RELATIONS**	1-3	<input type="checkbox"/>			
MATH 116 or higher	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>16.5-18.5</b>		<b>TOTAL</b>	<b>15</b>	

\*\*Select with adviser.

**MINIMUM CREDITS  
31.5**

## Accounting Technician Certificate Student Learning Outcomes

Graduates of this certificate program will have the knowledge and skills to:

- Grasp the importance of financial information as a key ingredient in effective and ethical business decision-making.
- Differentiate between the major financial statements with respect to their content and use.
- Understand the rules and conventions in accounting and use journals and ledgers in tracking the financial activity of a business enterprise.

- Be aware of the limitations of historical accounting information for decision-making.

# Accounting Technician Certificate Program

As an accounting technician, you will be trained as a financial assistant and equipped with the necessary skills to make you employable in a variety of offices, large or small.

Certificate Requirements	Credits
BUS 101 Introduction to Business, or	
<input type="checkbox"/> MGT 103 Small Business Management . . . . .	3
<input type="checkbox"/> ACC 201 Financial Accounting . . . . .	3
<input type="checkbox"/> ACC 202 Managerial Accounting . . . . .	3
<input type="checkbox"/> ACC 220 Microcomputer Accounting Systems	3
<input type="checkbox"/> INT 100 GBC Orientation . . . . .	0.5
<input type="checkbox"/> IS 201 Computer Applications . . . . .	3
ECON 103 Principles of Macroeconomics, or	
ECON 102 Principles of Microeconomics, or	
<input type="checkbox"/> BUS 273 Business Law I . . . . .	3
<input type="checkbox"/> ECON 104 Economic Issues . . . . .	3
<input type="checkbox"/> Elective (select with adviser) . . . . .	3

Communications	
ENG 101 Composition I, or	
ENG 100 Composition-Enhanced, or	
<input type="checkbox"/> ENG 107 Technical Communications I . . . . .	3
ENG 102 Composition II, or	
<input type="checkbox"/> ENG 108 Technical Communications II, or	
<input type="checkbox"/> THTR 113 Fundamentals of Speech I . . . . .	3

Computations	
<input type="checkbox"/> MATH 116 or higher (MATH 120 preferred)	

Human Relations	
Choose one of the following:	
BUS 110B Human Relations for Employment,	
MGT 283 Personnel Administration, or	
<input type="checkbox"/> PSY 208 Psychology of Human Relations . . . . .	1-3

SUGGESTED COURSE SEQUENCE							
<i>Certificate—Accounting Technician Certificate Program</i>							
<b>FALL</b>				<b>SPRING</b>			
<b>1st Semester</b>		Credits	✓	<b>2nd Semester</b>		Credits	✓
INT 100	0.5		<input type="checkbox"/>	ENG 102, or			
ENG 100, or				ENG 108, or			
ENG 101, or			<input type="checkbox"/>	THTR 113	3		<input type="checkbox"/>
ENG 107	3		<input type="checkbox"/>	ACC 202	3		<input type="checkbox"/>
BUS 101, or			<input type="checkbox"/>	ECON 102, or			
MGT 103	3		<input type="checkbox"/>	ECON 103, or			
ACC 201	3		<input type="checkbox"/>	BUS 273	3		<input type="checkbox"/>
MATH 116 or higher	3		<input type="checkbox"/>	IS 201	3		<input type="checkbox"/>
HUMAN RELATIONS**	1-3		<input type="checkbox"/>				
<b>TOTAL</b>	<b>13.5-15.5</b>			<b>TOTAL</b>	<b>12</b>		
<b>FALL</b>							
<b>3rd Semester</b>		Credits	✓				
ECON 104	3		<input type="checkbox"/>				
ACC 220	3		<input type="checkbox"/>				
ELECTIVE**	3		<input type="checkbox"/>				
<b>TOTAL</b>	<b>9</b>						
**Select with adviser.							

**MINIMUM CREDITS  
34.5**



# Computer Office Technology

## Associate of Applied Science

### Mission Statement

The Computer Office Technology Department implements Great Basin College's mission by delivering computer technology education to a diverse, far-flung, and changing population. To focus curriculum on current and future needs and employment opportunities, the department develops courses and programs by collaboration with students, community, industry, and other GBC departments.

We believe our responsibility spans all levels from developmental to expert. We offer initial training, retraining, job enhancement, national certifications and Associate of Applied Science with several areas of emphasis. We believe that technical education requires good communication, mathematics, science, and social foundation. Our certificates and degree require courses in English, mathematics, science, social science, and human relations.

The department believes that in order for all students to become more productive citizens, they need to understand that today most computers function within the context of technically networked environments. The department offers all GBC degree-seeking students several core technology choices to increase employment success and to enhance life skills. For students continuing beyond the associate degree level, several upper-division courses offer additional skills.

The department believes that through this rigorous mission statement and implementation thereof, we contribute significantly to economic growth and better lives in northeastern Nevada.

Degree outcomes: The recipient will be able to:

- Use computers efficiently and ethically in the workplace.
- Solve business-oriented problems using MS Office products.
- Efficiently work with a PC operating system.
- Add interactivity and efficiency to completed activities using a programming language.
- Recipient will have completed a course of study in a COT emphasis area of choice.



**Computer Office Technology**  
**Associate of Applied Science — CADD/GIS Emphasis**  
**Student Learning Outcomes**

The Computer-aided Drafting and Design (CAD) and Geographic Information Systems (GIS) Emphasis provides an opportunity to develop skills in computer technical applications to enhance job placement and continued career growth. Often employees must integrate MS Office productivity software, graphic packages, CAD software, and GIS when analyzing information to create reports or presentations. Some jobs available for graduates include Technical Applications Specialist, CADD/GIS Technician, and Cartographic Technician.

Graduates of this degree program will have the knowledge and skills to:

- Use a variety of computer applications for problem solving in technical fields.
- Build and link relational database tables in technical software.
- Transfer and link data from different applications (AutoCAD, GIS, MS Office, and more).
- Research the use of different operating systems for running technical applications in a networked environment.
- Use the most popular technical software for the desktop (now AutoCAD and ArcView) to create aesthetically pleasing, standardized technical visual presentations.
- Use basic customization features of technical software.

**Computer Office Technology**  
**Associate of Applied Science — CADD/GIS Emphasis**

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
ENG 100 or ENG 101 and ENG 102 (recommended)	
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116, 120, or higher	
<input type="checkbox"/> Science . . . . .	6
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
PSY 208 (recommended)	
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
IS 101 or GRC 119	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
<input type="checkbox"/> CIT 211 MCSE I, or	
<input type="checkbox"/> COT 204 Introduction to Windows . . . . .	3
<input type="checkbox"/> CIT 132 Beginning Visual Basic . . . . .	3
<input type="checkbox"/> IS 201 Computer Applications . . . . .	3

Emphasis Courses	Credits
<input type="checkbox"/> CADD 125 Basic Computer-aided Drafting . .	3
<input type="checkbox"/> CADD 133 Intermediate Computer-aided 2D and 3D Drafting . . . . .	3
<input type="checkbox"/> CADD 216 Advanced Applications . . . . .	3
<input type="checkbox"/> CADD 299 CADD/GIS Capstone Project or	
<input type="checkbox"/> GIS 198B Special Topics in GIS . . . . .	3
<input type="checkbox"/> GIS 103 Fundamentals of GIS . . . . .	3
<input type="checkbox"/> GIS 205 GIS Applications . . . . .	3
<input type="checkbox"/> GIS 270 GIS Extensions . . . . .	3

**Select three credits from this group (selection to be approved by the CADD/GIS adviser)\*\***

- CADD 198B Special Topics in CADD, or
- CIT 203 Access Certification Preparation, or
- CIT 151 Beginning Web Development, or
- GIS 198B Special Topics in GIS . . . . . 3

**SUGGESTED COURSE SEQUENCE**

*AA—Computer Office Technology, CADD/GIS Emphasis*

FALL				SPRING			
1st Semester	Credits		✓	2nd Semester	Credits		✓
INT 100	0.5		<input type="checkbox"/>	CADD 133	3		<input type="checkbox"/>
CADD 125	3		<input type="checkbox"/>	ENG 108 or			
CIT 211, or				ENG 102	3		<input type="checkbox"/>
COT 204	3		<input type="checkbox"/>	GIS 103	3		<input type="checkbox"/>
ENG 100 or				IS 201	3		<input type="checkbox"/>
ENG 107 or				SCIENCE*	3		<input type="checkbox"/>
ENG 101	3		<input type="checkbox"/>				
IS 101, or							
GRC 119	3		<input type="checkbox"/>				
MATH 116, or							
120	3		<input type="checkbox"/>				
or higher							
TOTAL	15.5			TOTAL	15		

FALL				SPRING			
3rd Semester	Credits		✓	4th Semester	Credits		✓
CADD 216	3		<input type="checkbox"/>	CADD 299, or			
GIS 205	3		<input type="checkbox"/>	GIS 198B	3		<input type="checkbox"/>
PSC 103	3		<input type="checkbox"/>	CIT 132	3		<input type="checkbox"/>
SCIENCE*	3		<input type="checkbox"/>	GIS 270	3		<input type="checkbox"/>
ELECTIVE**	3		<input type="checkbox"/>	HUMANITIES*	3		<input type="checkbox"/>
				PSY 208	3		<input type="checkbox"/>
TOTAL	15			TOTAL	15		

\*Select from page 85.

\*\*Select with adviser.

Students who do not have suitable background skills may be advised to take CADD 100, *Drafting Fundamentals*.

**MINIMUM CREDITS**  
**60.5**

**Computer Office Technology**  
**Associate of Applied Science—Graphic Communications Emphasis**  
**Student Learning Outcomes**

Graduates of this degree program will have the knowledge and skills to:

- Efficiently and ethically use computers and relevant software in the workplace.
- Effectively utilize the PC operating system.
- Add interactivity and efficiency to completed activities using a programming language.
- Identify, discuss, and apply elements and principles of design using tools ranging from traditional pen-and-paper to cutting-edge technology.

- Design professional-quality products for use in commercial applications.
- Seek entry-level employment in the field of graphic communications.

# Computer Office Technology

## Associate of Applied Science — Graphic Communications

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
ENG 100 or ENG 101 and ENG 102 (recommended)	
<input type="checkbox"/> Mathematics .....	3
MATH 116, 120 or higher	
<input type="checkbox"/> Science .....	6
<input type="checkbox"/> Social Science .....	3
<input type="checkbox"/> Human Relations .....	3
<input type="checkbox"/> Humanities and Fine Arts .....	3
ART 100 (recommended)	
<input type="checkbox"/> Technology .....	3
GRC 119	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
CIT 211 MCSE I, or	
<input type="checkbox"/> COT 204 Introduction to Windows .....	3
<input type="checkbox"/> COT 151 Introduction to Microsoft Word ...	3
<input type="checkbox"/> GRC 103 Introduction to Computer Graphics	3
<input type="checkbox"/> GRC 156 Computer Illustration .....	3

Emphasis Courses	Credits
<input type="checkbox"/> ART 101 Drawing I .....	3
<input type="checkbox"/> ART 180 Introduction to Digital Photography	3
<input type="checkbox"/> CIT 151 Beginning Web Development ...	3
<input type="checkbox"/> COT 222 Desktop Publishing Using a Word Processing Program .....	3
<input type="checkbox"/> GRC 183 Digital Imaging .....	3
<input type="checkbox"/> GRC 256 Computer Illustration II .....	3
<input type="checkbox"/> IS 201 Computer Applications .....	3

### SUGGESTED COURSE SEQUENCE

*AAS—Computer Office Technology,  
Graphic Communications Emphasis*

FALL				SPRING			
1st Semester	Credits	✓	2nd Semester	Credits	✓		
INT 100	0.5	<input type="checkbox"/>	ART 180	3	<input type="checkbox"/>		
CIT 151	3	<input type="checkbox"/>	CIT 211, or				
COT 151	3	<input type="checkbox"/>	COT 204	3	<input type="checkbox"/>		
GRC 103	3	<input type="checkbox"/>	COT 222	3	<input type="checkbox"/>		
GRC 119	3	<input type="checkbox"/>	GRC 183	3	<input type="checkbox"/>		
GRC 156	3	<input type="checkbox"/>	GRC 256	3	<input type="checkbox"/>		
TOTAL			TOTAL				
15.5			15				

FALL				SPRING			
3rd Semester	Credits	✓	4th Semester	Credits	✓		
ART 101	3	<input type="checkbox"/>	ART 100	3	<input type="checkbox"/>		
ENG 107, or			ENG 108, or				
ENG 100, or			ENG 102	3	<input type="checkbox"/>		
ENG 101	3	<input type="checkbox"/>	HUMAN				
IS 201	3	<input type="checkbox"/>	RELATIONS*	3	<input type="checkbox"/>		
MATH 116, MATH 120, or higher	3	<input type="checkbox"/>	PSC 103, or HIST 101, HIST 102	3	<input type="checkbox"/>		
SCIENCE*	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>		
TOTAL			TOTAL				
15			15				

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**  
**60.5**

## Computer Office Technology Associate of Applied Science — Information Specialist Emphasis Student Learning Outcomes

Job titles: Database Administrator, Applications Programmer, Information System Manager.

Graduates of this degree program will have the knowledge and skills to:

- Effectively manage business data in its many different forms.
- Build interactive web applications showing good design.
- Use Visual Basic to build effective programs to handle data.
- Build effective workbooks and databases to solve business-oriented problems.

- Use GIS software to handle and display data.
- Handle hardware upgrades and problems in a business setting.
- Use computer networks and operation systems to full advantage in a business setting.

# Computer Office Technology

## Associate of Applied Science — Information Specialist Emphasis

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
<input type="checkbox"/> Mathematics .....	3
MATH 116, 120 or higher	
<input type="checkbox"/> Science .....	6
<input type="checkbox"/> Social Science .....	3
<input type="checkbox"/> Human Relations .....	3
<input type="checkbox"/> Humanities and Fine Arts .....	3
<input type="checkbox"/> Technology .....	3
IS 101 or GRC 119	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
<input type="checkbox"/> CIT 151 Beginning Web Development ...	3
<input type="checkbox"/> CIT 211 MCSE I, or	
<input type="checkbox"/> COT 204 Introduction to Windows .....	3
<input type="checkbox"/> IS 201 Computer Applications .....	3

Emphasis Courses	Credits
<input type="checkbox"/> CIT 110 A+ Hardware .....	3
<input type="checkbox"/> CIT 112 Network + .....	3
<input type="checkbox"/> CIT 132 Beginning Visual Basic .....	3
<input type="checkbox"/> CIT 202 Excel Certification Preparation ...	3
<input type="checkbox"/> CIT 203 Access Certification Preparation ..	3
<input type="checkbox"/> CIT 263 VBA Programming for Microsoft Office .....	3
<input type="checkbox"/> GIS 103 Fundamentals of GIS .....	3
<input type="checkbox"/> Electives (select with department adviser) .....	3

### SUGGESTED COURSE SEQUENCE

*AAS—Computer Office Technology,  
Information Specialist Emphasis*

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
IS 101, or			COT 204, or		
GRC 119	3	<input type="checkbox"/>	CIT 211	3	<input type="checkbox"/>
IS 201	3	<input type="checkbox"/>	CIT 110	3	<input type="checkbox"/>
CIT 112	3	<input type="checkbox"/>	ENG 108, or		
INT 100	0.5	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>
ENG 107, or			SCIENCE*	3	<input type="checkbox"/>
ENG 100, or			HUMANITIES*	3	<input type="checkbox"/>
ENG 101	3	<input type="checkbox"/>			
SCIENCE*	3	<input type="checkbox"/>			
TOTAL	15.5		TOTAL	15	

FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
CIT 151	3	<input type="checkbox"/>	GIS 103	3	<input type="checkbox"/>
CIT 202	3	<input type="checkbox"/>	CIT 203	3	<input type="checkbox"/>
CIT 132	3	<input type="checkbox"/>	CIT 263	3	<input type="checkbox"/>
PSC 103, or			COMPUTER ELECTIVE**	3	<input type="checkbox"/>
HIST 101, and			HUMAN RELATIONS*	3	<input type="checkbox"/>
HIST 102	3	<input type="checkbox"/>			
MATH 116, 120 or higher	3	<input type="checkbox"/>			
TOTAL	15		TOTAL	15	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS  
60.5**

## Computer Office Technology Associate of Applied Science — Network Specialist Emphasis Student Learning Outcomes

Upon completion of the Associate of Applied Science (AAS) Degree with an emphasis in Networking, a successful student will have acquired the knowledge and technical skills they need to be employed and productive in the computer technology field in positions such as: Network Administrator, Help Desk Technician, Technical and Network Support Technician, Network Security Technician, Computer Hardware Technician, Network Design Specialist, Computer Service Engineer, and Network Analyst.

Graduates of this degree program will have the knowledge and skills to:

1. Create and maintain a computer network.
2. Install and configure network services.
3. Maintain availability of network resources to authorized users.

# Computer Office Technology

## Associate of Applied Science — Network Specialist Emphasis

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
ENG 100 or 101 and ENG 102 (recommended)	
<input type="checkbox"/> Mathematics . . . . .	3
MATH 120 (recommended)	
<input type="checkbox"/> Science . . . . .	6
CHEM 100 and PHYS 151 (recommended)	
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
BUS 110B (recommended)	
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
MUS 121 (recommended)	
<input type="checkbox"/> Technology . . . . .	3
IS 101 or GRC 119	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
<input type="checkbox"/> IS 201 Computer Applications . . . . .	3
<input type="checkbox"/> CIT 151 Beginning Web Development, or	
<input type="checkbox"/> CIT 132 Beginning Visual Basic . . . . .	3
<input type="checkbox"/> CIT 211 MCSE I . . . . .	3

Emphasis Courses	Credits
<input type="checkbox"/> CIT 112 Network + . . . . .	3
<input type="checkbox"/> CIT 212 MCSE II . . . . .	3
<input type="checkbox"/> CIT 213 MCSE III . . . . .	5
<input type="checkbox"/> CIT 214 MCSE IV . . . . .	4

### Electives

Selection to be approved by CIT adviser. Must complete 8-10 credits.

- CIT 215\* MCSE Elective . . . . . 3-5

\*May be repeated up to four times with different topics and applied toward degree.

### SUGGESTED COURSE SEQUENCE

*AAS—Computer Office Technology,  
Network Specialist Emphasis*

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	CIT 213	5	<input type="checkbox"/>
CIT 112	3	<input type="checkbox"/>	CIT 214	4	<input type="checkbox"/>
CIT 211	3	<input type="checkbox"/>	CIT 215	3-5	<input type="checkbox"/>
CIT 212	3	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>
ENG 100 or					
ENG 101	3	<input type="checkbox"/>			
MATH 120	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>15.5</b>		<b>TOTAL</b>	<b>15-17</b>	
FALL	Credits	✓	SPRING	Credits	✓
3rd Semester			4th Semester		
CIT 215	3-5	<input type="checkbox"/>	CIT 215	3-5	<input type="checkbox"/>
CIT 151 or			BUS 110B	3	<input type="checkbox"/>
CIT 132	3	<input type="checkbox"/>	IS 201	3	<input type="checkbox"/>
IS 101 or			CHEM 100	3	<input type="checkbox"/>
GRC 119	3	<input type="checkbox"/>	MUS 121	3	<input type="checkbox"/>
PHYS 151	4	<input type="checkbox"/>			
PSC 103	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>16-18</b>		<b>TOTAL</b>	<b>15-17</b>	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS  
61.5**

**Computer Office Technology**  
**Associate of Applied Science—Office Technology Emphasis**  
**Student Learning Outcomes**

Job Titles: Office Administrator, Bookkeeper, Receptionist, Data Entry, Transcriptionist, Secretary, Clerk, and Word Processor.

Graduates of this degree will have the knowledge and skills to:

- Use word processing, spreadsheets, and databases fluently.
- Use basic programming commands.
- Understand bookkeeping and accounting principles.
- Confidently run an office.
- Be fluent in current technology and computer software programs.

**Computer Office Technology**  
**Associate of Applied Science — Office Technology Emphasis**

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
ENG 100 or ENG 101 and ENG 102 (recommended)	
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116, MATH 120 or higher	
<input type="checkbox"/> Science . . . . .	6
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
IS 101 or GRC 119	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
<input type="checkbox"/> CIT 211 MCSE I, or	
<input type="checkbox"/> COT 204 Introduction to Windows . . . . .	3
<input type="checkbox"/> IS 201 Computer Applications . . . . .	3
CIT 151 Beginning Web Development, or	
<input type="checkbox"/> CIT 132 Beginning Visual Basic . . . . .	3

Emphasis Courses	Credits
<input type="checkbox"/> ACC 135B Bookkeeping I, or	
<input type="checkbox"/> ACC 201 Financial Accounting . . . . .	3
<input type="checkbox"/> CIT 201 Word Certification Preparation . . .	3
<input type="checkbox"/> CIT 202 Excel Certification Preparation . . .	3
<input type="checkbox"/> CIT 203 Access Certification Preparation . .	3
<input type="checkbox"/> COT 102 Computer Keyboarding II . . . . .	3
COT 111 Transcribing Machines, or	
COT 122 Medical Typing and Transcription, or	
<input type="checkbox"/> COT 123 Legal Typing and Transcription . . .	3
<input type="checkbox"/> COT 151 Introduction to Microsoft Word . . .	3
<input type="checkbox"/> COT 240 Executive Office Procedures . . . . .	3
COT 222 Desktop Publishing Using a Word Processing Program, or	
GRC 130 Desktop Publishing, or	
<input type="checkbox"/> CADD 125 Basic Computer-aided Drafting . . .	3

**SUGGESTED COURSE SEQUENCE**  
**AAS—Computer Office Technology,**  
**Office Technology**

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ACC 135B, or		
COT 102	3	<input type="checkbox"/>	ACC 201	3	<input type="checkbox"/>
COT 151	3	<input type="checkbox"/>	CIT 201	3	<input type="checkbox"/>
COT 240	3	<input type="checkbox"/>	CIT 203	3	<input type="checkbox"/>
IS 101 or			CIT 211, or		
GRC 119	3	<input type="checkbox"/>	COT 204	3	<input type="checkbox"/>
IS 201	3	<input type="checkbox"/>	ENG 107, or		
			ENG 100, or		
			ENG 101	3	<input type="checkbox"/>
			HUMANITIES*	3	<input type="checkbox"/>
TOTAL	15.5		TOTAL	18	

FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
CIT 202	3	<input type="checkbox"/>	CIT 151, or		
COT 111, or			CIT 132	3	<input type="checkbox"/>
COT 122, or			HUMAN		
COT 123	3	<input type="checkbox"/>	RELATIONS*	3	<input type="checkbox"/>
COT 222, or			MATH 116, or		
GRC 130, or			MATH 120, or		
CADD 125	3	<input type="checkbox"/>	higher	3	<input type="checkbox"/>
ENG 108, or			SCIENCE*	3	<input type="checkbox"/>
ENG 102	3	<input type="checkbox"/>	PSC 103	3	<input type="checkbox"/>
SCIENCE*	3	<input type="checkbox"/>			
TOTAL	15		TOTAL	15	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**  
**63.5**

## Computer Office Technology Associate of Applied Science—Web Specialist Emphasis Student Learning Outcomes

Job Titles: Web Designer, Webmaster

- Maintain Internet services.
- Design and implement graphical page elements.

Graduates of this degree program will have the knowledge and skills to:

- Build interactive web applications showing good design.
- Use Visual Basic to build programs handling data.
- Build and maintain data bases.
- Build web pages using PHP and MySQL to process form data.
- Build e-commerce web sites.

# Computer Office Technology

## Associate of Applied Science — Web Specialist Emphasis

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
ENG 100 or ENG 101 and ENG 102 (recommended)	
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116, MATH 120 or higher	
<input type="checkbox"/> Science . . . . .	6
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
IS 101 or GRC 119	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
<input type="checkbox"/> CIT 151 Beginning Web Development . . .	3
<input type="checkbox"/> IS 201 Computer Applications . . . . .	3

Emphasis Courses	Credits
<input type="checkbox"/> CIT 112 Network + . . . . .	3
<input type="checkbox"/> CIT 132 Beginning Visual Basic . . . . .	3
<input type="checkbox"/> CIT 152 Web Script Language Programming . . . . .	3
<input type="checkbox"/> CIT 174 Linux System Administration . . . . .	3
<input type="checkbox"/> CIT 203 Access Certification Preparation . . .	3
CIT 211 MCSE I, or	
<input type="checkbox"/> COT 204 Introduction to Windows . . . . .	3
<input type="checkbox"/> CIT 252 Web Database Development . . . . .	3
<input type="checkbox"/> GRC 119 Computer Graphics/Digital Multimedia . . . . .	3
<input type="checkbox"/> GRC 183 Digital Imaging . . . . .	3

### SUGGESTED COURSE SEQUENCE

#### AAS—Computer Office Technology, Web Specialist Emphasis

FALL				SPRING			
1st Semester	Credits	✓	2nd Semester	Credits	✓		
IS 101	3	<input type="checkbox"/>	CIT 152	3	<input type="checkbox"/>		
IS 201	3	<input type="checkbox"/>	CIT 203	3	<input type="checkbox"/>		
CIT 151	3	<input type="checkbox"/>	GRC 119	3	<input type="checkbox"/>		
CIT 132	3	<input type="checkbox"/>	ENG 108, or				
INT 100	0.5	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>		
MATH 116, 120 or higher	3	<input type="checkbox"/>	HUMANITIES*	3	<input type="checkbox"/>		
ENG 107, or							
ENG 100, or							
ENG 101	3	<input type="checkbox"/>					
<b>TOTAL</b>	<b>18.5</b>		<b>TOTAL</b>	<b>15</b>			
FALL				SPRING			
3rd Semester	Credits	✓	4th Semester	Credits	✓		
CIT 112	3	<input type="checkbox"/>	CIT 174	3	<input type="checkbox"/>		
CIT 211, or			GRC 183	3	<input type="checkbox"/>		
COT 204	3	<input type="checkbox"/>	HUMAN				
CIT 252	3	<input type="checkbox"/>	RELATIONS*	3	<input type="checkbox"/>		
SCIENCE*	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>		
SOCIAL SCIENCES* 3		<input type="checkbox"/>					
<b>TOTAL</b>	<b>15</b>		<b>TOTAL</b>	<b>12</b>			

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS  
60.5**

## Criminal Justice

### Associate of Applied Science—Corrections Emphasis

### Student Learning Outcomes

The purpose of GBC’s Criminal Justice Program is to assist students in the understanding of the intersection of biography and history within social structures related to the criminal justice system, as well as how to be a reflective, proficient, and active agent within these systems.

Graduates of the AAS in Criminal Justice Corrections degree program will have the knowledge and skills to:

- Identify and analyze the major components of the American criminal justice system.
- Describe and analyze the legal framework within which the criminal justice system is embedded.
- Critically analyze factors involved in the relationships among justice system professionals, the clientele of the justice system, and the public.
- Describe and evaluate the historical factors affecting the structure of the criminal justice system.
- Understand supervision theories of rehabilitation and retribution and their application to offenders.
- Understand and apply state and Federal law to corrections situations.

# Criminal Justice

## Associate of Applied Science—Corrections Emphasis

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
ENG 100 or ENG 101 and ENG 102 (recommended)	
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116, MATH 120 or higher	
<input type="checkbox"/> Science . . . . .	6
BIOL 190, ANTH 102, BIOL, CHEM (recommended)	
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
PSY 208 or MGT 283	
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
GIS 103, GRC 119 or IS 101	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
<input type="checkbox"/> CRJ 104 Introduction to Administration of Justice . . . . .	3
<input type="checkbox"/> CRJ 164 Principles of Investigation . . . . .	3
<input type="checkbox"/> CRJ 220 Criminal Procedures . . . . .	3
<input type="checkbox"/> CRJ 230 Criminal Law . . . . .	3
<input type="checkbox"/> CRJ 270 Introduction to Criminology . . . . .	3

Emphasis Courses	Credits
<input type="checkbox"/> CRJ 106 Introduction to Corrections . . . . .	3
<input type="checkbox"/> CRJ 215 Probation and Parole I . . . . .	3
CRJ 226 Prevention and Control of Delinquency, or	
<input type="checkbox"/> SOC 352 Juvenile Delinquency . . . . .	3
<input type="checkbox"/> Related Area Electives (select with adviser) . . . . .	12

ANTH 205, INT 301, ECON 311, PHIL 311, PSY 101, PSY, 441, PSY 460, SOC, 101, SOC 205, SOC 351, SOC 352, SW 220 (or higher), SPAN 112 (or higher)

### SUGGESTED COURSE SEQUENCE

#### AAS—Criminal Justice, Corrections Emphasis

FALL				SPRING			
1st Semester	Credits	✓	2nd Semester	Credits	✓		
INT 100	0.5	<input type="checkbox"/>	CRJ 106	3	<input type="checkbox"/>		
BIOL 190	4	<input type="checkbox"/>	CRJ 220	3	<input type="checkbox"/>		
CRJ 104	3	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>		
CRJ 164	3	<input type="checkbox"/>	TECHNOLOGY*	3	<input type="checkbox"/>		
ENG 100, or			ELECTIVE**	3	<input type="checkbox"/>		
ENG 101	3	<input type="checkbox"/>					
MATH 116, 120, or higher	3	<input type="checkbox"/>					
<b>TOTAL</b>	<b>16.5</b>		<b>TOTAL</b>	<b>15</b>			

FALL				SPRING			
3rd Semester	Credits	✓	4th Semester	Credits	✓		
CRJ 215	3	<input type="checkbox"/>	CRJ 226, or				
CRJ 230	3	<input type="checkbox"/>	SOC 352	3	<input type="checkbox"/>		
PSC 103	3	<input type="checkbox"/>	CRJ 270	3	<input type="checkbox"/>		
ANTH 102,			HUMANITIES*	3	<input type="checkbox"/>		
CHEM, BIOL	3-4	<input type="checkbox"/>	PSY 208, or				
ELECTIVE**	3	<input type="checkbox"/>	MGT 283	3	<input type="checkbox"/>		
			ELECTIVE**	6	<input type="checkbox"/>		
<b>TOTAL</b>	<b>15-16</b>		<b>TOTAL</b>	<b>18</b>			

\*Select from page 85.

\*\*Select with adviser.

Any two of the following courses (if NOT used to satisfy other requirements for the AAS degree) may be used to satisfy six semester credit hours of area related electives for the Corrections Emphasis.

**MINIMUM CREDITS**  
**64.5**

## Criminal Justice

### Associate of Applied Science — Law Enforcement Emphasis

#### Student Learning Outcomes

The purpose of GBC's Criminal Justice Program is to assist students in the understanding of the intersection of biography and history within social structures related to the criminal justice system, as well as how to be a reflective proficient and active agent within these systems.

Graduates of the AAS in Criminal Justice Law Enforcement degree program will have the knowledge and skills to:

- Critically analyze factors involved in the causation of crime.
- Describe and demonstrate proficiency in basic investigative techniques.

- Understand the application of state and federal law to law enforcement situations.
- Describe the application of state proficiency in basic policing skills.
- Identify and analyze the major components of the American criminal justice system.
- Analyze the relationships between biology, the physical environment, and anti-social human behavior.
- Critically analyze factors involved in the relationships among justice system professionals, the clientele of the justice system, and the public.

# Criminal Justice

## Associate of Applied Science—Law Enforcement Emphasis

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
ENG 100 or ENG 101 and ENG 102 (recommended)	
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116, 120 or higher	
<input type="checkbox"/> Science . . . . .	6
BIOL 190, ANTH 102, BIOL, CHEM (recommended)	
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
PSY 208 or MGT 283	
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
GIS 103, GRC 119 or IS 101	

*List of courses fulfilling general education requirements is on page 85.*

Core Courses	Credits
<input type="checkbox"/> CRJ 104 Introduction to Administration of Justice . . . . .	3
<input type="checkbox"/> CRJ 164 Principles of Investigation . . . . .	3
<input type="checkbox"/> CRJ 220 Criminal Procedures . . . . .	3
<input type="checkbox"/> CRJ 230 Criminal Law . . . . .	3
<input type="checkbox"/> CRJ 270 Introduction to Criminology . . . . .	3

Emphasis Courses	Credits
<input type="checkbox"/> CRJ 120 Community Relations . . . . .	3
<input type="checkbox"/> CRJ 211 Police in America . . . . .	3
<input type="checkbox"/> CRJ 214 Principles of Police Patrol . . . . .	3
<input type="checkbox"/> CRJ 265 Introduction to Physical Evidence . . . . .	3
<input type="checkbox"/> Related Area Electives (select with adviser) . . . . .	9

Any two of the following courses (if NOT used to satisfy other requirements for the AAS degree) may be used to satisfy three semester credit hours of area related electives for the Law Enforcement Emphasis.

ANTH 205, INT 301, ECON 311, PHIL 311, PSY 101, PSY, 441, SOC, 101, SOC 205, SPAN 112 (or higher)

### SUGGESTED COURSE SEQUENCE

#### AAS—Criminal Justice, Law Enforcement Emphasis

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	CRJ 120	3	<input type="checkbox"/>
BIOL 190	4	<input type="checkbox"/>	CRJ 220	3	<input type="checkbox"/>
CRJ 104	3	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>
CRJ 164	3	<input type="checkbox"/>	TECHNOLOGY*	3	<input type="checkbox"/>
ENG 100, or			ELECTIVE**	3	<input type="checkbox"/>
ENG 101	3	<input type="checkbox"/>			
MATH 116, 120, or higher	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>16.5</b>		<b>TOTAL</b>	<b>15</b>	

FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
CRJ 211	3	<input type="checkbox"/>	CRJ 214	3	<input type="checkbox"/>
CRJ 230	3	<input type="checkbox"/>	CRJ 265	3	<input type="checkbox"/>
PSC 103	3	<input type="checkbox"/>	CRJ 270	3	<input type="checkbox"/>
ANTH 102,			HUMANITIES*	3	<input type="checkbox"/>
CHEM, BIOL	3-4	<input type="checkbox"/>	PSY 208, or		
ELECTIVE**	3	<input type="checkbox"/>	MGT 283	3	<input type="checkbox"/>
			ELECTIVE**	3	<input type="checkbox"/>
<b>TOTAL</b>	<b>15-16</b>		<b>TOTAL</b>	<b>18</b>	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**  
**64.5**



## Diesel Technology Associate of Applied Science Student Learning Outcomes

Diesel Technology is a complex field and demands highly skilled technicians. Completion of the program prepares students with specialized training in the repairing, maintaining, troubleshooting, reconditioning, and rebuilding of diesel vehicles and equipment. GBC's program includes extensive classroom lecture and laboratory training on state-of-the-art equipment, as well as training in customer service and report writing.

Graduates of the AAS in Diesel Technology Program will have the knowledge and skills to:

- Analyze and solve problems related to heavy equipment operation.
- Identify diesel engine design and maintain, repair, and trouble shoot them.
- Demonstrate proper use of tools related to the repair and maintenance of heavy equipment.
- Identify, repair, and maintain mobile equipment with hydraulic systems.

# Diesel Technology

## Associate of Applied Science

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation .....	0.5
<input type="checkbox"/> English/Communications .....	6
<input type="checkbox"/> Mathematics .....	3
MATH 116, 120 or higher	
<input type="checkbox"/> Science .....	8.5
CHEM 100, ENV 100, PHYS 100, or PHYS 107B IT 208B (required, 5.5 credits)	
<input type="checkbox"/> Social Science .....	3
PSC 103, or HIST 101 and HIST 102	
<input type="checkbox"/> Human Relations .....	3
<input type="checkbox"/> Humanities and Fine Arts .....	3
<input type="checkbox"/> Technology .....	3
DT 101B, MTL 212, or MTL 213	

*List of courses fulfilling general education requirements is on page 85.*

Emphasis Courses	Credits
<input type="checkbox"/> DT 100B Shop Practices .....	1.5
<input type="checkbox"/> DT 101B Basic Diesel Engines .....	4
<input type="checkbox"/> DT 102B Basic Vehicle Electronics .....	6.5
<input type="checkbox"/> DT 105B Mobile Air Conditioning .....	2.5
<input type="checkbox"/> DT 201B Diesel Brakes and Pneumatics ..	2.5
<input type="checkbox"/> DT 202B Diesel Fuel Systems and Troubleshooting .....	5.5
<input type="checkbox"/> DT 203B Diesel Shop Management .....	1.5
<input type="checkbox"/> DT 208B Diesel Heavy Equipment Power Train .....	5.5
<input type="checkbox"/> DT 210B Advanced Diesel Engines .....	4
<input type="checkbox"/> DT 215B Electronic Diesel Engines .....	5.5
<input type="checkbox"/> MTL 212 Welding I .....	3
<input type="checkbox"/> MTL 213 Welding II .....	3
<input type="checkbox"/> IT 299 Rigging .....	1.5
(Not required but recommended)	

### SUGGESTED COURSE SEQUENCE

#### AAS—Diesel Technology

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	DT 101B	4	<input type="checkbox"/>
DT 100B	1.5	<input type="checkbox"/>	DT 202B	5.5	<input type="checkbox"/>
DT 102B	6.5	<input type="checkbox"/>	DT 215B	5.5	<input type="checkbox"/>
DT 201B	2.5	<input type="checkbox"/>	DT 105B	2.5	<input type="checkbox"/>
DT 203B	1.5	<input type="checkbox"/>	DT 210B	4	<input type="checkbox"/>
ENGLISH*	3	<input type="checkbox"/>	DT 208B	5.5	<input type="checkbox"/>
MATH 116	3	<input type="checkbox"/>	ENGLISH*	3	<input type="checkbox"/>
or higher			MTL 213	3	<input type="checkbox"/>
PSC 103, or HIST 101, and HIST 102	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>
HUMAN RELATIONS*	3	<input type="checkbox"/>			
IT 208B	5.5	<input type="checkbox"/>			
MTL 212	3	<input type="checkbox"/>			
HUMANITIES*	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>36-41</b>		<b>TOTAL</b>	<b>36</b>	

\*Select from page 85.

\*\*Select with adviser.

**This program follows a 48-week, non-traditional  
schedule. Classes are scheduled from  
August, 2004 through June, 2005.**

**MINIMUM CREDITS  
72**

## Diesel Technology Certificate Program Student Learning Outcomes

The Diesel-Technical Arts Certificate program is designed for the student who desires a highly technical, challenging field.

Because of the intensity of the program, students will be very close to AAS degree completion and are encouraged to pursue the degree.

Graduates of the Diesel Technology certificate program will have the knowledge and skills to:

- Analyze and solve problems related to heavy equipment operation.
- Identify diesel engine design and maintain, repair, and trouble shoot them.
- Demonstrate proper use of tools related to the repair and maintenance of heavy equipment.
- Identify, repair, and maintain mobile equipment with hydraulic systems.

# Diesel Technology Certificate Program

Certificate Requirements			Credits
<input type="checkbox"/>	INT 100	Orientation	0.5
<input type="checkbox"/>	DT 100B	Shop Practices	1.5
<input type="checkbox"/>	DT 101B	Basic Diesel Engines	4
<input type="checkbox"/>	DT 102B	Basic Vehicle Electronics	6.5
<input type="checkbox"/>	DT 105B	Mobile Air Conditioning	2.5
<input type="checkbox"/>	DT 201B	Diesel Brakes and Pneumatics	2.5
<input type="checkbox"/>	DT 202B	Diesel Fuel Systems and Troubleshooting	5.5
<input type="checkbox"/>	DT 203B	Diesel Shop Management	1.5
<input type="checkbox"/>	DT 208B	Diesel Heavy Equipment Power Train	5.5
<input type="checkbox"/>	DT 210B	Advanced Diesel Engines	4
<input type="checkbox"/>	DT 215B	Electronic Diesel Engines	5.5
<input type="checkbox"/>	IT 208B	Fluid Power	5.5
<input type="checkbox"/>	MTL 212	Welding I	3
<input type="checkbox"/>	MTL 213	Welding II	3

**Communications**

<input type="checkbox"/>	English-Communications. Determined by placement testing	3
	ENG 107, ENG 108, THTR 113, or ENG 100 or 101.	

**Computation**

<input type="checkbox"/>	TA 108B	Applied Math for Technicians	3
		(or determined by placement test)	

**Human Relations**  
Choose one of the following:

<input type="checkbox"/>	BUS 110B	Human Relations for Employment,	
	PSY 208	Psychology of Human Relations, or	
<input type="checkbox"/>	MGT 283	Personnel Administration,	1-3

### SUGGESTED COURSE SEQUENCE Certificate—Diesel Technology

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	DT 101B	4	<input type="checkbox"/>
DT 100B	1.5	<input type="checkbox"/>	DT 202B	5.5	<input type="checkbox"/>
DT 102B	6.5	<input type="checkbox"/>	DT 215B	5.5	<input type="checkbox"/>
DT 201B	2.5	<input type="checkbox"/>	DT 105B	2.5	<input type="checkbox"/>
DT 203B	1.5	<input type="checkbox"/>	DT 210B	4	<input type="checkbox"/>
COMPUTATION**	3	<input type="checkbox"/>	DT 208B	5.5	<input type="checkbox"/>
ENGLISH*	3	<input type="checkbox"/>	MTL 213	3	<input type="checkbox"/>
HUMAN RELATIONS*	1-3	<input type="checkbox"/>			
IT 208B	5.5	<input type="checkbox"/>			
MTL 212	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>28-32</b>		<b>TOTAL</b>	<b>30</b>	

\*\*Select with adviser.

**MINIMUM CREDITS**  
**58**

## Early Childhood Education

### Associate of Applied Science — Student Learning Outcomes

The mission of the Early Childhood Education Department is to provide students with the skills and knowledge needed to work effectively and professionally with young children, their families, and their communities. The Department's goals are to educate students in the following areas: child development and education, family and community relationships, interagency cooperation and referrals, cross-cultural awareness, curriculum development and implementation, child assessment, and professional behavior. The GBC Early Childhood Program combines practicum experience with coursework so students can practice learned skills, obtain reflective feedback, and grow professionally.

Successful completion of the Early Childhood Education degree is designed to qualify students for such employment opportunities as assistants, teachers, and directors in child care centers, preschools, and as home day care providers.

Graduates of the AAS degree in Early Childhood Education will have the knowledge and skills to:

- Apply knowledge of how children develop and learn in order to

support and promote the holistic development of children from birth to age eight.

- Utilize cultural and linguistic knowledge to create environments, experiences, and family relationships that affirm and respect diversity.
- Plan and implement developmentally appropriate curriculum and instructional strategies based on knowledge of individual children, the community, and integrated curriculum goals and content.
- Develop and implement individual and group guidance and problem solving techniques in order to foster positive social and emotional development in children from birth to age eight.
- Establish and maintain safe and healthy learning environments for children.
- Demonstrate positive communication skills in order to establish and maintain positive, collaborative relationships with families and other professionals.
- Engage in reflective practice and develop professional partnerships to advance practices in the field of early childhood education.

# Early Childhood Education

## Associate of Applied Science

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116 or higher	
<input type="checkbox"/> Science . . . . .	6
(Not PHYS 107B)	
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
MGT 283 or PSY 208	
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
COT 210	

*List of courses fulfilling general education requirements is on page 85.*

Emphasis Courses	Credits
<input type="checkbox"/> ECE 131 Introduction to Teaching the Young Child . . . . .	3
<input type="checkbox"/> ECE 167 Child Abuse and Neglect . . . . .	1
<input type="checkbox"/> ECE 200 The Exceptional Child . . . . .	3
<input type="checkbox"/> ECE 204 Principles of Child Guidance . . . . .	3
<input type="checkbox"/> ECE 231* Preschool Practicum: Early Childhood Lab . . . . .	6
<input type="checkbox"/> ECE 240 Principles and Practices of Preschool and Child Care Organization and Administration . . . . .	3
<input type="checkbox"/> ECE 251 Preschool Curriculum . . . . .	3
<input type="checkbox"/> HDFS 201 Lifespan Human Development . . . . .	3

\*Three credits per semester

Additional Program Requirements	
<input type="checkbox"/> HDFS 232 Diversity and the Young Child . . . . .	3
<input type="checkbox"/> NUTR 223 Principles of Nutrition . . . . .	3
<input type="checkbox"/> Electives (select with adviser) . . . . .	2

**Select one from the following:**

<input type="checkbox"/> COT 151	Introduction to Microsoft Word,
<input type="checkbox"/> COT 105	Computer Literacy, or
<input type="checkbox"/> IS 101	Introduction to Information Systems . . . . . 3

### SUGGESTED COURSE SEQUENCE

#### AAS—Early Childhood Education

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ECE 251	3	<input type="checkbox"/>
ECE 131	3	<input type="checkbox"/>	ECE 200	3	<input type="checkbox"/>
ECE 204	3	<input type="checkbox"/>	ENGLISH*	3	<input type="checkbox"/>
HUMANITIES*	3	<input type="checkbox"/>	MATHEMATICS*	3	<input type="checkbox"/>
ENGLISH*	3	<input type="checkbox"/>	COT 105, 151 or		
COT 210	3	<input type="checkbox"/>	IS 101	3	<input type="checkbox"/>
			ELECTIVE**	1	<input type="checkbox"/>
<b>TOTAL</b>	<b>15.5-17.5</b>		<b>TOTAL</b>	<b>16</b>	
FALL			SPRING		
3rd Semester	Credits	✓	4th Semester	Credits	✓
HDFS 201	3	<input type="checkbox"/>	ECE 167	1	<input type="checkbox"/>
ECE 231	3	<input type="checkbox"/>	ECE 240	3	<input type="checkbox"/>
HDFS 232	3	<input type="checkbox"/>	NUTR 223	3	<input type="checkbox"/>
SCIENCE*	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>
MGT 283, or			ECE 231	3	<input type="checkbox"/>
PSY 208	3	<input type="checkbox"/>	PSC 103, or		
ELECTIVE**	1	<input type="checkbox"/>	HIST 101, and		
			HIST 102	3-6	<input type="checkbox"/>
<b>TOTAL</b>	<b>16</b>		<b>TOTAL</b>	<b>16-19</b>	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**  
**63.5**

## Early Childhood Education Certificate Program — Student Learning Outcomes

The mission of the Early Childhood Education Department is to provide students with the skills and knowledge needed to work effectively and professionally with young children, their families, and their communities. The Department's goals are to educate students in the following areas: child development and education; family and community relationships; interagency cooperation and referrals; cross-cultural awareness; curriculum development and implementation; child assessment, and professional behavior. The GBC Early Childhood Program combines practicum experience with coursework so students can practice learned skills, obtain reflective feedback, and grow professionally.

Successful completion of the Early Childhood Education certificate is designed to qualify students for such employment opportunities as assistants, teachers, and directors in child care centers, preschools, and as home day care providers.

Graduates of the certificate degree in Early Childhood Education will have the knowledge and skills to:

- Apply knowledge of how children develop and learn in order to

support and promote the holistic development of children from birth to age eight.

- Utilize cultural and linguistic knowledge to create environments, experiences, and family relationships that affirm and respect diversity.
- Plan and implement developmentally appropriate curriculum and instructional strategies based on knowledge of individual children, the community, and integrated curriculum goals and content.
- Develop and implement individual and group guidance and problem solving techniques in order to foster positive social and emotional development in children from birth to age eight.
- Establish and maintain safe and healthy learning environments for children.
- Demonstrate positive communication skills in order to establish and maintain positive, collaborative relationships with families and other professionals.
- Engage in reflective practice and develop professional partnerships to advance practices in the field of early childhood education.

# Early Childhood Education Certificate Program

### Certificate Emphasis

	Credits
<input type="checkbox"/> INT 100 Orientation (recommended) . . . . .	0.5
<input type="checkbox"/> ECE 131 Introduction to Teaching the Young Child . . . . .	3
<input type="checkbox"/> ECE 167 Child Abuse and Neglect . . . . .	1
<input type="checkbox"/> ECE 200 The Exceptional Child . . . . .	3
<input type="checkbox"/> ECE 204 Principles of Child Guidance . . . . .	3
<input type="checkbox"/> ECE 231 Preschool Practicum: Early Childhood Lab . . . . .	3
<input type="checkbox"/> ECE 251 Preschool Curriculum . . . . .	3
<input type="checkbox"/> HDFS 201 Lifespan Human Development . . . . .	3
<input type="checkbox"/> HDFS 232 Diversity and the Young Child . . . . .	3

### Communications

<input type="checkbox"/> ENG 100 Composition—Enhanced, or	
<input type="checkbox"/> ENG 101 Composition I . . . . .	3
<input type="checkbox"/> ENG 102 Composition II . . . . .	3

### Computation

- MATH 116 or higher (MATH 120 preferred)

### Human Relations

Choose one of the following:

- PSY 208 Psychology of Human Relations, or  
 MGT 283 Personnel Administration . . . . . 3

### Technology

- IS 101 Introduction to Information  
Systems . . . . . 3

## SUGGESTED COURSE SEQUENCE

### Early Childhood Education Certificate Program

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ECE 167	1	<input type="checkbox"/>
ECE 131	3	<input type="checkbox"/>	ECE 200	3	<input type="checkbox"/>
ECE 204	3	<input type="checkbox"/>	ECE 251	3	<input type="checkbox"/>
ENG 100, or			ECE 231	3	<input type="checkbox"/>
ENG 101	3	<input type="checkbox"/>	ENG 102	3	<input type="checkbox"/>
IS 101	3	<input type="checkbox"/>	HDFS 201	3	<input type="checkbox"/>
PSY 208, or			HDFS 232	3	<input type="checkbox"/>
MGT 283	3	<input type="checkbox"/>			
MATH 116 or higher	3	<input type="checkbox"/>			
<b>TOTAL</b>	<b>18.5</b>		<b>TOTAL</b>	<b>19</b>	

**MINIMUM CREDITS**

**37**



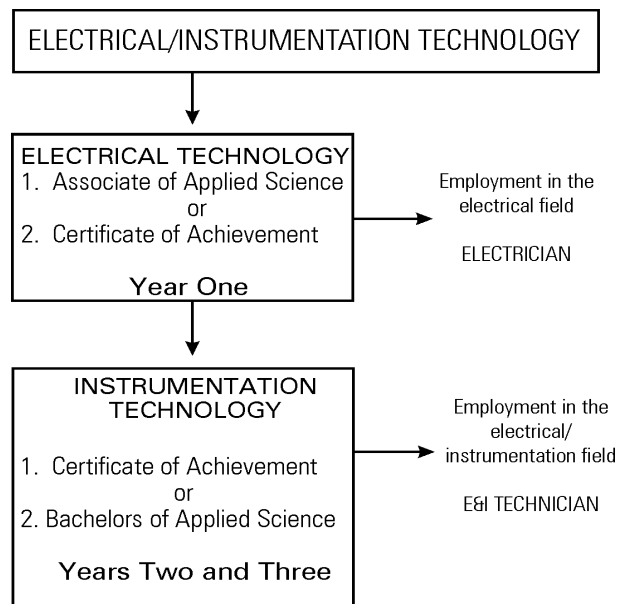
# Electrical/Instrumentation Technology Programs

Great Basin College has programs that specialize in training students for entry-level employment in Electrical and Instrumentation fields. Each program by itself meets important industry demands. However, the unique combination—E&I, Electrical and Instrumentation Technology—provides entry into one of the most promising and least crowded fields in technology today.

Preparation of learning outcomes in our department include a thorough study of industry requirements for the trade (particularly with ISA, Instrumentation Systems and Process Automation). This organization is the default standard in instrumentation for the country and most of the industrialized world. Additionally, we listened to our advisory board, including members of local industries, mines, and government agencies. Proposed learning outcomes were reviewed and modified by this group to adapt more closely to their requirements.

Note: Entry into the Instrumentation program requires an Associate of Applied Science Degree or Certificate in Electrical Technology (or equivalency in a related field, based upon department approval). If students enter the program with appropriate technical skills but lack an official Associate of Applied Science or Certificate of Achievement from an accredited institution, they must complete one course in each of the following areas:

1. MATH 116
2. BUS 110B or PSY 208
3. ENG 100 or 101, ENG 107, or ENG 108  
determined by placement testing



## Electrical Technology Associate of Applied Science Student Learning Outcomes

This program prepares graduates to work in diverse industries including mining, manufacturing, power plants, power distribution, construction, sales, machine control, water resource management, and gaming.

Graduates of the Electrical Technology AAS degree program will have the knowledge and skills to:

- Analyze and interpret graphical information found on schematics, blueprints, and diagrams.
- Identify, use and maintain motor and computer based control systems.
- Have a firm understanding of theories that apply to the electrical trade.
- Interpret and apply the National Electrical Code to electrical installations.
- Demonstrate the proper use of tools used in the electrical field and industry.
- Design, construct, and troubleshoot various electrical systems used in commercial and industrial settings.

# Electrical Technology

## Associate of Applied Science

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116, MATH 120 or higher	
<input type="checkbox"/> Science . . . . .	7
PHYS 100 (3 credits) and ELM 112B (4 credits)	
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
ELM 121B	

List of courses fulfilling general education requirements is on page 85.

Emphasis Courses	Credits
<input type="checkbox"/> ELM 121B Circuit Design . . . . .	2.5
<input type="checkbox"/> ELM 122B AC Theory . . . . .	4
<input type="checkbox"/> ELM 123B Solid State . . . . .	2.5
<input type="checkbox"/> ELM 124B DC Generators, Motors, and Controls . . . . .	2.5
<input type="checkbox"/> ELM 125B AC Motors and Alternators . . . . .	2.5
<input type="checkbox"/> ELM 126B Motor Maintenance . . . . .	2
<input type="checkbox"/> ELM 127B Introduction to AC Controls . . . . .	2.5
<input type="checkbox"/> ELM 128B Transformers and Industrial Lighting . . . . .	4
<input type="checkbox"/> ELM 131B National Electric Code . . . . .	2.5
<input type="checkbox"/> ELM 132B Digital Concepts . . . . .	2.5
<input type="checkbox"/> ELM 133B Advanced AC Controls . . . . .	4
<input type="checkbox"/> ELM 134B Introduction to Programmable Logic Controllers . . . . .	2.5
<input type="checkbox"/> ELM 135B National Electric Code 430 . . . . .	1.5
<input type="checkbox"/> ELM 136B Programmable Controllers Applications . . . . .	2.5
<input type="checkbox"/> ELM 141B Blueprint Reading . . . . .	2
<input type="checkbox"/> ELM 142B Raceways . . . . .	2.5
<input type="checkbox"/> ELM 143B Wiring Techniques . . . . .	5.5

### SUGGESTED COURSE SEQUENCE AAS—Electrical Technology

FALL		SPRING	
1st Semester	Credits	2nd Semester	Credits
INT 100	0.5	<input type="checkbox"/> ELM 131B	2.5
ELM 112B	4	<input type="checkbox"/> ELM 127B	2.5
ELM 122B	4	<input type="checkbox"/> ELM 124B	2.5
ELM 142B	2.5	<input type="checkbox"/> ELM 133B	4
ELM 121B	2.5	<input type="checkbox"/> ELM 125B	2.5
ELM 123B	2.5	<input type="checkbox"/> ELM 135B	1.5
ELM 128B	4	<input type="checkbox"/> ELM 134B	2.5
ELM 132B	2.5	<input type="checkbox"/> ELM 136B	2.5
ELM 141B	2	<input type="checkbox"/> ELM 143B	5.5
ENGLISH**	3	<input type="checkbox"/> ELM 126B	2
PSC 103, or		<input type="checkbox"/> ENGLISH**	3
HIST 101, and		<input type="checkbox"/> PHYS 100	3
HIST 102	3		
HUMAN RELATIONS*	3		
HUMANITIES*	3		
MATH 116	3		
or higher			
<b>TOTAL</b>	<b>39.5-44.5</b>	<b>TOTAL</b>	<b>34</b>

\*Select from page 85.

\*\*Select with adviser.

**This program follows a 48-week, non-traditional  
schedule. Classes are scheduled from  
August, 2004 through June, 2005.**

**MINIMUM CREDITS  
73.5**

## Electrical Technology Certificate of Achievement— Student Learning Outcomes

The Electrical Technology Certificate Program is designed for the student who desires employment in electrical work and the opportunity to develop their electrical skills through on-the-job training. Electrical courses are on a non-traditional schedule. Because of the intensity of the program, students will be very close to AAS degree completion and are encouraged to pursue the degree.

This program prepares students to work in diverse industries including mining, manufacturing, power plants, power distribution, construction, sales, machine control, water resource management, and gaming. Graduates of the Electrical Technology Certificate program will have the knowledge to:

- Analyze and interpret graphical information found on schematics, blueprints, and diagrams.
- Identify, use and maintain motor and computer based control systems.
- Have a firm understanding of theories that apply to the electrical trade.
- Interpret and properly the National Electrical Code to electrical installations.
- Demonstrate the proper use of tools used in the electrical field/industry.
- Design, construct, and troubleshoot various electrical systems used in commercial and industrial settings.

# Electrical Technology Certificate of Achievement

Certificate Requirements	Credits
<input type="checkbox"/> ELM 112B Electrical Theory, DC . . . . .	4
<input type="checkbox"/> ELM 121B Circuit Design . . . . .	2.5
<input type="checkbox"/> ELM 122B AC Theory . . . . .	4
<input type="checkbox"/> ELM 123B Solid State . . . . .	2.5
<input type="checkbox"/> ELM 124B DC Generators, Motors, and Controls . . . . .	2.5
<input type="checkbox"/> ELM 125B AC Motors and Alternators . . . . .	2.5
<input type="checkbox"/> ELM 126B Motor Maintenance . . . . .	2
<input type="checkbox"/> ELM 127B Introduction to AC Controls . . . . .	2.5
<input type="checkbox"/> ELM 128B Transformers and Industrial Lighting . . . . .	4
<input type="checkbox"/> ELM 131B National Electric Code . . . . .	2.5
<input type="checkbox"/> ELM 132B Digital Concepts . . . . .	2.5
<input type="checkbox"/> ELM 133B Advanced AC Controls . . . . .	4
<input type="checkbox"/> ELM 134B Introduction to Programmable Logic Controllers . . . . .	2.5
<input type="checkbox"/> ELM 135B National Electric Code 430 . . . . .	1.5
<input type="checkbox"/> ELM 136B Programmable Controllers Applications . . . . .	2.5
<input type="checkbox"/> ELM 141B Blueprint Reading . . . . .	2
<input type="checkbox"/> ELM 142B Raceways . . . . .	2.5
<input type="checkbox"/> ELM 143B Wiring Techniques . . . . .	5.5
<input type="checkbox"/> INT 100 GBC Orientation . . . . .	0.5

**Communications**

English-Communications. Determined by placement testing . . . . . 3  
ENG 107, ENG 108, ENG 100 or 101, or  
THTR 113.

**Computation**

TA 108B Applied Math for Technicians . . . . . 3  
(or determined by placement test)

**Human Relations**  
Choose one of the following:

BUS 110B Human Relations for Employment,  
PSY 208 Psychology for Human Relations, or  
 MGT 283 Personnel Administration . . . . . 1-3

### SUGGESTED COURSE SEQUENCE Certificate of Achievement—Electrical Technology

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ELM 131B	2.5	<input type="checkbox"/>
ELM 112B	4	<input type="checkbox"/>	ELM 127B	2.5	<input type="checkbox"/>
ELM 122B	4	<input type="checkbox"/>	ELM 124B	2.5	<input type="checkbox"/>
ELM 142B	2.5	<input type="checkbox"/>	ELM 133B	4	<input type="checkbox"/>
ELM 121B	2.5	<input type="checkbox"/>	ELM 125B	2.5	<input type="checkbox"/>
ELM 123B	2.5	<input type="checkbox"/>	ELM 135B	1.5	<input type="checkbox"/>
ELM 128B	4	<input type="checkbox"/>	ELM 134B	2.5	<input type="checkbox"/>
ELM 132B	2.5	<input type="checkbox"/>	ELM 136B	2.5	<input type="checkbox"/>
ELM 141B	2	<input type="checkbox"/>	ELM 143B	5.5	<input type="checkbox"/>
ENGLISH**	3	<input type="checkbox"/>	ELM 126B	2	<input type="checkbox"/>
COMPUTATION**	3	<input type="checkbox"/>	HUMAN RELATIONS**	1-3	<input type="checkbox"/>
<b>TOTAL</b>	<b>30.5-32.5</b>		<b>TOTAL</b>	<b>29-31</b>	

\*\*Select with adviser.

**MINIMUM CREDITS  
59.5**

## Instrumentation Technology Certificate of Achievement—Student Learning Outcomes

The knowledge and skills taught in the Certificate of Instrumentation Technology were developed through a study of industry requirements for the trade, particularly with the association, Instrumentation Systems and Process Automation. Additional input was given by the advisory board, members of the local industries, mines, and government agencies.

Graduates of the Instrumentation Certificate program will have the knowledge and skills to:

- Understand the role of measurement and control in industrial processes.
- Interpret measurement and control terminology.
- Compare the methods of devices used in temperature,

- pressure, level flow, and analytical measurement.
- Understand the operation and components of a feedback control loop.
- Apply ISA standards to interpret symbols and documentation.
- Connect, calibrate, and operate various measurement and testing devices.
- Interpret manufacture's instructions to correctly install and maintain pneumatic instruments.
- Build and tune a feedback control loop and apply the concepts of PID control.
- Calibrate and align pressure and temperature transmitters, calculating span and range values for various applications.

# Instrumentation Technology

## Certificate of Achievement

The following one-year program leads to a certificate in Instrumentation Technology.

Prerequisite: AAS or Certification in Electrical Technology (or equivalency, based upon instructor approval). If students enter the program with appropriate technical skills but lack an official AAS or CA from an accredited institution, they will be required to complete one course in each of the following three areas:

1. MATH 116
2. BUS 110B or PSY 208
3. ENG 100 or ENG 101, ENG 107, ENG 108, or THTR 113, determined by placement testing.

Non traditional credit or credit by examination may be possible. See an adviser for more information.

Certificate Requirements	Credits
<input type="checkbox"/> EIT 233 Introduction to Instrumentation . . .	3
<input type="checkbox"/> EIT 315 Pressure/Level/Flow Measurement and Control . . . . .	3
<input type="checkbox"/> EIT 323 Installation and Configuration . . .	2
<input type="checkbox"/> EIT 333 Process (Piping) and Instrument Diagrams (P&IDs) . . . . .	2
<input type="checkbox"/> EIT 336 Valves, Actuators, Regulators—Characteristic and Applications . . .	2
<input type="checkbox"/> EIT 348 Temperature Measurement and Control . . . . .	3
<input type="checkbox"/> EIT 368 Measurement Systems Analysis . . .	2
<input type="checkbox"/> EIT 438 Electronic Devices in Instrumentation . . . . .	2
<input type="checkbox"/> EIT 468 Advanced Control Systems . . . . .	3
<input type="checkbox"/> MGT 441 Operational Quality Control . . . and Problem Solving	3

### Communications

- English-Communications. Determined by placement testing . . . . . 3
- ENG 107, ENG 108, ENG 100 or 101, or THTR 113.

### Computation

- TA 108B Applied Math for Technicians . . . 3 (or determined by placement test)

### Human Relations

Choose one of the following:

- BUS 110B Human Relations for Employment,
- PSY 208 Psychology for Human Relations, or
- MGT 283 Personnel Administration . . . . . 3

### SUGGESTED COURSE SEQUENCE

*Certificate of Achievement—  
Instrumentation Technology*

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
EIT 233	3	<input type="checkbox"/>	MGT 441	3	<input type="checkbox"/>
EIT 315	3	<input type="checkbox"/>	EIT 336	2	<input type="checkbox"/>
EIT 323	2	<input type="checkbox"/>	EIT 348	3	<input type="checkbox"/>
EIT 333	2	<input type="checkbox"/>	EIT 368	2	<input type="checkbox"/>
ENGLISH**	3	<input type="checkbox"/>	EIT 438	2	<input type="checkbox"/>
COMPUTATION**	3	<input type="checkbox"/>	EIT 468	3	<input type="checkbox"/>
			HUMAN RELATIONS*	3	<input type="checkbox"/>
<b>TOTAL</b>	<b>10-16</b>		<b>TOTAL</b>	<b>15-18</b>	

\*\*Select with adviser.

**MINIMUM CREDITS  
25-34**



## Industrial Plant Mechanics

### Associate of Applied Science—Student Learning Outcomes

Upon successful completion of the Industrial Plant Mechanics program, the student will have the following skills:

- Operate a lathe and mill-machine to produce simple machine parts.
- Read and interpret standard blueprints and drawings of industrial equipment.
- Align shafts to within + or - 0.001" using three different methods of alignment.
- Identify and correct cavitation in fluid handling pumps.
- Setup a preventative maintenance schedule for industrial equipment.
- Rebuild and replace components in fluid and air handling systems.

- Replace bearings and seals in a non-destructive manner.
- Take electrical measurements on single and three phase power equipment.
- Replace defective components in a fluid power system.
- Identify failure causes in industrial equipment using vibration analysis and the root cause analysis tree.
- Identify and correct unbalance in rotating equipment.
- Rebuild industrial gear trains.
- Remove and replace standard industrial couplings.
- Identify metals according to standard hardness test.
- Complete precision hole-location using hand layout and DRO methods.

# Industrial Plant Mechanics

## Associate of Applied Science

Industrial Plant Mechanics program prepares a student for an exciting entry level career as an industrial mechanic in manufacturing, mining, construction, and the service industry. The student receives technical training in mechanical operations, fluid power, machine tool operation, preventive/predictive maintenance, electrical theory, welding processes, industrial heating and cooling.

Upon successful completion of the Industrial Plant Mechanics program the student will possess the skills necessary to be able to diagnose and repair mechanical, electrical, fluid and air handling systems found in most industrial, agricultural, mining, construction and service industries.

They can work in all locations that use machinery to produce a product or service including: steel mills, paper mills, mining operations, gravel quarries, universities, schools, textile mills, food processing plants, automotive plants, shipyards, power plants, hospitals, aerospace industry, and office buildings/complexes.

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation	0.5
<input type="checkbox"/> English/Communications	6
<input type="checkbox"/> Mathematics	3
MATH 116, MATH 120 or higher	
<input type="checkbox"/> Science	8.5
PHYS 100 (3 credits) and IT 208B (5.5 credits)	
<input type="checkbox"/> Social Science	3
<input type="checkbox"/> Human Relations	3
<input type="checkbox"/> Humanities and Fine Arts	3
<input type="checkbox"/> Technology	3
IT 210B	

*List of courses fulfilling general education requirements is on page 85.*

Emphasis Courses	Credits
<input type="checkbox"/> IT 103B Mill Pump Technology	4
<input type="checkbox"/> IT 105B Mechanical Power Transmission	4
<input type="checkbox"/> IT 208B Fluid Power	5.5
<input type="checkbox"/> IT 210B Failure Analysis and Predictive/Preventive Maintenance	4
<input type="checkbox"/> IT 211B Heating/Cooling and Boiler Operation and Maintenance	4
<input type="checkbox"/> IT 212B Inventory and Planning	2
<input type="checkbox"/> IT 214B Basic Electrical Theory for Electrical Machines	4

<input type="checkbox"/> IT 216B Basic Metallurgy	4
<input type="checkbox"/> MTL 101B Basic Machine Shop I	4
<input type="checkbox"/> MTL 102B Basic Machine Shop II	4
<input type="checkbox"/> MTL 212 Welding I	3
<input type="checkbox"/> MTL 213 Welding II	3
<input type="checkbox"/> MTL 296B AWS Code Certification	3

#### Additional Program Requirements

<input type="checkbox"/> IT 208B Fluid Power	5.5
--	-----

### SUGGESTED COURSE SEQUENCE

#### AAS—Industrial Plant Mechanics

FALL				SPRING			
1st Semester	Credits	✓	2nd Semester	Credits	✓		
INT 100	0.5	<input type="checkbox"/>	IT 105B	4	<input type="checkbox"/>		
TA 100B	4	<input type="checkbox"/>	IT 208B	5.5	<input type="checkbox"/>		
IT 216B	4	<input type="checkbox"/>	IT 214B	4	<input type="checkbox"/>		
MTL 101B	4	<input type="checkbox"/>	IT 211B	4	<input type="checkbox"/>		
MTL 102B	4	<input type="checkbox"/>	IT 210B	4	<input type="checkbox"/>		
MTL 212	3	<input type="checkbox"/>	IT 103B	4	<input type="checkbox"/>		
IT 212B	2	<input type="checkbox"/>	ENGLISH**	3	<input type="checkbox"/>		
ENGLISH*	3	<input type="checkbox"/>	PHYS 100	3	<input type="checkbox"/>		
MATHEMATICS*	3	<input type="checkbox"/>	BUS 110B	3	<input type="checkbox"/>		
HUMANITIES*	3	<input type="checkbox"/>	MTL 213	3	<input type="checkbox"/>		
SOCIAL SCIENCE*	3	<input type="checkbox"/>	MTL 296B	3	<input type="checkbox"/>		
<b>TOTAL</b>	<b>33.5</b>		<b>TOTAL</b>	<b>40.5</b>			

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS**

**74**

## Industrial Plant Mechanics Certificate of Achievement—Student Learning Outcomes

Upon successful completion of the Industrial Plant Mechanics program, the student will have the following skills:

- Operate a lathe and mill-machine to produce simple machine parts.
- Read and interpret standard blueprints and drawings of industrial equipment.
- Align shafts to within + or - 0.001" using three different methods of alignment.
- Identify and correct cavitation in fluid handling pumps.
- Setup a preventative maintenance schedule for industrial equipment.
- Rebuild and replace components in fluid and air handling

- systems.
- Replace bearings and seals in a non-destructive manner.
- Take electrical measurements on single and three phase power equipment.
- Replace defective components in a fluid power system.
- Identify failure causes in industrial equipment using vibration analysis and the root cause analysis tree.
- Identify and correct unbalance in rotating equipment.
- Rebuild industrial gear trains.
- Remove and replace standard industrial couplings.
- Identify metals according to standard hardness test.
- Complete precision hole-location using hand layout and DRO methods.

# Industrial Plant Mechanics

## Certificate of Achievement

Industrial Plant Mechanics program prepares a student for an exciting entry level career as an industrial mechanic in manufacturing, mining, construction, and the service industry. The student receives technical training in mechanical operations, fluid power, machine tool operation, preventive/predictive maintenance, electrical theory, welding processes, industrial heating and cooling.

Upon successful completion of the Industrial Plant Mechanics program the student will possess the skills necessary to be able to diagnose and repair mechanical, electrical, fluid and air handling systems found in most industrial, agricultural, mining, construction and service industries.

They can work in all locations that use machinery to produce a product or service including: steel mills, paper mills, mining operations, gravel quarries, universities, schools, textile mills, food processing plants, automotive plants, shipyards, power plants, hospitals, aerospace industry, and office buildings/complexes.

Emphasis Courses		Credits
<input type="checkbox"/>	INT 100 Orientation . . . . .	0.5
<input type="checkbox"/>	IT 103B Mill Pump Technology . . . . .	4
<input type="checkbox"/>	IT 210B Failure Analysis and Predictive/ Preventative Maintenance . . . . .	4
<input type="checkbox"/>	IT 211B Heating/Cooling and Boiler Operation and Maintenance . . . . .	4
<input type="checkbox"/>	IT 212B Inventory and Planning . . . . .	2
<input type="checkbox"/>	IT 214B Basic Electrical Theory for Industrial Mechanics . . . . .	4
<input type="checkbox"/>	IT 216B Basic Metallurgy . . . . .	4
<input type="checkbox"/>	IT 208B Fluid Power . . . . .	5.5
<input type="checkbox"/>	MTL 101B Basic Machine Shop I . . . . .	4
<input type="checkbox"/>	MTL 102B Basic Machine Shop II . . . . .	4
<input type="checkbox"/>	MTL 212 Welding I . . . . .	3
<input type="checkbox"/>	MTL 213 Welding II . . . . .	3
<input type="checkbox"/>	MTL 296B AWS Code Certification . . . . .	3
<input type="checkbox"/>	TA 100B Shop Practices . . . . .	4

### Communications

- English-Communications. Determined by placement testing . . . . . 3
- ENG 107, ENG 108, ENG 100 or 101, or THTR 113.

### Computation

- TA 108B Applied Math for Technicians . . . 3  
(or determined by placement test)

### Human Relations

Choose one of the following:

- BUS 110B Human Relations for Employment,
- PSY 208 Psychology for Human Relations, or
- MGT 283 Personnel Administration . . . . . 1-3

## SUGGESTED COURSE SEQUENCE

### Certificate of Achievement— Industrial Plant Mechanics

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	IT 105B	4	<input type="checkbox"/>
TA 100B	4	<input type="checkbox"/>	IT 208B	5.5	<input type="checkbox"/>
IT 216B	4	<input type="checkbox"/>	IT 214B	4	<input type="checkbox"/>
MTL 101B	4	<input type="checkbox"/>	IT 211B	4	<input type="checkbox"/>
MTL 102B	4	<input type="checkbox"/>	IT 210B	4	<input type="checkbox"/>
IT 212B	2	<input type="checkbox"/>	IT 103B	4	<input type="checkbox"/>
ENGLISH**	3	<input type="checkbox"/>	HUMAN		
TA 108B	3	<input type="checkbox"/>	RELATIONS**	1-3	<input type="checkbox"/>
MTL 212	3	<input type="checkbox"/>	MTL 213	3	<input type="checkbox"/>
			MTL 296B	3	<input type="checkbox"/>
TOTAL	27.5		TOTAL	32.5-34.5	

\*Select from page 85.

\*\*Select with adviser.

**MINIMUM CREDITS  
60**

## **Nursing — Registered Associate of Applied Science Student Learning Outcomes**

The faculty of the Department of Nursing believes the learning outcomes of the Associate Degree Nursing Program are to prepare the individual to:

- Receive an Associate of Applied Science Degree.
- Successfully complete the examination for licensure as a registered nurse.
- Function as a beginning practitioner of nursing in a variety of health care settings.

## **Nursing — Registered Associate of Applied Science**

Great Basin College offers a two-year program leading to an Associate of Applied Science Degree in Nursing. The program is fully accredited by the Nevada State Board of Nursing and the National League for Nursing Accrediting Commission (NLNAC).

The curriculum integrates courses in nursing with general education requirements. Laboratory and clinical experience are offered at the college, the hospital, a long-term care center, and other community health facilities.

To obtain the degree, the student will successfully complete four semesters of courses. Enrollment in the program is limited, and students are admitted only in the Fall Semester. Selection is made using a point system. Points are given for courses completed, grades, current work experience in the health care field, certifications, and scores obtained on the required entrance exam which measures mathematics and reading comprehension skills.

Licensed practical nurses who have been certified previously, either at GBC or elsewhere, may apply for the second year after meeting the admission requirements which include a nursing admission exam. The exam consists of five subject areas: medical, surgical, obstetrics, pediatrics, and mental health nursing. Students entering the second year of the program are considered advanced placement students. Selection is made on a "space available" basis. Applicants will be required to demonstrate competency in nursing skills listed in the student's *Skills Checklist Handbook*.

A minimum grade of "C" must be earned in all courses applied to the AAS degree. An overall 2.5 minimum GPA must be maintained throughout the program.

The Associate of Applied Science degree requires mathematics, technology, and human relations. This content is met within the nursing curriculum. Although a mathematics class is not included in the curriculum, students are required to have the necessary skills to accurately calculate medication dosages. The mathematics placement exam is used to assist the student in determining his/her mathematics level. A student must test above the MATH 120 or MATH 126 level on the placement test or complete MATH 120 or MATH 126 prior to admission into the program. The clinical nursing courses include a mathematics calculation exam each semester which the student must pass with a minimum grade of 100% to continue in the Nursing Program. Theory and clinical portions of the nursing courses are combined. A one- to three-hour ratio exists between the classroom and clinical hours.

Non-nursing and pre-nursing students may not take any of the courses that begin with the NURS designation prior to admission to the nursing program, with the exception of NURS 130B (Nursing Assistant) and NURS 140 (Medical Terminology). Students taking the prerequisite and other non-nursing courses are designated as "pre-nursing students." Students who have applied for and been accepted into the Nursing Program are designated "nursing students."

Students who have not completed the English and mathematics requirements must complete the English/Mathematics Placement Test. There is no charge for the placement test, and it must be taken prior to enrolling in prerequisite courses. Placement tests are available at the Admissions and Records Office in Berg Hall. Tests are free and may be taken any weekday prior to 3 p.m.

Year of admission to Nursing Program determines catalog year and course requirements.

Prerequisites to be completed prior to or during the semester in which application is made to the Nursing Program include:

<b>Prerequisite Courses</b>		<b>Credits</b>
<input type="checkbox"/>	BIOL 100*	General Biology Non-majors, or Introduction to Cell and Molecular Biology . . . . . 4
<input type="checkbox"/>	BIOL 223	Human Anatomy and Physiology I 4
<input type="checkbox"/>	BIOL 224	Human Anatomy and Physiology II 4
<input type="checkbox"/>	HDFS 201	Lifespan Human Development . . . 3
<input type="checkbox"/>	MATH 120**	Fundamentals of College Mathematics or . . . . . 3
<input type="checkbox"/>	MATH 126	Precalculus I . . . . . 3

\*Take prior to or concurrently with BIOL 223.  
 \*\*Not required if placement test score is above MATH 120 or MATH 126 level.

Questions about the Nursing Program or the application process can be directed to the Nursing Department at 775.753.2301.

### Admission to Associate of Applied Science Degree—Nursing

Special application and admission requirements exist for nursing. Prospective students should:

- Apply for admission by completing the Application for Admission available from the Nursing Department and the Admissions and Records Office. Applications are available in January and must be submitted by April 1 for the Fall Semester.
- Return completed forms to:  
  
 Nursing Program Director  
 Great Basin College  
 1500 College Parkway  
 Elko, NV 89801
  - Submit the following to the Admissions and Records Office and the Nursing Program Director:
  - High school transcript, GED certificate, or proof of high school completion.
  - Official college transcript(s).

College courses will be evaluated for transfer and acceptance. They are evaluated on an individual basis. The following time limit exists for acceptance of courses:

**10 years:**  
 Science courses  
 Psychology, Mathematics, Lifespan Human Development, Nutrition

**No limit:**  
 Humanities, Political Science, and Speech

**Nursing courses:**  
 Evaluated on an individual basis

**Individual evaluation:**  
 English courses—no limit if earned with a degree.  
 Placement testing is required if course is more than 10 years old and no degree was earned.

At the successful completion of the four-semester program, graduates will have earned an Associate of Applied Science degree in Nursing and be eligible to take the NCLEX-RN examination. Passing the exam will allow you to practice as a registered nurse.

To protect the public and to comply with the American Disabilities Act, the following questions must be answered when applying for the NCLEX-RN national licensing examination. If you answer “Yes” to any of the following questions, contact the GBC Nursing Program Director or the Nevada State Board of Nursing.

- Has your license, registration, or certificate in any state ever been denied, revoked, suspended, reprimanded, fined, surrendered, restricted, limited, or placed on probation, or is there an investigation, complaint, or action pending?
- Have you ever had a criminal conviction, including a misdemeanor or felony, or had a civil judgement rendered against you?
- Do you currently use chemical substances in any way which impairs or limits your ability to practice the full scope of nursing?
- Are you currently in recovery for chemical dependency, chemical abuse, or addiction?
- Do you currently have a medical or psychiatric/mental health condition which in any way impairs or limits your ability to practice the full scope of nursing?

Questions are taken verbatim from the Nevada State Board of Nursing Application for License.

**Additional Fees**

Nursing students follow the fee schedule and refund policy described on pages 41-43. In addition to tuition and lab fees, there are other costs specific to the Nursing Program. These are subject to change. An approximation of the additional expenses include:

Textbooks . . . . .	\$1,000.00
Uniforms, including shoes . . . . .	300.00
Equipment and supplies . . . . .	50.00
Immunizations . . . . .	165.00
Testing fee (NCLEX Testing Center) . . . . .	200.00
Nevada State Board of Nursing licensing fee . . . . .	100.00
FBI background check and fingerprints . . . . .	50.00
Physical examination . . . . .	Individual amount
Health insurance . . . . .	Individual amount
Nursing school pin . . . . .	Individual amount
Watch with a second hand . . . . .	Individual amount
Travel to clinical facilities . . . . .	Individual amount

For additional information regarding tuition, fees, and length of the program, contact the following:

National League for Nursing Accrediting Commission  
 61 Broadway-33rd Floor  
 New York, New York 10006  
 1.800.669.1656 or www.nlnac.org

**Requirements for Application:**

- Evidence of high school graduation or GED certification.
- GPA of 2.5 or higher on any previous college coursework to be applied to the AAS-RN.
- Completed applications for both GBC and for the Nursing Department. All nursing application materials must be received by the Nursing Department by April 1.
- Completion of the nurse entrance test. This test is administered after April 1. The cost is approximately \$15.00.

**Requirements for Licensed Practical Nurses entering the ADN program:**

- Must have graduated from an accredited program with a GPA of 2.5 or higher.
- Must hold a current Nevada PN license.
- Must provide the Nursing Department with a transcript of PN education and apply for admission to GBC by April 1. A personal interview may be required.
- Completion of the PN level admission exam. This exam is administered after April 1. The cost is approximately \$20.00.

**ADN Course Requirements:**

Student selection and admission is completed one time per year. Qualified applicants are selected first from the GBC service area, other Nevada residents are considered next, and, if positions are still available, out-of-state applicants are considered.

All students must earn a minimum grade of “C” in all courses and a cumulative GPA of 2.5 or higher in all courses required for the Associate of Applied Science Degree in Nursing to remain in the program.

The Nursing Program has slightly different General Education requirements than the other GBC AAS degrees as stated on pages 59. Please note the following differences:

PHIL 102 is strongly recommended to fulfill the Humanities requirement. A Human Relations, Fine Arts, and Technology courses are not required.

<b>First Semester</b>		<b>Credits</b>
<input type="checkbox"/>	NURS 135	Introduction to the Nursing Process . . . 6
<input type="checkbox"/>	NURS 143	Nursing Process in Drug Therapy . . . 2
<input type="checkbox"/>	PSY 101	General Psychology . . . . . 3
<input type="checkbox"/>	ENG 100	Composition—Enhanced, or
<input type="checkbox"/>	ENG 101	Composition I . . . . . 3

<b>Second Semester</b>		<b>Credits</b>
<input type="checkbox"/>	NURS 157	Nursing Process throughout the Lifespan I . . . . . 4
<input type="checkbox"/>	NURS 158	Nursing Process throughout the Lifespan II . . . . . 5
<input type="checkbox"/>	BIOL 251	General Microbiology . . . . . 4
<input type="checkbox"/>	ENG 102	Composition II . . . . . 3

<b>Third Semester</b>		<b>Credits</b>
<input type="checkbox"/>	NURS 205B*	Introduction to Associate Degree Nursing . . . . . 2
<input type="checkbox"/>	NURS 241	Nursing Process in Mental Health . . . 3
<input type="checkbox"/>	NURS 257	Nursing Process throughout the Lifespan III . . . . . 6
<input type="checkbox"/>	THTR 113	Fundamentals of Speech I . . . . . 3
<input type="checkbox"/>	NUTR 223	Principles of Nutrition . . . . . 3

<b>Fourth Semester</b>		<b>Credits</b>
<input type="checkbox"/>	NURS 258	Nursing Process throughout the Lifespan IV . . . . . 4
<input type="checkbox"/>	NURS 261	Nursing Trends . . . . . 1
<input type="checkbox"/>	NURS 273	Role of the ADN Manager . . . . . 3
<input type="checkbox"/>	PSC 103	Principles of American Constitutional Government . . . . . 3
<input type="checkbox"/>	Humanities Elective . . . . .	3

\*NURS 205B (Introduction to Associate Degree Nursing, two credits) is required for LPNs entering the second year of the program. It is not a requirement for students continuing from the first to the second year.

**MINIMUM CREDITS**  
74

## Welding Technology Associate of Applied Science Student Learning Outcomes

Graduates of the Welding Technology Certificate and Degree programs will have the knowledge and skills to:

- Make satisfactory welds in all positions using the following welding types:
  - Shielded Metal Arc Welding (SMAC)
  - Gas Metal Arc Welding (GMAW)
  - Flux Cored Arc Welding (FCAW)
  - Gas Tungsten Arc Welding (GTAW)
- Make satisfactory cuts with following processes:
  - Oxygen Fuel Cutting (OFC)
  - Plasma Arc Cutting (PAC)
  - Air Carbon Arc Cutting (ACC)
- Interpret welding blueprints and welding symbols.
- Perform pipe layouts.
- Utilize basic welding metallurgy.

# Welding Technology

## Associate of Applied Science

Welding is a necessary skill for today's technicians and field mechanics as well as for those who want to develop a career in metal fabrication. The College's Welding Department has become the center for welding technologies in Northern Nevada. With highly qualified instructors, GBC provides the opportunity to learn the standard methods of Shielded Metal Arc Welding (SMAW), Flux Cored Arc Welding (FCAW), Gas Metal Arc Welding (GMAW), and Gas Tungsten Arc Welding (GTAW), as well as Oxyfuel, Air Carbon Arc, and Plasmaarc Cutting. For more information, call 775.753.2303.

Great Basin College has Certified Welding Inspectors on staff so students can earn an AWS certification.

General Education Requirements	Credits
<input type="checkbox"/> GBC Orientation . . . . .	0.5
<input type="checkbox"/> English/Communications . . . . .	6
<input type="checkbox"/> Mathematics . . . . .	3
MATH 116, MATH 120 or higher	
<input type="checkbox"/> Science . . . . .	6
PHYS 107B (recommended) and MTL 150B (required)	
<input type="checkbox"/> Social Science . . . . .	3
<input type="checkbox"/> Human Relations . . . . .	3
<input type="checkbox"/> Humanities and Fine Arts . . . . .	3
<input type="checkbox"/> Technology . . . . .	3
MTL 110B	

List of courses fulfilling general education requirements is on page 85.

Emphasis Courses	Credits
<input type="checkbox"/> MTL 105B Drawing and Weld Symbol Interpretation . . . . .	3
<input type="checkbox"/> MTL 110B Basic Arc Welding Principles and Practices . . . . .	5.5
<input type="checkbox"/> MTL 160B Welding Design/Layout and Pipefitting . . . . .	5.5
<input type="checkbox"/> MTL 210B Advanced Welding Principles and Practices . . . . .	5.5
<input type="checkbox"/> MTL 220B Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW) . . . . .	11
<input type="checkbox"/> MTL 224B Welding Projects . . . . .	4
<input type="checkbox"/> MTL 240B Gas Tungsten Arc Welding (GTAW) . . . . .	8
<input type="checkbox"/> MTL 260B Pipe Welding . . . . .	8

### SUGGESTED COURSE SEQUENCE AAS—Welding Technology

FALL			SPRING		
1st Semester	Credits	✓	2nd Semester	Credits	✓
INT 100	0.5	<input type="checkbox"/>	ENGLISH**	3	<input type="checkbox"/>
ENGLISH**	3	<input type="checkbox"/>	SCIENCE*	3	<input type="checkbox"/>
HUMAN RELATIONS*	3	<input type="checkbox"/>	MTL 150B	3	<input type="checkbox"/>
MATH 116, 120 or higher	3	<input type="checkbox"/>	MTL 160B	5.5	<input type="checkbox"/>
HUMANITIES*	3	<input type="checkbox"/>	MTL 220B	11	<input type="checkbox"/>
SOCIAL SCIENCE	3	<input type="checkbox"/>	MTL 224B	4	<input type="checkbox"/>
MTL 105B	3	<input type="checkbox"/>	MTL 240B	8	<input type="checkbox"/>
MTL 110B	5.5	<input type="checkbox"/>			
MTL 210B	5.5	<input type="checkbox"/>			
MTL 260B	8	<input type="checkbox"/>			
<b>TOTAL</b>	<b>37.5</b>		<b>TOTAL</b>	<b>37.5</b>	

\*Select from page 85.

\*\*Select with adviser.

This program follows a 48-week, non-traditional  
schedule. Classes are scheduled from  
August, 2004 through June, 2005.

**MINIMUM CREDITS**  
**75**

## Welding Technology Certificate Student Learning Outcomes

Graduates of the Welding Technology Certificate and Degree programs will have the knowledge and skills to:

- Make satisfactory welds in all positions using the following welding types:
  - Shielded Metal Arc Welding (SMAC)
  - Gas Metal Arc Welding (GMAW)
  - Flux Cored Arc Welding (FCAW)
  - Gas Tungsten Arc Welding (GTAW)
- Make satisfactory cuts with following processes:
  - Oxygen Fuel Cutting (OFC)
  - Plasma Arc Cutting (PAC)
  - Air Carbon Arc Cutting (ACC)
- Interpret welding blueprints and welding symbols.
- Perform pipe layouts.
- Utilize basic welding metallurgy.

# Welding Technology

## Certificate of Achievement

Certificate Requirements			Credits
<input type="checkbox"/>	INT 100	GBC Orientation . . . . .	0.5
<input type="checkbox"/>	MTL 105B	Drawing and Weld Symbol Interpretation and Occupational Orientation . .	3
<input type="checkbox"/>	MTL 110B	Basic Arc Welding Principles and Practices . . . . .	5.5
<input type="checkbox"/>	MTL 150B	Metallurgy Fundamentals for Welding . . . . .	3
<input type="checkbox"/>	MTL 160B	Welding Design/Layout and Pipefitting . . . . .	5.5
<input type="checkbox"/>	MTL 210B	Advanced Welding Principles and Practices . . . . .	5.5
<input type="checkbox"/>	MTL 220B	Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW) . . .	11
<input type="checkbox"/>	MTL 224B	Welding Projects . . . . .	4
<input type="checkbox"/>	MTL 240B	Gas Tungsten Arc Welding (GTAW) . . . . .	8
<input type="checkbox"/>	MTL 260B	Pipe Welding . . . . .	8

**Communications**

English-Communications. Determined by placement testing . . . . . 3  
ENG 107, ENG 108, THTR 113, or ENG 100 or 101.

**Computation**

TA 108B Applied Math for Technicians . . . 3  
(or determined by placement test)

**Human Relations**

Choose one of the following:

BUS 110B Human Relations for Employment,  
PSY 208 Psychology of Human Relations, or  
 MGT 283 Personnel Administration . . . . . 1-3

SUGGESTED COURSE SEQUENCE							
<i>Certificate of Achievement—Welding Technology</i>							
FALL				SPRING			
1st Semester	Credits	✓	2nd Semester	Credits	✓		
INT 100	0.5	<input type="checkbox"/>	MTL 150B	3	<input type="checkbox"/>		
ENGLISH**	3	<input type="checkbox"/>	MTL 160B	5.5	<input type="checkbox"/>		
COMPUTATION**	3	<input type="checkbox"/>	MTL 220B	11	<input type="checkbox"/>		
HUMAN RELATIONS*	1-3	<input type="checkbox"/>	MTL 224B	4	<input type="checkbox"/>		
MTL 105B	3	<input type="checkbox"/>	MTL 240B	8	<input type="checkbox"/>		
MTL 110B	5.5	<input type="checkbox"/>					
MTL 210B	5.5	<input type="checkbox"/>					
MTL 260B	8	<input type="checkbox"/>					
<b>TOTAL</b>	<b>29.5-31.5</b>		<b>TOTAL</b>	<b>31.5</b>			

\*\*Select with adviser.

**MINIMUM CREDITS**  
61



# Special Programs

## Real Estate Licensure Courses

Great Basin College offers the following courses for the Nevada Real Estate Sales or Broker Licenses. Specific requirements for these licenses should be obtained from the following:

Nevada Real Estate Division  
 Department of Business and Industry  
 788 Fairview Drive, Suite 200  
 Carson City, NV 89710-5453  
 775.687.4280

<b>Semester</b>		<b>Credits</b>
RE 101	Real Estate Principles .....	3
RE 103	Real Estate Law and Practice .....	3

## Employment Skills Preparation

The Employment Skills Preparation (ESP) program is an intensive, 12-week program designed with input from local employers to enable students to become employable in a short period of time. Students attend classes three times per week and explore the following workplace skills.

<b>Program Requirements</b>		<b>Credits</b>
ACC 135B	Bookkeeping I for ESP .....	3
BUS 110B	Human Relations for Employment for ESP .....	1
COT 134B	Introduction to Spreadsheets for ESP .	1
COT 198B	Microsoft Word for ESP .....	1
COT 198B	Windows Basics for ESP .....	1
COT 240	Executive Office Procedures for ESP ..	3

### Choose from the following:

COT 101	Computer Keyboarding I for ESP ....	3
COT 102	Computer Keyboarding II for ESP ...	3
COT 103B	Keyboarding Review and Speed for ESP .....	1





## Course Offerings

GBC schedules always indicate courses with the following designations. This catalog will provide information you will need to complete your educational goals. But, even with all this printed guidance, you should meet with your adviser before registration because courses and programs are constantly changing. Some classes are not offered every semester. You should be aware of class availability before selecting a course of study. With your adviser and assistance from the appropriate academic department, you can make informed decisions.

### Courses Numbered 001-099

Courses numbered 001-099 indicate developmental education courses and will not be applied to certificate programs or to degrees, nor will they transfer to other colleges.

### Courses Numbered 100-499

Most GBC courses are numbered 100-199 (first year), 200-299 (second year), 300-399 (third year), and 400-499 (fourth year). Naturally, "transfer" courses do not all transfer the same way. Some transfer as equivalents and others as general electives. If you plan to transfer to the University of Nevada, Las Vegas (UNLV) or to the University of Nevada, Reno (UNR), you need to study the transfer status of your courses. Transfer status of GBC courses to UNLV may be obtained at the following Internet address: <http://www.unlv.edu/admissions/trcontacts.html> and the transfer status of GBC courses to UNR may be obtained at the following Internet address: <http://www.unr.edu/stsv/trcenter>. You may also consult the Admissions and Records Office, Berg Hall. If you plan to transfer out of state or to a private educational institution, you need to consult the applicable college catalog.

### Courses Having an "A" "B," "C," or "Z" Affix

Courses numbered 001-299 having a "B" affix indicates that the course will not presently transfer to Nevada's two universities, but this does not necessarily mean that it cannot transfer to other colleges and universities. "B" courses will not fulfill requirements for an Associate of Arts or Science degree. The "C" or "Z" affix indicates a community service course which is not meant for transfer.

Courses numbered 300 and above with an "A", "B" or a "C" affix are transferrable to University of Nevada, Reno and University of Nevada, Las Vegas.

### Core Courses

Courses that fulfill general education objectives or core requirements are indicated in the matrix on page 59. These courses require a college level of reading, writing, or mathematics ability. If you plan to enroll in one of these courses, you must complete any listed prerequisites, take the placement tests that determine your eligibility for entrance into the course, have an equivalent ACT/SAT score, or the instructor's approval.

### Additional Information [N]

A designation of [N] indicates a course is new at the time of publication and may be subject to UCCSN approval. Consult your adviser or the department.

### Courses with [P/W]

Courses with this designation indicate a pass/withdraw course and will not be graded. The courses do not negatively or positively affect the grade-point average.

## **Accounting (ACC)**

### **ACC 105 Taxation for Individuals (3)**

An introduction to federal income taxation emphasizing the preparation of personal tax returns. Fundamentals of income, exclusions, deductions, credits, and tax minimization strategies.

### **ACC 135B Bookkeeping I (3)**

An introduction to the basic procedures of accounting for the financial activity of a business enterprise. Debits and credits, the accounting cycle, journals, ledgers, bank reconciliations, payroll, and the preparation of simple financial statements.

### **ACC 136B Bookkeeping II (3)**

Continuation of ACC 135B. Acquisition, depreciation, and disposal of fixed assets, inventory, receivables, accounting for long-term debt, and an introduction to partnership and corporate accounting. Prerequisite: ACC 135B.

### **ACC 198B Special Topics in Accounting (1-3)**

Consideration of special topics and issues in accounting. Selection will depend upon current interests and needs. (Formerly ACC 199B, Special Topics in Accounting)

### **ACC 201 Financial Accounting (3)**

Basic accounting principles and procedures with a focus on the sole proprietorship and partnership form of business. The accounting cycle, receivables, payables, inventory, fixed asset acquisition and disposal, and financial statement preparation. (Formerly ACC 151, Elementary Accounting I)

### **ACC 202 Managerial Accounting (3)**

A continuation of ACC 201 with a concentration on the corporate form of organization. Topics include stockholders' equity, long-term debt, investments, statements of cash flow, financial statement analysis, and an introduction to managerial accounting. Prerequisite: ACC 201, (Formerly ACC 152, Elementary Accounting II)

### **ACC 220 Microcomputer Accounting Systems (3)**

Introduction to actual computerized accounting systems being used in the business world. Emphasis is on the application of basic accounting theory using a case study approach. Prerequisite: ACC 135B.

## **Aeronautics (AERO)**

### **AERO 101B Basic Ground School for Pilots (3-6)**

Federal air regulations, aerial navigation, radio, general service, and safety practices.

## **Agriculture (AGR)**

### **AGR 100 Agricultural Orientation (0.5)**

A survey of the agriculture industry examining different jobs, working conditions, employment structure, and employee-employer relationships. Each student will begin to build a personal job portfolio to include a resume, references, and cover letter for job applications. Student will learn skills that will assist them in accomplishing their collegiate goals.

### **AGR 101 Introduction to Agriculture Economics (3)**

Students will be introduced to economics as a field of study and how it is useful in their daily lives, with special emphasis placed on agriculture's role in our general economy. Students will develop a basic understanding and appreciation for the role of macroeconomics in agriculture. Prerequisite: None. [N]

### **AGR 110 Introduction to Agriculture Management (3)**

Introduces agriculture management and will focus on the development of personal leadership skills as they relate to agriculture business. Students will investigate, develop, and demonstrate personal leadership skills as related to critical agriculture issues on the regional, state, and national levels.

### **AGR 210 Agricultural Issues (3)**

Students will investigate current topics causing change in the agriculture industry. Students will research and report on trends as diverse as animal rights, chemical and foods, land use, water rights, governmental subsidies as well as regional, state, and national topics. Prerequisite: AGR 110. [N]

## **American Sign Language (AM)**

### **AM 145 American Sign Language I (4)**

Development of American Sign Language and its application within the deaf community. Based on the functional, national approach to learning sign language and organizes language around communicative purpose of everyday interaction. Aspects of the course include cultural awareness, grammatical features, vocabulary development, and conversational skills.

### **AM 146 American Sign Language II (4)**

Continuation of AM 145 stressing the development of basic conversational skills. Prerequisite: AM 145.

### **AM 295B Drill and Practice in American Sign Language (.5-4)**

Practice and drill in American Sign Language.

## **Animal Sciences (ANS)**

### **ANS 100 Introduction to Animal Science (2)**

Provides students with an understanding of the opportunities and basic management practices of beef cattle, dairy cattle, sheep, hogs, and horses. Students will have practical experiences as well as academic challenges within the animal agriculture industry.

### **ANS 101 Livestock Production Systems (3)**

Designed to instruct students in the various essential production systems in animal agriculture. These systems will include all aspects of production to include reproduction, nutrition, animal preventative maintenance, and treatment delivery systems of animal health, and environment. Consumer related issues will be discussed, as they relate to the production of animal agriculture. Prerequisite: ANS 100. [N]

## **Anthropology (ANTH)**

### **ANTH 101 Introduction to Cultural Anthropology (3)**

Analysis of the nature of culture, its universal aspects, and range of variation revealed by human history and world ethnography. Formerly ANTH 103.

### **ANTH 102 Physical Anthropology (3)**

The emergence of humans and the development of prehistoric culture, examination of human evolution, fossil hominids, and biological variability. Directed laboratory projects in human evolution, geochronology, human biology, and comparative primatology.

### **ANTH 201 Peoples and Cultures of the World (3)**

Human societies and their peculiar institutions as seen in the cultures of various peoples around the world.

**ANTH 202 Introduction to Archaeology (3)**

A survey of archaeology in the Old and New World. Study of methods used by archaeologists to describe and explain prehistoric cultures.

**ANTH 205 Ethnic Groups in Contemporary Societies (3)**

A survey of ethnic relations in the United States and other culturally and racially pluralistic societies illustrating problems and processes of social interaction. Also available as SOC 205.

**ANTH 301 Indians of North America (3)**

Survey of culture areas of North America. Comparison of sociocultural institutions among representative groups. Review of major issues in North American ethnology and culture change. Prerequisite: One of the following courses: ANTH 101, GEOG 106, HIST 101, PSC 103, SOC 101.

**ANTH 311 Archaeology of North America (3)**

North American prehistoric and historic archaeology, with an emphasis on peoples of the continent, domestication, the development of social stratification, and Mesoamerican and later European influences.

**ANTH 329 Language Study (3)**

A consideration of language history, function, and use. Topics include the historical development of languages, language acquisition, descriptive grammar, language controversies, etc. Prerequisite: ENG 102 with one of the following: one literature course at the 200-level, or ANTH 101, SOC 101, or GEOG 106. Also available as ENG 329.

**ANTH 351 Law and Politics: Cross-cultural Perspectives (3)**

Study of the relation between formal legal and political institutions and the social and cultural factors influencing their development. Elements of Western and non-Western legal and political systems are compared. Prerequisite: Completion of the lower-division core social science requirements for the Bachelor Arts in Integrative and Professional Studies or instructor's approval. Also available as SOC 351.

**ANTH 380 Archaeology of Ancient Civilizations (3)**

Critical comparisons of the origins, development, and characterizations of early world civilizations. Prerequisite: Lower-division social science requirements or instructor's approval. [N]

**ANTH 400 Field School in Archaeology (3-8)**

Instruction and practice in survey, excavation, and analysis. Prerequisite: 30 or more credits or instructor's approval. May be repeated up to 10 credits.

**ANTH 402 Laboratory Methods in Archaeology (2)**

Preparation of artifact assemblages including techniques for cleaning, repairing, and storing artifacts in archaeological collections. Preliminary analysis of artifact assemblages. Management of archaeological laboratories and collections including data retrieval systems. Prerequisite: Sophomore standing, ANTH 202, ANTH 400, or instructor's approval. May be repeated up to six credits.

**ANTH 408 Archaeological Methods (3)**

Development and applications of archaeological research designs, sampling strategies, field recording methods, and the analysis and curation of artifacts. Prerequisite: 30 or more credits, lower-division general education requirements, or instructor's approval.

**ANTH 421 Contemporary Native Americans (3)**

Study of contemporary U.S. Indian social, economic, and political conditions, both on and off reservations and in urban areas. Covers historical development of the present situation as well as current events. Emphasizes development of research skills. Prerequisite: One of the following: ANTH 101, SOC 101, GEOG 106, ANTH 301, or HIST 101 and HIST 102, or instructor's approval.

**ANTH 455 Archaeology Theory (3)**

Past and current theories in archaeological interpretation. Prerequisite: Junior standing and three credit hours of anthropology.

**Applied Mathematics and Science (AMS)****AMS 310 Mathematical Systems Applied to Technology (3)**

An introduction to the application of mathematical systems to technology. Topics include complex numbers, systems of linear equations, matrices, functions (including polynomials, exponential, and logarithmic), applications of inequalities and absolute values, specific topics in trigonometry and statistics. Prerequisite: MATH 109B, MATH 116, or higher.

**AMS 320 Science and Engineering in Technology (3)**

Applications of the principles of physical science and engineering in technology. Combines concepts in physics, chemistry, and the environment for practical problem solving in business and industry. Prerequisite: Completion of an associate degree and AMS 310.

**Art (ART)****ART 090 Special Arts—Ceramics (1-3)**

Explores basic handbuilding and wheelthrowing techniques with clay, as well as glazing and surface design. Students will participate in the GBC Art Show. The course is open to all students, but recommended for students with special needs.

**ART 100 Visual Foundations (3)**

A beginning art class that includes a survey of art and the basic components of design. The class explores visual concepts as they relate to the history of art through class presentations, discussions, and a variety of media. Students should plan for three hours of studio work outside the class. (Formerly ART 109, Introduction to Visual Arts)

**ART 101 Drawing I (3)**

A disciplined foundation in drawing concepts based on visual observation skills.

**ART 102 Drawing II (3)**

A continuation of ART 101. Prerequisite: ART 101 or instructor's approval.

**ART 103 Ideas and the Creative Process (3)**

Explores the creative thinking process with various media. A thorough investigation of right/left hemispheric brain theory. Applicable for art, school curriculum, or business plan development.

**ART 106 Jewelry I (3)**

Techniques of various metal construction for jewelry. Emphasis on design and craftsmanship. (Formerly ART 293, Design and Construction of Metal Jewelry I)

**ART 107 Design Fundamentals I (2-D) (3)**

Explores the fundamentals of design using various media focusing on 2-D design.

**ART 108 Design Fundamentals II (3-D) (3)**

Creative design with emphasis on volume and space relationships in a variety of materials. (Formerly ART 150, Three-dimensional Design)

**ART 110 Stained Glass (3)**

Introduction to creating stained glass.

**ART 111 Beginning Ceramics (3)**  
Introductory and intermediate course in beginning ceramics. May repeat course up to six credits. (Formerly ART 140, Beginning Ceramics I)

**ART 114 Beginning Crafts (3)**  
Explore craft techniques and concepts utilizing a variety of media. (Formerly ART 291, Beginning Crafts)

**ART 115 Beginning Clay Sculpture (3)**  
Introduction to design and creation of sculpture with clay. (Formerly ART 113, Beginning Clay Sculpture)

**ART 124 Introduction to Printmaking (3)**  
Introduction to the traditional printmaking processes.

**ART 127 Watercolor I (3)**  
Introduction to watercolor techniques and concepts. Requires three hours of studio practice weekly. (Formerly ART 245, Creative Watercolor)

**ART 135 Photography I (3)**  
Analytical and critical approaches to the creative possibilities of photography including basic photographic techniques and materials. (Formerly ART 175, Photography I)

**ART 160 Art Appreciation (3)**  
Introduction to the visual arts, illustrating the place of art in its social and cultural setting. (Formerly ART 115, Art Appreciation)

**ART 180 Digital Photography (3)**  
An introduction to the aspects of digital photography. Explores how to improve photographic skills and integration of photography and the digital media.

**ART 201 Life Drawing I (3)**  
Introduction to drawing from live models. Prerequisite: ART 101 or instructor's approval. (Formerly ART 111, Life Drawing)

**ART 206 Jewelry II (3)**  
Continued exploration of creating jewelry using various techniques. (Formerly ART 295, Design/Construction of Metal Jewelry II)

**ART 211 Ceramics I (3)**  
A beginning studio course in construction and decoration of clay. Slab, coil, and wheel-thrown techniques will be taught. (Formerly ART 275, Introduction to Ceramics; and 276, Intermediate Ceramics)

**ART 212 Ceramics II (3)**  
Continuation of ART 111 with emphasis on development of individual expression in clay. (Formerly ART 141, Beginning Ceramics II; and ART ART 277, Advanced Ceramics)

**ART 216 Sculpture I (3)**  
Introduction to sculpting techniques and concepts. (Formerly ART 263, Beginning Sculpture)

**ART 217 Sculpture II (3)**  
A continuation of sculpting techniques and concepts. Prerequisite: ART 216, ART 108, or instructor's approval. [N]

**ART 218 Alternative Sculpture (3)**  
Exploration of non-traditional sculpting techniques. (Formerly ART 264, Intermediate Sculpture)

**ART 227 Watercolor II (3)**  
Continued exploration of watercolor techniques and concepts. [N]

**ART 231 Painting I (3)**  
Exploration of various painting media and concepts. (Formerly ART 137, Beginning Painting Techniques; ART 235, Introduction to Painting I)

**ART 232 Painting II (3)**  
Continuation of exploration of painting techniques and concepts. Prerequisite: ART 231. (Formerly ART 236, Introduction to Painting II)

**ART 235 Photography II (3)**  
Lecture/study with emphasis on improving basic and intermediate skills. Explores the use of photography as a personal expression. Prerequisite: ART 135. (Formerly ART 250, Photography II)

**ART 236 Photography III (3)**  
Investigation and practice in creative photography. (Formerly ART 282, Advanced Photography)

**ART 243 Digital Imaging I (3)**  
Introduction to computer based imaging. Also available as GRC 183. (Formerly ART 204, Digital Imagery)

**ART 260 Survey of Art History I (3)**  
Presentation of the historical context of major and minor works of art from the ancient world to the Renaissance, art analysis, and criticism. (Formerly ART 201, Survey of Art History I)

**ART 261 Survey of Art History II (3)**  
A continuation of Survey of Art History I presenting major and minor works of art from the Renaissance to the present, art analysis, and criticism. (Formerly ART 202, Survey of Art History II)

**ART 297 Field Study (1-3)**  
A study of art in its cultural and historical setting. May repeat course up to six credits. (Formerly ART 203B, Field Study).

**ART 299 Special Topics in Studio Art (.5-3)**  
Consideration of special topics and issues in art. Selection will depend upon current interests and needs. May repeat course up to 12 credits. (Formerly ART 198B, 299B, Special Topics in Art) [P/W]

**ART 306 Art Education: Elementary School (3)**  
Art education in the elementary schools. Meets state licensing requirements. Prerequisite: ENG 102, MATH 120 and EDU 250 or instructor's approval. (Formerly ART 342, Methods of Teaching Art)

For FIS 100—Introduction to Film, refer to the course heading Film.

## **Astronomy (AST)**

**AST 101 Introductory Astronomy (3)**  
An introductory examination of the solar system, stellar systems, and stellar and galactic evolution according to currently accepted concepts. Introduces astronomical instruments. Prerequisite: MATH 096 or higher.

## **Automotive (AUTO)**

**AUTO 251B Engine Rebuilding (2-3)**  
Disassembly, inspection, measurement of blocks, pistons, bearings, crank-shafts, camshafts, cylinder heads, valves, and lubricating system. Skill will be developed in the use of cylinder and valve machining tools, micrometers, dial indicators, and various other measuring tools.

## **Biology** (BIOL)

### **BIOL 100 General Biology for Non-majors (4)**

The biological aspects of the human species: human anatomy, physiology, genetics, ecology, and evolution. No prerequisite. Strongly suggested for allied health majors and the non-science majors. Corequisite: Corresponding lab class. (Formerly BIOL 100, Human Biology)

### **BIOL 120 Spring Flora of Northeastern Nevada (2)**

Study of plant identification, structure, floral adaptations, and plant ecology of native plants in northeastern Nevada.

### **BIOL 190 Introduction to Cell and Molecular Biology (4)**

Structure and function of cells. Major molecules of life; composition and physiology of cellular organelles; cell metabolism, reproduction, motility, and gene function of both plant and animal cells. No prerequisite. Required for biology majors. Corequisite: Corresponding lab class. (Formerly BIOL 190, General Biology I)

### **BIOL 191 Introduction to Organismal Biology (4)**

The study of the evolution, ecology, and diversity of life, both past and present. Required for biology majors, but will partially satisfy the science requirement for all associate degrees. Corequisite: Corresponding lab class. (Formerly BIOL 191, General Biology II)

### **BIOL 208 Human Genetics (3)**

The concepts of genetics as applied to man and his environment. Topics include genetic engineering, hereditary patterns, genetic diseases, cancer, and social implications. Suggested for allied health majors and other interested persons. (Formerly BIOL 240, Heredity, Man, and the Environment)

### **BIOL 210 Biological Principles of Conservation (2)**

A study of the biodiversity of life, both globally and locally. Includes the ethics, methodology, and importance of sensitive, threatened, and endangered species of wildlife. No prerequisite.

### **BIOL 223 Human Anatomy and Physiology I (4)**

The morphology and physiology of cells, tissues, and the integumentary, skeletal, muscular, and nervous systems in a laboratory and lecture class. Designed for all life science majors but specifically for students in allied health programs. Prerequisite: BIOL 190 or equivalent. Corequisite: Corresponding lab class.

### **BIOL 224 Human Anatomy and Physiology II (4)**

A continuation of Biology 223 with consideration of the circulatory, respiratory, digestive, excretory, endocrine, and reproductive systems; increased emphasis on body chemistry. Prerequisite: BIOL 223. Corequisite: Corresponding lab class.

### **BIOL 251 General Microbiology (4)**

A laboratory and lecture course emphasizing taxonomy, morphology, physiology, infectious diseases, and ecology of microorganisms in addition to skills in aseptic procedures, isolation, and identification. Open to all life science majors and allied health majors. Prerequisite: BIOL 190 or equivalent. Corequisite: Corresponding lab class.

### **BIOL 299 Special Topics in Biology (1-4)**

Topics of interest emphasizing the natural history of the Great Basin including winter bird watching, hawk watching in the Goshutes, small mammal ecology, and the flowers of the Ruby Mountains. Includes field trips.

### **BIOL 300 Principles of Genetics (4)**

Study of the basic principles of transmission of traits from one generation to the next. Topics include Mendelian, population, and molecular genetics with an emphasis on gene regulation. Both eukaryotic and prokaryotic systems will be described. Three hours of lecture with three hours of laboratory. Prerequisite: BIOL 190 or CHEM 121. Corequisite: Corresponding lab class.

### **BIOL 305 Introduction to Conservation Biology (3)**

Fundamental topics in conservation biology including biodiversity, invasive and endangered species, reserve design, and environmental legislation. Lecture only. Prerequisite: BIOL 190 or BIOL 191.

### **BIOL 320 Invertebrate Zoology (4)**

The study of animals that lack a dorsal nerve cord (backbone). This course explores the origin, evolution, taxonomy, physiology, and morphology of invertebrate members of the kingdom of Animalia. The laboratory component of this course emphasizes the similarities and differences of animal phyla and requires examination and dissection of preserved specimens. Prerequisite: BIOL 190 or 191. Corequisite: Corresponding lab class.

### **BIOL 331 Plant Taxonomy (3)**

The study of vascular plant identification, naming, and classification, within an evolutionary context. Evolutionary processes and the history of systematics will be discussed. Laboratory experiences will emphasize angiosperm family characteristics, the collection and preservation of plant specimens, and the identification of the northeastern Nevada flora. The course will require two hours of lecture with three hours of laboratory per week. Prerequisite: BIOL 190 and BIOL 191 or instructor's approval.

### **BIOL 341 Principles of Ecology (3)**

The fundamentals of ecology studied at the levels of population, community, and ecosystems. Includes applications in natural resource management and conservation biology. Prerequisite: BIOL 190 or equivalent science.

### **BIOL 378 Mammalogy (4)**

The study of mammals. This course explores the origin, evolution, taxonomy, morphology, physiology, biogeography, behavior and ecology of mammals. Laboratory will stress identification and natural history of mammals native to Nevada. Prerequisite: BIOL 190 or 191. Corequisite: Corresponding lab class.

### **BIOL 400 Field School in Biology (4)**

This course is designed to provide students with field experience in Biology. Students will study relationships between abiotic factors, plant communities and the animals that utilize them. Field techniques will be emphasized. This course will meet for extended periods in the field requiring adequate preparation on the part of the student. Prerequisite: BIOL 190 or 191 or instructor's approval.

### **BIOL 410 Plant Physiology (3)**

A survey of the basic physiologic processes of plants. Topics include photosynthesis, metabolism, nutrition, growth and development, as well as effect of environment on these processes. Prerequisites: BIOL 190, BIOL 191, and CHEM 121, or instructor's approval.

### **BIOL 496 Special Topics (1-3)**

Advanced study in a specialized area of biology. Topics are selected and published in the class schedule. A maximum of three topics may be selected for a total of six credits. Prerequisites: BIOL 190, BIOL 191, and instructor's approval.

## **Buckaroo (BUCK)**

**BUCK 101B Beginning Rodeo (3)**  
Course designed for men and women interested in rodeo as a knowledgeable spectator, producer, or participant. Lecture includes rodeo history, current rules, equipment use, and physical and mental conditioning.

**BUCK 102B Intermediate Rodeo (3)**  
A continuation of BUCK 101 with an emphasis on production of a collegiate rodeo. All aspects of rodeo production will be covered. Lecture topics include budget development, fund raising, advertising, concession management, stock contracting, and volunteer management.

## **Building Technology (BT)**

**BT 161 Elementary Surveying (3)**  
Beginning course designed to introduce students to modern techniques in land surveying. Prerequisite: MATH 096. (Formerly CONS 110B) [N]

**BT 162B Advanced Surveying (3)**  
Continuing curriculum of BT 161, but with increased difficulty and responsibility. Prerequisite: BT 161.

**BT 261B Legal Aspects of Surveying (3)**  
Course covers legal terminology relating to land surveying, writing and interpreting legal descriptions, deeds, and title research. It also gives an introduction to state laws relating to surveying and mapping.

## **Business (BUS)**

**BUS 101 Introduction to Business (3)**  
A one-semester survey course covering business organization, operation, and management, designed to orient the student in the field of business.

**BUS 110B Human Relations for Employment (1-3)**  
Introduces students to the principles and skills of effective communication in business and professional settings. It provides information on how to communicate with superiors, co-workers, subordinates, clients, and customers.

**BUS 265 Consumer Behavior (3)**  
Covers the nature of the consumer decision-making process. Focuses on activities directly involved in obtaining, consuming, and disposing of products and services in retailing, wholesaling, and e-commerce. Topics covered include individual information processing, the consumer motivation and decision processes, situational and cultural influences on the buying process, and development of managerial marketing strategies. Prerequisite: completion of SOC 101, or PSY 101 and MKT 211, or MKT 210, or instructor's approval.

**BUS 273 Business Law I (3)**  
A study of the origin, philosophy, and nature of law and procedures including court systems, contracts, agency, partnerships, sales, criminal law, and torts.

**BUS 274 Business Law II (3)**  
A continuation of BUS 273. Includes a study of corporation law, property, secured transactions, negotiable instruments, insurance, and bankruptcy. Prerequisite: BUS 273.

**BUS 290B CO-OP Work Experience (1-4)**  
Students may earn college credit for work experience related to their college major and/or occupational goals. Students should meet with the business department chair and a faculty member to design an appropriate supervised, on-the-job, educationally directed work experience. Students may repeat this course up to a total of four (4) credits (1 credit requires 60 work hours per semester, 2 credits require 120 hours; 3 credits require 180 hours; 4 credits would require a total of 240 hours on the job during one semester. Students would normally enroll in two credits for two consecutive semesters.)

**BUS 292 Phi Beta Lambda (1-3)**  
**(Business Students' Organization)**  
Designed for students interested in pursuing a business or business-related career. Prepares them for leadership positions on the college campus and includes communication, leadership roles, proper administration of Robert's Rules of Order, delegation, responsibility, time management, evaluation, and goal setting. [PW]

**BUS 299B Special Topics in Business (1-3)**  
Selected business topics offered for general interest and the business community. Not a required course.

**BUS 373 Legal Environment of Business (3)**  
Covers the essential topics of contracts, torts, labor relations and criminal law, and also those legal issues of vital concern to business managers including consumer protection, administrative regulations, the interaction of business organizations with the branches of government, and an overview of the legal environment in which business takes place in our society. Prerequisite: Completion of the associate degree or instructor's approval.

## **Chemistry (CHEM)**

**CHEM 100 Molecules and Life in the Modern World (3)**  
Introduction to chemistry in its many forms and applications, physical and organic, with consideration of environmental and social issues. Includes laboratory activities. Prerequisite: MATH 096 or higher. (Formerly CHEM 100, Elementary Concepts of Chemistry)

**CHEM 121 General Chemistry I (4)**  
Fundamentals of chemistry including reaction stoichiometry, atomic structure, chemical bonding, molecular structure, states of matter, and thermochemistry. Prerequisite: MATH 126 or higher. (Formerly CHEM 101, General Chemistry I)

**CHEM 122 General Chemistry II (4)**  
Fundamentals of chemistry including solutions, kinetics, equilibria, thermodynamics, electrochemistry, nuclear chemistry, and properties of inorganic and organic compounds. Also, introduction to qualitative analysis. Prerequisite: CHEM 121. (Formerly CHEM 102, General Chemistry II)

**CHEM 220 Introductory Organic Chemistry (3)**  
Principles of carbon chemistry. Prerequisite: CHEM 121. Laboratory corequisite: CHEM 220L. (Formerly CHEM 142, Introductory Organic Chemistry)

**CHEM 220L Introductory Organic Chemistry Lab (1)**  
Techniques employed in the preparation, separation, and identification of organic compounds. Corequisite: CHEM 220. (Formerly CHEM 143, Introductory Organic Chemistry Lab)

## **Computer-aided Drafting and Design (CADD)**

### **CADD 100 Drafting Fundamentals (4)**

An introduction to manual drafting procedures including lettering, geometric constructions, orthographic projection, dimensioning sections, auxiliary views and metric, architectural, and engineering techniques. Formerly DFT 100.

### **CADD 125 Basic Computer-aided Drafting (3)**

Introduction to the basic capabilities of a computer-aided drafting (CAD) system. Includes appropriate hardware, software, and applicable commands. Formerly CADD 120 and DFT 131.

### **CADD 133 Intermediate Computer-aided 2D and 3D Drafting (3)**

Course covers the intermediate features of computer-aided drafting and design including layers, attributes, and 3D. Prerequisite: DFT 131 or CADD 125. Formerly DFT 133.

### **CADD 198B Special Topics in CADD (1-4)**

Topics include mining, architectural, and version updates. Selection will depend upon current interests and needs. Courses scheduled on a demand basis. Formerly DFT 198B.

### **CADD 216 Advanced Applications (3)**

Course continues development of three-dimensional construction, modification, and rendering. New features explored through exercises to embed URLs and use drawing web format. The SQL database environment is introduced. Customize environments by changing variables in Preferences, make new toolbar buttons and toolbars. Other advanced features introduced include menu structure, AutoLISP, and OLE. Prerequisite: The current CADD 133 or DFT 133 (as articulated prior to 1999), or instructor's approval.

### **CADD 299 CADD/GIS Capstone Project (3)**

An individualized project to apply the skills taught in the CADD/GIS emphasis area. The intent is for the student to assimilate and integrate the content of the program. A final professional presentation is created that can serve as an assessment portfolio for employers and the college.

### **CADD 345 Technical Graphics Communication (3)**

This course for technology managers teaches the principles and importance of visual presentation for communicating detailed, comprehensive, and accurate information about designs and processes. Basic drafting and CADD techniques necessary for modeling and visualizing graphic objects. Published standards and conventions when managing people and resources during the design process. Prerequisite: CADD 120, 125, or instructor's approval.

## **Computer and Information Technology (CIT)**

### **CIT 110 A+ Hardware (3)**

Techniques of personal computer hardware maintenance and installation. Course covers hardware and software diagnostics, system troubleshooting, and methods of achieving effective system upgrades to enhance capabilities or improve system performance. Prerequisite: IS 201 or instructor's approval. (Formerly COT 282B, Repair and Upgrade of the PC)

### **CIT 112 Network + (3)**

Course covers computer network infrastructure, network uses, and basic network management issues. CIT 112 has no prerequisite but assumes that students are familiar with computer hardware, have a basic understanding of stand alone operating systems, and can use applications software. (Formerly CIT 107, Networking Technologies)

### **CIT 132 Beginning Visual Basic (3)**

In-depth study of BASIC programming language using Visual Basic. This beginning programming class covers how to design programs including building and debugging code. Prerequisite: IS 201 or instructor's approval. (Formerly COT 245, BASIC Programming Language I)

### **CIT 133 Beginning C++ (3)**

This is an introductory course in the "C" programming language. Topics covered include computer organization, language and data structures, and technical computer applications. Prerequisite: IS 201 or instructor's approval. (Formerly COT 243, C Programming I)

### **CIT 151 Beginning Web Development (3)**

Create and maintain web pages using HTML and Javascript. Build interactive web pages using forms and use Javascript to validate the input. Topics include images, tables, frames, CSS, styles, frames, forms, FTP, and site maintenance. Prerequisite: IS 201 or instructor's approval. (Formerly COT 207B, Web Page Building)

### **CIT 152 Web Script Language Programming (3)**

A continuation of CIT 151, *Beginning Web Development*. This programming class creates interactive web pages using technologies such as Javascript, SQL, and server-side programming language. Prerequisite: CIT 151. [N]

### **CIT 173 Linux Installation and Configuration (3)**

Course covers Linux installation, configuration, and workstation operating system concepts.

### **CIT 174 Linux System Administration (3)**

Covers concepts required for Linux server system administration and common networking services configuration, operation, and management. There is no formal prerequisite, however, CIT 173 or a basic understanding of either the UNIX or Linux workstation environment is recommended.

### **CIT 201 Word Certification Preparation (3)**

A hands-on course building on the foundation laid in COT 150 or COT 151 and continuing on to sophisticated manipulation of word processing software. Topics include tables, graphic boxes, clip art, desktop publishing, fonts, macros, styles, and spreadsheets. Prerequisite: COT 150 or 151 or instructor's approval. (Formerly COT 216, Intermediate Word Processing)

### **CIT 202 Excel Certification Preparation (3)**

In-depth exploration of Excel spreadsheets. Topics include advanced functions, importing and exporting data, multiple tables and workbooks, pivot tables, macros, and VBA. Team and student projects are conducted. Prerequisite: IS 201 or instructor's approval. (Formerly COT 262, Intermediate Spreadsheet Concepts)

### **CIT 203 Access Certification Preparation (3)**

In-depth exploration of Access database management. Topics include tables, relationships, queries, forms, and reports. Macros, VBA modules, and web pages are created. Team and student projects are conducted in building and maintaining a database. Prerequisite: IS 201 or instructor's approval. (Formerly COT 266, Intermediate Database Systems)

### **CIT 211 MCSE I (3)**

Course covers MS Windows workstation/client operating systems concepts in both a network and stand alone environment. Prerequisite or corequisite: CIT 112 or instructor's approval. (Formerly CIT 112, PC Operating Systems)

### **CIT 212 MCSE II (3)**

Introduces students to computer network server administration and management using MS Windows Server products. Prerequisite or corequisite: CIT 211 or instructor's approval. (Formerly CIT 164, MS Server Administration)

**CIT 213**                      **MCSE III**                      (5)  
Teaches strategies and tactics for implementing, administering, and troubleshooting information systems that incorporate Windows NT Server or Windows 2000 Server in an enterprise computing environment. Prerequisite: CIT 212 or instructor's approval. (Formerly CIT 267, Enterprise Network Infrastructure)

**CIT 214**                      **MCSE IV**                      (5)  
Course covers computer network directory services using Microsoft's Active Directory Services. Prerequisite: CIT 212 or instructor's approval. (Formerly CIT 269, MS Active Directory Services)

**CIT 215**                      **MCSE Elective**                      (3-5)  
Various topics in networking using Microsoft products aimed at the less common MCSE electives. Prerequisite: Instructor's approval. (Formerly CIT 260, Special Topics in Networking; CIT 266, Internet Information Server Management; and CIT 268, TCP/IP in Microsoft Networks)

**CIT 252**                      **Web Database Development**                      (3)  
Interactive web pages will be built to accomplish a shopping cart application. This will use HTML, ASP, VBScript, SQL Server, FTP and SQL technologies. A shopping cart application with product display, shopping cart, check out, and confirmation web pages along with several databases, will be created as a class project. Prerequisite: IS 201, CIT 151, CIT 132, CIT 202, CIT 203 or instructor's approval. (Formerly COT 285, Computer Systems Development with High-level Tools)

**CIT 263**                      **VBA Programming for Microsoft Office**                      (3)  
The next logical step in Visual Basic programming and involves programming inside the production software: Word, Excel, PowerPoint, and Access. This is probably the most common type of programming in today's work world. The programming creates more interactivity in the office software. Prerequisite: CIT 132, CIT 202, CIT 203, or instructor's approval.

**CIT 310**                      **Management Information Systems**                      (3)  
The fundamentals of design, implementation, control, evaluation, and strategic use of computer-based information systems for business data processing, office automation, information reporting, and decision making. Emphasizes managerial and strategic aspects of information technology with some hands-on work using information management software. Prerequisite: Completion of an associate degree or instructor's approval.

**CIT 361**                      **TCP/IP: Managing Network Resources**                      (3)  
Course provides in-depth coverage of TCP/IP concepts, protocols, and programming including IPv6. Prerequisite: CIT 112, CIT 213, or MATH 116 or higher.

## **Computer Office Technology                      (COT)**

**COT 060**                      **Computer Basics**                      (.5)  
Designed for those who have very little (or no) computer experience. A gentle introduction to computers, the instructor will inspire confidence, and encourage further computer use. Learn how to work with several different programs within the Windows environment. [P/W]

**COT 061**                      **Introduction to Windows**                      (.5-1)  
A course for those with no previous computer knowledge, focusing on basic Windows skills. [P/W]

**COT 062**                      **Introduction to Word**                      (.5-1)  
A beginning course for those with no previous word processing knowledge and an introduction to Microsoft Word. [P/W]

**COT 063**                      **Introduction to Excel**                      (.5-1)  
A beginning course for those with no previous spread sheet knowledge. The course will be an introduction to Microsoft Excel. [P/W]

**COT 064**                      **Introduction to PowerPoint**                      (.5-1)  
A beginning course for those with no previous presentation knowledge using Microsoft PowerPoint 2002. [P/W]

**COT 101**                      **Computer Keyboarding I**                      (3)  
Learn the keyboard by touch using computers. Course covers alphabet keys, number keys, and symbol keys. Emphasis on keyboarding techniques, speed, and accuracy. (Formerly COT 101, Typing I/Beginning Keyboarding)

**COT 102**                      **Computer Keyboarding II**                      (3)  
Designed to further increase keyboard speed and accuracy on the computer and to build skill to a marketable level. Includes formatting of letters, memos, reports, and tables. Prerequisite: COT 101 or 30 words per minute keyboarding skill. (Formerly COT 102, Typing II/Intermediate Keyboarding)

**COT 103B**                      **Keyboarding Review and Speed**                      (1)  
Designed to increase the student's keyboard speed and accuracy skill to employable levels. [P/W]

**COT 105**                      **Computer Literacy**                      (3)  
An introductory course designed for those with no prior background in computers. Operations and uses of computers, applications, capabilities, limitations, and the impact of the computer on society will be covered. Extensive hands-on computer use is included. No prerequisite, however, keyboarding skill is highly recommended.

**COT 108B**                      **Accessing the Internet**                      (.5)  
For students enrolling in online courses who do not have commercial Internet access. Corequisite: Enrollment in one other Internet-based class. Required equipment: Pentium computer with Windows 95, and at least a 14.4 baud modem. Course is not necessary for students with current commercial Internet access. Software and account information provided by mail. [P/W]

**COT 111**                      **Transcribing Machines**                      (3)  
Practice in transcribing information from audiocassettes. The program emphasizes spelling, punctuation, capitalization, formatting, and proofreading. Prerequisite: COT 101 or 30 words per minute keyboarding skill.

**COT 112**                      **Beginning Computers for the Vocational Trades**(1)  
Designed specifically for vocational programs, this course covers beginning computer skills including word processing, spreadsheets, databases, Windows Explorer, and the Internet. (Formerly COT 131B, Beginning Computers for the Vocational Trades)

**COT 115**                      **Introduction to Computer Programming**                      (3)  
General programming logic and flow charting. Covers the BASIC computer language, the use of microcomputers, terminals, and writing and executing BASIC programs.

**COT 122**                      **Medical Typing and Transcription**                      (3)  
Reviews medical terminology and develops the skill of listening to cassette tapes containing recorded medical case histories and records, and transcribing the material into accurate form on a computer using word processing software. Prerequisite: COT 101 or 30 words per minute keyboarding skill. (Formerly COT 121, Medical Typing and Transcription)

**COT 123**                      **Legal Typing and Transcription**                      (3)  
Reviews legal terminology and develops the skill of listening to cassette tapes containing recorded legal documents and transcribing the material into accurate form on a computer using word processing software. Prerequisite: COT 101 or 30 words per minute keyboarding skill.

**COT 129**                      **Records Management**                      (3)  
Course includes the principles of management and control of recorded information, from its creation to its final disposition. Topics include inventory records, classification systems, electronic information systems, reports and forms, micrographics, and controlling costs. (Formerly COT 229, Records Management)



**COT 130            Legal Secretarial Training            (3)**

An introduction to the duties of the legal secretary including kinds of work done and the level of proficiency expected. Topics explored include domestic relations, corporation, wills, probate, personal injury, criminal and civil law, and real estate.

**COT 132B        Spreadsheets in the Workplace            (3)**

Explores Windows-based spreadsheet software, Lotus, and file management, skills needed in today's job market.

**COT 133B        Exploring the Internet                      (1)**

Internet use including electronic mail, news groups, BBS, chat rooms, World Wide Web, search techniques, and file graphics retrieval. [P/W]

**COT 134B        Introduction to Spreadsheets            (1-3)**

An introduction to building spreadsheets, formulas, built-in functions, charts, printing, formatting, and database functions using Windows-based software.

**COT 135B        Introduction to Database Management    (1-3)**

An introduction to database management including fields and records, entering data, editing, sorting, queries, and report building using a Windows-based software.

**COT 136B        Introduction to Presentation Software    (1-3)**

An introduction to presentation software for a business setting. Includes data charts, bullet lists, organization charts, and on-screen slide show presentations using a Windows-based program.

**COT 150        Introduction to WordPerfect            (3)**

An introduction to WordPerfect, a word processing software, including ruler, fonts, tool bar, thesaurus, find/replace, outline, columns, text art, tables, graphics, template documents, and merge. Prerequisite: 30 words per minute keyboarding skill.

**COT 151        Introduction to Microsoft Word          (3)**

An introduction to Microsoft Word, a word processing software, ruler, toolbars, dialog boxes, cut, copy, and paste, autocorrect, spell check, template documents, columns, outlines, merge, clip art, graphics, text art, and tables. Prerequisite: COT 101 or 30 words per minute keyboarding skill.

**COT 155        Microcomputers for Small Business      (3)**

An introduction to small computer hardware, software, and programming. Describes a method of selecting a computer and programs of the small business, and managerial considerations of using a computer in a small business.

**COT 198B        Special Topics: Computer Office Technology (1-6)**

Various short courses and workshops covering a variety of subjects. The class will be variable credit of one to six depending on the class content and number of hours required. No prerequisite, but various skills recommended, depending on class content. [P/W]

**COT 204        Introduction to Windows                (3)**

The fundamentals necessary to operate the Windows system, how to customize the Windows environment, and how to use the various accessories.

**COT 210        Technology and Media in Education      (3)**

A beginning computer course for classroom teachers. Topics include word processing, spreadsheets, databases, email, Internet, educational software, computer use in the classroom, and impact in education. Formerly CEP 210.

**COT 222        Desktop Publishing Using a Word Processing Program      (3)**

A hands-on course combining word processing skills and graphics. Topics include imaging and creation of newsletters, fancy labels, certificates, books, brochures, flyers, and magazine layouts.

**COT 228B        Office Management                      (1)**

Covers the use of various office machines, time management, and verbal and written communication skills for telephone, letter, memorandum, and report writing.

**COT 240        Executive Office Procedures            (3)**

Introduces skills and knowledge to meet the challenges of the electronic office. Topics include public relations, written and oral communications, telephone techniques, travel and conference arrangements, records management, meeting planning, and job-seeking/selection. A proof-reading test will be given. Students, depending on the results, may need to spend one or two hours per week in the Writing Center.

**COT 286        Operating Systems Concepts            (3)**

Covers the operating system functions and commands valuable or necessary in a computer information systems environment. Other topics covered include multiprogramming, multi-use systems data communicating, and establishing interfaces between various computers. Prerequisite: IS 201 or instructor's approval.

**COT 299B        Independent Study                      (1-6)**

Individual projects involving the analysis and design of a computer system and/or special projects in programming. May be used to satisfy COT major requirements for a second semester of programming language. Prerequisite: Written permission of a COT adviser.

**Cooperative Education                      (CE)**

Cooperative education programs are designed for elective credit in limited degree programs. See your adviser for details.

**Counseling and Guidance Personnel Services                      (CAPS)****CAPS 122        How to Succeed in College            (1-3)**

Knowledge and skills enabling students to successfully reach their goals. A basic understanding of self in relation to career/life planning. Development of an educational plan using the catalog and campus services. Effective study aids to assist student motivation include the planning and use of time, effective textbook study, outlining and taking notes, using the library, and preparing for an examination.

**CAPS 123        Career Development                      (1-3)**

Examines career and life choices through planning, decision making, and occupational testing and information.

**CAPS 124B        Developing Your Potential            (1-3)**

Development of potential through self-exploration and goal setting.

**Counseling and Personal Development                      (CPD)****CPD 116        Substance Abuse: Fundamental Facts and Insights      (3)**

An introduction to various issues relating to alcohol, tobacco, and other drugs in our society. Students will gain knowledge of the physical and health affects of various drugs of abuse. Sociological, cultural, family impact, and preventive issues will be addressed. No prerequisite.

**CPD 117B        Introduction to Counseling            (3)**

A foundation in the helping relationship, this course is designed to provide a working knowledge and understanding of basic communication skills and counseling skills. Emphasis will be placed on ethics and confidentiality issues critical to the counseling profession.

## **Crafts (CR)**

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**CR 132 Interior Decorating (3)**  
Major focus on color choices, painting techniques, arrangement of furniture, wallpaper selection and application, use of appropriate furniture style, drapery and carpet selection and care, and home lighting.

## **Criminal Justice (CRJ)**

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**CRJ 104 Introduction to Administration of Justice (3)**  
American criminal justice system, its development, components, and processes. Includes consideration of crime and criminal justice as a formal area of study. (Formerly CRJ 101 and CRJ 102)

**CRJ 106 Introduction to Corrections (3)**  
History and development of corrections. Current practices and problems of the correctional system.

**CRJ 120 Community Relations (3)**  
Analyzes the reasons and techniques for developing communication and understanding between the criminal justice system and various segments of the community.

**CRJ 121B Public Safety Dispatching (3)**  
Introduction to the history and development of public safety dispatching, as well as the ethics and liability of the profession. Includes interpersonal communications; organization and function of dispatch; telephone techniques; local, state, and national crime computer systems; and telephone call/report processing procedures.

**CRJ 150B Principles of Drug Abuse (3)**  
Legal, social, and economic problems arising from narcotic addiction and drug abuse and their impact on the community. Recognition of physical symptoms. Discussion of the police role in drug control, investigative techniques, court preparation, and specific narcotic and drug laws.

**CRJ 164 Principles of Investigation (3)**  
Fundamentals of investigation, crime scene search and recording, collection and presentation of physical evidence, scientific aids, sources of information, case preparation, interviews and interrogations, and follow-up.

**CRJ 198B Selected Topics in Criminal Justice (1-6)**  
Consideration of special topics and issues in criminal justice. Selection will depend upon current interests and needs.

**CRJ 211 Police in America (3)**  
Course includes policy history and organization, the personal side of policing, police operations, critical issues in policing; specific police problems, women and minorities in policing; and becoming a police officer. Designed to help students develop their own philosophy of law enforcement. Critical thinking and discussion of ideas and opinions essential.

**CRJ 214 Principles of Police Patrol (3)**  
Identification of community problems which require prevention, suppression, or control through the basic methods and techniques of police patrol. The responsibilities of officers in patrol situations including foot beats, one-man cars and/or tactical units, techniques of observation and perception, recognition of hazards, evaluation, and proper police patrol action.

**CRJ 215 Probation and Parole I (3)**  
Survey of the probation and parole systems of the United States including different systems within the United States; executive clemency; parole; rights of prisoners, probationers and parolees; treatment strategies; and administrative aspects. Includes correctional and professional aspects of the parole and probation officers: the role, preparation of a probation summary, a day in court with a probation officer, and time with a parole officer.

**CRJ 220 Criminal Procedures (3)**  
Origin, development, and rationale of the structural and procedural aspects of America's criminal justice system. Emphasis on arrest, search and seizure, confessions, and related legal issues.

**CRJ 226 Prevention and Control of Delinquency (3)**  
An introduction to major types of delinquent behavior, psychology of the delinquent, and factors contributing to the production of criminality or delinquency. Discussion of methods used by the criminal justice system to control delinquent behavior.

**CRJ 230 Criminal Law (3)**  
Substantive criminal law including elements of crime, intent, attempts, search and seizure, and the laws of arrest. Relation of criminal law to working police officer and rights and duties of both citizen and officer under criminal law.

**CRJ 265 Introduction to Physical Evidence (3)**  
Surveys the forensic sciences to show their role in the use of physical evidence in matters of criminal and/or civil law. Focus on the value of modern scientific investigation.

**CRJ 270 Introduction to Criminology (3)**  
Examines how society interacts with crime and delinquency through the use of the criminal justice system. Studies effective interaction and communication between the general public and members of the criminal justice system. Emphasizes the understanding of criminal behavior from a sociological and psychological perspective.

**CRJ 290B Internship in Criminal Justice (1-6)**  
Students may earn college credit for work experience related to their college major and/or occupational goals. See your adviser for an application.

## **Dance (DAN)**

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**DAN 101 Dance Appreciation (3)**  
Experience dance as an art form in the theatre setting. Focus given to a variety of dance styles and dance artists, providing students with an understanding and appreciation of the form.

## **Diesel Technology (DT)**

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**DT 100B Shop Practices (1.5-4)**  
An introduction to hand tool identification and proper use, shop safety, and other topics including screw thread, hydraulic hose, and fitting identification. Also covers measuring devices. Also available as TA 100B.

**DT 101B Basic Diesel Engines (4)**  
A lecture and laboratory course emphasizing basic diesel engine theory. Instruction includes history, development, design characteristics, and principles of operation.

**DT 102B Basic Vehicle Electronics (6.5)**  
A lecture and laboratory course study of AC and DC electricity as used in mobile equipment. Emphasis on charging systems, starting systems, lighting systems, and wiring diagrams. Troubleshooting and repairing of electrical components. Electronic control systems are covered in detail.

**DT 105B Mobile Air Conditioning (2.5)**

A lecture and laboratory course covering heating and refrigeration theory. Includes heating and air conditioning components, control systems, service evacuation, charging, overhaul, and replacement of major components.

**DT 201B Diesel Brakes and Pneumatics (2.5)**

The principles of pneumatic brake systems are discussed in detail, with emphasis on cam-operated brakes. Pneumatic brake valves, schematic drawings, and foundation brake troubleshooting will be included in this technical course.

**DT 202B Diesel Fuel Systems and Troubleshooting (5.5)**

The theory and operation of diesel fuel injection systems will include Cummins PT, Caterpillar, Detroit Diesel, and Robert Bosch fuel systems. Governor operation and fuel system troubleshooting will be discussed.

**DT 203B Diesel Shop Management (1.5)**

Designed to give students experience in the management of an equipment repair shop. Each student is required to estimate repair orders, calculate taxes, and deal with customers and employees. The course objectively evaluates what is needed to operate an equipment repair business.

**DT 208B Diesel Heavy Equipment Power Train (5.5)**

The theory and operation of heavy equipment power trains will be covered in detail with emphasis on power shift transmissions. Students will become familiar with driveline angle calculations, gear ratios, clutches, differentials, and transmission electronic control systems.

**DT 210B Advanced Diesel Engines (4)**

Students will learn engine troubleshooting through the use of an engine dynamometer. Course emphasis is on engine operation, diagnosis, and failure analysis.

**DT 215B Electronic Diesel Engines (5.5)**

Designed to give individuals knowledge of electronic diesel engine controls as they apply to Caterpillar, Cummins, and Detroit Diesel engines. Emphasis is placed on engine sensors, electronic injectors, and system operation. No prerequisite but students having experience with diesel engines and basic electronics will find it helpful.

**Early Childhood Education (ECE)**

**ECE 121 Parent/Caregiver Relationships (1)**

A course designed for child development students in which they can acquire various communication skills to enhance parent/caregiver relationships. Covers interpersonal communication, listening skills, and cooperative problem solving. Newsletters, parent conferences, phone conversations, record keeping, and student data folders will be addressed.

**ECE 122 Observation Skills (1)**

Parents and teachers provide various formal and informal methods to enhance their observation and recording skills.

**ECE 123 Health and Nutrition for Young Children (1)**

A study of young children concerning physical development, nutrition, health, safety, and childhood illnesses and diseases. Skills developed in selecting safe equipment, evaluating environments, and ensuring good health routines.

**ECE 127 The Role of Play for Infants/Toddlers (1-3)**

Study of the role of play as it affects the social, emotional, and physical and intellectual growth and development of infants and toddlers.

**ECE 128 Self-help Skill for Infants/Toddlers (1-3)**

Explores ideas that promote self-help skills in the infant and toddler. Emphasis is placed on developing materials and activities for use in the home and child care setting which enhance the development of self-help skills in children from birth to three years.

**ECE 129 Environments for Infants and Toddlers (1)**

Helps students choose equipment and materials to create a physical environment which is responsive to the infant/toddler total development. Staff considerations and time schedules will be explored.

**ECE 131 Introduction to Teaching the Young Child (3)**

Introduces students to early childhood education. Course deals with the total preschool program including types, objectives, philosophy, curriculum, physical plant, and equipment, as these aspects of the program relate to the needs and interests of the preschool child.

**ECE 134 Guiding the Young Child (1)**

A guidance and discipline course based on a variety of positive teaching and parenting approaches used to handle behaviors of young children. The student will gain and demonstrate a working knowledge for coping with and guiding the young child.

**ECE 151 Math in the Preschool Curriculum (1)**

Activities and materials for developing mathematics readiness in the preschool.

**ECE 152 Science in the Preschool Curriculum (1)**

Activities and materials for teaching science in the preschool.

**ECE 153 Language Development in the Preschool (1)**

Studies development of language in preschool. Emphasizes activities and materials for fostering development of receptive and expressive language skills in the preschool.

**ECE 154 Literature in the Preschool Children (1)**

Survey of books for use with preschool children. Techniques of storytelling and reading to children.

**ECE 155 Literacy and the Young Child (1)**

Activities and materials for developing auditory and visual perception and other reading readiness skills in the preschool child.

**ECE 156 Music in the Preschool Curriculum (1)**

Activities and materials for teaching music in the preschool. Songs, dances, and rhythm activities for use with preschool children.

**ECE 157 Art in the Preschool Curriculum (1)**

Activities and materials for teaching art in the preschool. Emphasis on developing creativity and enjoyment of art through a wide range of materials and activities.

**ECE 158 Physical Education in the Preschool Curriculum (1)**

Activities, materials, and equipment for developing gross motor coordination in preschool children including individual, small group, and large group activities for both indoor and outdoor use.

**ECE 159 After-school Activities (1)**

The primary objectives of this workshop are to provide a learning experience in the development of programs for children in after-school programs and develop methods and hands-on training in dealing with groups and individuals in after-school programs.

**ECE 161 Social Studies in the Preschool Curriculum (1)**

Emphasizes activities and materials for teaching social studies in the preschool. Drawn from anthropology, economics, geography, history, political science, sociology, and psychology.

**ECE 166 Working with Parents (1)**

A course designed to give students the opportunity to examine different models of parent education programs. Students will learn to work effectively with parents in different settings, identify the varying needs of parents, and recognize the variety of family structures and cultures in our society.

**ECE 167 Child Abuse and Neglect (1)**

Provides the opportunity for students to learn the legal definitions, symptoms, causes, and reporting procedures of child abuse and neglect. The class will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and/or psychosocial professionals.

**ECE 168 Infectious Diseases and First Aid in Child Care (1)**

Provides information about infectious diseases and first-aid measures in child care settings. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research, and community resources.

**ECE 198B Special Topics in Early Childhood Education (.5-6)**

Various short courses and workshops covering a variety of subjects in Child Development. Class is variable in credit depending on class content and number of hours required. Class may be repeated up to a total of six credits.

**ECE 200 The Exceptional Child (3)**

The characteristics, training, and educational needs of disabled and gifted children. Explores the existing educational agencies, programs, and instructional methods designed for the disabled and the gifted.

**ECE 204 Principles of Child Guidance (3)**

A study of 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.

**ECE 231 Preschool Practicum: Early Childhood Lab (3-6)**

Working in a preschool setting with young children under the supervision of a master teacher, planning and implementing activities. Practicum will normally be taken during the final year of the child development program. Prerequisite: ECE 131, ECE 204, ECE 251, HDFS 201 or instructor's approval. The law requires a TB test prior to enrollment.

**ECE 232 Practicum: Infant and Toddler (3-4)**

The student works directly with infants and toddlers in a supervised facility. The student is responsible for the environment, activities and routine of the children, and reports and evaluates the experiences with the practicum supervisor. Prerequisite: Limited to declared ECE majors in infant/toddler and departmental approval.

**ECE 235 Curricula for Young Children with Special Needs (3)**

The study of educational procedures used to work with young children with special needs and their families. Validated teaching procedures will be introduced to the students including identification and referral, program planning, organizing the learning environment, promoting behavior change, and curriculum domains. Prerequisite: ECE 251 and HDFS 201 or ECE 131.

**ECE 237 Contemporary Issues in Community and Family Life (3)**

Group interaction dealing with contemporary issues in marriage and family life. Emphasis will be on changing roles within families, communications, and parent-child interactions.

**ECE 240 Principles and Practices of (3)****Preschool and Child Care Organization and Administration**

Areas covered include organizational structure, budgeting, personnel policies and practices, records, statistics, reporting, relationship with community resources, licensing regulation, safety, nutrition, and health issues. Prerequisite: ECE 131, ECE 200, ECE 204, and ECE 251.

**ECE 251 Preschool Curriculum (3)**

This course will consist of methods of planning and teaching curriculum for children three to five years old. Included will be curriculum development, children's play, lesson planning, and daily scheduling. Emphasis will be in areas such as art, science, literature, music, language, blocks, dramatic play, etc. Prerequisite: ECE 131 and HDFS 201, or instructor's approval. Formerly ECE 234.

**Economics (ECON)****ECON 102 Principles of Microeconomics (3)**

Study of the causes and effects of individuals' choices among alternative uses of scarce resources. Topics include supply and demand analysis, price determination, theories of various market structures, competition and coordination, labor, the role of profit and interest, and government involvement in the economy.

**ECON 103 Principles of Macroeconomics (3)**

Basic price and quantity relationships, study of monetary systems and policy, inflation, production and growth, recession, unemployment, fiscal policy, supply and demand perspectives, international exchange, and governmental-market relationships. Formerly ECON 101.

**ECON 104 Economics Issues (3)**

Analysis of current economic issues and their relevance to individuals in their roles as consumers, workers, businessmen, and voters. Economic theories and concepts are utilized in explaining important social interaction relating to such topics as medical care, anti-trust policy, price controls, drug prohibition, environmentalism, tax policy, public debt, and income distribution.

**ECON 311 Professional Ethics (3)**

A study of the nature of ethical thinking and its application to judgments about actions of people that make up society. Topics to be considered include ethical relativism, moral virtues and vices, foundations of morality, alternative theoretical perspectives on moral judgment, egoism, altruism, and legal and regulatory perspectives related to ethics in business. Prerequisite: ENG 108 or ENG 102 and completion of lower-division general education requirements. Also available as PHIL 311.

**ECON 431 Economic Decision Methods (3)**

A detailed examination of the alternative approaches to decision making from a financial perspective. Special emphasis is on using the mathematical tools associated with the time value of money in decision making related to profitability of business organizations. Prerequisite: Completion of an associate degree and FIN 322.

**Education (EDU)****EDU 103 Basic Foundation of Education (2)**

Introduction to the basic philosophical, sociological, and psychological foundations of professional education. Not required as part of the Elementary Education Baccalaureate Program.

**EDU 109 Learning Difficulties of the Student (2)**

An overview of influences and conditions which inhibit learning. Learning theories emphasizing the practical application of the theory. Not an Elementary Education Baccalaureate Program requirement.

**EDU 172 Introduction to Special Education (2-3)**

Services and professional opportunities in the education of exceptional children. Includes field trips to public schools and instructional settings. Not required as part of the Elementary Education Baccalaureate Program.

**EDU 205 Human Relations for Teachers (3)**

Awareness for the value of positive relationships among teachers, students, parents, and the community. The course will also explain child behavior and methods which can be employed to modify that behavior. Not required as part of the Elementary Education Baccalaureate Program.

**EDU 210 Nevada School Law (1)**

Historical development of paramount issues in contemporary education. Emphasizes legal aspects of emerging educational patterns. Meets state licensure requirements in Nevada School Law.

**EDU 226 The Tutoring Process (1)**

Provides training and understanding of the tutor's role and responsibilities. Topics include tutoring strategies, tutoring options, role modeling, interpersonal communications, questioning skills, and active listening skills. Students also participate in supervised tutorials. Not required as part of the Elementary Education Baccalaureate Program. (Formerly EDU 206B) [P/W]

**EDU 227 Tutoring Methods (1)**

Provides advanced application of learning theories relating to one-to-one tutorials. Emphasis is placed on philosophies, procedures, and practices that have proven effective in teaching children in diverse populations. Not required as part of the Elementary Education Baccalaureate Program. (Formerly EDU 207B) [P/W]

**EDU 229 Tutoring Practicum (4)**

Provides supervised instruction of students in one-to-one tutorials. Students tutor in local schools approximately 15 hours per month and participate in special workshops as required. Not required as part of the Elementary Education Baccalaureate Program. (Formerly EDU 209B) [P/W]

**EDU 250 Foundations of Education (3)**

A foundations course in education, introduction to the philosophy, history, and sociology of modern education. Emphasis is placed on current trends in education. Prerequisite: ENG 101. Corequisite: EDU 251 or EDU 252. (Formerly EDU 203)

**EDU 251 Elementary Clinical/Field Experience I (1)**

The first in a sequence of clinical and field experience courses. Students participate in field experiences and then reflect on what they have observed and learned. Students will spend approximately 15 hours observing in the public schools. Corequisite: EDU 250. (Formerly EDU 201) [P/W]

**EDU 252 Elementary Clinical/Field Experience II (1)**

The second in a sequence of clinical and field experiences. Students will spend approximately 25 hours observing in the public schools. The portfolio and admission process is explained. Corequisite: EDU 250 or EDU 303. May be taken two different semesters. (Formerly EDU 202) [P/W]

**EDU 282 Strategies for Effective Substitute Teaching (1-3)**

Specialized instruction designed to develop understanding of a current aspect of education. Maximum of three credits which may be applied as elective credit hours toward a degree.

**EDU 295 Special Topics in Education (1-6)**

Special topics in education. [P/W]

**EDU 302 Elementary Clinical/Field Experience III (1-2)**

The third in a sequence of clinical field experiences. Students will spend 30 to 60 hours observing and teaching in public schools. May be repeated up to six credits. Prerequisite: EDU 250 and admission to the Teacher Education Program. Corequisite: A methods course or Seminar I taken concurrently (EDU 303, EDU 321, EDU 322, EDU 323, EDU 342, EDU 355, and EDU 362). [P/W]

**EDU 303 Education Seminar I (3)**

Includes planning for learning centered-environments, preparing lesson plans, preparing a professional portfolio, and understanding the Nevada standards. Prerequisite: EDU 250 AND EDU 251. Corequisite: EDU 252.

**EDU 304 Education Seminar II (3)**

Course covers the range of assessments used in elementary schools. Students learn to administer and interpret standardized or norm referenced tests, create appropriate criterion-referenced assessments, portfolios, performance tasks with data-collection, and record-keeping strategies for reporting student academic progress. Nevada Curriculum Standards and state testing instruments will be studied. Prerequisite: EDU 303.

**EDU 305 Education of the Exceptional Child (3)**

A survey of the special education area for majors and non-majors, designed to acquaint the student with the special needs of learners categorized under all areas of exceptionality. Introduces methods for identifying, planning, and working effectively with exceptional children in the regular classroom. Emphasis on etiology, physical, and educational characteristics. The pre-service teacher is taught to recognize and refer exceptional learners for assessment, as well as design and implement individualized programs, instructional strategies, and classroom management strategies. Prerequisite: ENG 102 and EDU 250 or instructor's approval.

**EDU 310 Teaching Physical Education in the Elementary Schools (3)**

Course covers the importance of providing a developmentally appropriate Physical Education foundation for all children so they may lead a life-long healthy lifestyle. Covers health-related fitness and the components that are needed to incorporate Physical Education into the classroom setting. This course will help students gain the foundation of knowledge they need to teach Physical Education effectively. Students will learn how to plan a Physical Education curriculum, get and stay organized for teaching, and manage classes effectively along with instructional techniques, methods of assessment, and ways to continue learning and refining teaching methods. The course will add a new dimension to the total curriculum package. Prerequisite: None.

**EDU 321 Literacy and Language Arts, Grades K-4 (3)**

Designed to help pre-service teachers view reading, writing, listening, and speaking from a holistic integrated perspective. The course emphasizes content, teaching methods, and strategies specifically related to analyzing the language acquisition and development of children. The relationship between literacy, language arts, and other curricular areas will be explored. Field experiences are included to synthesize theory and practice. Prerequisite: Admission to the Teacher Education Program. Corequisite: EDU 302.

**EDU 322 Literacy and Language Arts, Grades 5-8 (3)**

Designed to help pre-service elementary teachers understand and apply current research and best practices in teaching reading, writing, listening, and speaking from a holistic, integrated perspective. The course emphasizes the relationship between literacy, language arts, and other curricular areas, as well as teaching methods and strategies specifically related to language arts. Content area reading, selection and use of appropriate materials, resources, and technologies will be addressed. Prerequisite: Admission to the Teacher Education Program. Corequisite: EDU 302.

**EDU 323 Teaching Reading, Grades K-8 (3)**

A concentration on the developmental aspects of reading and language arts programs from kindergarten to eighth grade. Involves theoretical and research knowledge pertinent to child growth and development and also to fundamental skills appropriate for the teaching of reading and language arts, especially reading skills and phonetic skills. Field-based experiences are included for the application of content to teaching practices. Required for all students who seek certification to teach in elementary schools. Prerequisite: Admission to the Teacher Education Program. Corequisite: EDU 302.

**EDU 334 Theatre in the Elementary Classroom (3)**

Techniques for using theatre and selecting and directing plays for children in the classroom and beyond. Background in drama, creative dramatics, children's theatre and creative learning, using interpretive theatre, story drama, performance art, puppetry, marks, and other tools. Prerequisite: ENG 102, MATH 120, and EDU 250. Admission to the Teacher Education Program.

**EDU 342 Teaching Social Studies in the Elementary Grades (3)**

Course focuses on integrating a number of subject areas into the curriculum. Explores the scope and sequences of understandings, attitudes, and skills taught in elementary social studies programs. Examines various methodologies used. A variety of teaching strategies will be explained and demonstrated for work with a diverse array of students in society. Prerequisite: Admission to the Teacher Education Program. Corequisite: EDU 302.

**EDU 355 Teaching Math, Grades K-8 (3)**

Course prepares prospective elementary teachers in the area of mathematics education. Students in this course will explore cognitive theories of development, methods, materials, and content of mathematics in the elementary grades. Curriculum changes that have taken place and current research in the area of mathematics education will be explored. Prerequisite: Admission to the Teacher Education Program. Corequisite: EDU 302.

**EDU 362 Teaching Science, Grades K-8 (3)**

Course provides pre-service teachers with the theory, research, and best classroom practice related to science education. Students will be introduced to some of the materials, methods, and reasons for helping elementary children understand, perform, and appreciate science. Students will analyze the behavior of model teachers in elementary school classrooms and apply their acquired knowledge and skills by teaching elementary age students. Prerequisite: Admission to the Teacher Education Program, BIOL 190, and COT 210. Corequisite: EDU 302.

**EDU 403 Special Education Clinical Field Experience (3)**

The second in a sequence of clinical field experiences for special education teachers. Students will spend 30 hours observing and teaching in a special education setting in the public schools. Prerequisite: EDU 305 and admission to the Elementary Education Program. Corequisite: EDU 410.

**EDU 406 Student Teaching Internship (10)**

A semester teaching experience approved by the Teacher Education Committee. Each student will have a placement for 16 weeks. Policies and procedures are detailed in the Student Teaching Handbook. Prerequisite: Admission to the Student Teaching Internship Program and senior standing. Corequisite: EDU 408.

**EDU 408 Capstone Seminar (3)**

Designed to serve as an opportunity for the pre-service elementary teacher to reflect on and demonstrate understanding of the attributes of a successful teacher. The course will review: 1) methods of supporting individual student learning through a knowledge of development, learning styles, and motivation; 2) aspects of curriculum for developing students' competence in subject matter and skills for various developmental levels; 3) instruction based on knowledge of students, learning theory, subject matter, curricular goals, and community; 4) formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of each elementary student; and 5) the practices and behaviors that identify and develop the competence of a professional career teacher. Course will include completion and assessment of the professional portfolio and a research-based project. Corequisite: EDU 406.

**EDU 410 Special Education Curriculum General Methods (3)**

Special instructional methods for students with mild to moderate disorders. Includes instruction in IEP goals and objectives. Prerequisite: EDU 305 and admission to the Elementary Education Program. Corequisite: EDU 403.

**EDU 445 Teaching the ESL Student in the K-12 Classroom (3)**

Course will explore first and second language acquisition, English language structure, learning styles, the effects of culture on learning, and ways to make content comprehensible to the ESL students in the regular classroom. Prerequisite: ENG 102.

**EDU 446 Language Acquisition, Development and Structure (3)**

Course will address first and second language acquisition; language development universals and differences; English language structure and its particular challenges for the sound language learner; English phonology (sounds), morphology (word formation), syntax (sentence formation), semantics (word meaning), and pragmatics (word choice); grammatical instruction and error analysis; and the writing process for English Language Learners. Prerequisite: EDU 445.

**EDU 471 Assessment for Special Education Teachers (3)**

Formal and informal methods of assessing students with disabilities: academic, language, motor, perception, and social skills. Interpretation of assessment and application to program needs. Prerequisite: Admission to the Teacher Education Program, EDU 304, EDU 305, or instructor's approval. (Formerly EDSP 471)

**EDU 480 Coaching and Mentoring Student Interns (1)**

Course is designed to provide support for lead teachers who have volunteered to serve as a cooperating teacher for student interns. Explains and demonstrates different observation models, communication techniques, and evaluation skills. May repeat the course up to six credits. Prerequisites: None

**EDU 483 Special Projects Workshop in Education (1-3)**

Specialized instruction designed to develop depth of understanding of current/emerging aspect in education. Prerequisite: Program/Instructor's approval.

## **Electrical Instrumentation Technology (EIT)**

**EIT 233 Introduction to Instrumentation (3)**  
Fundamentals of "process control" and brief description of individual processes and combination of processes used in industry. Theory of operation and application of associated process instruments covered. Formerly EIM 233.

**EIT 315 Pressure/Level/Flow Measurement and Control (3)**  
The measurement and control of industrial processes: pressure, level, and flow. Prerequisite: EIT 233. Formerly EIM 315.

**EIT 323 Installation and Configuration (2)**  
Principles of installation, maintenance, and configuration in instrumentation. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program. Prerequisite or corequisite: EIT 233. Formerly EIM 323.

**EIT 333 Process (Piping) and Instrument Diagrams (P&IDs)(2)**  
Piping and instrument drawings for instrumentation. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program. Formerly EIM 333.

**EIT 336 Valves, Actuators, Regulators — Characteristics and Applications (2)**  
The theory and operation of valves and associated pneumatic and hydraulic devices used in the control of gasses and fluids. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program. Formerly EIM 336.

**EIT 348 Temperature Measurement and Control (3)**  
The measurement and control of industrial heat and temperature processes. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 315. Formerly EIM 348.

**EIT 368 Measurement Systems Analysis (2)**  
A study of how measurement systems must be treated to minimize error and variability not resulting from the product or process. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 315. Formerly EIM 368.

**EIT 376 CCST Exam Review (1)**  
Fundamentals of "process control" and brief description of individual processes and combination of processes used in industry. Theory of operation and application of associated process instruments covered.

**EIT 438 Electronic Devices in Instrumentation (2)**  
Theory and operation of electrical and electronics devices used in instrumentation. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 368. Formerly EIM 438.

**EIT 468 Advanced Control Systems (3)**  
An applications-oriented conclusion to the Instrumentation Program, including an individualized lab project with selected advanced instrumentation topics. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 348. Formerly EIM 468.

## **Electrical Technology (ELM)**

**ELM 112B Electrical Theory, DC (4)**  
The study of matter, atomic structure, electron theory, sources 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.

**ELM 120 Low Voltage Systems (3)**  
An introduction to low voltage systems used to distribute, carry, capture, and display voice, video, audio, and data signals. Topics include entertainment (video and audio media systems), communications (telephone, fax, modem, networks, and publication address systems), life safety (access control, alarm systems, and video surveillance), environmental control (HVAC and energy management), and automation controls (residential and commercial buildings). Prerequisite: None

**ELM 121B Circuit Design (2.5)**  
Developing and drawing electrical diagrams and graphs using standard electrical and JIC symbols. Prerequisite: ELM 112B.

**ELM 122B AC Theory (4)**  
Analyze AC series, parallel, and combination circuits with resistance, inductance, and capacitive elements using mathematics, measuring devices, and other test equipment. Prerequisite: ELM 112B.

**ELM 123B Solid State (2.5)**  
Study of the theory and operation of such solid-state devices as diodes, transistors, diacs, triacs, and SCR's. Prerequisite: ELM 122B.

**ELM 124B DC Generators, Motors, and Controls (2.5)**  
Theory, design, applications, and testing of direct current (DC) generators, DC motors, and the study of such DC control devices as manual starting rheostats, reduced-voltage starting mechanisms, and speed controls. Prerequisite: ELM 122B.

**ELM 125B AC Motors and Alternators (2.5)**  
Theory, design, application, and testing of alternating current (AC) motors and alternators; single- and three-phase generation of alternating current; paralleling alternators; and calculating load and power factor characteristics under various load conditions. Prerequisite: ELM 124B.

**ELM 126B Motor Maintenance (2)**  
Explores the mechanical aspects of small and larger motor disassembly and assembly; bearing, commutator, slip ring and brush care; electrical maintenance; safety planning; and variable frequency drives. Prerequisite: ELM 125B.

**ELM 127B Introduction to AC Controls (2.5)**  
Introduction to pilot devices, wiring diagrams, ladder diagrams, and basic motor circuits. Areas of emphasis include two- and three-wire controls, parallel stop-start, and hand-off automatic controls. Prerequisite: ELM 125B.

**ELM 128B Transformers and Industrial Lighting (4)**  
Comprehensive study of the theory and operation of transformers and industrial lighting. The functions of various types of transformers and the maintenance and repair of industrial lighting systems will be emphasized. Perform the actual hookup and testing of basic single-phase and three-phase transformer connections. Observe and demonstrate proper safety and maintenance techniques and develop service wiring techniques. Prerequisite: ELM 122B.

**ELM 131B National Electric Code (2.5)**  
Survey of the National Electric Code and its application to the safe installation of electrical conductors and equipment. Prerequisite: ELM 122B.

- ELM 132B Digital Concepts (2.5)**  
Introduction to digital electronics including numbering systems, binary codes, Boolean algebra, and logic hardware. Prerequisite: ELM 123B.
- ELM 133B Advanced AC Controls (4)**  
Applications and testing of a variety of AC controls, including limit switches, control relays, timing circuits, control transformers, and variable frequency drives. Prerequisite: ELM 127B.
- ELM 134B Introduction to Programmable Logic Controllers (2.5)**  
Introduction to programmable controller hardware, numbering systems, memory organization, and peripheral devices. Prerequisite: ELM 132B and ELM 127B.
- ELM 135B National Electric Code 430 (1.5)**  
In-depth study of Article 430 of the National Electric Code and its application to motors, motor circuits, and controllers. Prerequisite: ELM 133B.
- ELM 136B Programmable Controllers Applications (2.5)**  
Practical experience in programming circuits using relay-type instructions, timers, counters, data manipulation, arithmetic functions, and other advanced features and techniques. Prerequisite: ELM 133B and ELM 134B.
- ELM 141B Blueprint Reading (2)**  
Focus on electrical prints, drawings, symbols, and specifications for construction and electrical plans. Prerequisite: ELM 121B and ELM 128B.
- ELM 142B Raceways (2.5)**  
Introduction to the types and applications of raceways, wireways, and ducts. Students will learn how to cut, ream, thread, connect, and bend conduit using hand, mechanical, hydraulic, and electric benders.
- ELM 143B Wiring Techniques (5.5)**  
Practical application in a variety of building types and remodeling of existing buildings. Course will include job building, material estimation, tool and material use, and installation techniques. Prerequisite: ELM 128B, 131B, 141B, and 142B.
- ELM 144B Special Circuits (3)**  
Practical applications in developing complex electrical process control systems.
- ELM 290B Cooperative Work Experience (1-6)**  
Actual experience working within some aspect of the industry. Prerequisite: Must be enrolled in the Maintenance Electrician Training Program.

## **Emergency Medical Services (EMS)**

- EMS 108B Emergency Medical Technician Training (6-8) (90–125 Hours)**  
Provides students with knowledge and skills to perform lay emergency care from the first time the victim is seen, through transportation and delivery, to the care of a physician, including control at the scene of the accident. Content areas include access and light extrication of victims from automobiles; initial care and appraisal of first aid care; communications between the scene and the emergency traffic authorities, dispatcher, and emergency department; rendering continuing care while enroute; the transmittal of records and reports to medical and other authorities. Prerequisite: Current CPR card.
- EMS 109B Emergency Medical Services Refresher Course (1-1.5)**  
Reviews and updates knowledge and skills in Emergency Medical Services for those who have been certified as emergency medical technicians. [P/W]

- EMS 113B First Responder Training Course (3)**  
Provides training in emergency medical care for professionals in a public service organization such as police or fire, a volunteer performing as part of a community's emergency system, a school bus driver, or for those needing such training in private industry.
- EMS 114B First Responder Refresher (1)**  
A 16-hour refresher course in emergency medical care. [P/W]
- EMS 115B Emergency Medical Technician Intermediate (4)**  
The intermediate EMT course follows the National Standard Curriculum and provides the student with knowledge and clinical skills to make the transition from a basic provider of emergency care to a "partnership role" with the hospital or institution providing medical control. Prerequisite: Practicing EMT affiliated with an ambulance service and pre-approved by the Nevada Division of Emergency Medical Services. Ten hours of clinical required. [P/W]

## **English (ENG)**

- ENG 074 Writing on the Job (1 or 3)**  
Focuses on the first principle of business communications: clarity. Explores the writing situation, techniques for writing effective sentences and paragraphs, revision, style, and tone.
- ENG 080 ESL Bridge to College English (3)**  
Course begins with an emphasis on writing complete sentences. Students will examine the parts of speech that make a complete sentence, practice writing sentences, and then move into paragraph structure and organization. Attention will be given to locating and identifying ESL trouble spots in grammar and usage, vocabulary expansion, and accurate communication at the sentence and paragraph level.
- ENG 095 Effective Writing (3)**  
Serves as a preparation course for ENG 101. This class requires students to write essays using a variety of different topics and organizational formats. The course stresses the process of revision, writing from a thesis, and introduces students to basic citation formats. Students will have additional Writing Center requirements. Prerequisite: Placement test and writing sample or equivalent ACT/SAT score. Formerly Writing Workshops I, II, III.
- Internet sections of ENG 100, 101, 102, 107, and 108 require strong writing skills, computer skills, and a commitment to self-discipline.*

- ENG 100 Composition—Enhanced (5)**  
A course that allows students to fulfill their first semester of English while completing the remediation process. Designed for students who did not place into ENG 101 on the placement test/writing sample, but did not score so low that they need ENG 095. Allows a student to refine specific skill deficiencies while completing the first semester of freshman composition (ENG 100 is equivalent to ENG 101). Although it is a five-credit course, it does not replace ENG 102. After successful completion of ENG 100, a student must take ENG 102, Composition II, to complete the general education requirement. Writing Center requirement: One hour per week. Prerequisite: Placement test, writing sample, and instructor's approval.
- ENG 101 Composition I (3)**  
Critical reading and writing of the expository essay. Emphasizes pre-writing, strategies for organization, and revision. Prerequisite: ENG 095 completed with a letter grade of A, B, or C; placement test; or equivalent ACT/SAT score.
- ENG 102 Composition II (3)**  
Continuation of English 101. Emphasizes writing from sources, argument, the investigative paper, and research techniques. Prerequisite: ENG 100 or ENG 101.



- ENG 107 Technical Communications I (3)**  
Basic skills necessary for successful on-the-job communications including improved letter and report writing, persuasion, interviewing, process, mechanism description, and business and technical grammar. Prerequisite: ENG 074 or ENG 095 completed with an A, B, or C; satisfactory score on placement test; or equivalent ACT/SAT score.
- ENG 108 Technical Communications II (3)**  
Advanced letter and report writing techniques including proper word choice, tone, and structure. Business letters, memorandums, formal and informal reports, process, and mechanism descriptions. Prerequisite: ENG 100, ENG 101, or ENG 107.
- ENG 181 Vocabulary and Meaning (2-3)**  
Problems of meaning, word derivation, and word formation investigated with a view to enlarging and refining a working English vocabulary.
- ENG 190 Science Fiction/Fantasy Literature (3)**  
Contributions of several authors to the changing subject matter and world vision of science fiction/fantasy as "serious fiction." Prerequisite: ENG 100, ENG 101, or instructor's approval.
- ENG 200 Novels into Film (3)**  
Examination of selected major novels and their translation into film, designed to explore ways in which each art form is similar and different in structure and meaning. Prerequisite: ENG 102 or instructor's approval.
- ENG 203 Introduction to Literary Study (3)**  
Introduction to the elements of fiction, poetry, and drama used in the analysis of literature. Prerequisite: ENG 102 or instructor's approval.
- ENG 221 Writing Fiction (3)**  
The writing of fiction in a workshop setting. Students are required to produce several works of short fiction. Prerequisite: ENG 100, ENG 101, or instructor's approval.
- ENG 223 Themes of Literature (3)**  
Themes and ideas significant in literature. Prerequisite: ENG 102 or instructor's approval.
- ENG 231 World Literature I (3)**  
A general survey of major European works and authors from Homer's Iliad to Cervantes' Don Quixote. Designed to broaden our knowledge of Western literary heritage. Prerequisite: ENG 102 or instructor's approval.
- ENG 232 World Literature II (3)**  
A general survey of major European works and authors from Molière to Sartre, designed to broaden our knowledge of our literary heritage. Prerequisite: ENG 102 or instructor's approval.
- ENG 235 Survey of English Literature I (3)**  
Selected major British writers from the Anglo-Saxon period through Swift. Prerequisite: ENG 102 or instructor's approval.
- ENG 236 Survey of English Literature II (3)**  
Selected major British writers from late eighteenth century to present. Prerequisite: ENG 102 or instructor's approval.
- ENG 241 Survey of American Literature I (3)**  
Reading and discussion of major American writers from the Colonial Period through the mid-nineteenth century. Prerequisite: ENG 102 or instructor's approval.
- ENG 242 Survey of American Literature II (3)**  
Reading and discussion of major American writers from the Civil War to the Contemporary Period. Prerequisite: ENG 102 or instructor's approval.
- ENG 243 Introduction to the Short Story (3)**  
Study of a variety of important short story authors and their styles, and an introduction to literary analysis of short fiction. Prerequisite: ENG 102 or instructor's approval.
- ENG 250 Introduction to Children's Literature (3)**  
Study of outstanding children's books to promote ways in which the books can be used to enhance the lives and skills of children, teachers, and parents. Prerequisite: ENG 102 or instructor's approval.
- ENG 252 Introduction to Drama (2-3)**  
Reading and reviewing of a variety of plays from ancient Greek comedy and tragedy to post-modern, experimental theatre, with attention to the special characteristics of drama. Prerequisite: ENG 102 or instructor's approval.
- ENG 258 Shakespeare Theatre Festival (1)**  
A tour to one of the summer festivals to view and study Shakespearean theatre in performance. Prerequisite: ENG 102 or instructor's approval.
- ENG 261 Introduction to Poetry (3)**  
Study of a variety of poets and their techniques. Prerequisite: ENG 102 or instructor's approval.
- ENG 264 Psychology and Literature (3)**  
Examination of major works of literature to discover the correlation between their universal themes and the theories of psychology as they relate to human experience. Prerequisite: ENG 102 or instructor's approval.
- ENG 267 Introduction to Women in Literature (3)**  
Study of a variety of important women authors. In some semesters, offered as a study of important female characters taken from famous plays and novels, both of European and American background. Prerequisite: ENG 102 or instructor's approval.
- ENG 271 Introduction to Shakespeare (3)**  
Shakespeare's principal plays read for their social interest and their literary excellence. Prerequisite: ENG 102 or instructor's approval.
- ENG 275 Contemporary Literature (3)**  
Contemporary literature readings of a variety of living novelists and poets for understanding and appreciation. Emphasis on American and British authors. Prerequisite: ENG 102 or instructor's approval.
- ENG 299 Special Topics in English (1-3)**  
Consideration of special topics and issues in English. Selection will depend upon current interests and needs. No prerequisite.
- ENG 325 Advanced Literary Study (3)**  
Designed for students who are familiar with basic elements of literature and have some experience with literary interpretation. Students will examine the major critical approaches to literature and learn to apply these approaches. Students will read and analyze works of fiction, poetry, and drama; write several essays; and one longer paper. Prerequisite: ENG 100, ENG 101, ENG 102, and one literature course at the 200-level.
- ENG 327 Composition III (3)**  
A practicum in writing, this course provides instruction in all of the stylistic choices a writer makes to communicate, not only information, but the voice behind the information. Experimentation with sentence patterns, sentence length, word choice, word placement, and punctuation. Prerequisite: ENG 100 or ENG 101, ENG 102, and a 200-level literature course, or instructor's approval.

**ENG 329 Language Study (3)**  
A consideration of language history, function, and use. Topics include the historical development of languages, language acquisition, descriptive grammar, language controversies, etc. Prerequisite: ENG 102 with one of the following: one literature course at the 200-level, ANTH 101, SOC 101, or GEOG 106. Also available as ANTH 329.

**ENG 333 Professional Communications (3)**  
A course in applied rhetoric for students to develop the writing and communication skills they will need as professionals. The goal is to make strong writers with flexible analysis, writing, and oral communication skills. Prerequisite: ENG 108 or ENG 102.

**ENG 416C Special Problems in English (1-6)**  
Workshops in language, literature, and composition. May be repeated up to two times. Prerequisite: Instructor's approval. (Formerly ENG 429, *Special Topics in English*)

**ENG 470 American Literature I (3)**  
Designed for students who are familiar with basic elements of literature. Students will examine major figures and movements from the beginnings of the Civil War. Students will read and analyze works of fiction, poetry, and drama; they will also write several essays. This course fulfills the American literature requirement for secondary education certification in English. Prerequisites: ENG 100 or ENG 101, ENG 102, and a 200-level literature course or instructor's approval.

## **English as a Second Language (ESL)**

**ESL 011 Basic English as a Second Language (1-3)**  
An introductory writing course for the intermediate to advanced ESL student, concentrating on reading, writing, and conversation used in everyday situations. [P/W]

**ESL 120 English as a Second Language III (3)**  
An intermediate level course in the acquisition of academic English language skills for non-native speakers. Covers reading, writing, listening, and speaking.

**ESL 121 English as a Second Language IV (3)**  
An advanced level course in the acquisition of academic English language skills for non-native speakers. Covers reading, writing, listening, and speaking. [P/W]

## **Environmental Studies (ENV)**

**ENV 100 Humans and the Environment (3)**  
Introduction to the relationship of man and his environment. Current thinking and research concerning the impact of industrialization and urbanization on environmental quality, including the population explosion; the potential decline of the affluent society by the depletion of natural resources; the pollution of air, land surface, water, and the public agencies and policies designed to solve environmental problems. Formerly ENV 101.

**ENV 109 Winter Survival (2)**  
Designed for people who use and enjoy the winter outdoors including cross-country skiers, snowmobilers, hunters, and winter hikers. This class will prepare students for emergencies that might occur in winter weather and teach ways to survive until help arrives.

**ENV 115 Wilderness Survival (3)**  
This course will provide students the opportunity to explore the new wilderness areas of northeastern Nevada. Topics covered include map reading, finding shelter and food, safe travel skills, natural history, and wilderness literature and art. Field trips required.

**ENV 130 Control of Environmental Pollution (3)**  
Introduction to pollution control methods beginning with water-borne diseases and sanitation. Progresses to mass balance concepts and development of pollution control measures designed to improve air and water quality and minimize risk of exposure to hazardous waste. No prerequisite.

**ENV 201 Environmental Toxicology and Risk Management (3)**  
A study of the basic principles of toxicology, including routes of exposure, dose response, and target organ effects using environmental toxicants as primary examples. No prerequisite.

**ENV 202 Environmental Regulations (3)**  
A review of federal and state regulations for air, water, and land quality, hazardous and toxic wastes, surface disturbance, and reclamation. Equivalent MINE 253.

**ENV 210 Land Use Management (3)**  
Planning, implementation, and evaluation of land use concerning both urban and rural areas. The emphasis will be on sustainable use and conservation of terrestrial resources such as reclamation of disturbed lands due to mining.

**ENV 220 Introduction to Ecological Principles (3)**  
An introduction to the major ecological principles at work in our environment. The living and non-living processes that underlie these principles will also be studied. No prerequisite.

**ENV 422 Environmental Regulation and Compliance (3)**  
A review of the important environmental regulations — federal, state, and local — and the processes and methods of compliance with those regulations. The NEPA process is a major component of this course, from points of view of both the regulatory agencies and the entities with activities falling under the regulations. Prerequisite: PSC 421.

## **Finance (FIN)**

**FIN 101 Personal Finance (3)**  
Discussion and analysis of problems relating to financial independence. Budgeting, personal tax concerns, cash and savings investments, real estate, financial institutions and borrowing, insurance, investing, retirement programs, and estate planning are covered for real world applications. Formerly BUS 100B.

**FIN 240 Introduction to Budgeting (1)**  
An introduction to financial budgeting in public or private organizations. Topics include the time value of money, the mathematics of finance, production and cash budgets, and capital budgeting. No prerequisite.

**FIN 317 Investments (3)**  
Introduction to the basic concepts of investments. Evaluation of risk and return, characteristics, valuation, and selection of various securities. Survey of fundamental investment principles and techniques used by individuals and institutions. Use of asset allocation, risk analysis, and security valuation to manage investment portfolios. Prerequisite: MATH 120.

**FIN 322 Applied Accounting and Finance (3)**  
Course is designed to provide the student with the keys, concepts, and tools used in understanding the financial functions of a business enterprise. For those students with no previous education or experience in accounting, the course will include an introduction to the essential concepts necessary in understanding formal financial statements from the user's perspective. Prerequisite: Completion of an associate degree.

**FIN 365 Financial Management (3)**  
A study of finance function within a modern corporation. Topics include financial analysis and planning, debt and equity financing alternatives, valuation of financial assets, capital budgeting, capital structure, dividend policy, and working capital management. Prerequisite: ACC 201 and ACC 202 and ECON 102 and ECON 103.

**FIN 399 Special Topics in Finance (3)**  
The course will examine the problems, techniques, and policies of financial decisions.

## **Film (FIS)**

**FIS 100 Introduction to Film (3)**  
Introduction to the historical development of film as art. Considers the development of cinematic techniques (i.e., cinematography, editing, sound, etc.), cinematic genres (i.e., the western, romantic comedy, etc.) and narrative elements (i.e., plot, character, conflict, etc.) as exemplified by the work of major American and international directors.

## **Fire Science (FS)**

**FS 101B Introduction to Fire Protection (3)**  
Explores the history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county, and private fire protection agencies; and survey of professional fire protection career opportunities. No prerequisite. [N]

**FS 103B Fundamentals of Fire Protection (3)**  
Introduction to basic modern firefighting techniques.

**FS 105B Introduction to Fire Suppression (3)**  
Fire suppression organization including equipment, characteristics of fire behavior, fire hazard properties of ordinary materials, building design and construction, extinguishing agents, basic fire-fighting tactics, and public relations.

**FS 110B Introduction to Wildland Fire Fighting (4)**  
Addresses the basic elements of wildland fire protection, fire behavior, department organization, apparatus and equipment, fire safety, and incident command organization. Field work is required. Satisfies Wildland Training Series for S-11, S-190, and S-214. Satisfactory completion qualifies the student for National Wildland Fire Certification (Red Card).

**FS 125B Building Construction for Fire Protection (3)**  
The fundamentals of building construction and design with emphasis on fire resistance of building materials, assemblies, exposures, and related data. Related codes and statutes and basic blueprint reading will also be covered.

**FS 131B Hazardous Materials (3)**  
A review of basic properties of solids, liquids and gases, and the storage, handling, laws and standards, and fire-fighting practices pertaining to hazardous materials.

**FS 243B Fire-fighting Tactics and Strategy (3)**  
Review of fire chemistry, equipment and manpower, basic fire-fighting tactics and strategy, methods of attack, preplanning fire problems, and company fire-fighting capability.

**FS 250B Fire-fighter I Certification (6)**  
General rules and regulations, use and explanation of forcible entry, protective breathing apparatus, first-aid, ropes, salvage, fire hoses, nozzles and appliances, fire streams, ladders, ventilation, inspection, rescue, sprinklers, fire alarms and communications, safety, and fire behavior.

**FS 285B Selected Topics in Fire Science (1-6)**  
Elective course in which subjects will vary and cover critical and current issues in fire science.

**FS 290B Work Experience (2-6)**  
Earn college credit for work experience related to fire science. See your faculty adviser for application.

## **Food Service Technology (FST)**

**FST 218B Food Service Sanitation (1)**  
Provides information about proper food handling and sanitation to prevent food-borne illness. Students will learn about common food-borne illnesses, their symptoms, and foods implicated. Prevention of contamination and cross-contamination of foods will be examined. Instruction will also include an overview of Nevada Administrative Code Chapter 446, Food and Drink Establishment Regulation.

## **French (FREN)**

**FREN 101B Conversational French I (3)**  
Develops a working knowledge of French, listening and speaking skills, and practice in reading and writing.

**FREN 102B Conversational French II (3)**  
A continuation of FREN 101B, this course is designed to be social, interactive, and fun. Introduces the student to the essentials of French grammar, vocabulary, and culture with an emphasis on practical and oral conversation. Additional cultural and listening activities include a French film festival, access to audio and audiovisual tapes, and a French luncheon. Prerequisite: FREN 101B.

**FREN 111 First Year French I (3-4)**  
Development of language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.

**FREN 112 First Year French II (3-4)**  
A continuation of FREN 111. Language practice required. Prerequisite: FREN 111.

**FREN 203 Second Year French I (3)**  
Continues development of the four basic skills involved in the acquisition of a foreign language: listening, speaking, reading, and writing. Also introduces essential elements of French culture. Prerequisite: FREN 112.

**FREN 204 Second Year French II (3)**  
Continuation of FREN 203. Prerequisite: FREN 203.

## **Geographic Information Systems (GIS)**

**GIS 103 Fundamentals of GIS (3)**  
An introduction to Geographic Information Systems (GIS) covering the basic concepts. Principles of cartography and spatial analysis are presented. The intent is to prepare the student for advanced training using specific GIS software.

**GIS 110 Principles of Cartography (3)**  
The basics of analog and digital cartography (map making). Students will be exposed to different types of maps, scales, symbols, and projections and learn how cartography and geographical information systems interact. Prerequisite: MATH 116 or instructor's approval.

**GIS 198B Special Topics in GIS (1-4)**  
Topics include GPS and other special interest subjects. Selection will depend upon current interests and needs. Courses scheduled on a demand basis.

**GIS 205 GIS Applications (3)**

This course in Geographic Information Systems concepts covers map components (including a brief discussion of coordinate systems), spatial relationships, and management of relationships description through tabular data. There will be extensive work using spatial and aspatial data using ArcView. A knowledge of Windows will be advantageous. Prerequisite: None, but students are advised to take GIS 103 if not familiar with technical programs and Windows operating systems. (Formerly GIS 125 Introduction to ArcView)

**GIS 270 GIS Extensions (3)**

Advanced ArcView is a course designed for those proficient in ArcView and wanting to improve its functionality. Areas of study include writing a simple extension using ArcView's programming language, Avenue; Spatial Analyst using raster and vector data; and 3-D Analyst to portray spatial relief. Prerequisite: a working knowledge of ArcView and Windows operating system skills. Prerequisite: GIS 205 (Formerly GIS 125). (Formerly GIS 205 Applications of ArcView)

**GIS 320 Geographic Information Systems in Business and Community (3)**

Basic techniques for geographic analysis and summary of business or community problems. Finding patterns and relationships in tabular and spatial data is emphasized. Popular geographic information systems software will be used for demonstration and for projects. Students will work in teams to identify a problem and to collect data for visualization and analysis of the problem. To present findings, students will create a map layout. Prerequisite: GIS 103 or instructor's approval.

**Geography (GEOG)****GEOG 103 Geography of the World's Environment (3)**

Physical elements of the earth's natural features and their significance to man. Topics include earth form and motion, landforms, weather, climate, vegetation, and soils. Four laboratory experiences required. (Formerly GEOG 103, Physical Geography)

**GEOG 106 Introduction to Cultural Geography (3)**

Systematic consideration of the spatial aspects of human culture. Major theses include spatial history and morphology, society-land relations, and economic development and resource utilization.

**Geology (GEOL)****GEOL 100 Earthquakes, Volcanoes, and Natural Disasters (3)**

An introduction to geologic concepts and hazards, including earthquakes, volcanoes, floods, and landslides. Also examines resource management, waste disposal, and pollution control. (Formerly GEOL 100, Geology: Principles and Applications)

**GEOL 101 Physical Geology (3-4)**

Fundamental principles of geology including tectonic and surficial processes, oceans, atmosphere, environmental applications, and resources. If taken for four credits, includes laboratory component as described by GEOL 103.

**GEOL 102 Earth and Life Through Time (4)**

The history of the earth and life as they have evolved together through time: plate tectonics, the physical landscape, and the biosphere. Includes laboratory for evaluating rocks, fossils, and the age of events. Prerequisite: GEOL 101. (Formerly GEOL 102, Historical Geology)

**GEOL 103 Physical Geology Laboratory (1)**

Experimental and analytical work illustrating fundamental principles of geosciences, including collection and interpretation of data using the scientific method. Prerequisite or corequisite: GEOL 101.

**GEOL 132 Rocks and Minerals (3)**

An introduction to the more common or important minerals and rocks. Emphasizes the conditions of formation and hand sample identification. The economic value of minerals and rocks is presented. (Formerly GEOL 130, Rocks and Minerals)

**GEOL 201 Geology of Nevada (3)**

Important geological developments in Nevada that have occurred throughout geologic time. At least one field trip will be required.

**GEOL 211 Mineralogy and Crystallography (3)**

Crystallography, crystal chemistry, and the origin and determination of ore minerals and rock-forming minerals. Prerequisite: Elementary chemistry and trigonometry recommended.

**GEOL 299B Special Topics in Geology (1-5)**

To be offered on a variety of geological topics as opportunity and demand dictate. Prerequisite: Variable with topic.

**GEOL 341 Geomorphology and Soils (4)**

An introduction to the processes and development of landforms and soils as the result of surficial processes operating within the framework of global tectonics. Laboratory work includes methods of analysis of land forms from surface imaging and the study of soils. Includes field trips. Prerequisite: GEOL 101, GEOG 103, or instructor's approval.

**GEOL 371 Geology of Natural Resources (3)**

Study of the occurrence and the economic and environmental aspects of geological resources extracted from the earth, including metallic minerals, industrial minerals, hydrocarbons, and water. Includes a required field trip. Prerequisite: GEOL 101 or GEOL 132.

**German (GER)****GER 101B Conversational German I (3)**

Learn language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.

**GER 102B Conversational German II (3)**

A continuation of learning language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required. Prerequisite: GER 101B.

**Graphic Communications (GRC)****GRC 103 Introduction to Computer Graphics (3)**

Introduction to the computer as a graphic tool using the latest software programs on an IBM system. Computer literacy, design application, computer graphics terminology, and processes stressed. Students will visit job sites and explore employment opportunities. (Formerly GRC 106, Basic Computer Graphics)

**GRC 119 Computer Graphics/Digital Media (3)**

Introduction to the key digital elements of multimedia. Overview of hardware and software, design principles, and management skills needed to develop dynamic, interactive multimedia products. The use of Windows '95 or later operating system is strongly recommended.

**GRC 130 Desktop Publishing (2)**

Introduction to page make-up software and laser printer output for desktop publishing. Create, edit, and merge text graphics using standard procedures and design basics.

**GRC 156 Computer Illustration (3)**  
Introduction to visual communication as it relates to commercial art using computer software. Covers graphic design methodology, layout, typography, symbols, logos, and logo systems developed from thumbnails through comprehensive. (Formerly GRC 170, Graphic Design)

**GRC 183 Digital Imaging (3)**  
Introduction to digital imagery as a source for creating new images, scanning, and image manipulation. Explores visual communication through technical and conceptual methods. Also available as ART 243. (Formerly GRC 204, Digital Imagery)

**GRC 198B Special Topics in Graphic Communications (.5-6)**  
Consideration of special topics related to graphic communication. [P/W]

**GRC 256 Computer Illustration II (3)**  
Basic elements of design are applied to various structures and compositions. A computer software will be used to create and execute a variety of two-dimensional design projects. (Formerly GRC 180, Electronic Design)

## **Health Education (HE)**

**HE 205 Sexually Transmitted Diseases and AIDS (2-3)**  
Provides students with a fundamental understanding of sexually transmitted diseases and the evolution of epidemics from a global perspective. The history, etiology, epidemiology, biology, and intervention strategies related to STDs will be studied. In addition, an analysis of the efforts made by today's society to control the many STD pandemics will be explored.

## **Health Information Technology (HIT)**

**HIT 100B Introduction to ICD-9-CM Coding (2)**  
Introduction to the mechanics of using ICD-9-CM medical coding. Procedures for assigning code numbers, guidelines for use and interpreting coding rules, and regulations that govern ICD-9-CM coding. Prerequisite or Corequisite: NURS 140.

**HIT 101B Current Procedural Terminology (3)**  
An introduction to outpatient procedural coding. The student will be introduced to HCFA's HCPCS three-level coding system, including basic coding guidelines and practice using CPT-4. Designed to meet the needs of the medical record practitioner in hospital medical record/billing departments, physicians' offices, and insurance companies for both reimbursement and research needs. Prerequisite or Corequisite: NURS 140.

**HIT 198B Special Topics in Health Information Technology (0.5-6)**  
An introduction to varying aspects of health insurance coverage and its impact on health care reimbursement. Designed to allow the learner to develop an understanding of the basic types of medical insurance programs available in today's healthcare system.

## **Health Science (HESC)**

**HESC 100B Personal and Consumer Health (1)**  
A variety of health-related topics of current interest to the consumer.

## **Heating, Ventilation and Air Conditioning (HVAC)**

**HVAC 101B Introduction to Heating, Ventilation, and Air Conditioning (3)**

A lecture, demonstration, and laboratory course introducing the basics and theory of heating, air conditioning, and refrigeration. In addition to the basic theory, students will also learn basic tools of the industry and how they are used, basic electricity, circuits, wiring, ohms, amps, watts, and resistance will be covered.

**HVAC 102B Basics of Heating (5)**  
A lecture, demonstration, and laboratory course introducing the basics of warm air and hot water heating, automatic controls for control, operation and safety of units used for heating. Troubleshooting of heating units will be covered. This course will lead directly into HVAC 103B and may have shared components.

**HVAC 103B Basics of Air Conditioning and Refrigeration (5)**  
A lecture, demonstration, and laboratory course introducing the basics of air conditioning and refrigeration, automatic controls for control, operation, and safety of units used for air conditioning and refrigeration. Troubleshooting of air conditioning will be covered. This course will lead to HVAC 104B and may have shared components.

**HVAC 104B EPA Section 608 Certification Class (3)**  
A lecture, demonstration, and laboratory course leading to the taking of the EPA Certification Exam. This course will cover all of the information that air conditioning and refrigeration service personnel will need to successfully become certified as a Universal Technician under EPA Section 608 of the Clear Air Act.

## **History (HIST)**

**HIST 101 U.S. History to 1865 (3)**  
Survey of U.S. political, social, economic, diplomatic, and cultural development from Colonial Times to Reconstruction. When taken with HIST 102 or 217, class satisfies the United States Constitution requirement. Prerequisite: ENG 101 reading level. (Formerly HIST 101, United States History I—To 1877)

**HIST 102 U.S. History 1865 to Present (3)**  
Survey of U.S. political, social, economic, diplomatic, and cultural development from Reconstruction to the present. Includes examination of Nevada Constitution and, when taken with HIST 101, satisfies the Nevada Constitution requirement. Prerequisite: ENG 101 reading level. (Formerly HIST 102, United States History II—Since 1878)

**HIST 105 European Civilization I—To 1648 (3)**  
Survey of the development of Western civilization from the dawn of human history to 1648. Prerequisite: ENG 101 reading level.

**HIST 106 European Civilization to Present (3)**  
Survey of the development of Western civilization from 1648 to the present. Prerequisite: ENG 101 reading level. (Formerly HIST 106, European Civilization II — Since 1648)

**HIST 209 World History II (3)**  
A review of the principle elements in world history since 1600, including scientific and technological revolutions, social revolutions, nationalism, immigration, colonialism, world wars, decolonization, modernization, democracy, and dictatorships. Prerequisite: ENG 101 reading level.

**HIST 217 Nevada History (3)**  
Nevada history from early exploration to the present. Includes examination of the Nevada Constitution and, when taken with HIST 101, satisfies the Nevada Constitution requirement. Prerequisite: ENG 101 reading level.

**HIST 225 Introduction to the Vietnam War (3)**  
Survey of U.S. involvement in Vietnam from 1954 to U.S. withdrawal in 1975. (Formerly HIST 225, U.S. Involvement in Vietnam)

**HIST 247 Introduction to the History of Mexico (3)**  
A review of pre-Columbian, Colonial, and Mexican national history with emphasis on culture and politics. Prerequisite: ENG 101 reading level. (Formerly HIST 247, History of the Mexican Nation)

**HIST 275 The Wild West—Myth and Reality (3)**  
A study of the frontier and its meaning in American life from Colonial Times to the present. Prerequisite: ENG 101 reading level.

**HIST 295 Special Topics in History (1-3)**  
Course may utilize special emphasis topics/instructors or be offered as an individualized study format with directed readings. Classes will usually mirror offerings at other UCCSN institutions.

**HIST 401 American Constitutional and Legal History (3)**  
The origin and growth of the constitutional system. Prerequisite: PSC 103, or HIST 101 and HIST 102, or instructor's approval.

**HIST 414A United States: The National Period, 1815-1860 (3)**  
Analyzes and interprets the Early National Periods, starting with the consensus of the Era of Good feelings and progressing through the Age of Jackson, problems of expansion, growing controversy over slavery, and finally, the ultimate failure to compromise with the secession of South Carolina in December, 1860. Prerequisite: ENG 102.

**HIST 416B Contemporary America—The U.S. Since 1945 (3)**  
The American Half Century. Study of how World War II catapulted the nation into Superpower status and right into Cold War battles like Korea and Vietnam. The rise of social protest movements like the Civil Rights Movement, the changing economic structure of the nation, new cultural values, and the modern political climate will also be highlighted. Prerequisite: ENG 102 (Formerly HIST 417, United States History 1940—Present)

**HIST 417C The West as National Experience (3)**  
Historical development of the American West utilized to examine contemporary issues of resources and ownership, demographic change, and national myth-making. Prerequisite: ENG 102. (Formerly HIST 406, The American West)

**HIST 441 American Environmental History (3)**  
Explores the relationships between human beings and the physical environment on the North American continent. Examines how different cultural groups have used and transformed the continent. Examines the ebb and flow of environmental consciousness from its roots in the nineteenth century to the rise of environmentalism in the twentieth century. Prerequisite: HIST 101 or HIST 102 and ENG 102 or instructor's approval.

**HIST 498 Advanced Historical Studies (1-3)**  
Course may utilize special emphasis topics or be offered as an individualized study format with directed readings. Class may be repeated for up to nine credits. (Formerly HIST 395, Special Topics in History)

## **Home Economics (HEC)**

**HEC 122B Creative Cooking (1-3)**  
From sourdough to haute cuisine to regional cooking and crepes suzette, class combines good nutrition and economical shopping tips with a variety of cooking techniques and recipes.

## **Human Development and Family Studies (HDFS)**

**HDFS 201 Lifespan Human Development (3)**  
Individual development, roles, and interrelationships within the family system through the lifespan. (Formerly PSY 274, Individual and the Family)

**HDFS 232 Diversity and the Young Child (3)**  
The course considers the development of young children from the prenatal period through age eight, focusing in particular on diversity among children. Diversity will be explored in the terms of cultural, ethnic, and linguistic variations as well as differences in ability and typical and atypical development.

## **Humanities (HUM)**

**HUM 101 Introduction to Humanities (3)**  
An introduction to humanities through a study of seven major arts including film, drama, music, literature, painting, sculpture, and architecture. Each of these arts is considered from the perspective of historical development, the elements used in creating works of art, meaning and form, and criticism and critical evaluation. Prerequisite: ENG 101 reading level.

**HUM 232 War and Western Civilization (3)**  
Survey of war and its effects on our civilization from chariot and spear to nuclear strategy. Prerequisite: ENG 101 reading level.

## **Industrial Management (IM)**

**IM 101 Introduction to Industrial Management (3)**  
An introduction to leadership awareness and ability, emphasizing technological, sociological, and managerial aspects of modern industry. [N]

## **Industrial Plant Mechanics (IT)**

**IT 101B Bulk Material Handling (4)**  
A laboratory and lecture course emphasizing the maintenance and repair of conveyors and industrial power transmission devices, including belting, feed and discharge devices, and preventative maintenance of bulk handling systems.

**IT 102B Pipefitting Principles (4)**  
A laboratory and lecture course in construction techniques with various kinds of industrial pipes and valves. Includes valve maintenance and repair, threading, joining, and bending of pipe.

**IT 103B Mill Pump Technology (4)**  
A laboratory and lecture course covering various industrial pumps with emphasis on centrifugal pump maintenance and repair, and introduction to hydraulic engineering concepts that pertain to centrifugal pumps. Pump seals, packing techniques, and bearings are also included.

**IT 104B Lubrication Technology (2)**  
Principles of proper selection and use of oils and grease in the maintenance of industrial machinery. Theory and laboratory work in lubricating principles such as viscosity, including troubleshooting many mechanical problems with oil samples.

**IT 105B Mechanical Power Transmission (4)**  
A three-credit lecture, demonstration, and laboratory course in the study in the application of gears, shafts, bearings, and fluids in the transmission of power for industrial processes.

**IT 107B Centrifugal Pumps, Pipefitting, and Valves I (4)**

A three-credit lecture, laboratory, and demonstration course in the operation, maintenance, and construction of pumps; and valves and piping systems used in an industrial setting.

**IT 205B Millwright Practices (5.5)**

Theory and laboratory work on shaft alignment, installation and maintenance of bearings, and installation of machinery with background on structural connections.

**IT 206B Mechanical Troubleshooting (4)**

Designed to teach systematic and effective methods of identifying the causes of mechanical failure. Includes strategies for information gathering, chart reading, effective communication, and recordkeeping. Attention given to planned maintenance programs, vibration analysis, and infrared thermography.

**IT 208B Fluid Power (5.5)**

A review of fluid power mechanics with an emphasis on symbology, circuit operation and design, hydraulic component operation, and terminology.

**IT 209B Principles of Rigging (2)**

Principles of material and object handling emphasizing the use of winches, hoists, and cranes.

**IT 210B Failure Analysis and Predictive/ Preventive Maintenance (4)**

A three-credit lecture, demonstration, and laboratory course in the study of maintenance organization and procedures emphasizing prevention of maintenance problems through predictive methods.

**IT 211B Heating/Cooling and Boiler Operation and Maintenance (4)**

A three-credit lecture, demonstration, and laboratory course in the basic operation and maintenance of cooling and heating devices found in most industrial settings. Emphasis is placed on safety and risk management in operation and maintenance of this equipment.

**IT 212B Inventory and Planning (1-2)**

A one- to two-credit lecture course in the inventory control in the planning process. Emphasis is placed on the Quality Assurance concept.

**IT 214B Basic Electrical Theory for Industrial Mechanics (4)**

A three-credit lecture, demonstration, and laboratory course designed to instruct the student in risk free diagnosis of common electrical problems associated with industrial equipment. The course covers basic electrical theory, electrical motors maintenance, motor control, and uses of electrical tools for troubleshooting.

**IT 215B Welding Processes for Industrial Mechanics (4)**

A three-credit lecture, demonstration, and laboratory course designed to instruct the student in the welding procedures used to build-up metal surfaces for the machining processes in the rebuilding of industrial equipment.

**IT 216B Basic Metallurgy (4)**

A three-credit lecture, demonstration, and laboratory course which emphasizes the practical approach to the basic principles of metallurgy. The course explores the behavior of metals subjected to metallurgical processes and explains how desired material properties are attained.

**Information Systems (IS)****IS 101 Introduction to Information Systems (3)**

Introduction to computer-based information systems management including hardware/software relationships, business applications usage, systems theory, current technology, networking, the Internet, computer security, and privacy issues. Recommended corequisite: IS 201. (Formerly COT 202, Introduction to Computer Applications)

**IS 201 Computer Applications (3)**

An introduction to the most commonly used microcomputer business software with emphasis on operating systems, word processing, spreadsheets, database management, presentation software, and software integration. Substantial hands-on work provides practical experience using this software. Recommended corequisite: IS 101. (Formerly COT 203, Microcomputers in Business)

**Integrative Studies (INT)****INT 100 GBC Orientation (.5)**

An introduction to GBC and its programs and services. The goal of the course is to achieve student success. No prerequisite. [P/W]

**INT 301 Research Methods in the Social and Natural Sciences (3)**

An interdisciplinary integration of research methods in the natural sciences, social sciences, and history. The course is writing intensive and includes an introduction to portfolio development. Prerequisite: Completion of the lower-division general education requirements for the Bachelor of Arts in Integrative and Professional Studies or instructor's approval.

**INT 339 Integrative Humanities Seminar (3)**

An integrative seminar on topics in the humanities. The topics will vary to address needs and interests of programs. Course fulfills the upper-division integrative humanities general education requirements. May be repeated once for credit if the topics are different. Prerequisite: Completion of lower-division general education requirements.

**INT 349 Integrative Social Science Seminar (3)**

An integrative seminar on topics in the social sciences. The topics will vary to address needs and interests of programs. Course fulfills the upper-division integrative social sciences general education requirements. May be repeated once for credit if the topics are different. Prerequisite: ENG 102 or ENG 333, MATH 120 or AMS 310, and completion of lower-division general education requirements.

**INT 359 Integrative Mathematics Seminar (3)**

An integrative seminar on topics in mathematics. The topics will vary to address needs and interests of programs. May be repeated once for credit if the topics are different. Prerequisite: Completion of lower-division general education requirements, including MATH 120 (or any mathematics course numbered 126 or higher, including AMS 310) and ENG 102 or ENG 333. Students completing an Associate of Science degree with focus in mathematics may take this course during the semester when they will meet all of the degree requirements.

**INT 369 Integrative Science Seminar (3)**

An integrative seminar on topics in science. The topics will vary to address needs and interests of programs. Course fulfills the upper-division integrative science general education requirements. May be repeated once for credit if the topics are different. Prerequisite: ENG 102 or ENG 333, MATH 120 or AMS 310, and completion of lower-division general education requirements.

**INT 400 Internship in Integrative Studies (3-6)**  
A semester placement within a student's concentration (emphasis area). The internship requires an integration of work experience and a course of study in a specific emphasis area. May be taken for credit more than once, but no more than a total of six credit hours of INT 400 may be counted toward the BA degree. Prerequisite: Senior level standing in the Bachelor of Arts in Integrative and Professional Studies program, INT 301, and program approval.

**INT 496 Capstone in Integrative Studies (3)**  
An interdisciplinary integration of ideology and praxis. The topic of the course varies but emphasis is on the major concepts and analytical frameworks that draw on field experience and previous coursework. The course is writing intensive and includes development of a portfolio. Prerequisite: Senior level standing in the Bachelor of Arts in Integrative and Professional Studies, INT 400.

Note: INT 339, 349, 359, 369 must have a specific title following the general title. For example: INT 369 Integrative Science Seminar: Revolutions in Science; or INT 349 Integrative Social Sciences Seminar: Vietnam. Expanded title is required in order for students to be able to repeat course for credit and demonstrate different topics.

## **Journalism (JOUR)**

**JOUR 101 Introduction to Mass Communication (3)**  
History of American newspapers; laws affecting journalism; effects of advertising; and newspapers, radio, and television production.

**JOUR 120B Publications Workshop I (2)**  
Course designed to qualify students to produce the college newspaper, literary magazine, or any other student publication. Combination of graphics and journalism in one class period which will familiarize students with the total makeup of the newspaper assembly procedures.

**JOUR 121B Publications Workshop II (2)**  
A continuation of JOUR 120B.

**JOUR 221 News Gathering and Writing (3)**  
Principles of news writing with practical experience in gathering news, writing and editing, photojournalism, advertising sales, along with newspaper layout and graphics.

**JOUR 290 Internship in Journalism (1-3)**  
Limited to students interested in a career in broadcast journalism. To participate, students must fill out an internship application, meet with an intern adviser, and interview with internship sponsor and instructors. Interns will not be compensated and hours will be determined by enrollment credits.

## **Land Surveying/Geomatics (SUR)**

**SUR 320 GIS for Surveyors (3)**  
Use of Geographic Information Systems (GIS) with emphasis on land surveying and geomatics applications. Includes data quality and accuracy, and technological and legal issues concerning GIS data. Introduces relational and spatial databases, map topology, spatial analysis, creation and use of raster and vector data, and GIS implementation strategies. Field trips required. Prerequisites: GIS 103, GIS 205, or other introductory GIS course.

**SUR 340 Photogrammetry (3)**  
Principals of photogrammetry as applied to surveying and mapping. Includes the mapping camera, the photograph, the stereo model, the strip and the block, and flight and control planning. Prerequisite: MATH 120, 126, or higher.

**SUR 360 Public Land Survey System (3)**  
The U.S. Public Land Survey System (PLSS) as described in Official Government Survey Manuals (1851-1973) with emphasis on evidence, both federal and state rules, resurveys, and subdivision of sections. Prerequisites: BT261B and RE104.

**SUR 365 Legal Descriptions (3)**  
Analysis, interpretation, and writing of legal descriptions, proper form, controlling elements, metes-and-bounds, sectionalized land descriptions, easements, and right-of-way. Considerations of the parent title, interpretation of expressions, bounds calls, different types of descriptions, junior-senior rights in descriptions, title considerations, and research of public and private records. Prerequisite: SUR 360.

**SUR 440 Geodetic and GPS Surveying (3)**  
Introduces geometric reference to ellipsoids, ellipsoidal and local coordinate systems, coordinate transformation in 2D and 3D, datums and datum transformations, orthometric heights, the reduction of field observations, least squares adjustment, and effects of the earth's gravitational field. Includes coordinated instruction in GPS. Prerequisites: BT 264 or other introductory GPS course, and MATH 181.

**SUR 450 Construction Surveying (3)**  
Prepares students for organizing, planning, and cost estimating for construction and civil engineering projects. Specialized skills and techniques are learned to successfully handle major projects, including vertical and horizontal alignments, earthwork, structure layout, grading, routes and subdivisions, and other pertinent topics. Prerequisite: BT 162B.

**SUR 455 Mine Surveying (3)**  
Advanced surface and underground surveying techniques specifically applied to mineral exploration and mining operations. Prerequisites: BT 162B.

**SUR 460 Advanced Boundary Analysis (3)**  
Study of boundary resolution where occupation and possession are not consistent with the record location. Study of unwritten property rights and the presentation of defensible evidence. Review of principles of land tenure and the cadastre, the Statute of Frauds, constructive notice, recording laws, and water boundaries. Prerequisite: SUR 365.

**SUR 495 Land Surveying/Geomatics Capstone 3**  
A final student project drawing on knowledge and skills acquired in previous field experience and coursework. Includes use of automated computer-aided drafting (ACAD), and the creation of a student portfolio. Prerequisites: Final semester of program and permission of instructor.

## **Legal Assistant (LAW)**

**LAW 252 Family Law (3)**  
Covers the law related to family issues. Includes a discussion of rights and obligations of parties to each other and their offspring. Divorce, custody and support, spousal agreements, termination of parental rights, adoptions, and collection of child support are discussed.

**LAW 260B Employment Law (1)**  
Focus on prominent issues of employment law including Worker's Compensation claims and the Nevada Industrial Insurance Act, public employees and collective bargaining units, job discrimination and the Equal Rights Commission, sexual and other harassment in the workplace, and developments in employment law and wrongful termination. [P/W]



## **Library Technology (LT)**

**LT 101B Library Skills/Research for College Papers (1)**  
An overview of basic research strategies using Internet, electronic, and print resources. Focus is on gathering viable information for college assignments. [P/W]

**LT 102B Introduction to the Local Library (1)**  
An introduction to the services provided by the GBC and Elko County Public Libraries.

**LT 150B Introduction to Library Technology I (3)**  
A study of library tools such as indexes, bibliographies, reference books, and inter-library loan procedures. Library equipment use is also included. For students desiring to develop skills in the use of libraries and who are interested in a career in librarianship.

**LT 158B Audiovisuals for the Library (3)**  
Functions of audio-visual equipment and materials for their use. Production of visuals, selection and operation of equipment, and evaluation of purchased materials.

**LT 290B Library Internship (2-3)**  
Supervised work in an approved library. Prerequisite: LT 150B or equivalent, and instructor's approval.

## **Loss Control Management (LCM)**

**LCM 100B Introduction to Loss Control Management (3)**  
An introduction to loss control management principles and techniques, with focuses on administration and programs. Topics include loss control information and analysis, environmental organization, management, and implementation. Process safety management will also be covered.

**LCM 101B Loss Control Engineering and Technology (3)**  
Course focuses on safety and health trends for the twenty-first century, including facility design and safety, building and facility layout, and construction and maintenance of facilities. Workplace exposures and protections will cover industrial sanitation and personnel facilities, occupational medical surveillance, fire protection, and workers with disabilities. Material handling and production operations also covered.

## **Management (MGT)**

**MGT 103 Small Business Management (3)**  
Environment and management of the small business enterprise, problems in initiating the business, financial and administrative control, marketing programs and policies, management of business operations, legal and governmental relationships.

**MGT 171 Supervision (3)**  
Introduction to basic management principles and problem-solving techniques required by first-line supervisors.

**MGT 229 Public Relations (3)**  
Principles and techniques of public relations practiced in today's society, involved in creating and maintaining a favorable public image.

**MGT 251 Labor Relations (3)**  
A course for first-level exempt supervisors, managers of small companies, or any business person or student interested in legal background of the relationship between employee and employer. (Formerly MKT 251B, Labor Relations)

**MGT 283 Personnel Administration (3)**  
Duties and responsibilities of personnel management. Areas covered include employee needs, human relationships, orienting and training employees, benefit programs, and economics of supervision.

## **MGT 310 Foundations of Management Theory and Practice (3)**

Develops the students' theoretical foundation for further study in any field involving management. Explores historical thought and the management 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. Prerequisite: Completion of an associate degree or instructor's approval.

## **MGT 323 Organizational and Interpersonal Behavior (3)**

A study of the interpersonal relations between individuals and groups in an organizational setting. Topics include leadership styles and techniques, organizational design, communication, decision making, motivation, perception, group behavior, and coping with stress. Prerequisite: Completion of an associate degree. Corequisite or prerequisite MGT 310 or instructor's approval.

## **MGT 367 Human Resource Management (3)**

Analysis of the personnel policies of business enterprises. Areas of study include recruitment, selection, placement, training, promotion, morale, employee services, compensation, labor relations, and organization and function of human resource departments. Prerequisite: Completion of an associate degree. Corequisite or prerequisite MGT 310 or instructor's approval. (Formerly BUS 367)

## **MGT 441 Operational Quality Control and Problem Solving (3)**

Operational quality control and problem solving in the workplace. Prerequisite: Associate of Applied Science or Certificate in Electrical Technology, and completion of AMS 310 or instructor's approval. (Formerly EIT 346/EIM 346)

## **MGT 442 Quality Control and Statistics (3)**

The application of statistics and other techniques to problem solving and quality control in the work-place and operational situations. Includes the application of statistical considerations in measurement methodology. Prerequisites: AMS 310 or MATH 126 or higher.

## **MGT 480 International Management (3)**

An overview of the international business environment, conditions affecting firms conducting business overseas, and the effects of a transcultural setting on each of the functional areas of business. Special emphasis on managerial functions and critical elements of the management process in a firm operating under foreign economic, technological, and political, social, and cultural environments. A major focus is on management challenges facing international organizations. Prerequisite: Completion of an Associate Degree, MGT 310, or instructor's approval.

## **MGT 487 Entrepreneurship (3)**

A 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. Prerequisite: MGT 310, MKT 410, or instructor's approval.

## **MGT 496 Strategic Management and Policy (3)**

Considerations of overall long-term decision making involving integration of the functional areas in a business enterprise. Topics include the formulation, development, and implementation of organizational strategies that use knowledge from several areas to further organizational objectives within various constraints. Prerequisite: Senior standing or instructor's approval.

## **Marketing (MKT)**

### **MKT 115 Purchasing (3)**

Basic purchasing techniques and practices including purchasing department functions and responsibilities, purchasing tools, forms and procedures, vendor relationships, policies, and centralized versus decentralized purchasing.

### **MKT 127 Introduction to Retailing (3)**

Intended for those who desire a broad view of retailing from a management point of view. Surveys retailing principles and concepts, and covers store and merchandise management. Topics include store location and organization, personnel, pricing, inventory control, customer service, advertising, promotion, and display. Makes use of case studies and practical situation exercises. (Formerly MKT 121, Retail Merchandising)

### **MKT 210 Marketing Principles (3)**

Study of problems of manufacturers, wholesalers, and retailers in the market of goods and services, channels of marketing, customer relations, functions of sales departments, price policies, and communications. (Formerly MKT 130, Introduction to Marketing)

### **MKT 211 Introduction to Professional Sales (3)**

Selling, including buying behavior, product knowledge, prospecting, developing the sales presentation, handling objections, closing the sale, and the personal characteristics required for success. Skills and processes necessary for selling a product or service are applied to special marketing segments: retail, industrial, governmental, and international markets. (Formerly MKT 129, Principles of Sales)

### **MKT 410 Marketing and Sales (3)**

An investigation of the objectives and policies of marketing managers as influenced by competitive institutions. Topics include selection of marketing targets, product strategy, distribution channels, pricing, marketing research, advertising, and the interaction with marketing institutions within society. Prerequisite: Completion of an associate degree, MGT 310, or instructor's approval.

## **Mathematics (MATH)**

Mathematics provides the language and concepts in terms of which knowledge is communicated and understood in all science fields and in many other disciplines. Mathematics helps develop both critical thinking and problem-solving skills, in addition to providing a framework for many technical fields. The listed courses are designed to raise students at any level to a college level of mathematical ability and to prepare students for work in government, business, industry, research, and educational institutions. All prerequisite time limits on mathematic courses are strong recommendations.

### **MATH 089 Math in the Workplace (1)**

A review of basic mathematics including many vocational applications.

### **MATH 091 Basic Mathematics (3)**

The fundamental operations of whole numbers, fractions and mixed numbers, decimals, percentages, measurement, and integers. Intended to provide a review of basics needed in later math courses and on the job.

### **MATH 095 Elementary Algebra (3)**

A first course in algebra for students who plan to continue in the math sequence. Topics include operations on real numbers, simplifying expressions, solving linear and quadratic equations, polynomials, factoring, radicals, and the concept of graphing. Prerequisite: MATH 091, sufficient score on placement exam, or SAT/ACT score.

### **MATH 096 Intermediate Algebra (3)**

This is a second course in Algebra for students who have completed one elementary Algebra course. The topics covered include polynomials, rational functions, linear equations and inequalities, absolute value inequalities, exponents and radicals, quadratic equations, relations and functions, systems of equations, and applications. This is a developmental course. Prerequisite: MATH 095—within two years, satisfactory placement exam, or SAT/ACT score.

### **MATH 116 Technical Mathematics I (3)**

Provides technical mathematical core material so that the student gains practical problem solving experience. May include arithmetic operation, integers, exponents, scientific notation, algebraic expressions, equations, metric system, trigonometry, and logarithms. This course satisfies the general education requirement for occupational/technical AAS degree. Prerequisite: MATH 095 or placement into MATH 096 or MATH 116.

### **MATH 118B Supplementary Technical Mathematics (1-3)**

Course expands on MATH 116 and selected topics in mathematics associated with technical and vocational fields. Prerequisite: MATH 116.

### **MATH 120 Fundamentals of College Mathematics (3)**

Includes real numbers, consumer mathematics, variation, functions, relations, graphs, geometry, probability, and statistics. Course is broad in scope, emphasizing applications. Fulfills the lower-division mathematics requirement for a Bachelor of Arts Degree. Prerequisite: MATH 096 within two years, sufficient placement exam, or SAT/ACT score. Satisfies mathematic requirement for baccalaureate degrees.

### **MATH 122 Number Concepts for Elementary School Teachers (3)**

A course for students preparing for elementary school teaching or those who already hold teaching certificates. Topics include the real number system and its subsystems, algorithms, primes and divisibility, algebraic thinking, and a variety of applications. The course presumes mathematical knowledge of the material and goes more in depth giving backgrounds for the real number system and preparation of students for teaching the material. Prerequisite: MATH 120 within two years.

### **MATH 123 Statistical and Geometrical Concepts for Elementary School Teachers (3)**

A course for students preparing for elementary school teaching or for those who already hold teaching certificates. Topics include probability, statistics, geometry, constructions, similar figures, trigonometric ratios, areas and volumes, motion geometry, and a variety of applications. Backgrounds for the concepts and preparation of students for teaching the material. Prerequisite: MATH 120 or MATH 122 within two years.

**The following courses numbered 126 or higher, except 290B, satisfy the mathematic requirement for baccalaureate degrees.**

### **MATH 126 Precalculus I (3)**

A third course in algebra, intended for those who are majoring in a science field, a business-related field, or mathematics; as part of a mathematics endorsement for elementary education; or for students who are going on to calculus. This course stresses functions, including their graphs and applications, polynomial functions, radicals, rational functions, exponential, and logarithmic functions. This is the first half of a two-semester sequence. MATH 126 and MATH 127 together, or MATH 126 and MATH 152 together, satisfy the mathematics requirement for an Associate of Science degree; also see the bachelor's degree requirements. This course satisfies the College Algebra requirement for programs that require College Algebra and Statistics. Prerequisite: MATH 096 within two years, sufficient placement test, or SAT/ACT score.

**MATH 127 Precalculus II (3)**

A course intended for those majoring in a science field or mathematics, as part of a mathematics endorsement for elementary education, or for students going on to calculus. Topics include circular functions, their graphs, and applications; trigonometric identities and equations; conic sections; complex numbers; matrices; sequences and mathematical induction. This is the second half of a two-semester sequence. The two semesters satisfy the mathematics requirement for a bachelor's degree. The two course sequence, MATH 126 and MATH 127, are equivalent to MATH 128 at UNR or UNLV. Prerequisite: MATH 126, MATH 124 (discontinued GBC course) or sufficient placement test score within two years.

**MATH 130 Analytic Geometry (3)**

Course includes planar rectangular coordinate schemes; lines and their representations; conic sections, rational functions, and their graphs; planar polar coordinate schemes; and vector geometry of the plane. Prerequisite: MATH 127 or two years of high school algebra—within three years.

**MATH 152 Introduction to Statistics (3)**

Includes descriptive statistics, probability models, random variables, statistical estimation and hypothesis testing, linear regression analysis, and other topics. Designed to show the dependence of statistics on probability. Prerequisite: AMS 310, MATH 126, or MATH 128—within two years or sufficient placement test score.

**MATH 176 Introductory Calculus for Applications in Business and Social Sciences (3)**

Intended for students pursuing degrees in business or the social sciences, the course includes the fundamental ideas of analytic geometry and calculus, functions of one and of several variables, limits, differentiation and partial differentiation, integration, and optimization. Prerequisite: MATH 126 or MATH 128—within two years or sufficient placement test score.

**MATH 181 Calculus I (4)**

The fundamental concepts of analytic geometry and calculus functions, graphs, limits, derivatives, integrals, and certain applications. Prerequisite: MATH 126 and MATH 127, MATH 128, or three years of high school algebra and trigonometry, or sufficient placement—any combination within two years or sufficient placement test score.

**MATH 182 Calculus II (4)**

A continuation of MATH 181. The course covers transcendental functions, methods of integration, conic sections, sequences and series, and vectors. Prerequisite: MATH 181.

**MATH 251 Discrete Mathematics I (3)**

Topics include set operations, Cartesian product relations and functions, equivalence relation, graphs and digraphs, propositional calculus, truth tables, mathematical induction, and elementary combinatorics. Applications are made to probability. Prerequisite: MATH 182 within three years.

**MATH 253 Linear Algebra (3)**

An introduction to linear algebra, including matrices and linear transformations, eigenvalues, and eigenvectors. Prerequisite: MATH 182 within three years.

**MATH 283 Calculus III (4)**

A continuation of MATH 182. Topics include infinite sequences and series, vectors, differentiation and integration of vector-valued functions, the calculus of functions of several variables, multiple integrals and applications, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Prerequisite: MATH 182—within 2 years.

**MATH 285 Differential Equations (3)**

Theory and solving techniques for general ordinary differential equations, first order and second order linear equations, boundary value problems, power series solutions, Laplace transforms, and system of first order equations. Emphasis on real world phenomena. Prerequisite: MATH 283.

**MATH 290B Special Topics in Mathematics (1-4)**

A special topics course in mathematics considers current problems and conceptual issues in mathematics. The issues selected depend upon the current interest of faculty and students.

**MATH 331 Groups, Rings and Fields (3)**

Elementary structure of groups, rings, and fields. Including homeomorphisms, normal subgroups, and ideals. Prerequisite: MATH 253.

**Metals (MTL)****MTL 100B Oxyfuel Gas and Arc Cutting Principles and Practices (4)**

Safe operating procedures for cutting equipment applications including straight cutting, shape cutting, beveling, and removal of weld metal using manual and machine oxyfuel gas and plasma arc. Removal of weld metal using air carbon arc cutting equipment also covered. (15 contact hours per credit)

**MTL 101B Basic Machine Shop I (4)**

Learn the basics of work setup, machine operation, turning, threading, broaching, and boring operations. Students will also learn interpretation of and uses of formulas and charts associated with the machine trades.

**MTL 102B Basic Machine Shop II (4)**

A four-credit lecture, demonstration, and laboratory course in the study of machine operations used in the reconstruction and repair of industrial equipment.

**MTL 105B Drawing and Weld Symbol Interpretation (3)**

An introduction to the interpretation of basic elements of blueprints, sketches, and interpretation of welding symbols.

**MTL 110B Basic Arc Welding Principles and Practices (5.5)**

Course provides students with the basic knowledge and understanding to complete fillet and groove welds in the 1G and 1F positions using the shielded metal arc welding (SMAW) process on plain carbon steel. (15 contact hours per credit)

**MTL 115B Welding Inspection and Testing Principles (3)**

Course will allow students to examine cut surfaces and edges of prepared base metal parts, examine tack, intermediate layers, and completed welds. Students will also study nondestructive testing examination (NDE) methods such as Magnetic Particle (MT), Liquid Penetrate (PT), Ultrasonic (UT), and Radiographic (RT) testing methods. (15 contact hours per credit)

**MTL 150B Metallurgy Fundamentals for Welding (3)**

Explore the basic scientific theory as well as the practical side of metallurgy as it pertains to the welding field.

**MTL 160B Welding Design/Layout and Pipefitting (5.5)**

A laboratory and lecture course in the design, layout, and construction of plate, pipe, and structural beams used in the fabrication and welding industries.

**MTL 210B Advanced Welding Principles and Practices (5.5)**

Course provides students with the advanced knowledge to produce high quality welds in all positions on plain carbon steel, using the shielded metal arc welding (SMAW) process. Requires passing a 2G-3G limited thickness qualification test on plain carbon steel. Prerequisite: MTL 110B. (15 contact hours per credit)

**MTL 212 Welding I (3)**

Introduction to shielded metal arc welding (SMAW). Also includes oxy-fuel cutting. Shop safety is emphasized.

**MTL 213 Welding II (3)**

A continuation of MTL 212 with emphasis on developing welding skills for arc welding in overhead, horizontal, and vertical positions. Does not include pipe welding. Prerequisite: MTL 212 or instructor's approval.

**MTL 217B Welding III (3)**

A continuation of MTL 213 with emphasis on the wire feed process.

**MTL 220B Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW) (11)**

Course provides students with the knowledge to produce high quality welds in all positions on plain carbon steel, using the gas metal arc welding (GMAW) short circuit transfer mode and flux cored arc welding (FCAW) processes. Also requires use of the spray transfer mode for the 1F-2F and 1G positions on plain carbon steel. (15 contact hours per credit)

**MTL 224B Welding Projects (4)**

Layout, fit up, and fabrication. Class provides an opportunity to use welding skills to produce any number of different projects. (15 contact hours per credit)

**MTL 240B Gas Tungsten Arc Welding (GTAW) (8)**

Course provides students with the knowledge to produce high quality welds in all positions on plain carbon steel, aluminum, and stainless steel using the gas tungsten arc welding (GTAW) process. (15 contact hours per credit)

**MTL 260B Pipe Welding (8)**

Course provides students with the knowledge of pipe welding principles using shielded metal arc welding processes. Prerequisite: MTL 210B or instructor's approval. (15 contact hours per credit)

**MTL 296B AWS Code Certification (3)**

Through instruction and practice, this course prepares the student to pass one or more of the American Welding Society certification tests. Prerequisite: MTL 210B, MTL 213, or instructor's approval.

**MTL 299B Special Topics in Metals (1-6)**

Consideration of special topics and issues in welding. Selection will depend upon current interests and courses may include pipefitting techniques, blacksmithing, ornamental iron work, and other welding projects.

**Mining (MINE)****MINE 101 Introduction to Mining (1-3)**

Introduction to techniques, practices, and problems in the mineral industry. Field trip required.

**MINE 251 Mining Law (2)**

Review of federal and state laws affecting the mineral industry. Pertinent topics will include mineral and land acquisition, ethics, mining, water, environment, and safety.

**MINE 253 Environmental Law (3)**

A review of state and federal regulations for air and water quality, hazardous and toxic wastes, surface disturbance and reclamation, and other pertinent topics of an environmental nature as they relate to the mining industry. Equivalent ENV 202.

**MINE 255B Mine Safety and First Aid (2)**

A certified mine safety course. Will include hazard recognition, first aid, and other pertinent topics.

**MINE 256B Mine Safety Refresher Course (1)**

A certified mine safety annual refresher course. Prerequisite: MINE 255B or other certified mine safety indoctrination.

**MINE 290B Mining Internship—Work Experience (1-4)**

Actual experience working within some aspect of the mineral industry or a related field. Prerequisite: Must be enrolled in the final year of the Mining Technology Program.

**Music (MUS)****MUS 101 Music Fundamentals and Ear Training (3)**

Notation, terminology, intervals, and scales. Designed to furnish a foundation for musicianship. Recommended for teachers in public schools and all others desiring a basic music background.

**MUS 111 Concert Choir (1-2)**

Performance of representative choral music of all periods.

**MUS 112 College Singers (1)**

Performance of representative choral music of all periods.

**MUS 113 Class Vocal Instruction (1)**

Fundamentals of tone production, breath control, pronunciation, and practical techniques for interpreting songs. May be repeated for a total of 4 credits.

**MUS 121 Music Appreciation (3)**

The historical and cultural background of music and origins to the twentieth century.

**MUS 125 History of Rock Music (3)**

The history and stylistic development of rock from its origins, through transitions, and subsequent revolutions.

**MUS 153 Voice (1)**

Private vocal instruction.

**MUS 154B Intermediate Class Vocal Instruction (2)**

A continuation of MUS 113 introducing the Italian art song.

**MUS 175 Rock Jazz Ensemble (3)**

This ensemble will perform a variety of music, ranging from early jazz styles and standards to contemporary fusion. There will be considerable opportunity for reading music and ad-lib soloing, to increase exposure and the skill level of the performers. The ensemble will vary each semester depending on instrumentalists enrolled, and may also provide opportunities for vocalists. Some music theory and music notation will be studied. Prerequisite: Students should have at least an intermediate command of their instrument, including a minimal ability to read music as written in standard notation for that instrument.

**MUS 201 Music Theory I (4)**

Counterpoint and harmony (written and keyboard). Prerequisite: MUS 101 or instructor's approval.

**MUS 202 Music Theory II (4)**

A continuation of MUS 201. Prerequisite: MUS 201.

**MUS 203 Music Theory III (3)**

An advanced class in tonal theory which includes the study of enriched harmonic resources of the eighteenth and nineteenth centuries as well as an introduction to counterpoint and large musical forms. Prerequisite: MUS 201 and 202.

**MUS 299B Special Topics in Music (.5-6)**

Consideration of special topics in issues and music.

**Natural Resource Science (NRS)****NRS 100 Introduction to Principles of Natural Resources (3)**

Basic principles of range management as they apply and relate to livestock production, conservation practices and wildlife management, regional vegetation types and range sites, and grazing systems along with considerations of multiple range uses. [N]

**NRS 101 Introduction to Soil Science (3)**  
Introductory course providing students an understanding of soils structures, properties, formations, and composition as it relates to plants and other environmental aspects. Emphasis will be placed on study soils from a land use and manage perspective. [N]

## **Nursing (NURS)**

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**NURS 130B Nursing Assistant (3-6)**  
A course (either 75- or 150-hour) that provides students with classroom, laboratory, and clinical experience. Successful completion fulfills requirements for eligibility to take the State Certified Nursing Assistant examination. Prerequisite: You must show proof of a current TB test to be eligible to register for the class. Contact the Nursing Department at 775.753. 2301.

**NURS 135 Introduction to the Nursing Process (6)**  
Introductory course designed to provide a foundation for future courses in nursing. The nursing process is used as the framework to develop scientific understanding and basic skills necessary to meet the basic biopsychosocial needs of patients through the lifespan. Three credits theory, three credits clinical. Offered Fall Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 140 Medical Terminology (3)**  
A study of word derivations and formations with emphasis on understanding of common usage in the health care setting. Offered as a self-paced class and is open to anyone.

**NURS 143 Nursing Process in Drug Therapy (2)**  
Introduction to pharmacological concepts that are integrated throughout the nursing curriculum. Nursing process is emphasized as the framework for administering medications. Two credits theory. Offered Fall Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 157 Nursing Process throughout the Lifespan I (4)**  
Uses the nursing process to develop knowledge and nursing skills needed to promote basic biopsychosocial adaptation of the patient and family during the childbearing experience. Three credits theory, one credit clinical. Offered Spring Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 158 Nursing Process throughout the Lifespan II (5)**  
Emphasis on meeting biopsychosocial needs of patients throughout the lifespan with common, well-defined health problems utilizing the nursing process. Three credits theory, two credits clinical. Offered Spring Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 205B Introduction to Associate Degree Nursing (2)**  
Exploration of roles and functions of Associate Degree nursing. The course is designed to introduce the student to the profession of nursing and to assist transition from the technical PN role to that of the registered professional nurse. Prerequisite: Admission to the Nursing Program.

**NURS 241 Nursing Process in Mental Health (3)**  
A combination lecture/web-based class that focuses on the concepts of mental health illness, epidemiology of mental disorders, the development of therapeutic relationships through the clinical interview and communication skills, and intervention modalities consistent with mental health nursing. Two credits theory, one credit clinical. Offered Fall Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 257 Nursing Process throughout the Lifespan III (6)**  
Emphasis is on meeting biopsychosocial needs of patients throughout the lifespan requiring more complex care of common, well-defined problems utilizing the nursing process. Three credits theory, three credits clinical. Offered Fall Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 258 Nursing Process throughout the Lifespan IV (4)**  
Emphasis is on meeting the biopsychosocial needs of patients throughout the lifespan requiring more complex care of well-defined health problems utilizing the nursing process. Two credits theory, two credits clinical. Offered Spring Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 261 Nursing Trends (1)**  
Focuses on transition from student to registered nurse and the role of the associate-degree nurse as a member of the nursing profession. Legal and ethical aspects will be discussed as well as present and future trends in nursing service and education. One credit theory. Offered Spring Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 273 Role of the ADN Manager (3)**  
The nursing management process as it relates to AD nursing will be introduced and utilized within the nursing process. One credit theory and two credits clinical which includes a preceptorship. Offered Spring Semester only. Prerequisite: Admission to the Nursing Program.

**NURS 285B Selected Topics in Nursing (1-3)**  
Selected nursing topics offered for general interest and nursing continuing education. Not a required course. No prerequisite.

## **Nutrition (NUTR)**

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**NUTR 223 Principles of Nutrition (3)**  
Application of principles of nutrition. Concepts of nutrients, nutrient requirements, and nutritional changes associated with the aging process, infants to seniors. Formerly HEC 223.

## **Occupational Safety and Health (OSH)**

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**OSH 101 Introduction to Occupational Safety and Health(3)**  
Provides students with information and skills necessary to understand and ensure safety and health in a variety of work locations. Specific attention to the Occupational Safety and Health Act of 1970, NRS Chapter 618, the Mine Safety and Health Act of 1977, 30 CFR 1.1 (Code of Federal Regulations). Covers the OSHA and MSHA responsibilities of employers and employees, inspection procedures, complaint procedures, citations, and maximum mandatory penalties. Mandated training and accident reporting procedures will be covered. [N]

**OSH 102 Introduction to Industrial Hygiene (3)**  
A review of different types of potentially hazardous environmental health problems known today, including noise, indoor air quality, chemical exposures, dust, and more. Routes of entry, bodily reactions, general testing techniques and acceptable control measures are discussed. [N]

**OSH 104B Theory and Practice of Accident Investigation (3)**

A comprehensive study of all types of industrial accident investigations. Skill development in all areas including accident scene preservation and controls, interviewing and obtaining statements, identification of basic and underlying causes, report writing, and control measures. Includes unique requirements of Occupational Safety and Health Act (OSHA) and the Mine Safety and Health Administration (MSHA).

**OSH 105B Inspection Methods (3)**

Introduction to inspection techniques and inspection check sheets. Supervisor inspections, safety committee utilizations, hazard identifications, and corrections. Inspection reports, follow-up field trips, and actual inspection practice are included. Addresses remedial action-tracking systems as follow up.

**OSH 130B Introduction to Hazardous Materials Management (3)**

Provides an overview of hazardous materials identification, principles of toxicology, risk assessment, analytical methods, waste treatment storage and disposal, laws and regulations, and environmental impacts.

**OSH 198B Special Topics in Occupational Safety and Health (1-6)**

Various short courses covering a variety of subjects. May be repeated for up to six credits.

**OSH 204B Safety, Motivation, and Training (2)**

Topics may include banners, posters, and incentives for promoting concepts, identifying employee training needs, establishing employee training programs, and evaluating the quality of existing training programs.

**OSH 206B Safety Program Management (3)**

In-depth review of various types of comprehensive safety management programs. Emphasis placed on differing needs for diverse industries and individual corporate cultures. Class participants are required to develop a Workplace Safety Program.

**OSH 222B General Industry Safety (3)**

This course will acquaint students with the federal and state safety statutes, how to use the OSHA Code Book to understand the laws and requirements, preparation for on-site OSHA inspections, and the laws governing general industry. Discussion will include penalties, fines, and punishment for non-compliance with OSHA laws. Equivalents: OSH 223B or OSH 224B.

**OSH 223B Hazardous Waste Site Safety (3)**

Focuses on proper health and safety procedures and personnel protection during work operations at hazardous waste sites and in the workplace. Includes hazard identification and control, safety planning, site control, personal protective equipment, site monitoring, emergency and incident response operations, and decontamination processes. Mandated by OSHA 29 CFR 1910.120.

**OSH 224B Construction Safety (3)**

Acquaints students with the federal and state safety statutes, how to use the OSHA Code Book to understand the laws and requirements, preparation for onsite OSHA inspections, and the laws governing various trades and crafts. Discussion will include penalties, fines, and punishment for non-compliance with OSHA laws.

**Philosophy (PHIL)****PHIL 101 Survey of Philosophy (3)**

Basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology. (Formerly PHIL 110)

**PHIL 102 Critical Thinking and Reasoning (3)**

Covers nonsymbolic introduction to logical thinking in everyday life, law, politics, science, advertising; common fallacies; and the uses of language, including techniques of persuasion. (Formerly PHIL 100)

**PHIL 114 Introduction to Symbolic Logic (3)**

Methods and principles of correct reasoning and argumentation with application to the various sciences.

**PHIL 145 Religion in American Life (3)**

History and organization of major religious groups in America, with special attention given to the relationships between religious convictions and social issues such as minority rights, welfare, sexual mores, and political affiliation.

**PHIL 202 The Judeo-Christian Tradition (3)**

The philosophy of Biblical religion in the Old and New Testaments. Includes Israelitic cosmology, monotheism, the prophets, the parables of Jesus, and the letters of Paul.

**PHIL 207 Social and Political Philosophy (3)**

Readings and discussion of theories concerning the nature of society and political structure from classical and contemporary philosophers.

**PHIL 210 World Religions (3)**

The moral and religious views of world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism. (Formerly PHIL 112)

**PHIL 311 Professional Ethics (3)**

A study of the nature of ethical thinking and its application to judgments about actions of people that make up society. Topics to be considered include ethical relativism, moral virtues and vices, foundations of morality, alternative theoretical perspectives on moral judgment egoism, altruism, and legal and regulatory perspectives related to ethics in business. Prerequisite: Completion of an associate degree program or instructor's approval. Also available as ECON 311.

**Physics (PHYS)****PHYS 100 Introductory Physics (3)**

A concise treatment of the basic principles of physics. Includes mechanics, matter, electricity, magnetism, heat, sound, light, relativity and nuclear physics. Prerequisite: MATH 096 or higher or equivalent. (Formerly PHYS 100, Introduction to Physics)

**PHYS 107B Technical Physics I (3)**

Investigates traditional topics of physics as they apply to mechanical, hydraulic, electrical, and thermal systems. This course provides a basic understanding of how physical systems are related and their technical applications. Hands-on activities, demonstrations, and calculations are an integral part of the course. Prerequisite: MATH 096 or higher or equivalent.

**PHYS 117 Meteorology (3)**

Description of the behavior of the atmosphere with special emphasis on the physical processes involved in the weather.

**PHYS 151/151L      General Physics I      (4)**

Primarily for students in arts and science. Topics include kinematics, energy and momentum conservation, rotational dynamics, thermodynamics, harmonic motion, and sound. Includes a full lab component in these topics. Prerequisite: MATH 126 or higher or equivalent.

**PHYS 152/152L      General Physics II      (4)**

A continuation of PHYS 151. Topics include fluids, electricity, magnetism, electromagnetic waves, optics, relativity, quantum physics, and nuclear physics. Includes a full lab component in these topics. Prerequisite: PHYS 151.

**PHYS 180/180L      Engineering Physics I      (4)**

Calculus-based investigation of vectors, rectilinear and plane motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, elastic waves, and sound. Prerequisite: MATH 181. (Formerly PHYS 201)

**PHYS 181/181L      Engineering Physics II      (4)**

Calculus-based investigation of electric charge, field, potential, current, dielectrics, circuit elements, magnetic fields and materials, electromagnetic oscillations, light, reflection, optical system, interference, diffraction, and polarization. Prerequisite: PHYS 180. (Formerly PHYS 202)

**Political Science      (PSC)**

**PSC 100      The Nevada Constitution      (1)**

An introduction to the political history of Nevada through an in-depth examination of the basic law of the state, the Nevada Constitution as originally written and subsequently amended. Self-paced reading program. Course satisfies the Nevada Constitution requirement for out-of-state students who have already satisfied the three-credit U.S. Constitution requirement and are transferring into a GBC program.

**PSC 103      Principles of American Constitutional Government      (3)**

Constitutions of the United States and Nevada with additional attention to various principles and current problems of government. Satisfies United States and Nevada Constitution requirement.

**PSC 231      World Politics      (3)**

Introduction to the study of international relations that stresses a systematic approach to world politics. Prerequisite: ENG 101 reading level.

**PSC 285      Selected Readings on the Presidency      (3)**

Seminar or individualized study course on various topics related to the Presidency. During presidential election years, course may be offered Spring, Summer, and Fall Semesters and will be directly related to an analysis of the primaries, the presidential campaign, and the election. May be repeated for up to six credits. Prerequisite: ENG 101 reading level.

**PSC 295      Special Topics in Political Science      (1-3)**

Course may utilize special emphasis topics/instructors or be offered as an individualized study format with directed readings. Classes will usually mirror offerings at other UCCSN institutions. Prerequisite: ENG 101 reading level. [P/W]

**PSC 296B      Student Leadership in Higher Education      (1)**

Designed as an educational tool for students to prepare for leadership roles in campus organizations. This course includes communication, leadership roles, proper administration of Robert's Rules of Order, delegation, responsibility, time management, communications, evaluation, and goal setting. Open to student organization officers, members, and the general student body.

**PSC 320      Issues in American Public Policy      (3)**

Examination of American public policy frameworks and spectrum of the political characteristics, institutions, and dynamics associated with decision-making processes in American government. Prerequisite: PSC 103 or HIST 101 and HIST 102, or instructor's approval.

**PSC 421      Environmental Policy      (3)**

An examination of environmental policy and environmental law including issues in policy formulation and implementation, the basic statutory and regulatory framework, and judicial interpretation of the law. Prerequisite: Nine credit hours of 100-200 level social sciences courses and six credit hours of 100-200 level science courses, or instructor's approval.

**Psychology      (PSY)**

**PSY 101      General Psychology      (3)**

Survey of the discipline introducing psychological theories, research methods, and principles of behavior. Prerequisite: ENG 101 reading level.

**PSY 102      Psychology of Personal and Social Adjustment      (3)**

A study of personality and adjustment in normal persons. Adjustment techniques and reactions to frustration and conflict in the content of various social groups considered.

**PSY 130      Human Sexuality      (3)**

Provides a practical, informational approach to this subject. Surveys the biological, cultural, and ethical aspects of human sexuality. Prerequisite: ENG 101 reading level.

**PSY 208      Psychology of Human Relations      (3)**

Explores the relationships between human beings and assists in the development of interpersonal communication skills which can be used personally and professionally.

**PSY 233      Child Psychology      (3)**

An overview of the theories, stages, and development of the child. Provides a practical and informational view of a child's cognitive, social, and personality development.

**PSY 234      Psychology of Adolescence      (3)**

Examines psychological development during adolescence with emphasis on special problems in American society including drug abuse, pregnancy, and familial problems. Prerequisite: PSY 101.

**PSY 271      Nature and Condition of Mental Retardation      (3)**

Survey of the principle syndromes, etiology, and developmental factors associated with mental retardation.

**PSY 276      Aging in Modern American Society      (3)**

The psychological and sociological development and the changes attendant to the process of aging in society. The course presents theory and research in the field, implications for social policy, and discusses perspectives on death and dying.

**PSY 290B      Special Topics in Psychology      (1-4)**

Selected problems and conceptual issues in psychology. Issues selected will depend upon current interest of staff and students.

**PSY 307      Principles of Educational Psychology      (3)**

Introduction to the science of education; application of methods and results of experimental psychology to the classroom. The course will emphasize the use of statistics in the classroom. Prerequisite: ENG 102 and sophomore standing or a minimum of 30 credit hours.

**PSY 441      Abnormal Psychology      (3)**

Psychology of abnormal behavior with emphasis on symptomatology, etiology, diagnosis, treatment, and prevention. Prerequisite: PSY 101 or instructor's approval.

**PSY 460 Social Psychology (3)**  
Social and group factors affecting individual behavior. Topics include social perception, opinions, and attitudes, influence processes and small group behavior. Prerequisite: PSY 101 or SOC 101 or instructor's approval.

## **Reading (READ)**

**READ 070 College Reading Strategies (3)**  
Course focuses on developing essential reading strategies for academic texts. Students will learn to create effective reading environments, will utilize before, during, and after reading strategies, and will improve/expand their working vocabulary.

## **Real Estate (RE)**

GBC offers the following courses for the Nevada Real Estate Sales or Broker Licenses. Specific requirements for these licenses should be obtained from the following:

Nevada Real Estate Division  
Department of Business and Industry  
788 Fairview Drive, Suite 200  
Carson City, NV 89710-5453  
775.687.4280

**RE 101 Real Estate Principles (3)**  
A general overview of the field touching on a variety of topics such as escrow, title work, contracts, appraising, and listings. It is designed to give the student a basic understanding of how the business operates. Can be taken concurrently with RE 103.

**RE 103 Real Estate Law and Practice (3)**  
Includes 45 hours of instruction in real estate practices including land economics and appraising, land description, financing and insurance, escrows and closings, subdivisions and developments.

**RE 104 Real Estate Law and Conveyancing (3)**  
A law course specifically designed for the fields of real estate including agency, contracts, deeds, instruments, easements, estates in land, zoning, restrictions, tenance, liens, foreclosures, transfers of title, leases and court decisions.

**RE 206 Real Estate Appraising (3)**  
Basic principles and economic trends, nature of appraisals, and the appraisal process; neighborhood and site analysis; site valuation; residential style and functional utility; the use of the cost, income capitalization, and market approaches to value; and the correlation of the data in order to arrive at a value estimate. Course will satisfy one-half of the requirement for Real Estate Appraisal licensing in Nevada.

## **Recreational/Physical Education (RPED)**

**RPED 102 Beginning Badminton (1-2)**  
An introduction to the basic rules, skills, and strategies of badminton. The development of various grips, strokes, and strategies will be fostered through drill and game experience.

**RPED 112B Judo (1-2)**  
Students will receive orientation and training in the physical, mental, and practical applications of Kodokan Judo techniques. Students will participate in the demonstration of individual techniques. This course involves personal contact.

**RPED 119 Conditioning—Karate (1-2)**  
Physical and mental conditioning using the discipline and movements of karate.

**RPED 120 Golf (1-2)**  
An introductory course designed for students with little or no golf experience. Subjects included grip, stance, alignment, swing, putting, chipping, etiquette, and some rules.

**RPED 122 Beginning Tennis (1-2)**  
Basic instruction of skills including proper grips, different strokes, and technique of footwork. Discussion of rules and regulations. Scoring is also reviewed.

**RPED 123 Intermediate Tennis (1-2)**  
Designed to develop the player's technical game and individual skills through singles and doubles drill work.

**RPED 124 Advanced Tennis (1-2)**  
Advanced tennis players will have the opportunity to hone their individual strengths and skills during challenging drills and competitive matches.

**RPED 129 Skiing—Downhill, Cross Country (1-2)**  
An introductory course which may focus on the basics of downhill or cross country skiing. See course schedule for current area of focus.

**RPED 132 Intermediate Swimming (1)**  
The course involves active participation in the water. Intermediate swimming skills are required. Designed to inform and teach proper swimming techniques for use in fitness swimming. Stroke development and drills will be integrated in the daily sessions. Students should be comfortable in many swimming strokes and will gain increased cardiovascular strength.

**RPED 138 Beginning Volleyball (1-2)**  
An introduction to the basic rules, skills, and strategies of volleyball. The individual skills of passing, setting, hitting, blocking, and serving will be taught through drill and game experience. Perimeter and rotation defenses will be covered. Offensive systems 4-2, 6-2, and 5-1 will be introduced. Formerly RPED 143.

**RPED 147B Exploring Movement in the Classroom (2)**  
Provides activity experiences and discussions of theory designed to examine developmental progressions in the fundamental movements associated with human performance. Topics include locomotor, non-locomotor, manipulative, and perceptual motor skills; posture, and body mechanics.

**RPED 152 Karate (1)**  
Karate is a form of self-defense as well as a form of self-development. Learn to reduce stress, increase energy, increase awareness and strength, flexibility, endurance, coordination, and balance.

**RPED 163 Body Contouring and Conditioning—PACE (1-2)**  
Progressive, Aerobic, Circuit, Exercises (PACE): a time saving workout in both weight and aerobic exercises, aimed at increasing one's fitness. Learn the proper way to work with weights and exercise machines, effectively and safely. Stretching techniques can be modified for most fitness levels and conditions.

**RPED 169 Yoga (1-2)**  
This class will increase flexibility of muscles and joints, enhance physical strength and stamina, increase heart and lung function, and nurture the health and well-being of beginning and experienced yoga practitioners. Each class will include asanas (physical postures), pranayama (breathing exercises), meditation, and deep relaxation. Correct structural alignment will be emphasized, as well as linking: movement with breath; effort with relaxation; and the mind, body, and spirit.

**RPED 170 Tai Chi Lian Gong—18 Forms (2)**  
Tai Chi Lian Gong is a set of effective self-practicing exercises for prevention and treatment of neck pain, shoulders, waist, and legs. Each section has its own specific purpose in order to achieve the goal of the recovery of the functional activities of the whole organism and strengthening of the physique on the basis of improvement of local pathological changes.



**RPED 171 Tai Chi Chuan—24 Forms (2)**

Lian Gong is a set of effective self-practicing exercises for prevention and treatment of neck pain, shoulders, waist, and legs. Each section has its own specific purpose in order to achieve the goal of the recovery of the functional activities of the whole organism and strengthening of the physique on the basis of improvement of local pathological changes. During Lian Gong exercise, emphasis is on the mobilization of “Nei-jiing” (Internal Strength) and the importance of “Obtaining Exercise Sensation.”

**RPED 172 Intermediate/Advanced Tai Chi Chuan—42 Forms (2)**

Tai-Chi Chuan—Competition Form (42 forms) is an official form at international Washu contests and consists of Chen, Yang, Wu, and Sun styles. These exercises are for the entire body and use slow and gentle movements, embodied with vigor and force. Tai-Chi demands coordination, adaptability, and stamina as well as the need for concentration resulting in stimulation of the mind and spirit. Prerequisite: RPED 171.

**RPED 178 Slimnastics and Weight Control (2)**

Active participation in exercise, class activities, and class assignments designed to provide basic exercise knowledge, increase physical fitness, and aid in body composition control.

**RPED180 Body Contouring and Conditioning (2)**

A full body workout utilizing hand weights, jump ropes, bench steps, and other fitness equipment in order to further develop muscular endurance and provide body contouring.

**RPED 189 Basketball (1)**

Drill work and scrimmages provide opportunity to strengthen passing, shooting, and rebounding skills. Offensive plays and defensive strategies will also be presented.

**RPED 199B Special Topics in Recreational/Physical Education (1-3)**

Consideration of special topics and issues in Recreational/Physical Education area. Selection will depend upon current interests and needs. [P/W]

**RPED 199B Aqua Aerobics (1)**

Active participation in chest deep water. Includes an active warm-up, cardiovascular session, toning of the lower and upper body, abdominal work, and a stretching section. Activities can be adaptable to either high or low activity levels. Students will increase muscle strength, cardiovascular strength, and flexibility. [P/W]

**RPED 199B Beginning Modern Dance (3)**

Designed as an introduction to the art form of modern dance and its technique. Explore movement with respect to personal expression while increasing strength, flexibility, and balance. Concentration will be placed on learning and understanding modern dance movement vocabulary and utilizing these skills in movement execution. [P/W]

**RPED 199B Relaxation Techniques (2)**

A sampling of several relaxation techniques with focus on the art and practice of each technique. The sources of stress and how it affects the body will be presented. Basic time and stress management skills will be covered to supplement the development of effective coping strategies. [P/W]

**RPED 199B Step Aerobics (1-2)**

Focuses on increasing your cardiovascular fitness as well as strength and flexibility. The class will consist of 20-45 minutes of cardiovascular fitness with the aerobic bench system and 10-25 minutes of strength and/or flexibility. Class can be modified for most fitness levels and conditions and is a great fat burner. [P/W]

**RPED 199B Teaching Basic Gymnastics and Tumbling (2)**

Designed for elementary education majors and those in related fields. Emphasis is placed on the teaching and spotting of basic gymnastics and tumbling skills. Foundational concepts of balance, flexibility, spatial awareness, motor learning, and risk management will be covered. [P/W]

**RPED 199B Weight Training (1-2)**

Class focuses on fitness by increasing strength and flexibility. Proper work with weights provides the confidence and knowledge needed to effectively and safely incorporate weightlifting into exercise routines. Includes proper stretching techniques through warm-up and cool-down routines. Class can be modified for most fitness levels and conditions. [P/W]

**RPED 199B New Year Resolution (1)**

Use of value setting of cardiovascular exercise machines and free weights to do aerobic and strength exercises. Covers control of body weight and body shape. Instruction is led at programmed times and workout pace is suited to individual fitness levels. [P/W]

**Social Work (SW)****SW 220 Introduction to Social Work (3)**

Overview of the public and private social services and the social work profession including analysis of their functions as modes of social problem solving.

**SW 310 Human Behavior and the Social Environment I (3)**

Examines human development from conception through young adulthood from an ecological-systems approach using a biopsychosocial perspective. Theories related to typical and atypical biological, psychological, cognitive, and social development will be explored. In addition, theories regarding small groups, communities, and social organizations will be presented to focus on the interaction among the social, political, economic, biological, cultural, and environmental forces that come to bear on the growth and development of all individuals including minority groups, women, gays and lesbians, and other oppressed groups. Prerequisite: SW 220 and all lower-division (100 and 200 level) courses contained within the social work core. [N]

**SW 311 Human Behavior and the Social Environment II (3)**

Examines human development from adulthood through old age and death as a continuation from SW 310, utilizing the same theoretical perspectives related to biological, psychological, cognitive, and social development. In addition, as in SW 310, theories regarding small groups, communities and social organizations will be presented to focus on the interaction among the social, political, economic, biological, cultural and environmental forces that come to bear on the growth and development of all individuals including minority groups, women, gays and lesbians, and other oppressed groups. Prerequisite: SW 310.

**SW 321 Foundations of Social Work Practice (3)**

Designed to prepare students for beginning social work practice. The course provides the foundation for interviewing and counseling that will be used in future methods courses (SW 420 and SW 421) and it prepares students with their first “hands-on” community-based experience as a component of social work education. This course teaches students to use the “best practices” in observation, communication, decision making, and recordkeeping. There is a strong emphasis on cross-cultural sensitivity and rapport building. Attention is given to the influence of age, gender, sexual orientation, geographic origins, disability, and other factors on communication in general. Prerequisite: SW 220, PSY 101, and SOC 101. [N]

## **Sociology (SOC)**

### **SOC 101 Principles of Sociology (3)**

Sociological principles underlying the development, structure, and function of culture including society, human groups, personality formation, and social change.

### **SOC 102 Contemporary Social Issues (3)**

Selected social problems, their causes, and proposed solutions.

Prerequisite: SOC 101 or instructor's approval.

### **SOC 202 American Society (3)**

Sociological analysis of modern American society, its communities, and institutions. Prerequisite: SOC 101 or instructor's approval. Meets UNR diversity requirement.

### **SOC 205 Ethnic Groups in Contemporary Societies (3)**

A survey of ethnic relations in the United States and other culturally and racially pluralistic societies illustrating problems and processes of social interaction. Also available as ANTH 205.

### **SOC 250 Criminal Process and Community Relations (3)**

A review of the criminal justice process including arrest of a suspect, procedures and theory to point of incarceration, and the commitment of the community institutions to the rehabilitation of the internee.

### **SOC 275 Introduction to Marriage and the Family (3)**

Prepares the student for contemporary issues or problems encountered in dating, courtship, marriage, and parenthood. Emphasis will be on changing roles within families, communications, and parent-child interactions.

### **SOC 276 Aging in Modern American Society (3)**

The psychological and sociological development and the changes attendant to the process of aging in society. The course presents theory and research in the field, implications for social policy, and discusses perspectives on death and dying.

### **SOC 299B Special Topics in Sociology (1-3)**

Consideration of selected current research problems and conceptual issues in sociology.

### **SOC 342 Social Stratification (3)**

Course provides an analysis of major theories of stratification and inequality. Includes historical development of systems of stratification with emphasis upon structure of class system in the United States, including the effects of wealth, power, and prestige. Inequalities of race, gender, ethnicity and age will also be considered. Prerequisites: SOC 101 or instructor's approval.

### **SOC 351 Law and Politics: Cross-cultural Perspectives (3)**

Study of the relation between formal legal and political institutions and the social and cultural factors influencing their development. Elements of Western and non-Western legal and political systems are compared. Prerequisite: Completion of the lower-division core social science requirements for the Bachelor of Arts in Integrative and Professional Studies or instructor's approval. Also available as ANTH 351.

### **SOC 352 Juvenile Delinquency (3)**

The social context of delinquent behavior, including causes and patterns of anti-social activity, youth subcultures, and analysis of gangs. Evaluation of the methods used by the justice system to prevent and control status offenses and delinquent behavior. Prerequisite: 30 credits and any two of the following courses: ANTH 101, CRJ 101, HIST 102, PSC 103, PSY 101, SOC 101, or instructor's approval.

### **SOC 416 Sociology of Work and Occupations (3)**

Comparative examination of work in industrial society. Topics analyzed include labor markets, the structure of labor-management relations, job satisfaction, the work ethic, occupational choice, workplace cultures, and the relationship of work to other domains of life. Prerequisite: Completion of lower-division core social science requirements for the Bachelor of Arts in Integrative and Professional Studies or instructor's approval.

## **Spanish (SPAN)**

### **SPAN 101B Spanish, Conversational I (3)**

Listening, reading, writing, and basic conversational skills. Building a vocabulary of Spanish-English words.

### **SPAN 102B Spanish, Conversational II (3)**

A second semester of Conversational Spanish, designed to continue and improve the skills learned in the first semester. Prerequisite: SPAN 101B or instructor's approval.

### **SPAN 111 First Year Spanish I (3)**

Development of language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.

### **SPAN 112 First Year Spanish II (3)**

A continuation of SPAN 111. Language practice required. Prerequisite: SPAN 111.

### **SPAN 203 Second Year Spanish I (3)**

Considers structural review, conversation and writing, and readings in modern literature. Prerequisite: SPAN 101B and SPAN 102B or SPAN 111 and SPAN 112.

### **SPAN 204 Second Year Spanish II (3)**

A continuation of SPAN 204. Prerequisite: SPAN 111, 112, and SPAN 203.

## **Surveying — See Land Surveying**

## **Technical Arts (TA)**

### **TA 100B Shop Practices (1-4)**

An introduction to hand tool identification and proper use, shop safety, and other topics including screw thread, hydraulic hose, fitting identification, and measuring devices. Also available as DM 100B.

### **TA 108B Applied Math for Technicians (3)**

Emphasizes the ability to understand and apply math to solve problems in society and the workplace. Topics include a review of whole numbers, fractions, mixed numbers, decimals and percentages, plus geometry, and formulae, basic right angle trigonometry, elementary statistics, probability, linear equations, and measurement methods. This course employs lecture, small group collaboration, and hands-on lab activities relating to student's major emphasis. [N]

### **TA 299B Special Topics in Technical Arts (1-5)**

Consideration of special topics and issues in technical arts. Selection will depend upon current interests and needs.

## **Theatre (THTR)**

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The GBC Theatre Program offers classes in acting, oral interpretation, public speaking, voice, speech, technical theatre, and play production. Committed to offering diverse, innovative, and provocative experiences of the theatre arts, GBC Theatre productions combine the talents of many departments including music, art, welding, and industrial plant mechanics. The theatre is an excellent opportunity for students from every discipline to experience the performing arts. For more information regarding theatre arts at GBC, call 775.753.2260.

**THTR 105 Fundamentals of Acting I (3)**  
Examines acting fundamentals and focuses on development of vocal, physical, and creative tools to be used on stage. (Formerly THA 130)

**THTR 113 Fundamentals of Speech I (3)**  
Introduction to the fundamentals of effective speaking. Develops the vocal and intellectual skills required for effective and powerful speaking in conversation and before an audience. (Formerly SPTH 113, Fundamentals of Speech I)

**THTR 200 Appreciation of Theatre (3)**  
A survey of the basic principles, facts, and theories providing an understanding of the art of theatre. Course also includes a special focus on the practical technical aspects of the theatre and on live theatre experiences. (Formerly THA 200)

**THTR 205 Introduction to Acting II (3)**  
Continuation of THA 130. Prerequisite: THTR 105 or instructor's approval. (Formerly THA 131)

**THTR 209 Theatre Practicum (1-6)**  
Performance and production of plays for GBC's Little Theatre season. (Formerly THA 205)

**THTR 221 Oral Interpretation (3)**  
Introduction to and practice of oral interpretation of literary and dramatic works from Shakespeare to contemporary writers and poets. (Formerly THA 221)

**THA 259 Phonetics (2)**  
A practical course in the science of speech sounds with an emphasis on transcribing the International Phonetic Alphabet. Class also focuses on discovering and mastering the Standard American Stage Dialect. Formerly SPTH 259.

**THA 299B Special Topics in Theatre (1-3)**  
Consideration of special topics and issues in speech. Selection will depend upon current interests and needs. An additional emphasis provides for a responsive class which allows student actors from GBC, area high schools, and community theatres to work together on particular theatrical challenges. Formerly SPTH 299B.

## **Transport Technology (TT)**

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**TT 101B CDL Pre-program (1)**  
Course is designed to help students obtain the testing and the Commercial Drivers License learner's permit that is required by the State of Nevada.

**TT 200B B Class Commercial Driver's License Training (5)**  
Course will review basic knowledge of bus/"B Class" straight-truck operation, proper maintenance and operation of motor cargo/passenger equipment, theory of routine vehicle inspections, review of the rules and regulations of the Department of Transportation and other federal and state agencies, start and operation of a vehicle, park and secure the vehicle under normal conditions, and safety procedures as defined by the Occupational Safety and Health Act. Course prepares student as a bus/"B Class" straight-truck operation. Prerequisite: Instructor's approval.

**TT 201B Commercial Driver's License Training (10)**  
Course will review basic knowledge of tractor/semi-trailer operation, proper maintenance and operation of motor cargo equipment, theory of routine vehicle inspections, review of the Rules and Regulations of the Department of Transportation and other federal and state regulatory agencies, start and operation of a vehicle, couple and uncouple of units, park and secure the vehicle under normal conditions, and safety procedures as defined by the Occupational Safety and Health Act. Course prepares student as a Tractor/Trailer Operator. [P/W]

## **Women's Studies (WS)**

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**WS 101 Introduction to Women's Studies (3)**  
Introduces the methods and concerns of women's studies drawing from history, psychology, sociology, law, and language.

## **Woodworking (WOOD)**

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**WOOD 197B Beginning Woodworking (3)**  
Tool identification and uses, tools and machine safety, project design and construction, gluing, laminating, mechanical drawings, and sketches of three views.

**WOOD 221B Advanced Woodworking (3)**  
Advanced woodworking is a continuation of the skills and practices learned in beginning woodworking. The course is designed to meet the individual needs of the student through advanced woodworking construction practices which will be employed on an individual student need basis. Prerequisite: WOOD 197B or equivalent.

# College Board Advanced Placement Examination (CPABE)\*

Upon receipt of an official score report from the College Board and a satisfactory essay when required, the Great Basin College Office of Admissions and Records grants credit as specified and assigns a grade of "P" for scores as follows:

EXAMINATION	SCORE	GBC COURSE EQUIVALENT	CREDIT GRANTED
Biology	3	Biology 190	3
	4 or 5	Biology 190 and 191	6
Chemistry	3	Chemistry 121	3
	4 or 5	Chemistry 121 and 122	6
Economics			
Microeconomics	3, 4, or 5	Economics 102	3
Macroeconomics	3, 4, or 5	Economics 103	3
English Language and Composition	3	English 101	3
	4 or 5	English 101 and 102	6
English Literature and Composition	4 or 5	English 101 and 203	6
Environmental Science	4 or 5	Environmental Studies 100	3
French Language	3, 4, or 5	French 111 and 112	6
French Literature	3, 4, or 5	French 111, 112, 203, and 204	12
History — American	3	History 101 and History 102	3
	4 or 5	History 101 and 102	6
History — European	3	History 106	3
	4 or 5	History 106 plus 3 elective credits	6
Calculus A, B	3, 4, or 5	Math 181	4
Calculus B, C	3, 4, or 5	Math 181 and 182	8
Statistics	3, 4, or 5	Math 152	3
Physics B	4 or 5	Physics 151 and 152	6
Physics C (Mechanics)	4 or 5	Physics 180	3
Physics C (Electricity and Magnetism)	4 or 5	Physics 181	3
American Government	3, 4, or 5	Political Science 103	3
Psychology	3, 4 or 5	Psychology 101	3

\*This grid is subject to change. Please check with Admissions and Records for the most recent version.

**TITLE 2 - University and Community College System of Nevada CODE  
CHAPTER 6**

**RULES AND DISCIPLINARY PROCEDURES FOR MEMBERS OF THE UNIVERSITY COMMUNITY**

**Section 6.1 Scope of the Chapter**

**6.1.1 Applicability of Procedures and Sanctions.** The procedures and sanctions established in this chapter are applicable to the resolution and determination of charges against members of the community of the University and Community College System of Nevada for allegedly engaging in conduct prohibited by the University and Community College System of Nevada Code or by other applicable stated policies, procedures, rules, regulations or bylaws of the System institutions. Except as otherwise provided in this chapter, the University of Nevada School of Medicine may also establish written policies, procedures and sanctions for the discipline of its students which may be used in lieu of the policies, procedures and sanctions of this chapter, subject to the prior review by the General Counsel of the System and to the approval of the president of the institution in which the School of Medicine is based.

**6.1.2 Proceedings Concurrent.** Action under the procedures established by this chapter shall go forward regardless of other possible or pending administrative, civil or criminal proceedings arising out of the same or other events.

**Section 6.2 Cause**

**6.2.1 Prohibited Activity - Faculty Only.** The following conduct, being incompatible with the purposes of an academic community, is prohibited for all members of the faculty of the System, shall constitute cause for discipline and may lead to the procedures and disciplinary sanctions established in Section 6.3 of the University and Community College System of Nevada Code.

- (a) Failure to perform the duties for which the faculty member is employed.
- (b) Failure to maintain a required level of performance as provided in Section 5.12 of the University and Community College System of Nevada Code.
- (c) Incompetence or inefficiency in performing the duties for which the faculty member is employed.
- (d) Insubordination.
- (e) Falsification of employment applications or documents submitted to the System, its member institutions or its special units, or making other false or fraudulent representations in securing employment.
- (f) Dishonesty.
- (g) Conviction of any criminal act involving moral turpitude.
- (h) Being under the influence of intoxicants, or, without a valid medical excuse, being under the influence of controlled substances as defined in the Nevada Revised Statutes, while on duty, due consideration being given to NRS 284.379.
- (i) Unauthorized absence from duty or abuse of leave privileges.
- (j) Personal or professional conduct which shows that the faculty member is unfit to remain in the faculty member's employment position or which has an ascertainable harmful or adverse effect on the efficiency of the faculty member's administrative unit.

**6.2.2 Prohibited Activity - System Community.** The following conduct, being incompatible with the purposes of an academic community, is prohibited for all members of the community of the System, including but not limited to the faculty and students, shall constitute cause for discipline and may lead to the procedures and disciplinary sanctions established in Section 6.3 of the University and Community College System of Nevada Code. Students enrolled in the University of Nevada School of Medicine are also subject to the prohibitions contained in this subsection under the procedures and disciplinary sanctions which may be established by the School of Medicine as authorized by Subsection 6.1.1 of the University and Community College System of Nevada Code. (B/R 5/92)

- (a) Commission of any of the acts specified in Subsection 2.1.4 of the University and Community College System of Nevada Code.
- (b) The use of, or threat to use, force or violence against any member or guest of the System community, except when lawfully permissible.
- (c) Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the

System.

- (d) The intentional disruption or unauthorized interruption of functions of the System, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the System.
- (e) Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by, the System.
- (f) Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction, or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the president of any System institution or the president's authorized agent, unless such possession reasonably relates to duly recognized System functions by appropriate members of the faculty, other employees or students.
- (g) Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the System after having been ordered to leave by the president of a System institution or the president's designee.
- (h) Forgery, alteration, falsification or destruction of System documents or furnishing false information in documents submitted to the University and Community College System of Nevada.
- (i) Making an accusation which is intentionally false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under this University and Community College System of Nevada Code or under any applicable established grievance procedures in the System.
- (j) The repeated use of obscene or abusive language in a classroom or public meeting of the System where such usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the teaching of the subject matter.
- (k) Willful incitement of persons to commit any of the acts herein prohibited.
- (l) Disorderly, lewd or indecent conduct occurring on System premises or at a System sponsored function on or off such premises.
- (m) Any act prohibited by local, state or federal law which occurs on System premises or at a System sponsored function on or off such premises.
- (n) The use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the System.
- (o) Any act of unlawful discrimination based on race, creed, color, sex, age, handicap or national origin or any act of employment or educational retaliation against any person who has made a complaint about such discrimination. (B/R 6/92)
- (p) Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic study or grading, or where verbal or physical conduct of a sexual nature has the effect of creating an intimidating, offensive or hostile work or educational environment. (B/R 5/92)
- (q) Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
- (r) Willfully destroying, damaging, tampering, altering, stealing, misappropriating, or using without permission any system, program or file of the University and Community College System of Nevada.
- (s) Acts of hazing. Hazing is defined as any method of initiation into or affiliation with the university or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.
- (t) Any other conduct which violates applicable stated prohibitions, policies, procedures, rules, regulations or bylaws of the Board of Regents or a System institution.

**6.2.3 Mental or Physical Incapacity.** The inability or incapacity to perform the duties for which the faculty member is employed due to mental or physical reasons may lead to suspension or termination of

employment as provided in Subsections 6.3.6(b) and 6.3.7(b) of the University and Community College System of Nevada Code, due consideration being given to the provisions of NRS 284.379.

#### 6.2.4 Sexual Harassment.

- (a) The Board of Regents deems the sexual harassment of students and employees to be unacceptable and prohibited.
  1. Because of the particularly offensive and degrading nature of sexual harassment, the danger of academic or employment retaliation for accusations of sexual harassment and the difficult and tense academic or employment environment which can result while allegations of sexual harassment are investigated or heard, it is the policy of the Board of Regents that, pending the completion of an investigation and/or disciplinary hearing into the allegations of sexual harassment, and only to the extent deemed necessary by the facts of each case, contacts between the complainant(s) and the person accused of sexual harassment shall be kept to a minimum or eliminated altogether by physical separation, assignment to other duties or classes or placement on administrative leave.
  2. Such action shall be deemed to be without prejudice to any person involved or determination of the truth or falsity of the allegations.
  3. Any such action shall be taken or maintained in such manner as to afford the least possible disruption to the day-to-day activities of the institution but the ease of reassigning students or employee subordinates in place of instructors or supervisors shall not be a factor in taking such action. (B/R 3/93)
- (b) An alleged victim of sexual harassment shall have the opportunity to select an independent adviser for assistance, support and advice. The alleged victim shall be advised at the beginning of the complaint process that he or she may select an independent adviser and it shall become the choice of the alleged victim to utilize or not utilize the independent adviser. The independent adviser may be brought into the process at any time at the request of the alleged victim. The institutional affirmative action officer, who is director of human resources, or the administrative officer, who is the vice president for student services, shall advise the alleged victim of this right. The means and manner by which an independent adviser shall be made available shall be determined by each institution or unit. (B/R 3/93)

### Section 6.3 Disciplinary Sanctions

The following sanctions are applicable to members of the community of the University and Community College System of Nevada for conduct prohibited by Section 6.2 of the University and Community College System of Nevada Code. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.

- 6.3.1 Warning.** Notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for more severe disciplinary action.
- 6.3.2 Reprimand.** A formal censure or severe reproof administered in writing to a person engaging in prohibited conduct.
- 6.3.3 Restitution.** The requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft or misappropriation of property. The failure to make restitution shall be the cause for more severe disciplinary action.
- 6.3.4 Probation.** Probation is applicable to students only. It consists of a trial period not exceeding one year in which the conduct of the student will be evaluated in terms of whether any prohibited acts are committed. Probation may include exclusion from participation in privileged or extracurricular activities of the System. The person placed on probation shall be notified, in writing, that the commission of prohibited acts will lead to more severe disciplinary sanctions. The official transcript of the student on probation may be marked "DISCIPLINARY PROBATION" for the period of the probation and any exclusions may also be noted. Parents or legal guardians of minor students shall be notified of the action.

**6.3.5 Reduction in Pay.** A reduction in pay may be imposed at any time during the term of an employment contract upon compliance with the procedures established in this chapter.

#### 6.3.6 Suspension.

- (a) For Students Only:
  1. Exclusion for a definite period of time from attending classes and from participating in other activities of the System, as set forth in a written notice to the student. The official transcript of the student shall be marked "DISCIPLINARY SUSPENSION EFFECTIVE \_\_\_\_ TO \_\_\_\_." Parents or legal guardians of minor students shall be notified of the action.
  2. A student who is not currently enrolled in the System and who was not registered during the previous semester or who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student's suspension. Such request must be submitted in writing to the president. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.
- (b) For Employees Only. Exclusion from assigned duties for one or more workweeks without pay, as set forth in a written notice to the employee. The phrase "workweek" has the meaning ascribed to it in Section 7(a) of the Fair Labor Standards Act; 29 U.S.C. § 207(a). (B/R 10/93)

#### 6.3.7 Expulsion or Termination.

- (a) For Students Only. Termination of student registration and status for an indefinite period of time. Permission of the president shall be required for readmission. The official transcript of the student shall be marked "DISCIPLINARY EXPULSION EFFECTIVE \_\_\_\_." The parents or legal guardians of minor students shall be notified of the action.
- (b) For Employees Only. Termination of employment for cause. A hearing held under the procedures established in Section 6.12 and other applicable provisions of this chapter shall be required before the employment of an employee may be terminated for cause.

### Section 6.4 Authority of the President

- 6.4.1 Exercise of Authority.** The president shall exercise authority in disciplinary actions in accordance with the procedures established in this chapter and other laws and regulations as are applicable.
- 6.4.2 President Has Final Decision-Making Authority.** All determinations and findings made within the System institutions are in the nature of recommendations to the president who shall have the final decision making authority, except as otherwise provided in the University and Community College System of Nevada Code.
- 6.4.3 Designation of Hearing Officers.** The designation of hearing officers and decisions on the challenges of any hearing officer for cause, as provided in this chapter, shall be made by the president or the president's designee.
- 6.4.4 Delegation of Authority.** The functions of the president, as prescribed in this chapter, may be delegated by the president to individual designees who are members of the staff of the System institution and such designees shall exercise these functions in the president's name. All references in the procedures established by this chapter to the president include such designees.

### Section 6.5 Administrative Leave (B/R 5/92)

- 6.5.1 President to Order Administrative Leave.** The president of each System institution may order any member of the System community to be placed on administrative leave for the interim period pending a disciplinary hearing whenever the president determines that administrative leave is required in order: (B/R 5/92)
  - (a) To protect life, limb or property;
  - (b) To ensure the maintenance of order; or
  - (c) To remove a person from the University of Nevada System community when an act of sexual harassment has been alleged

against such person and the accuser or the accused person cannot be assigned to other duties or classes or placed elsewhere in the System institution apart from each other pending the completion of an investigation and/or disciplinary hearing into the allegation. (B/R 5/92)

**6.5.2 Hearing.** Any person placed on such administrative leave shall be afforded an opportunity to a hearing with respect to the issue of the leave. The hearing on the administrative leave will be held no later than 10 college working days of the leave, unless the person placed on leave agrees to delay the hearing to a later time. The hearing shall be held under the hearing procedures established in Section 6.9 of the University and Community College System of Nevada Code, so far as can be made applicable, and by a general hearing officer as established in Section 6.10 of the University and Community College System of Nevada Code. The president's decision upon the hearing officer's recommendation shall be final. The issue shall be limited to whether the continued administrative leave of the individual involved pending the outcome of a disciplinary hearing is warranted. (B/R 5/92)

**6.5.3 Expulsion from Premises.** Administrative leave under this section will be coupled with a withdrawal of consent by the System for the individual involved to remain on System premises whenever there is reasonable cause to believe that life, limb, property or the maintenance of order are in danger. (B/R 5/92)

**6.5.4 Administrative Officer's Duties.** The administrative officer, as established in Section 6.7 of the Code, shall be responsible for presenting evidence that the administrative leave, withdrawal of consent to remain on System premises, or both, should be continued. (B/R 5/92)

**6.5.5 Administrative Leave With Pay.** Administrative leave under this section shall be with pay and other benefits. (B/R 5/92)

## Section 6.6 Disciplinary Sanctions for Professional Employees

**6.6.1 Authority of Administrators to Discipline.** Vice presidents, deans, directors and persons in equivalent positions shall have the authority to issue reprimands or warnings (as defined under 6.3.1 and 6.3.2) to faculty members and other professional employees under procedures stated in 6.6 of the UCCSN Code. Procedures under 6.6 differ from procedures established in Sections 6.7 to 6.14 of the UCCSN Code. Code 6.6 procedures are to be used whenever possible, as an alternative to those in 6.7 to 6.14. (B/R 06/99)

**6.6.2 Right to Notice.** Before issuing a warning or reprimand, a person proposing to issue the disciplinary sanction shall notify the person whom it is proposed to so discipline in writing of the charges involved. The notice shall also schedule a meeting between the person charged and the person proposing to issue the disciplinary sanction for the purpose of discussing the charges. At least fifteen (15) working days before issuing a warning or reprimand, the vice president or dean, director or persons in equivalent positions proposing to issue the disciplinary sanction shall notify the affected person in writing of the charges involved and the proposed action. The notice shall:

1. Include all materials and documentation to support the charges;
2. Clearly state that it activates the processes set forth in 6.6 of the UCCSN Code, and also state the alternatives available under 6.6.3 to the affected person; and
3. Advise the affected person of his or her rights according to 6.6.6.

After the person proposing the disciplinary action has sent the notification, ten (10) working days must elapse before section 6.6.3 is implemented, during which time no documentation of the proposed action may be placed in the affected person's personnel file. (B/R 06/99)

**6.6.3 Choice of Response.** The person affected by the proposed disciplinary action shall have:

1. the right to mediation as outlined in 6.6.4, or through 6.6.8.
2. the right to accept the reprimand or warning or to respond, in writing to the warning or reprimand and to have that response immediately placed in his or her personnel file.

3. The right to grieve the warning or reprimand unless mediation is selected. If the affected person elects to grieve the warning or reprimand, mediation may not be used.

Choice of mediation shall delay the filing of any warning or reprimand in the affected person's file until after the mediation proceeding is concluded and a final decision rendered:

**6.6.4 Use of Mediation.** If the person affected by the proposed decision to reprimand or warn chooses to select mediation procedures outlined below, he or she must notify, in writing, the vice president or dean within ten (10) working days of receiving notification of the intent to reprimand or warn. The mediator will be selected within fifteen (15) working days following request for mediation using a procedure jointly developed by the campus administration and Faculty Senate. All materials relevant to the proposed disciplinary sanction shall be delivered to the mediator within five (5) working days of the appointment of the mediator. All parties may view all materials deposited with the mediator.

**6.6.5 Mediation.** The mediator will call a meeting of both parties to facilitate an informal resolution of the matter. Both parties must participate in good faith in the mediation procedures. The meeting will take place within fifteen (15) working days after the appointment of the mediator. The mediator shall conduct the meeting with attention to fairness and due process, and shall seek to preserve the rights of all affected parties. The mediator shall have the right to call witnesses if deemed necessary by the mediator.

**6.6.6 Rights of the Affected Person When Mediation has Been Chosen.** The person shall have:

1. the right to access all materials and documents relevant to the proposed disciplinary action at least (10) working days prior to the meeting with the mediator;
2. the right to have a colleague present, and the right to introduce materials in response to the proposed warning or reprimand; and
3. the right to appeal any decision to the president. (B/R 6/99)

**6.6.7 Burden of Proof.** The burden of proof rests with the administrator or the person issuing the charges.

**6.6.8 Decision.** Any agreement reached by the affected person and the administrator through the mediation process shall be placed in the affected persons' personnel file. This agreement may not be appealed through any grievance process. If there is not an agreement between the parties, the mediator will submit a written report within fifteen (15) working days to the immediate supervisor of the administrator bringing the charges. A copy of the mediator's report shall also be given to the administrator bringing the charges and the affected person. The immediate supervisor must make a decision within ten (10) working days about whether the warning or reprimand will be issued. If the decision is to warn or reprimand the affected person the affected person may appeal to the president. The affected person may file a written appeal with the president within 15 working days. The written appeal shall contain the reasons, arguments and documentation supporting the appeal. The president shall reach a decision within a reasonable time after receipt of the written appeal. The president may uphold, modify or reverse the disciplinary sanction. The president's decision shall be final and cannot be grieved. (B/R 6/99)

## Section 6.7 Administrative Officer

**6.7.1 Appointment of Administrative Officer.** The president of each System institution shall appoint, on either an ad hoc or a continuing basis, a person who shall have the authority to perform the duties established for the administrative officer in this chapter. For GBC, the vice president for student services is the designated administrative officer. The president may assign either a staff member of the System institution, or alternatively, may engage the services of an attorney who has been a member of the State Bar of Nevada at least five years or who is otherwise qualified by professional experience in administrative law. The person so assigned to these duties shall serve in this assignment at the pleasure of the president.

It is the intent of the Board that this position shall not be used to create the basis for an on-campus staff attorney appointment that will report directly or indirectly to the institutional president. In order to assure an appropriate separation of responsibilities, the job

description of the person appointed as administrative officer must be approved by the UCCSN General Counsel prior to appointment. The person appointed to perform the duties of administrative officer shall not represent the System institution nor engage in the practice of law of behalf of the System institution, including, but not limited to, the rendering of legal advice or opinions. (B/R 11/98)

**6.7.2 Titles.** Although termed the “administrative officer” for the purposes of this chapter, the person selected as administrative officer may use such local, administrative title as the president may determine.

**6.7.3 Assistants.** All references in this chapter to the administrative officer shall include other persons who are authorized by the president to assist the administrative officer and to act in the administrative officer's name.

**6.7.4 Combined Duties.** The president may combine the duties of the administrative officer with those of any other person employed by the System institution, but may not combine such administrative officer duties with those performed by hearing officers or hearing committee members under the procedures of this chapter.

## Section 6.8 Decision to Hold Hearings

**6.8.1 Complaints.** Except as may be provided in Section 6.6 of the University and Community College System of Nevada Code, all complaints alleging conduct prohibited by Section 6.2 of the University and Community College System of Nevada Code or by applicable stated prohibitions, policies, procedures, rules, regulations or bylaws of the System institutions shall be filed with the administrative officer. The complaint shall be in writing, shall be signed by the complainant and shall, to the extent reasonably possible, specify the date, time, place, person or persons involved and the circumstances of the alleged prohibited conduct, including the name or names of persons who may have witnessed the alleged prohibited conduct.

### 6.8.2 Investigation, Informal Resolution or Recommendation for Hearing.

- (a) The administrative officer shall investigate complaints with the purpose of clarifying the facts and the positions taken by the parties. The investigation shall be completed within 60 calendar days after the receipt of the complaint. (B/R 5/92)
- (b) The administrative officer shall present a charging letter to the person charged who may present a written answer within 7 college working days after receipt thereof. At a minimum, the charging letter shall contain the information specified in Subsection 6.8.1 of the University and Community College System of Nevada Code. The administrative officer shall inform the person charged in writing that, although the person charged is free to make a written reply, there is no requirement or compulsion to do so.
- (c) If deemed appropriate to do so, the administrative officer, with the approval of the president, may informally resolve the complaint by conciliating with the parties, by permitting the complainant to voluntarily drop the complaint or by permitting the person charged to voluntarily accept disciplinary sanctions.
- (d) Within 7 college working days of the completion of the investigation, and if the complaint cannot be informally resolved, the administrative officer shall make a recommendation to the president as to whether or not the complaint should proceed to a hearing and, if a hearing is recommended, the administrative officer shall recommend the type of hearing which may be held, as specified in Subsection 6.8.3 of the University and Community College System of Nevada Code. (B/R 5/92)
- (e) A hearing shall be held whenever the president accepts the administrative officer's recommendation to that effect or does not accept a contrary recommendation from the administrative officer. The president shall decide the kind of hearing to be held, as authorized in Subsection 6.8.3 of the University and Community College System of Nevada Code. The president shall make this decision within 7 college working days after receipt of the administrative officer's recommendation. Within the above-referenced time, the president shall inform the administrative officer of the president's decision and, if deciding to hold a hearing under Section 6.12 of the University and Community College System Code, shall also inform the faculty senate chair of the decision. If the hearing is to be held under Section 6.12 of the University and Community College System Code on a charge or charges of sexual harassment under Subsection 6.2.2(p) of the University and Community College

System Code, the president shall also inform the president of the appropriate student government within the above-referenced time period if a student or graduate student is involved in the charge as an alleged victim. (B/R 8/92)

- (f) If it is determined by the president that the matter should not proceed to a hearing, then unless new evidence, sufficient in the opinion of the president to reopen the case, is subsequently discovered, the complaint shall be dismissed and the disciplinary procedure shall be considered closed. All documents relating to the case shall be deposited with the president's office where they shall be retained for a period of one year, after which time they shall be released to the person charged, if requested by that person, or shall be destroyed unless destroyed sooner pursuant to regulations, policies or procedures established by the System institution.

**6.8.3 Types of Hearings.** Except as mandated by Subsections 6.3.7(b) and 6.5.2 of the University and Community College System of Nevada Code, based upon the recommendation of the administrative officer and such other considerations as may be pertinent, the president shall decide whether a disciplinary hearing shall be held:

1. By a general hearing officer, in an office hearing as provided in Section 6.10 of the University and Community College System of Nevada Code;
2. For students only, where judicial councils exist, by an institutional hearing committee as provided in Section 6.11 of the University and Community College System of Nevada Code; or
3. By a special hearing officer and special hearing committee, as provided in Section 6.12 of the University and Community College System of Nevada Code.

**6.8.4 Notice to Parents or Legal Guardians of Minor Students.** If the proposed action against the person charged may lead, in the opinion of the administrative officer, to suspension or expulsion and the person charged is a minor, the parents or legal guardians shall be notified of the charges and of the proposed hearing at least 7 calendar days prior to the pending hearing by certified or registered mail, return receipt requested, sent to the parents' or legal guardian's last known address posted on the records of the registrar of the member institution involved.

**6.8.5 Factors to be Considered.** In making a recommendation or decision to hold a type of hearing, the administrative officer or the president, respectively, may consider as nonbinding factors the wishes of the person charged, the degree of apparent complexity of the facts or issues and the seriousness of the offense.

**6.8.6 Waiver of Hearing.** The person charged may waive a hearing and accept a disciplinary sanction recommended by the administrative officer and approved by the president as provided in Subsection 6.8.2 of the University and Community College System of Nevada Code.

## Section 6.9 Provisions Applicable to Hearings

**6.9.1 Applicable Provisions.** The provisions of this section shall be applicable to hearings held pursuant to Sections 6.10 through 6.12 of the University and Community College System of Nevada Code.

**6.9.2 Hearing Arrangements.** The administrative officer shall make physical and scheduling arrangements for hearings required by Sections 6.10 through 6.12 of the University and Community College System of Nevada Code.

### 6.9.3 Notice.

- (a) The person charged must receive, at least 10 college working days before the hearing, written notice from the administrative officer containing:
  1. The date, time and place of the hearing;
  2. Specification of the misconduct charged by citing the applicable provision of the University and Community College System of Nevada Code or the applicable stated policy, prohibition, procedure, rule, regulation or bylaw of a System institution which has been alleged to have been violated;
  3. Specification, to the extent reasonably possible, of the time, place, person or persons involved and the circumstances of the alleged prohibited conduct,



including the name or names of persons who may have witnessed the alleged prohibited conduct;

4. Notification that the person charged may be accompanied by an adviser of the charged person's choice, and of the time within which the person charged must inform the administrative officer of the name and address of the adviser, if any, and whether the adviser is an attorney, or else forfeit the right to have an adviser present, as provided in Subsection 6.9.6 of the University and Community College System of Nevada Code; and
  5. Such other information as the administrative officer may wish to include.
- (b) The administrative officer shall be responsible for preparing and delivering notices required by this section. Notices shall be either personally delivered to the person charged or shall be sent to the person charged by certified or registered mail, return receipt requested. Notice delivered by mail shall be considered delivered when sent, provided that 3 additional college working days shall be added to the time period set forth for minimum notice. A copy of the applicable disciplinary hearing procedures shall accompany each notice.

#### 6.9.4 Evidence.

Evidence shall be admitted if it possesses reasonably probative value, materiality and relevancy. No evidence other than that received at the hearing shall be considered in the decision. Upon request, the person charged, the person's adviser, if any, and the administrative officer shall have the right to examine, at least 5 college working days prior to the hearing during reasonable business hours, any documentary evidence to be presented at the hearing. The parties shall also have the right to present, challenge or rebut evidence and to question or cross-examine witnesses. Formal rules of evidence shall not apply, but irrelevant or unduly repetitious evidence shall be excluded.

#### 6.9.5 Administrative Officer's Duties.

The administrative officer shall marshal and present the evidence against the person charged.

#### 6.9.6 Advisers, Attorneys.

- (a) The person charged may be accompanied by one adviser of the person's choice, who may act on the charged person's behalf. The person charged must give written notice of the name and address of the adviser, and whether the adviser is an attorney, to the administrative officer no later than 5 college working days before the time set for the hearing. An adviser will not be permitted at the hearing without such notice.
- (b) Should a person charged advise that the person will be accompanied by an attorney as adviser, the administrative officer may advise the general counsel of the System so that an attorney may be present at the hearing to act as adviser for the administrative officer.

**6.9.7 Technical Errors.** Technical departures from or errors in following the procedures established in the University and Community College System of Nevada Code or in any applicable stated prohibition, policy, procedure, rule, regulation or bylaw of a System institution under which disciplinary procedures are being invoked shall not be grounds to withhold disciplinary action unless, in the opinion of the president, the technical departures or errors were such as to have prevented a fair and just determination of the charges.

**6.9.8 Closed Hearings.** The hearing shall be closed unless the person charged requests an open hearing. Only the person charged and one adviser, the administrative officer and one adviser, the person or persons conducting the hearing, a person designated to record a hearing, as may be provided in this chapter, and witnesses while such witnesses are presenting evidence may be present for a closed hearing. When a hearing is held on a charge made under Subsection 6.2.2(o) of the University and Community College System of Nevada Code, the institution's affirmative action officer may also be present for a closed hearing. When a hearing is held on a charge made under Subsection 6.2.2(p) of the University and Community College System of Nevada Code, the institution's affirmative action officer may also be present for a closed hearing, and any person who alleges to be the victim of an act of sexual harassment may have a nonattorney supporter present for a closed hearing during the person's testimony only. (B/R 6/92)

#### 6.9.9 Consolidated Hearings.

- (a) When more than one person is charged with prohibited conduct arising out of a single occurrence, or out of multiple occurrences, a single hearing may be held for all of the persons so charged. Such persons may request that their cases be consolidated with others or separated from others. The administrative officer shall make determinations regarding consolidation. All such determinations shall be subject to revision by the general hearing officer, institutional hearing committee or special hearing officer, as the case may be. In the event of such revision, all cases affected shall be rescheduled for hearing.
- (b) The separation of one or more cases from a group of cases previously set for a consolidated hearing shall not be considered to affect the consolidation of the remaining cases in the group.

**6.9.10 Absence of the Person Charged.** If the person charged does not appear, either personally or through an adviser, at a hearing without satisfactory explanation for the absence having been made at the earliest opportunity, or should the person charged leave the hearing before its conclusion, the hearing shall proceed without the person charged and the general hearing officer, institutional hearing committee or the special hearing officer and special hearing committee, as the case may be, shall make findings of fact, recommendations or a report, as the case may be, on the available evidence. The fact that an administrative hearing or a civil or criminal trial for the person charged is pending shall not be considered a satisfactory explanation for absence unless the actual hearing or trial date conflicts with a date for a hearing held under this chapter, or unless it is physically impossible for the person charged, through no fault of that person, to attend a hearing held under this chapter.

**6.9.11 Subpoena.** The president shall issue subpoenas to compel the attendance of persons and the presentation of documents at all hearings established under this chapter upon the request of the person charged or of the administrative officer. Such subpoena authority shall be exercised under the authority conferred by NRS 396.323.

#### 6.9.12 Waiver or Extension of Time.

- (a) Matters preliminary to hearings shall be decided, hearings conducted and cases determined under these procedures as quickly as is reasonably feasible, consistent with reasonable notice.
- (b) With the approval of the administrative officer only, a person charged may waive all time limits established in this chapter, except the time limits stated in Subsections 6.10.2 and 6.12.7 of the University and Community College System of Nevada Code. (B/R 5/92)
- (c) Extension of time for hearings shall be authorized by general hearing officers, institutional hearing committee chairs or special hearing officers only upon good and compelling reasons. The possibility or pendency of administrative, civil or criminal proceedings against the person charged is not such a good and compelling reason for extension of time unless the hearing or trial of such is scheduled for the same date as a hearing to be held under this chapter, or unless it is physically impossible for the person charged, through no fault of that person, to attend a hearing to be held under this chapter.

**6.9.13 Repetition of Hearing.** A hearing may not be held more than once on the basis of any specific complaint after a hearing process has been completed except as may be provided in this chapter.

#### Section 6.10 General Hearing Officer

**6.10.1 Appointment.** The president shall designate one or more general hearing officers who shall serve for terms as determined by the president.

**6.10.2 Office Hearings by a General Hearing Officer.** Office hearings by a general hearing officer shall be informal in nature and subject to such procedures as the president may determine. A hearing shall be held and a recommendation made to the president as soon as is reasonably possible, but no

later than 6 months after the filing of the complaint with the administrative officer. (B/R 5/92)

**6.10.3 Findings and Recommendations.** Findings of fact and recommendations of the general hearing officer shall be made in writing to the president within a reasonable time after the close of the hearing with copies to the person charged and to the administrative officer. The full range of sanctions established by Section 6.3 of the University and Community College System of Nevada Code is available, except as may be limited therein. (B/R 5/92)

#### Section 6.11 Institutional Hearing Committee for Students Only

**6.11.1 Special Intended Use.** This section is intended to be used as an alternate means of hearing disciplinary matters by those member institutions whose student governments may utilize judicial councils to hear student disciplinary matters.

**6.11.2 Selection of the Committee.** The president shall establish procedures for selecting an institutional hearing committee on either an ad hoc or continuing basis which shall be composed of such students and faculty as the president may determine. Judicial councils of the member institutions as may be instituted prior to the enactment of these procedures shall be considered appropriate bodies to comprise institutional hearing committees at the president's direction. The members of the committee shall serve for terms designated by the president.

**6.11.3 Duties of the Chair of the Committee.** The chair of the institutional hearing committee shall:

1. Make all rulings on matters relating to the conduct of the hearing, including the admission of evidence;
2. Maintain order and may exclude anyone who refuses to be orderly;
3. Recognize witnesses for the purpose of giving testimony;
4. Make such rulings on procedure deemed appropriate so long as not inconsistent with the applicable procedures established in this chapter.

**6.11.4 Challenges.** The person charged may challenge a member of the institutional hearing committee for cause for the following reasons:

1. The challenged member was a participant in the event out of which the alleged prohibited conduct arose; or
2. The challenged member bears a relationship to some party to the proceedings which may prejudice the charged person's ability to obtain a fair and impartial hearing and decision.

The party charged shall submit a written statement setting forth the allegations underlying the challenge to the president, with a copy to the person challenged. The president or the president's designee shall determine whether the facts present grounds for disqualification of the committee member. The decision of the president shall be final. A hearing shall not be held until the challenge is decided by the president. A member of the institutional hearing committee may be disqualified on the committee member's own motion. Replacements for disqualified committee members shall be made under procedures established by the president.

**6.11.5 Findings and Recommendations.** Findings of fact and recommendations of the institutional hearing committee shall be made in writing to the president within a reasonable time after the close of the hearing with copies to the person charged and to the administrative officer. The full range of sanctions established by Section 6.3 of the University and Community College System of Nevada Code is available.

#### Section 6.12 Special Hearing Officer and Special Hearing Committee

##### 6.12.1 Appointment of Special Hearing Officer.

- (a) Within 5 college working days after making a decision to hold a hearing before a special hearing officer and a special hearing committee, the president shall select a special hearing officer and, within the above-referenced time period, shall inform the person charged and the administrative officer of the identity of the special hearing officer. (B/R 5/92)

- (b) Special hearing officers shall be attorneys who have been members of the State Bar of Nevada for at least 5 years or who are otherwise qualified by professional experience in presiding at judicial or quasi-judicial adversary proceedings. They will not hold any employment or other contractual relationship with any System institution during the period of their service.

**6.12.2 Duties of the Special Hearing Officer.** The function of the special hearing officer shall be that of presiding officer of a special hearing committee during a hearing with the following authority:

- (a) To make all rulings on matters relating to the conduct of the hearing, including the admission of evidence;
- (b) To maintain order, and the special hearing officer may exclude anyone who refuses to be orderly;
- (c) To recognize witnesses for the purpose of giving testimony during which the special hearing officer may also question witnesses;
- (d) To make such rulings on procedure deemed appropriate so long as not inconsistent with the applicable procedures established in this chapter;
- (e) To act as general adviser to the special hearing committee, but shall have no voting authority;
- (f) To prepare, at the conclusion of the hearing, a written report which shall contain, as to the person charged, the following:

1. Findings of fact as determined by the special hearing officer together with a determination that the person charged did or did not commit the act or acts charged.
2. A finding that the act or acts did or did not constitute one or more of the causes for discipline or suspension or termination for cause established in this Code or other applicable stated prohibition, policy, procedure, rule, regulation or bylaw of a System institution.
3. Such further information as the special hearing officer may consider appropriate.

The special hearing officer's report shall be prepared and submitted to the president, with copies to each member of the special hearing committee, the person charged and the administrative officer, within a reasonable time after the conclusion of the hearing.

##### 6.12.3 Appointment of the Special Hearing Committee.

- (a) A faculty-hearing panel, composed of at least fifteen faculty members, shall be selected by the faculty senate of each System institution. Both academic faculty and administrators shall be eligible to serve. The members of the faculty-hearing panel shall serve one-year terms and upon agreeing to serve shall commit themselves in writing to serve on a special hearing committee when needed. System institution administrators are obligated by the provisions of this subsection to grant special hearing committee members administrative leave or other assistance necessary to enable them to fulfill their responsibilities as members of special hearing committees. This might require providing teaching assistance from classes or other administrative relief from assigned duties. (B/R 8/92)
- (b) Except as provided in subparagraph (c) below, within 5 college working days after receipt from the president of notice of the president's decision to hold a hearing under Section 6.12 of the University and Community College System of Nevada Code, the faculty senate chair shall select the names of nine persons from among the faculty hearing panel, the selection to be made by lot, to serve on a special hearing committee and the faculty senate chair, within the above-referenced time period, shall inform the person charged and the administrative officer of the names of the persons selected. (B/R 8/92)
- (c) if a hearing is to be held on a charge or charges of sexual harassment under Subsection 6.2.2(p) of the University and Community College System of Nevada Code and if a student or graduate student is involved in the charge as an alleged victim, within 5 college working days after receipt of notice of the president's decision to hold a hearing under Section 6.12 of the University and Community College System of Nevada Code, the faculty senate chair shall select the names of eight persons from among the faculty hearing panel, the selection to be made by lot, and the appropriate student government president shall nominate three students, to serve on a special hearing committee and the faculty senate chair and the appropriate student government president, within the

above-referenced time period, shall inform the person charged and the administrative officer of the names of the persons selected or nominated. (B/R 8/92)

**6.12.4 Duties of the Special Hearing Committee.** The function of the special hearing committee shall be:

- (a) Together with the special hearing officer, to hear evidence presented at a hearing held under this chapter during which the committee members may also question witnesses; and
- (b) To make recommendations, after reviewing the report of the special hearing officer, to the president at the conclusion of a hearing for dismissal of charges or imposition of a sanction or sanctions. Such recommendations shall be in writing and shall be made by the committee within a reasonable time after reviewing the special hearing officer's report with copies sent to the person charged and the administrative officer. The full range of sanctions established by Section 6.3 of the University and Community College System of Nevada Code is available.

**6.12.5 Hearings to be Recorded.** A tape recording will be made of the hearing and kept in the president's office for at least one year before being destroyed, unless the matter is brought before the courts during which time the recording will be kept until the matter is decided in the courts. Except as provided herein or for purposes of appeal, a tape recording of a closed hearing shall be confidential. The person charged, on request of and at the charged person's expense may have or, under supervision may make, a copy of such recording. No tape recording by the person charged or by other persons at the hearing will be permitted. The person charged may, at the charged person's expense, provide for a certified court reporter. A copy of the court reporter's transcript shall also be made available to the president upon the president's request and at the System institution's expense.

**6.12.6 Challenges.**

- (a) Within 7 college working days after the faculty senate chair, and the appropriate student government president under Subsection 6.12.3(c) of the University and Community College System of Nevada Code, has informed the person charged and the administrative officer of the identities of the persons selected from the faculty hearing panel or nominated by the student government president, the administrative officer and the person charged or the adviser of the person charged shall meet in person or by telephone to exercise, in alternate order, the peremptory challenges provided in subparagraph (c) of this subsection. The person charged or the adviser shall exercise the first peremptory challenge. Peremptory challenges not exercised at this time shall be waived. At this time, the person charged or the adviser shall also submit written challenges for cause, as provided in subparagraph (b) of this subsection. No challenge for cause may be exercised after this date. (B/R 8/92)
- (b) The person charged may challenge the special hearing officer or the members of the special hearing committee for cause for the following reasons: (B/R 5/92)
  1. The person challenged was a participant in the event out of which the alleged prohibited conduct arose; or
  2. The person challenged bears a relationship to some party to the proceedings which may prejudice the charged person's ability to obtain a fair and impartial hearing and decision.

The person charged shall submit a written statement setting forth the allegations underlying the challenge to the administrative officer. The administrative officer shall send the written challenge to the president the same day it is received, with a copy to the person challenged. Within 7 college working days after receipt of the written challenge, the president or the president's designee shall determine whether the facts present grounds for disqualification. The decision of the president shall be final. A hearing shall not be held until the challenge is decided by the president. The special hearing officer or special hearing committee members may be disqualified on their own motions. (B/R 5/92)

- (c) The administrative officer and the person charged each shall have the right to challenge: (B/R 8/92)

1. In the case of a hearing to be held to hear a charge of sexual harassment under Subsection 6.2.2(p) of the University and Community College System of Nevada Code in which a student or graduate student is an alleged victim, no more than two members of the faculty hearing panel selected by lot and no more than one student government nominee without cause; (B/R 8/92)
2. In all other cases, no more than two members of the faculty hearing panel selected by lot without cause. (B/R 8/92)

- (d) In cases of consolidated hearings, the persons charged shall be limited to a total of the number of challenges without cause appropriate under either subparagraph (c)(1) or (c)(2) above. (B/R 8/92)
- (e) Replacements for disqualified special hearing officers shall be made by the president within 3 college working days after the president's decision on a challenge for cause. Replacements for disqualified special hearing committee members shall be made by lot from the faculty hearing panel or shall be nominated by the appropriate student government president as the case may be within 3 college working days after the president's decision on a challenge for cause. No further challenges for cause of either a special hearing officer or members of a special hearing committee shall be permitted. (B/R 8/92)
- (f) The special hearing committee shall consist of five members. In the event a member is unable to serve due to unavoidable reasons, the administrative officer may choose to have the vacancy filled by the procedure stated in subparagraph (e) of this subsection or proceed to a hearing with the remainder of the special hearing committee, provided that the special hearing committee shall consist of no fewer than three members. (B/R 8/92)

**6.12.7 Hearing and Recommendation.** A hearing shall be held and a recommendation made to the president no later than 6 months after the filing of the complaint with the administrative officer. (B/R 5/92)

**6.12.8 Summary of Time Limits.** For the sake of convenience, the time limits for procedures specified throughout this section are summarized as follows:

- (a) The complaint is filed.
- (b) Within 60 calendar days after receipt of the complaint, the administrative officer completes the investigation. During that time period, the administrative officer shall issue a charging letter to the person charged who then has 7 college working days after receipt of the charging letter to respond to it, if desired.
- (c) Within 7 college working days after the completion of the investigation, the administrative officer makes a recommendation to the president on whether to hold a hearing or not.
- (d) Within 7 college working days after receipt of the administrative officer's recommendation, the president makes a decision on whether to hold a hearing or not and informs the administrative officer and faculty senate chair of the decision.
- (e) Within 5 college working days after notification of the president's decision, the president shall choose a special hearing officer and the faculty senate chair shall choose nine names from the faculty hearing panel and each shall forward the names to the person charged and the administrative officer.
- (f) Within 7 college working days after the president and the faculty senate chair have forwarded the name of the special hearing officer and the names chosen from the faculty hearing panel, the administrative officer and the person charged or the adviser of the person charged meet to exercise peremptory challenges and to transmit challenges for cause.
- (g) The same day that challenges for cause are received by the administrative hearing officer, the administrative hearing officer shall send such challenges to the president.
- (h) Within 7 college working days after receipt of challenges with cause, the president shall make a decision on the challenges.
- (i) Within 3 college working days after the president's decision on challenges for cause, vacancies in the appointments of special hearing officer or members of a special hearing committee shall be filled.
- (j) Within six months after the filing of the complaint with the administrative officer, the hearing shall be held and a recommendation made to the president for action. (B/R 8/92)

## Section 6.13 President's Decision

**6.13.1 Options Available.** The president shall review the findings of fact and recommendations of the general hearing officer or the institutional hearing committee or, in cases heard before a special hearing officer and special hearing committee, the report of the special hearing officer and the recommendations of the special hearing committee. The president may:

- (a) Dismiss the charge;
- (b) Affirm the recommended sanction;
- (c) Impose a lesser sanction than recommended;
- (d) Impose a greater sanction than recommended; or
- (e) Order a new hearing.  
(B/R 5/92)

**6.13.2 Decision and Notification.** The president shall reach a written decision within a reasonable time after receipt of findings of fact and recommendations from the general hearing officer or institutional hearing committee or after receipt of reports and recommendations from the special hearing officer and the special hearing committee. The president shall notify the person charged and the administrative officer of the decision. If the action taken is reduction in pay, suspension, expulsion or termination, the person charged shall either be notified by personal delivery of the decision or shall be notified by certified or registered mail, return receipt requested. If a minor student is suspended or expelled, the minor's parents or legal guardian shall be notified of the action by certified or registered mail, return receipt requested, sent to the parents' or legal guardian's last known address posted on the records of the registrar of the member institution involved. If there is no appeal, the president's decision is final.

## Section 6.14 Appeals

### 6.14.1 Requirements for Appeals.

- (a) Appeals from the decision of the president must be filed by the person charged within 10 college working days of the receipt of the decision. The appeal must be in writing and shall be directed to the administrative officer.
- (b) The facts set forth in the appeal must reasonably establish that:
  1. The procedures under which the person was charged are invalid or were not followed;
  2. The person charged did not have adequate opportunity to prepare and present a defense to the charges;
  3. The evidence presented at the hearing was not substantial enough to justify the decision; or
  4. The sanction imposed was not in keeping with the gravity of the violation.

### 6.14.2 Decision on Appeal.

- (a) Within 7 college working days after receipt, the administrative officer shall direct the appeal, together with any reply the administrative officer deems necessary provided a copy of the reply is sent to the person charged, to:
  1. The president for reconsideration when the sanction imposed is suspension or reduction in pay or a lesser sanction.
  2. To the Board of Regents for action when the sanction imposed is expulsion or termination.
- (b) A decision on the appeal shall be made within a reasonable time after receipt of the appeal by the president or within a reasonable time after the next Board of Regents meeting during which the appeal was considered. For applicable appeals, the appeal shall be placed on the meeting agenda of the Board of Regents as soon as is legally possible under Nevada law after receipt of the appeal. The president or the Board of Regents, as the case may be, shall give notification of the decision in the same manner as is provided in Subsection 6.13.2 of the University and Community College System of Nevada Code.
- (c) The president or the chair of the Board of Regents, as the case may be, may request a personal appearance of the person charged if the president or the chair of the Board of Regents, as the case may be, is of the opinion that justice will be served by such appearance. The appearance of the person charged shall be limited to the issues raised by the appeal as provided in Subsection 6.14.1 of the University and Community College

System of Nevada Code. The person charged must be informed that an appearance is not compulsory and a nonappearance will not prejudice the appeal.

- (d) The president or the Board of Regents, as the case may be, may:
  1. Dismiss the charge;
  2. Affirm the charge;
  3. Impose a lesser sanction; or
  4. Order a new hearing.

## Section 6.15 Records

All reports and decision reached after hearings or appeals held under this chapter are declared to be public records subject to the provisions or exclusions of the public records laws of the Nevada Revised Statutes as they may be interpreted by the courts. (B/R 5/92)

## Section 6.16 Dismissed Charges

Whenever charges against a person are dismissed, all documents relating to the case will be deposited with the president where they shall be retained for a period of one year, after which time they shall be released to the person who was charged if requested by that person, or shall be destroyed unless destroyed sooner pursuant to regulations, policies or procedures established by the System institution.

## Section 6.17 Classified Employees and Research Technologists

- (a) Employees of the System who are in the classified service of the State of Nevada shall be disciplined only under the procedures established by the Nevada Revised Statutes and the State Personnel Division Rules for Personnel Administration.
- (b) Research technologists of the Desert Research Institute shall be disciplined only under the procedures established in the DRI Personnel Manual for Research Technologists, as authorized by the Board of Regents.

## Section 6.18 Lie Detector Tests

Lie detector tests shall not be required in conjunction with System personnel proceedings nor in relation to System personnel matters.

## Section 6.19 Applicability to Others

In the event any person who is not a member of the System community should engage in conduct prohibited by this chapter, the president or the president's designee shall inform that person that the person is not authorized to remain on the premises owned or occupied by the System and shall direct such person to leave the premises. In the event such person fails to leave the premises after being ordered to do so, the president or the president's designee may cause such person to be ejected. Nothing herein shall be so construed as to authorize or prohibit the presence of any such person prior to such violation nor to affect such person's liability for trespass or loitering as prescribed by law.

**TITLE 4 — University and Community College System of Nevada CODE  
CHAPTER 8**

**Section 13 UCCSN Policy Against Sexual Harassment and  
Complaint Procedure**

**A. Sexual Harassment is Illegal Under Federal and State Law.**

The University and Community College System of Nevada (UCCSN) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the UCCSN will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the UCCSN Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

**B. Policy Applicability and Sanctions.**

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the UCCSN Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the UCCSN Code, Ch. 2.

**C. Training.**

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an on-going sexual harassment training program for employees.

**D. Sexual Harassment Defined.**

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
3. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- physical assault;
- sexually explicit statements, comments, questions, jokes, innuendos, anecdotes, or gestures;
- unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- remarks of a sexual nature about a person's clothing or body; communications;
- sexual advances, whether or not they involve physical touching; requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

**E. GBC Procedure.**

Each president shall designate no fewer than two administrators to receive reports complaints of alleged sexual harassment. For GBC, the two designated administrators will be the Administration Officer (Vice President for Student Services) or the Affirmative Action Officer (Director of Human Resources). If the Administrative Officer or Affirmative Action Officer is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Administrative Officer or the Affirmative Action Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Director of Human Resources who is the Affirmative Action Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent adviser. The independent adviser may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent adviser shall be made available shall be determined by each institution or unit.

**Supervisors' Responsibilities:** Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact any one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

Complaints of sexual harassment must be filed within one hundred eighty (180) calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including sexual harassment, filed with an institution's administrative officer pursuant to UCCSN Code Chapter 6, Section 6.8.1, are not subject to this 180 day filing requirement.

### 1. Employees.

- a. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- b. The employee may also choose to file a complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.
- c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.
- d. After receiving any employee's report complaint of an incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

### 2. Students.

- a. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required-to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.
- b. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.
- c. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or to report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

### 3. Non-Employees and Non-Students.

Individuals who are neither UCCSN employees nor UCCSN students and who believe they have been subjected to sexual harassment by a UCCSN employee during the employee's work hours or by a UCCSN student on campus or at a UCCSN— sponsored event may utilize any of the complaint processes set forth above in this section.

### 4. Investigation and Resolution.

- a. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.
- b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.
- c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with UCCSN Code Chapter 6, or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.

- d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under UCCSN Code Chapters 5 and 6 or NAC Chapter 284 shall remain confidential.

### F. Prompt Attention.

Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the UCCSN institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

### G. Confidentiality.

The UCCSN recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the UCCSN is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

### H. Retaliation.

Retaliation against an individual who in good faith reports complaints of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

"Retaliation" may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;
- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

### I. Relationship to Freedom of Expression.

The UCCSN is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.



# Faculty and Administration

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| <p><b>Anderson, Pat</b> ..... 2001<br/>Director, Safety and Security<br/>AA — Diablo Valley College<br/>BS — University of California, Davis</p> <p><b>Avent, Gary</b> ..... 1996<br/>Library Director<br/>BA — Central State College<br/>MLS — University of Oklahoma</p> <p><b>Bagley, Peter</b> ..... 1996<br/>Life Sciences Professor<br/>BS — University of Maryland<br/>MS — University of Kentucky</p> <p><b>Barton, Richard</b> ..... 1995<br/>Welding Professor<br/>AAS — Northwest Community College</p> <p><b>Bateman, Eric</b> ..... 1994<br/>English Professor<br/>BA — Brigham Young University<br/>MA — Idaho State University</p> <p><b>Baumann, Julie</b> ..... 2000<br/>Director of Enrollment Management/<br/>Housing Coordinator<br/>BS — Boise State University<br/>MCOUN — Idaho State University</p> <p><b>Bentley, Susanne</b> ..... 2004<br/>English Instructor<br/>PhD — University of Nevada Reno</p> <p><b>Bodily, Deanne</b> ..... 2002<br/>Child Care Coordinator<br/>BS — Brigham Young University</p> <p><b>Bolinder, Dale</b> ..... 2003<br/>Diesel Instructor</p> <p><b>Borino, Dick</b> ..... 1995<br/>Diesel Technology Professor<br/>Diploma — Wyoming Technical Institute<br/>AA — Great Basin College</p> <p><b>Branscomb, Blaine</b> ..... 2001<br/>Associate Facilities Manager<br/>BS — Western Washington University</p> <p><b>Byram, Robert</b> ..... 1996<br/>Electrical Technology Professor</p> <p><b>Collins, Pat</b> ..... 1989<br/>Director, Career Center<br/>BA — University of South Dakota<br/>MA — University of Nevada, Reno</p> | <p><b>Cortez, Pablo</b> ..... 2003<br/>IA Video Coordinator and Lab Tutor Supervisor<br/>AA — Coastline Community College</p> <p><b>Cox, Jeffery</b> ..... 1995<br/>Director, Computer Services<br/>BS — Utah State University</p> <p><b>Crum, Tawny</b> ..... 2003<br/>Student Financial Services Specialist</p> <p><b>Daniels, Frank</b> ..... 1995<br/>Mathematics/Computing/Science Professor<br/>BS, MS, PhD — University of Florida</p> <p><b>Dannehl, Karen</b> ..... 1999<br/>Reference Librarian<br/>BA — University of Nevada, Reno<br/>MLS — University of Southern Mississippi<br/>JD — University of San Francisco</p> <p><b>Diekhans, Carl</b> ..... 1980<br/>Vice President, Administrative Services<br/>BS — College of Great Falls<br/>MS — Montana State University</p> <p><b>Du, Xunming</b> ..... 2003<br/>Mathematics Instructor<br/>BS — Hubei University<br/>MA — Tongji Medical University<br/>MS — Ohio University</p> <p><b>Ehrmann, Summer</b> ..... 2002<br/>Director, Foundation</p> <p><b>Elliott, Betty</b> ..... 1996<br/>Life Sciences Professor<br/>BS, MS, EdD — University of Nevada, Reno</p> <p><b>Elmore, Diane</b> ..... 2004<br/>Nursing Instructor<br/>ADN — Great Basin College<br/>BSN — Graceland College<br/>MSN — University of Nevada, Las Vegas</p> <p><b>Emerson, Judy</b> ..... 1996<br/>Coordinator, Nevada<br/>Small Business Development Center<br/>BS, MBA — University of Nevada, Reno</p> <p><b>Estes, Heather</b> ..... 2000<br/>Director, Winnemucca Branch Campus<br/>BS — Colorado State University<br/>MBA — University of Nevada, Reno</p> | <p><b>Fisher, Pauline</b> ..... 2000<br/>Tech Prep Coordinator/Grants Manager<br/>BA — Boise State University</p> <p><b>Fisk, Walter</b> ..... 2000<br/>Computer Services Technician<br/>AAS — Ricks College</p> <p><b>Ford, Carol</b> ..... 2000<br/>Child and Family Center Teacher/Coordinator<br/>BA — San Jose State</p> <p><b>Fox, Patricia</b> ..... 1991<br/>Art Professor<br/>BFA — University of Nevada, Las Vegas<br/>MFA — Utah State University</p> <p><b>Frazier, Lisa</b> ..... 2000<br/>Director, Curriculum Development<br/>BA — Utah State University<br/>ME — Leslie College</p> <p><b>Garcia, Steve</b> ..... 1994<br/>Electrical Technology Professor<br/>AS — Dixie College<br/>BS, MVE — Northern Arizona University</p> <p><b>Goicoechea, Genie</b> ..... 1983<br/>English Professor<br/>BA — University of Utah<br/>MAT — Northwestern University</p> <p><b>Gonzales, Danny</b> ..... 1999<br/>Deputy to the President<br/>BA, MPA — University of Nevada, Reno</p> <p><b>Hammons, Russell</b> ..... 1997<br/>Facilities Manager</p> <p><b>Hanington, Gary</b> ..... 2000<br/>Chemistry/Physics Instructor<br/>AS — State University Ag and Tech College<br/>BS/MS — SUNY at Stony Brook<br/>PhD — University of California, San Diego</p> <p><b>Heberer, Gary</b> ..... 1998<br/>Dean of Institutional Effectiveness<br/>BA — William Penn College<br/>MA — University of South Dakota<br/>PhD — Ohio University</p> <p><b>Heise, Lisa</b> ..... 2002<br/>Foundation Controller<br/>BBA — University Oklahoma</p> |
|--|---|---|

- Henderson, Eric** ..... 1998  
Anthropology, Geography Professor  
BA — Portland State University  
PhD, JD — University of Arizona
- Hiles, Dwaine** ..... 2004  
Computer Technician  
Certificate — DeVry University
- Hofland, Bonnie** ..... 2002  
Elementary Education Instructor  
BA — University of Montana  
MS — Montana State University
- Hogan, Douglas** ..... 2002  
Biology/Chemistry Instructor  
BS, MS — California State Polytechnic College
- Hyslop, Larry** ..... 1991  
Computer Office Technology Professor  
BA, MA — University of Montana
- Johns, Robin** ..... 2003  
Regional Tech Prep Coordinator  
BS — Cal Poly
- Jones, Daniel** ..... 2002  
Manager, Fitness Center  
BS — Western Oregon University  
BS — Lewis-Clark State College  
MS — Western Washington University
- Jones, Patricia** ..... 2003  
Information and Development Specialist  
AS, AA — Great Basin College
- Josey, Patricia** ..... 1997  
Computer Office Technology Professor  
BS — William and Mary  
MEd — University of Arizona
- Kampf, Richard** ..... 1991  
Mathematics Professor  
BS, MS — New Mexico Institute of Mining and  
Technology
- Kempster, Janice** ..... 1999  
Learning Center Coordinator/  
Developmental English Professor  
BS — Lewis-Clark State College  
MA — Northern Arizona University
- Killpatrick, Paul** ..... 2002  
President  
BS, PhD — Oregon State University  
MS — Western Oregon State University
- King, Janice** ..... 2001  
Admissions and Records Officer  
BA — University of California, Los Angeles  
MA — California State University, San Diego
- Klem, Peter** ..... 2004  
Social Science Instructor  
BA — Nazareth College of Rochester  
MA, PhD — State University of New York, Buffalo
- Kuhl, Marilee** ..... 1989  
Nursing Professor  
BSN — South Dakota State University  
MSN — Idaho State University
- Larson, E. Jay** ..... 2001  
Management Professor  
BS/PhD — University of Idaho  
MBA — St. Mary's University
- LaSalle, Meachell** ..... 2000  
ABE/ESL Workplace Literacy Coordinator  
BA — University of Idaho  
MA — University of Texas
- Licht, Jon** ..... 1997  
Welding Technology Professor  
BS — Northern Montana College
- Macfarlan, Lynette** ..... 2000  
Director, Mark H. Dawson Child and Family  
Center/  
Lead Faculty  
AA — Great Basin College  
BA — Sierra Nevada College  
MS — Walden University
- Mahlberg, Lynn** ..... 1991  
Vice President, Student Services  
Administrative Officer  
AA — Yuba Community College  
BS — California State University, Chico  
MBA — Golden Gate University, San Francisco
- Martin, Karen** ..... 1975  
Social Sciences Professor  
AA — Rick's College  
BS — Utah State University  
MS — Oregon State University
- McFarlane, Michael** ..... 1983  
Vice President, Academic Affairs  
AB — Humboldt State University  
MS — University of Nevada, Reno  
PhD — University of Nevada, Reno
- McMullen, Cyd** ..... 1983  
English/History Professor  
BA — University of Colorado  
MA — University of Utah  
PhD — University of Nevada, Reno
- McNally, Richard** ..... 1987  
English Professor  
BA, MA — University of Nevada, Las Vegas
- Mitchel, Charlene** ..... 1996  
Coordinator, Battle Mountain Satellite Center  
BS — Colorado State University  
MEd — Leslie University
- Molyneux, Greg** ..... 2000  
Computer Services Technician  
Certified Novell Engineer  
A+ Certified Service Technician
- Moore, Dorothy** ..... 2004  
Education Instructor  
BS — University of Nevada, Reno  
MA — Lesley College  
PhD — University of Nevada, Reno
- Mowrey, Karen** ..... 2002  
Nursing Instructor  
AA, AAS — Great Basin College  
BS — University of New York State  
MS — Idaho State University
- Murphy, Bret** ..... 1984  
Diesel Technology Professor  
BT — Northern Montana College  
MEd — University of Nevada, Reno
- Myrhow, Michael** ..... 1996  
Computer Office Technology Professor  
BA — University of Montana  
MS — Kansas State University
- Nickel, Ed** ..... 1989  
Computer Office Technology Professor  
BA — Kansas State University  
MLS — Emporia State University
- Nielsen, Scott** ..... 2000  
Assistant Controller  
BS — Brigham Young University  
MBA — University of Nevada, Reno
- Nolan, John** ..... 2002  
Director, Rural EMS Project  
BS — California State University, Chico
- Null, Richard** ..... 2002  
Nursing Instructor  
BSN, MSN — University of Nevada, Reno
- O'Hanahan, Patrick** ..... 2000  
Computer Office Technology and  
Computer Information Technology Professor  
Certificate — Technical Trades Institute  
MCSE Certification
- Owens, Lynne** ..... 1997  
Mathematics Professor  
BS, MS — Montana State University
- Popeck, Stan** ..... 1987  
Director, Occupational Education  
BS — University of Wyoming
- Ports, Mark** ..... 1983  
Life Sciences Professor  
BS — Oklahoma State University  
MS — Ft. Hays State University
- Pryor, John** ..... 1980  
Business Administration Professor  
BA — Williams College  
MBA — Babson Institute
- Reber, Linda** ..... 1991  
Computer Office Technology Instructor  
BS — Brigham Young University  
MEd — University of Nevada, Reno
- Rice, John** ..... 1996  
Public Information Officer  
Special Events Coordinator  
BA — Viterbo College (WI)  
MFA — University of Wisconsin, Milwaukee
- Ridley-Stevens, Shane** ..... 2004  
Recruiter  
AA — College of Southern Idaho
- Robertson, Bob** ..... 1999  
Instrumentation Professor  
BS — University of Utah  
MS — Brigham Young University
- Rombough, Shirley** ..... 2001  
Sociology/Social Sciences Instructor  
BA — California State University, Long Beach  
MSW/PhD — Louisiana State University
- Rosenthal, Jeannie** ..... 2001  
Grant Writer/Manager  
BA — Eastern Oregon University
- Sanchez-Saenz, J. Leonardo** ..... 2000  
Elementary Education Professor  
BS — University of Mexico  
PhD — University of Iowa
- Schwandt, Katherine** ..... 1996  
Computer Office Technology Professor  
BA/MEd — University of Nevada, Reno
- Shaw, Joyce** ..... 1991  
Graphic Designer/Editor  
Manager, Media Services  
BS — University of Nevada, Reno
- Siler, Ralph** ..... 1989  
Industrial Plant Mechanics Technology Professor  
AA — San Bernardino Valley College  
BA — Fresno State University



**Skivington, Gretchen** ..... 2002  
Romance Languages Instructor  
BA — University of California, Berkeley  
MA — University of Nevada, Reno  
PhD — University of California, Davis

**Smith, David** ..... 2001  
Computer Services Technician

**Smith, Georgeanna** ..... 1988  
Director, Nursing  
BSN — Montana State University  
BS — Utah State University  
MEd — University of Nevada, Reno  
MSN — Idaho State University

**Smith, Jack** ..... 1991  
Humanities/Social Sciences Professor  
BA, MA, PhD — University of Utah

**Smith, Julie** ..... 2000  
Student Advocate/Development Coordinator  
BS, MEd — University of Nevada, Reno

**Smith, Laura** ..... 2000  
DARS Specialist  
AA, AAS — Great Basin College  
BA — Sierra Nevada College

**Smith, Phil** ..... 1991  
Counselor  
BS — Indiana State University  
MA — Ball State University

**Staley, Tammy** ..... 2000  
Job Placement Specialist  
AAS — Great Basin College  
BBA — Boise State University  
MBA — University of Nevada, Reno

**Stevenson, John "Steve"** ..... 2000  
Commercial Drivers License Instructor

**Sundseth, Gary** ..... 2002  
Lead Faculty, Agriculture Program  
BS, MS — Oregon State University

**Sweetwater, Sarah** ..... 1975  
Art Professor  
BS — West Texas State University  
MEd — University of Utah

**Swetich, Mary** ..... 1994  
Director, Ely Branch Campus  
BS — Colorado State University

**Syme, Lindsay** ..... 2002  
Preschool Classroom Teacher  
AA — Great Basin College  
BA — Sierra Nevada College

**Tenney, Glen** ..... 1990  
Accounting/Economics Professor  
BS — Arizona State University  
MS — Western International University

**Thompson, Sean** ..... 2000  
Information Technician — Webmaster  
Certified Internet Webmaster — New Horizons  
Technical Training School  
Microsoft Certified Professional  
Certified Web Professional

**Thomson, Star** ..... 1999  
Controller  
BS — Fort Lewis College  
MBA — University of Nevada, Reno

**Uhlenkott, Linda** ..... 2001  
English Writing Instructor  
BS — Lewis-Clark State College  
MA — University of Nevada, Las Vegas  
PhD — University of Nevada, Reno

**Warren, Pat** ..... 1986  
Director, Continuing Education  
BS — California State Polytechnic University,  
San Luis Obispo  
MEd — University of Nevada, Reno

**Wilkins, Mardell** ..... 2003  
Assistant to the President

**Williams, Joan** ..... 1983  
Director, Student Financial Services  
BA, MEd — University of Nevada, Reno

**Aiazzi, Stan** ..... Vice President Emeritus  
Student Services  
BS, MA — University of Nevada, Reno

**Berg, William\*** ..... President Emeritus  
BS, MS — University of Wisconsin  
EdD — University of Arizona

#### EMERITUS

**Call, Dorothy** ..... Emeritus  
Office Administration  
BS — Indiana State University

**Day, Delna** ..... Emeritus  
Nursing  
Diploma — Salt Lake City Hospital  
AGS — Great Basin College

**Emerson, Amy** ..... Emeritus  
Mathematics  
BA — University of South Dakota  
MATM — University of Nevada, Reno

**Greenhaw, Charles** ..... Dean Emeritus  
BA, MA — University of North Texas  
PhD — University of Nevada, Reno

**Holland, Ruth** ..... Emeritus  
Nursing  
BS — University of Cincinnati  
MSN — University of Utah

\*Deceased

#### ADJUNCT FACULTY

Year Degree Received

**Alderman, Minnis** ..... 1960  
Psychology  
MA — Murray State College

**Allen, Brandie J.** ..... 1999  
Computer Office Technology  
AA — Great Basin College

**Altenburg, Catherine M.** ..... 1986  
Education  
BS — North Dakota State University

**Baker, Sam** ..... 1985  
Criminal Justice  
Nevada P.O.S.T.

**Beneder-Dann, Dietlinde C.** ..... 1985  
Agriculture  
BS — Universitaet Gesamthoch Schule,  
Paderborn

**Bettles, Susan A.** ..... 1999  
Education  
ME — Lesley College

**Bhakta, Ketan I.** ..... 1991  
Education Mathematics  
BS — University of Nevada, Reno

**Blanchard, Johnny L.** ..... 1979  
Automotive  
Wyoming Technical Institute

**Blattman, James E.** ..... 1982  
Secondary Education  
MED — University of Nevada, Las Vegas

**Bohrn, Linda J.** ..... 1993  
Computer  
AA — Northern Nevada Community College

**Bollacker, Linell K.** ..... 1999  
Secondary Education  
MED — University of Nevada, Reno

**Bolles, Linda J.** ..... 1977  
Elementary Education  
BA — University of Arizona

**Borino, Noreen E.** ..... 2004  
Psychology  
BS — St. Joseph's College

**Boskie, Lionel M.** ..... 1978  
Physical Science  
MS — Northern Arizona University

**Branscomb, Blaine** ..... 1982  
Accounting  
BS — Western Washington University

**Breitrick, John** ..... 1977  
Soil Science  
BS — University of Nevada, Reno

**Briggs, Charles L.** ..... 1985  
History  
MS — Utah State University

**Brown, Joshua P.** ..... 2002  
Theatre  
BA — Albertson College of Idaho

**Brown, Karen B.** ..... 1987  
Geology  
MS — New Mexico Institute of Mining and  
Technology

**Brown, Lisa A.** ..... 1998  
General Studies  
AG — Great Basin College

**Brown, Sherri D.** ..... 2002  
Mathematics  
MS — Grand Canyon University

**Bruno, Caroline R.** ..... 2003  
Soil Science  
MS — Oregon State University

**Buchanan, Scott** ..... 1985  
Finance  
MBA — Golden State University

**Buckingham-Flammang, Amy B.** ..... 1972  
Jewelry  
MFA — Tyler School of Art

**Buerkle, Linda A.** ..... 1996  
Curriculum and Instruction  
MEd — Lesley College

**Bullock, Jack** ..... 1978  
Law  
JD — University of Puget Sound School of Law

**Buschert, Ryan A.** ..... 1996  
Mathematics  
BS — University of Idaho

<b>Charlebois, Wendy L.</b> . . . . . 1997 Social Work MA — University of Nevada, Reno	<b>Finn, William L.</b> . . . . . 2003 English BA — Southern Oregon University	<b>Jones, Daniel M.</b> . . . . . 2000 Human Movement and Performance MS — Western Washington University
<b>Clanton, Karen A.</b> . . . . . 1971 Sociology BA — California State University, Bakersfield	<b>Fisk, Tracy D.</b> . . . . . 1973 Criminal Justice BA — Boise State University	<b>Jones, Duane H.</b> . . . . . 1973 Business Administration BS — University of Nevada, Reno
<b>Cobian, Olivia D.</b> . . . . . 2003 Education ME — Southern Utah University	<b>Forbis, Tara</b> . . . . . 2002 Ecology PhD — University of Colorado, Boulder	<b>Kaplan, Gene</b> . . . . . 1977 Social Science MA — California State College at Fullerton
<b>Costa Campbell, Lisa L.</b> . . . . . 1994 Counseling MA — Santa Clara University	<b>Franklin, Irl L.</b> . . . . . 1940 Education ME — University of Southern California	<b>Kearns, Jackie</b> . . . . . 1963 History MA — University of San Francisco
<b>Couchum, Carol L.</b> . . . . . 1988 Business BA — Boise State University	<b>Anacabe Franzoia, A. T.</b> . . . . . 1977 Business Education BA — Boise State University	<b>Kendall, Tory F.</b> . . . . . 2001 Elementary Education BA — Great Basin College
<b>Cox, Catherine E.</b> . . . . . 1990 Mathematics BA — Montana State University	<b>Fujiwara, Koni M.</b> . . . . . 1987 Sculpture MFA — University of Chicago	<b>Killion, Marlene D.</b> . . . . . 1975 Home Economics MS — University of Nevada, Reno
<b>Cozby, Norma S.</b> . . . . . 1987 Nursing AS — University of New York	<b>Galvin, William A.</b> . . . . . 1973 Political Science BA — University of California, Los Angeles	<b>Kimber, Gary M.</b> . . . . . 2000 Education ME — Lesley College
<b>Cunningham, Virginia</b> . . . . . 1999 Education ME — University of Nevada, Reno	<b>Gibson, Jonathan L.</b> . . . . . 1986 Curriculum and Instruction MA — Boise State University	<b>Kistler, Lynne J.</b> . . . . . 1981 Art MA — University of Nevada, Reno
<b>Dahl, Judith C.</b> . . . . . 1992 Elementary Education ME — University of Southern Mississippi	<b>Gignac, Rosanna</b> . . . . . 1974 Special Education BA — University of Nevada, Reno	<b>Knight, Debra J.</b> . . . . . 1988 Teaching Biology MA — Northern Arizona University
<b>Delaney, Cynthia A.</b> . . . . . 1993 ART BA — University of Alaska	<b>Gilboy, James M.</b> . . . . . 2000 Education ME — Lesley College	<b>Kolsch, Michael</b> . . . . . 1975 Criminal Justice Nevada P.O.S.T.
<b>Dewitt, Frances</b> . . . . . 1995 Education BA — University of Nevada, Reno	<b>Gingrich, Mark K.</b> . . . . . 1986 Geology BS — California State University, Sacramento	<b>Krall, Karlen R.</b> . . . . . 1978 Geophysics BS — University of Utah
<b>Dondero, Joann E.</b> . . . . . 1998 Special Education MA — University of Nevada, Reno	<b>Goddard, Walt</b> . . . . . 1974 Accounting BA — Boise State University	<b>Kreider, Christopher</b> . . . . . 1974 Drawing Painting, Graphics BFA — Ohio State University
<b>Doughty, Carole A.</b> . . . . . 1962 Education BA — University of Nevada, Reno	<b>Gonzales, Leslie</b> . . . . . 1991 Counseling and Educational Psychology MA — University of Nevada, Reno	<b>Kurka, Mira T.</b> . . . . . 1997 Geology PhD — University of Oregon
<b>Drussel, Peggy W.</b> . . . . . 1999 Nursing AS — Great Basin College	<b>Hardy, Terry D.</b> . . . . . 1990 Computer Science AA — Casper College	<b>Lane, Charles A.</b> . . . . . 1976 Geology MS — University of Missouri
<b>Dunn, Sharon A.</b> . . . . . 2000 General Studies AS — Great Basin College	<b>Harrison, Mary J.</b> . . . . . 1956 Education BA — Brigham Young University	<b>Leslie, Stephanie M.</b> . . . . . 2003 Biology BS — Southern Utah University
<b>Eardley, Ross P.</b> . . . . . 1952 Law JD — Stanford University	<b>Hoem, Duane A.</b> . . . . . 1977 Psychology MA — University of Northern Colorado	<b>Lopez, Raul</b> . . . . . 1998 Elementary Education AA — Great Basin College
<b>Ekborg, Charles E.</b> . . . . . 1976 Geology BS — Fort Lewis College	<b>Howell, Mary Teresa</b> . . . . . 1994 English MA — University of North Dakota	<b>Lords, Kenneth H.</b> . . . . . 1971 Counseling MA — Brigham Young University
<b>Everson, Coral M.</b> . . . . . 1996 Education MEd — Montana State University	<b>Hutnyak, Shad</b> . . . . . 1998 Missionary Aviation BS — Bob Jones University	<b>Lords, Kevin D.</b> . . . . . 1999 Education ME — University of Nevada, Reno
<b>Fawcett, William</b> . . . . . 1987 Anthropology PhD — University of Massachusetts	<b>Hyslop, Cindy L.</b> . . . . . 2002 Educational/Technology MS — Boise State University	<b>Lords, Kraig</b> . . . . . 1987 School Psychology MED — Brigham Young University
<b>Ferguson, Barbara J.</b> . . . . . 1984 Education MED — University of Nevada, Reno	<b>Isaman, Amy T.</b> . . . . . 1992 English BA — University of California, Davis	<b>Lowe, Rob</b> . . . . . 1988 Law JD — University of Santa Clara
<b>Finley, Deborah L.</b> . . . . . 1985 Art MA — University of Wisconsin, Milwaukee	<b>Jensen, David A.</b> . . . . . 1996 Educational Psychology MS — Brigham Young University	<b>Maderis, Anna L.</b> . . . . . 1980 Elementary Education BS — Western Washington University

<b>Maher, Nicole H.</b> . . . . . 1996 Independent Studies BIS — Brigham Young University	<b>Murphy, Linda M.</b> . . . . . 1995 Education ME — Lesley College	<b>Porter, James</b> . . . . . 1965 Political Science MS — Northern State College
<b>Mahlberg, Norman W.</b> . . . . . 1994 Educational Leadership MED — University of Nevada, Reno	<b>Negrete, Sarah C.</b> . . . . . 2001 Education MA — University of Phoenix	<b>Potter, Stephanie A.</b> . . . . . 1994 Mathematics BA — Jamestown College
<b>Malone, Brenna M</b> . . . . . 1993 General Studies BS — University of Nevada, Reno	<b>Noakes-Whalen, Mona D.</b> . . . . . 1975 Nursing AS — Northern Nevada Community College	<b>Pratt, Yong N.</b> . . . . . 1997 Health Education BS — University of Nevada, Reno
<b>Marchio, Robert P.</b> . . . . . 1975 Forest and Resource Management BS — University of California, Berkeley	<b>O'Shea-Hockett, Regina K.</b> . . . . . 1994 Nutrition MS — University of Nevada, Reno	<b>Puccinelli, Margaret A</b> . . . . . 1986 Nursing MSN — University of California, San Francisco PhD — Capella University
<b>Matovich, Jeanette L.</b> . . . . . 2002 Anthropology MA — University of Alaska	<b>Oliphant, Jackie D.</b> . . . . . 1999 Curriculum and Instruction MA — Lesley College	<b>Pyatt, Cheryl M.</b> . . . . . 1976 French/Spanish MA — University of Nevada, Reno
<b>Mathews, Katherine K.</b> . . . . . 1989 Geotechnical Engineering BS — University of Idaho	<b>Olsen, Georgette G.</b> . . . . . 1999 Secondary Education ME — University of Nevada, Reno	<b>Redfern, Joy A.</b> . . . . . 1978 English BA — University of Colorado, Boulder
<b>McCombs, Edith A.</b> . . . . . 1972 Mathematics MAT — Washington State University	<b>Olson, Bonita A.</b> . . . . . 1986 Counseling MS — University of Southern California	<b>Reid, Myrtle I.</b> . . . . . 1997 Education MEd — University of Southern Mississippi
<b>McGibbon, Gael M.</b> . . . . . 1986 Business MBA — University of Nevada, Reno	<b>Orr, John R.</b> . . . . . 1972 Agriculture BS — University of Nevada, Reno	<b>Reyes, Irma P.</b> . . . . . 1997 Business AAS — Great Basin College
<b>McLean, David A.</b> . . . . . 1987 Geology BS — Oregon State University	<b>Orr, Kristen</b> . . . . . 1973 Journalism BA — University of Nevada, Reno	<b>Reynolds-Fullmer, Debra J.</b> . . . . . 1994 Special Education MEd — University of Texas
<b>McLean, Sharon S.</b> . . . . . 1997 Education ME — Lesley College	<b>Parker, Dennis W.</b> . . . . . 1975 Business Administration BA — University of Nevada, Reno	<b>Ricketts, Jeff</b> . . . . . 1989 Business Administration BA — University of Nevada, Las Vegas
<b>Meisner, Darla J.</b> . . . . . 1991 Elementary Education BA — University of Nevada, Reno	<b>Parks, Ben C.</b> . . . . . 1990 Sculpture and Ceramics MFA — Claremont Graduate University	<b>Rust, Kimberly A.</b> . . . . . 1998 Art History MA — California State University
<b>Meisner, David W.</b> . . . . . 1998 Environmental Education MS — Southern Oregon University	<b>Parks, Elaine E.</b> . . . . . 1999 Ceramics MFA — California State University, Los Angeles	<b>Rynearson, Jon L.</b> . . . . . 1976 Law Enforcement Idaho State Post Council
<b>Miller, Jayme A.</b> . . . . . 1999 General Studies AG — Great Basin College	<b>Perkins, Peggy M.</b> . . . . . 1992 Health Care Information AS — Community College of Southern Nevada	<b>Sanders, Susan L.</b> . . . . . 1970 Elementary Education BS — University of Colorado
<b>Miller, Jennifer L.</b> . . . . . 1988 English Literature BA — University of British Columbia	<b>Phillips, William J.</b> . . . . . 1973 Physical Education BA — Oregon State University	<b>Sandoval, David A.</b> . . . . . 1985 Welding Technology Truckee Meadows Community College
<b>Miller, Karen D.</b> . . . . . 1997 Reading MS — State University of New York, Cortland	<b>Pike, Laura</b> . . . . . 1985 Computer Science BS — South Dakota School of Mines and Technology	<b>Schaffner, Rebecca E.</b> . . . . . 2001 Nursing AAS — Great Basin College
<b>Miller, Roger W.</b> . . . . . 1994 Education MED — University of Colorado	<b>Pingree, Stuart J.</b> . . . . . 1974 Political Science BA — University of Utah	<b>Schulze, Susan M.</b> . . . . . 1990 Elementary Education BS — Montana State University
<b>Miller, Travis R.</b> . . . . . 1999 Mass Communications BA — University of Utah	<b>Pinneo, Robert</b> . . . . . 1973 Science Education PhD — Oregon State University	<b>Scott, Gregory A.</b> . . . . . 2003 Industrial Technology Education MS — University of Idaho
<b>Mills, Annette</b> . . . . . 1979 Industrial Administration BS — Iowa State University	<b>Pitts, Sean</b> . . . . . 1989 History MA — Utah State University	<b>Shott, Michael J.</b> . . . . . 1986 Anthropology PhD — University of Michigan
<b>Morris, Alan J.</b> . . . . . 1976 Geology BS — Fort Lewis College	<b>Pitts, Shemayne S.</b> . . . . . 1984 Child Development and Family Relations BS — Brigham Young University	<b>Smith, Dennis G.</b> . . . . . 1986 Law JD — University of North Dakota School of Law
<b>Morris, Christine L.</b> . . . . . 1968 Fine Arts MA — University of Wyoming	<b>Plocher, Annilee</b> . . . . . 1972 Education BS — University of Nevada, Las Vegas	<b>Smith, Michelle F.</b> . . . . . 2002 Elementary Education BA — Great Basin College
<b>Moss, Barbra F.</b> . . . . . 1973 English BA — Brigham Young University		

- Suero, Wendy M.** ..... 2003  
Computer Science  
AS — Posco-Hernando Community College
- Swecker, Theodocia W.** ..... 1972  
Art  
BA — University of Nevada, Reno
- Thiel, Margaret E.** ..... 1994  
Curriculum and Instruction  
MEd — University of Nevada, Reno
- Thompson, Curt** ..... 1991  
BA, MA — National University  
PhD — United States International University
- Tillman, Abraham N.** ..... 2003  
Wildlife Fire  
AA — Washington State University
- Tipton, Rebecca A.** ..... 2001  
Agriculture Education  
BS — University of Nevada, Reno
- Tracy, Leslie H.** ..... 1975  
Business  
AAS — Northern Nevada Community College
- Tucker, Nancy L.** ..... 1968  
Interior Design  
BS — Montana State University
- Tutty, Daniel J.** ..... 1986  
Social Work  
MSW — University of Nebraska at Omaha
- Vagner, Jason L.** ..... 1995  
English  
BA — Arizona State University
- Vagner, Kristin D.** ..... 1995  
English  
BA — Arizona State University
- Valentine, David W.** ..... 1999  
Anthropology  
MA — University of Nevada, Las Vegas
- Walton, James D.** ..... 1976  
Mining Engineering  
BS — Colorado School of Mines
- Watson, Curene K.** ..... 1993  
Mental Health Counseling  
MS — Purdue University
- Whitworth, Jocelyn M.** ..... 1990  
Early Childhood Education  
MED — College of Charleston
- Williams, Gerald L.** ..... 1972  
Administration  
MEd — University of Nevada, Reno
- Willis, Kim E.** ..... 1997  
Curriculum and Instruction  
MA — Lesley University
- Wilson, Holly M.** ..... 1970  
Counseling  
MA — Stanford University
- Wolff, Jean** ..... 1989  
Education  
MEd — North Western University
- Wright, Ann M.** ..... 1977  
Mathematics  
BS — University of Utah
- Young, Veneta M.** ..... 1967  
Education  
BA — Brigham Young University
- Zahrt, Craig D.** ..... 1977  
Botany  
BS — South Dakota State University
- Zeller, Constance V.** ..... 2002  
Elementary Education  
BA — University of Alaska
- Zumwalt, Don D.** ..... 2003  
Business Management  
BAS — Great Basin College



# A GBC Quick Reference Guide

## Academic Affairs

Berg Hall, 775.753.2187

## Academic Records

Admissions and Records Office,  
Berg Hall, 775.753.2102

## Activities

(Student Organizations)  
College Community Center, 775.753.2234

## Adding and Dropping Classes

(Information only)  
Admissions and Records Office,  
Berg Hall, 775.753.2102

## Administrative Services

Berg Hall, 775.753.2227

## Admission Information

Admissions and Records Office,  
Berg Hall, 775.753.2102

## Adult Basic Education (ABE)

Adult Learning Center,  
1020 Elm Street, 775.753.2230  
Berg Hall, 775.753.2126

## Adult High School Diploma Program

Adult Learning Center,  
1020 Elm Street, 775.753.2233

## Affirmative Action

Admissions and Records Office,  
Berg Hall, 775.753.2282

## Area Health Education Center/UNSOM Outreach

AHEC, Elizabeth Griswold Hall, 701 Walnut  
775.738.3828

## Audio-visual Equipment

GBC Library, 775.753.2172

## Battle Mountain Center

835 N. Second Street  
Battle Mountain, NV 89820  
775.635.2318

## Books/Periodicals/Reference

GBC Library, 775.753.2222

## Bookstore

College Community Center, 775.753.2270

## Building and Grounds

Construction Trades, 775.753.2316

## Business and Industry

Greenhaw Technical Arts, 775.753.2235

## Campus Tours

Berg Hall, 775.753.2201

## Career Center

Berg Hall, 775.753.2299

## Challenge Examinations

Admissions and Records Office,  
Berg Hall, 775.753.2273

## Change of Name/Address/Major

Admissions and Records Office,  
Berg Hall, 775.753.2102

## Channel 15 (PBS)

Media Services, Lundberg Hall, 775.753.2103

## Mark H. Dawson Child and Family Center, and the House that Tom and Jack Built

775.753.2225 or 775.753.2224

## Community Service Courses

Dorothy S. Gallagher Health Sciences Building,  
775.753.2231

## Computer Operations

Berg Hall, 775.753.2211

## Computer Services

Lundberg Hall, 775.753.2298

## Continuing Education

Dorothy S. Gallagher Health Sciences Building,  
775.753.2231

## Controller's Office

Berg Hall, 775.753.2110

## Cooperative Education

Greenhaw Technical Arts, 775.753.2303

## Copy Machines

Media Services, Lundberg Hall 775.777.8864  
Evenings: GBC Library 775.753.2222  
Minimal charge for students

## Counseling and Advising Services

Berg Hall, 775.753.2279

## Deferred Registration Payments

Student Financial Services,  
Berg Hall, 775.753.2399

## Distance Education

Berg Hall, 775.753.2213

## Dorms—See Student Housing

## Education Department

McMullen Hall, 775.753.2177

## Ely Branch Campus

2115 Bobcat Drive  
Ely, NV 89301  
775.289.3589

## English

Lundberg Hall, 775.753.2244

## English as a Second Language

Adult Learning Center, 775.753.2109  
Berg Hall, 775.753.2126

## Facility Scheduling

Berg Hall, 775.753.2101

## Faculty Offices

Student Central,  
775.738.2304

## Financial Aid Information

Student Financial Services,  
Berg Hall, 775.753.2399

## Fine Arts

Lundberg Hall, 775.753.2278

## Fitness Center

775.753.2113

## Food Service

Cafe X, Community Center, 775.753.2261

## Foundation Office

College Community Center, 775.753.2246

## GED Testing

Admissions and Records Office, 775.753.2102  
Adult Learning Center, 775.753.2233

## Grants, Special Programs

McMullen Hall, 775.753.2317

## Housing Program—See Student Housing

## History

Berg Hall, 775.753.2244

## Humanities

Berg Hall, 775.753.2278

**Human Resources**  
Berg Hall, 775.753.2155

**Individualized Study**  
Berg Hall, 775.753.2271

**Information Desk**  
High Tech Reception, 775.738.8493

**Institutional Research and Assessment**  
Berg Hall, 775.753.2213

**Inter-library Loan**  
GBC Library, McMullen Hall,  
775.753.2222, FAX 775.753.2296

**Internet Classes**  
High Tech Center, 775.753.2306

**Jobs (On and Off Campus)**  
Berg Hall, 775.753.2255

**KENV—TV Station, NBC Affiliate**  
775.777.8500

**KNCC**  
High Tech Center, 775.753.2154  
Lundberg Hall, 775.753.2252

**Library**  
McMullen Hall, 775.753.2222

**Life Sciences**  
Lundberg Hall, 775.753.2204

**Lost and Found**  
High Tech Center, 775.738.8493

**Mailing Address**  
1500 College Parkway  
Elko, NV 89801

**Manpower Training Cooperative—MTC**  
Greenhaw Technical Arts,  
775.753.2303 or 775.738.8493

**Marketing**  
McMullen Hall, 775.753.2260

**Math Lab**  
Lundberg Hall, 775.753.7534

**Mathematics**  
Lundberg Hall, 775.753.2278

**Media Services**  
Lundberg Hall, 775.777.8864

**Microsoft Training and Certification**  
High Tech Center, 775.753.2241

**Music**  
Art Annex, 775.753.2120 or 775.753.2210

**Nursing Department**  
Dorothy S. Gallagher Health Sciences Building,  
775.753.2301

**Off-campus Programs**  
Berg Hall, 775.753.2114

**Orientation**  
Lundberg Hall, 775.753.2204

**Parking Permits (Disabled)**  
Counseling Office, Berg Hall, 775.753.2279

**Periodicals**  
GBC Library, McMullen Hall, 775.753.2222

**Personnel**  
Berg Hall, 775.753.2155

**Phi Beta Lambda**  
Greenhaw Technical Arts, 775.753.2125

**Phi Theta Kappa**  
McMullen Hall, 775.753.2283

**Physical Science**  
Lundberg Hall, 775.753.2278

**Placement Testing**  
Berg Hall, 775.753.2272

**Public Information**  
McMullen Hall, 775.753.2260

**President's Office**  
Berg Hall, 775.753.2265

**Re-entry Center**  
Berg Hall, 775.753.2243

**Refunds**  
Controller's Office,  
Berg Hall, 775.753.2110

**Registration Information**  
Admissions and Records Office,  
Berg Hall, 775.753.2102

**Report on Acquiring Degree (RAD)**  
Admissions and Records Office,  
Berg Hall, 775.753.2273

**Room/Facility Requests**  
Berg Hall, 775.753.2101

**Scholarships**  
Student Financial Services,  
Berg Hall, 775.753.2399

**Security**  
Buildings and Grounds/Security Building  
775.934.4923, 775.753.2316, or  
775.753.2293

**Services for Students with Disabilities**  
Counseling, Berg Hall, 775.753.2279

**Sexual Harassment**  
Berg Hall, 775.753.2282

**Short Term Employment Program—STEP**  
Greenhaw Technical Arts, 775.753.2303

**Small Business Development Center**  
Elko County Economic Diversification Authority  
723 Railroad Street  
Elko, NV 89801  
775.753.2245

**Social Sciences**  
Lundberg Hall, 775.753.2244

**Special Programs**  
Berg Hall, 775.753.2202

**Student Central**  
College Community Center, 775.753.2304 or  
775.753.2343

**Student Employment Services/Job Placement**  
Berg Hall, 775.753.2255

**Student Financial Services**  
Berg Hall, 775.753.2399

**Student Government Association**  
College Community Center  
775.753.2256 or 775.753.2343

**Student Housing**  
Berg Hall, 775.753.2271

**Student Recruitment**  
Berg Hall, 775.753.2201

**Student Services**  
Berg Hall, 775.753.2184

**Tech Prep**  
Greenhaw Technical Arts, 775.753.2240

**Technical and Occupational Education**  
Greenhaw Technical Arts, 775.753.2303

**Telecourses**  
Greenhaw Technical Arts, 775.753.2235

**Testing**  
Admissions and Records Office,  
Berg Hall, 775.753.2272

**Theatre Arts**  
McMullen Hall, 775.753.2260

**Transcript Request**  
Admissions and Records Office,  
Berg Hall, 775.753.2102

**Transfer Center**  
Counseling Office, Berg Hall,  
775.753.2279

**Tutoring**  
Writing, McMullen Hall, 775.753.2144  
Mathematics, Lundberg Hall, 775.753.7534  
Counselor, Berg Hall, 775.753.2279

**Veterans Affairs**  
Student Financial Services,  
Berg Hall, 775.753.2399

**Web Address**  
www.gbcnv.edu

**Winnemucca Branch Campus**  
5490 Kluncy Canyon Road  
Winnemucca, NV 89445  
775.623.4824

**Writing Center**  
McMullen Hall, 775.753.2149 or 775.753.2144

**Youth Programs**  
Berg Hall, 775.753.2299

**Zero Credit Courses**  
Health Sciences, 775.753.2231

**FAX Directory**

**Academic Affairs Office**  
775.753.2186

**Admissions and Records Office**  
775.753.2311

**Buildings and Grounds**  
775.753.2356

**Child and Family Center**  
775.777.8862

**Controller's Office**  
775.777.1809

**Electrical Technology**  
775.753.3509

**Ely Branch Campus**  
775.289.3599

**Employment Services**  
775.753.2163

**Follett Bookstore**  
775.753.2277

**Foundation, Elko**  
775.738.9321

**Greenhaw Technical Arts**  
775.753.2322

**Health Sciences**  
775.753.2151

**High Tech Center**  
775.753.2160

**Human Resources**  
775.753.5428

**Interactive Video**  
775.753.2160

**GBC Library**  
775.753.2296

**Lundberg Hall**  
775.738.8771

**President's Office**  
775.778.9358

**Small Business Development Center**  
775.753.2242

**Winnemucca Branch Campus**  
775.623.1812

**Satellite Center Fax Directory**

**Battle Mountain Center**  
775.635.0340

**Eureka District Office**  
775.237.5014

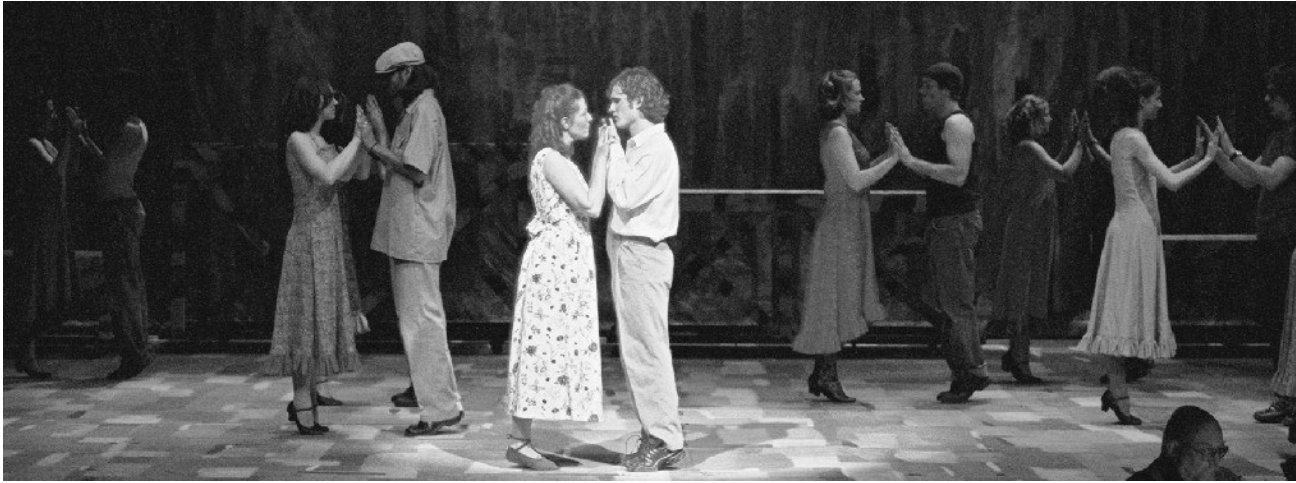
**Jackpot**  
775.755.2291

**McDermitt**  
775.532.8017

**Owyhee**  
775.757.3025

**Wells Center**  
775.752.3590

**Wendover**  
775.644.3944



# A GBC Glossary of Terms

Words and acronyms used in this catalog and other college publications are unique to GBC and postsecondary education. Some of the more frequently used terms are explained to help you understand us better.

## Academic Adviser

A faculty member who is responsible for providing guidance to students in course or college program issues.

## Academic Affairs

Issues that relate to instruction and administered by the Office of Academic Affairs.

## AA—Associate of Arts

A two-year degree program for individuals who intend to transfer to a four-year institution.

## AAS—Associate of Applied Science

A two-year degree program which emphasizes occupational/technical preparation.

## ABE—Adult Basic Education

An instructional program in basic skills for undereducated adults who need to become literate to function as citizens in American society.

## AGS—Associate of General Studies

The Associate of General Studies (AGS) degree is designed for individuals who have acquired previous education in a diversity of subjects and wish to acquire a degree. This degree is not designed to transfer into baccalaureate programs.

## AS—Associate of Science

A two-year degree program emphasizing the sciences for individuals who intend to transfer to a four-year institution.

## Adult Diploma Program

A diploma program, operated at GBC by the Elko County School District, for students who are legally out of secondary school but who want to obtain a high school diploma.

## Audit

Enrolling in and participating in a course without the expectation of receiving a grade or credit.

## BA—Bachelor of Arts

A degree program consisting of four years of required study in the liberal arts and humanities.

## BAS—Bachelor of Applied Science

A degree program consisting of four years of required study in the applied sciences. Concurrently, two emphases are available: Management in Technology and Instrumentation.

## BAIPS—Bachelor of Arts in Integrative and Professional Studies

A degree program consisting of four years of required study. The program consists of two concentration areas: Social Sciences and Resource Management.

## Campus

From the Latin word for "field." The word is usually associated with college buildings and grounds.

## Campus Environment Committee

An organization consisting of students and faculty advisers which addresses issues important to minorities.

## CEHSO—Center for Education and Health Services Outreach

Includes the services of the Area Health Education Center, which analyzes needs for health education programs and schedules continuing education for health professionals, and the Office of Rural Health. Located on the GBC campus in the Elizabeth Griswold Hall.

## Certificate of Achievement

An award given to a student who successfully completes a one-year program of study in a specialized field as outlined in this catalog.

## Corequisite

Concurrent enrollment in an additional class required.

## Credits/Credit Hour

A standard measure of instructional time required to complete a course. For example, ENG 101, Composition I, is a three-credit-hour course, which usually means that it will meet three hours each week over a semester. A two-credit-hour course usually meets two hours weekly for a semester.

## Curriculum

A set of courses focused in a particular field of study (e.g., early childhood education curriculum, nursing curriculum).

## Department Chair

The faculty member elected by peers and approved by the GBC administration to oversee a department.

## Departments

The college organizational pattern from the point of view of instruction. At GBC, these include mathematics, science, business and computing; humanities and social sciences; occupational and technical education; health science; and community education.

## ESL

English as a Second Language is an instructional program operated by GBC for the benefit of people with limited ability in speaking, reading, and writing the English language.

## FTE

Full-time equated student, statistically speaking. One full-time equated student is equal to 15 semester credit hours. For many purposes, however, an actual full-time student may be enrolled for as few as 12 semester credit hours or as many as 21 in certain cases.

## Full-time Student

A student enrolled in minimum of 12 credits for fall/spring semesters or 6 credits for summer semester.

## GED

General Educational Development. The term refers to instruction which prepares students to take the tests for General Educational Development. Successful completion of the GED tests is often equated with high school equivalency preparation.

## General Education Requirements

A prescribed set of courses required for completion of a degree or certificate program. Includes selections from English/Communications, U.S. and Nevada Constitutions, Mathematics, Science, Social Sciences, Arts/Fine Arts, Human Relations, and Emphasis Requirements.



**Good Standing**

Students formally accepted to the Bachelor degree programs at GBC must maintain Good Standing with the program in order to continue to progress toward obtaining their degree. For more information, refer to each program's application handbook or call the Admissions and Records Office at 775.753.2361.

**IAV**

Interactive video. Some GBC classes are offered through IAV. Courses originate in one location and are broadcast to another. Students interact with an instructor through live compressed video on television screens.

**Independent Study**

A non-lecture class. A course of study is outlined between student and instructor and a contract for a grade is established.

**Library**

The Library includes not only books but audio-visual materials. In fact, the Library has all materials which support instruction, including periodicals, microfiche, electronic resources, and more.

**Lower-division Courses**

Course numbers 100-299.

**MTC**

The College's Manpower Training Cooperative Program which includes sponsored programs in diesel, electrical maintenance, welding, and industrial plant mechanics technology.

**Off-campus Centers**

A site in the GBC service area where the college holds classes. Ely, Winnemucca, and Battle Mountain are branch campuses. Other sites are referred to as satellite centers.

**Part-time Student**

An individual who is enrolled for fewer than twelve credits in a semester.

**Prerequisite**

A skill or course required before a student is permitted to enter a class or program.

**Phi Beta Lambda**

Phi Beta Lambda is the Future Business Leaders of America organization for colleges. For more information, call 753.2125.

**Report on Acquiring Degree—RAD**

An automated process that tracks a student's academic progress toward completing a degree or certificate. Request for progress reports are available at Admissions and Records Office in Berg Hall through your adviser.

**Sexual Harassment**

Includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication. See page 31 for more details.

**Student Central**

An area in which students will find the student development coordinator, student aides, the college recruiter, and student ambassadors. This program offers a number of services to GBC students, faculty, and staff consisting of several interrelated activities and services. Student Central's goal is to empower all students to accomplish their academic goals, facilitate success, and attain their individual potential. Located in College Community Center, you are always welcome and no appointments are necessary.

**SGA—Student Government Association**

An organization composed of all registered students and governed by elected officers who make up student government.

**Syllabus**

The outline which the instructor furnishes you at the beginning of a course and which contains the main points of study. Includes, where appropriate, a description of the course of study, course goals, a schedule of completion, the method of testing, the grading standard, reading list, and a description of supplementary activity.

**Telecourse**

Alternative delivery of classes. Students use a series of video or audio-tapes as instruction material.

**UCCSN**

The University and Community College System of Nevada, which is made up of four community colleges, two state universities, Henderson State College, and the Desert Research Institute.

**Upper-division Courses**

Course numbers 300-499.

**Skills USA/VICA**

Vocational Industrial Clubs of America, a group which perpetuates occupational/technical education and is active at GBC.



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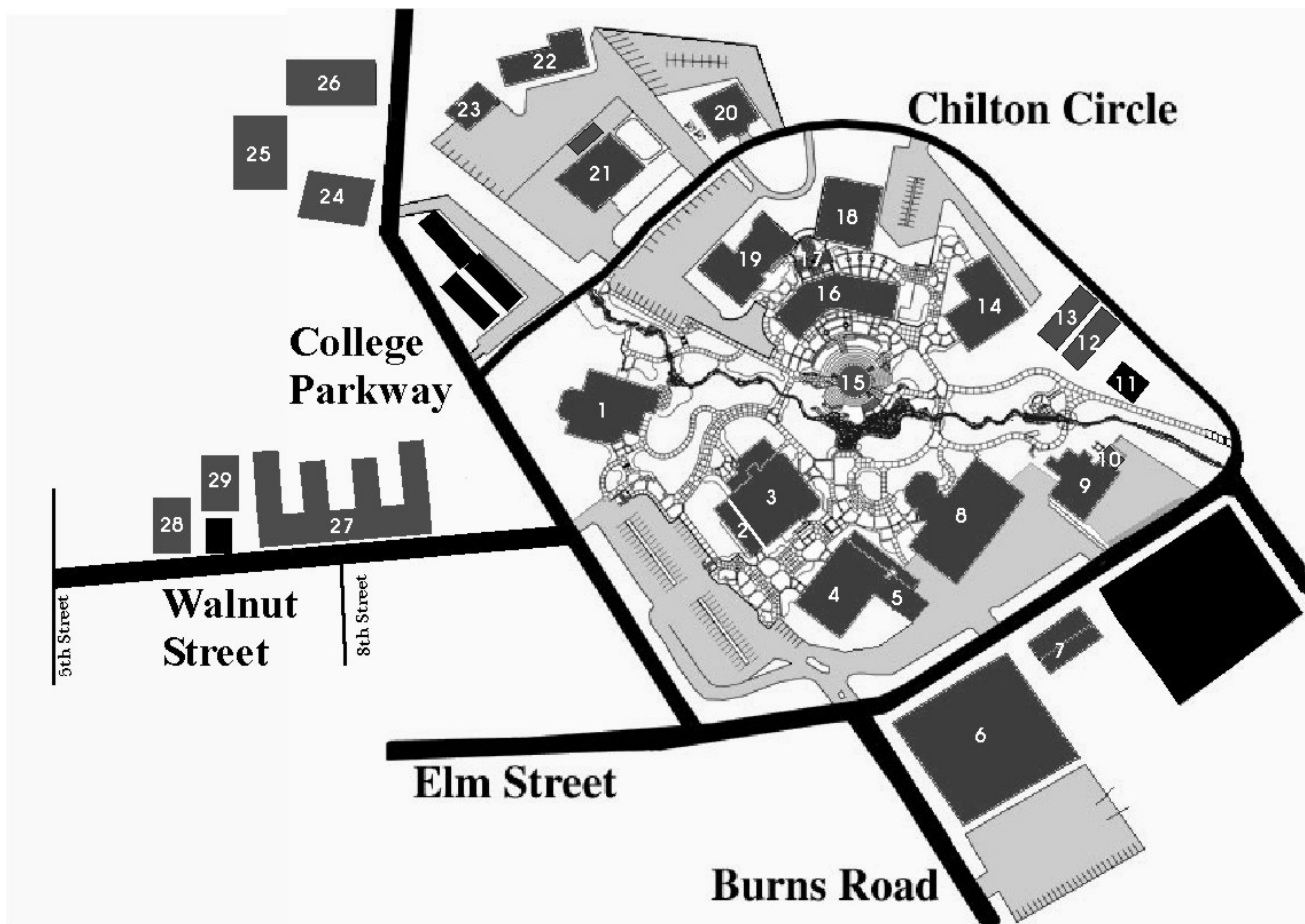
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# GREAT BASIN COLLEGE CAMPUS

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| <p>1. <b>Berg Hall (BH)</b><br/>         ABE/ESL<br/>         Academic Affairs<br/>         Admissions and Records Office<br/>         Administrative Offices<br/>         Ask Me Center<br/>         Computer Operations<br/>         Conference Room<br/>         Controller's Office<br/>         Counseling<br/>         Marketing<br/>         Re-entry Center<br/>         Student Employment Services<br/>         Student Financial Services<br/>         Student Housing/Resident Halls</p> | <p>6. <b>High Tech Center (HTC)</b><br/>         Chemistry Lab<br/>         Computer Classrooms<br/>         Computer Lab Tutor<br/>         Distance Education Classrooms<br/>         Elementary Education Resource Center<br/>         Faculty Offices<br/>         IAV Center<br/>         Interactive Learning Center<br/>         Microbiology Lab<br/>         Microsoft Training Center<br/>         Webmaster Office</p> | <p>14. <b>Dorothy S. Gallagher Health Sciences Building (HSCI)</b><br/>         Classrooms<br/>         Continuing Education/Community Service<br/>         Faculty Offices<br/>         Nursing Faculty Offices</p>  | <p>24. <b>Placer Dome/Cortez Hall</b><br/>         1691 College Parkway</p>  |
| <p>2. <b>McMullen Hall Annex 9 (MH)</b><br/>         Elementary Education Faculty Offices<br/>         English Faculty Offices<br/>         Management Assistance Partnership<br/>         Student Recruitment<br/>         Writing Center</p>   | <p>7. <b>Adult Learning Center</b></p>  | <p>15. <b>Amphitheatre</b></p>  | <p>25. <b>Newmont Hall</b><br/>         1691 College Parkway</p>   |
| <p>3. <b>McMullen Hall (MH)</b><br/>         Classrooms<br/>         Computer Lab Tutor Office<br/>         Faculty Offices<br/>         Grant Writer<br/>         Library<br/>         National Guard</p>   | <p>8. <b>Greenhaw Technical Arts Center (GTA)</b><br/>         Art Classroom<br/>         Auto/Diesel Shops<br/>         Classrooms<br/>         Computing Classrooms<br/>         Faculty Offices<br/>         Great Basin Gallery<br/>         Occupational Education</p>   | <p>16. <b>College Community Center (CCO)</b><br/>         Big Horn Activity Center<br/>         Bookstore<br/>         Food Service<br/>         Foundation Offices<br/>         Game/Recreation Room<br/>         Social Room<br/>         Student Central<br/>         Student Government Association</p> | <p>26. <b>12-Unit Single Apartment Complex</b><br/>         1691 College Parkway</p>   |
| <p>4. <b>Lundberg Hall (LH)</b><br/>         Academic Computing Center<br/>         Army Recruiter<br/>         Classrooms<br/>         Faculty Offices<br/>         Life Sciences Laboratory<br/>         Mathematics Resource Center<br/>         Media Services<br/>         Physical Sciences Laboratory</p>   | <p>9. <b>Industrial Plant Mechanics (Mill)</b><br/>         Classrooms<br/>         Faculty Offices<br/>         Laboratories</p>   | <p>17. <b>Solarium</b></p>  | <p>27. <b>Elizabeth "Beth" Griswold Hall</b><br/>         701 Walnut Street<br/>         AHEC (Area Health Education Center) Office of Rural Health<br/>         CEHSO (Center for Education and Health Services Outreach)<br/>         Cooperative Extension, University of Nevada, Elko Office of Continuing Education</p> |
| <p>5. <b>Welding Shop</b></p>  | <p>10. <b>Buildings and Grounds/Security</b></p>  | <p>18. <b>Fitness Center</b><br/>         Gym/Weight Room</p>   | <p>28. <b>12-Unit Married Housing Apartment Complex</b><br/>         611 Walnut Street</p>   |
|  | <p>11. <b>Animal Disease Laboratory</b><br/>         Brand Inspector</p>  | <p>19. <b>GBC Theatre</b><br/>         Green Room<br/>         Stage<br/>         Theatre</p>   | <p>29. <b>Theodore Laibly Hall</b><br/>         611 Walnut Street<br/>         6-unit married housing</p>  |
|  | <p>12. <b>Adult Learning Center II</b></p>  | <p>20. <b>KENV Television Studio</b></p>  | <p><b>ADDITIONAL ELKO OFF-CAMPUS SITES</b></p>   |
|  | <p>13. <b>JOIN (Job Opportunities in Nevada)</b></p>  | <p>21. <b>Mark H. Dawson Child and Family Center</b><br/> <b>The House Tom and Jack Built</b></p>   | <p><b>STEP Building</b><br/>         276 11th Street</p>   |
|  |   | <p>22. <b>Arts Annex</b><br/>         Ceramic Lab</p>   | <p><b>GBC Annex</b><br/>         1031 Railroad Street<br/>         Electrical Program<br/>         Instrumentation Program</p>   |
|  |   | <p>23. <b>PBS Television</b><br/>         KNCC Radio<br/>         Music Annex<br/>         Storage</p>  | <p><b>Small Business Development Authority</b><br/>         Elko County Economic Diversification Authority<br/>         723 Railroad Street<br/>         Elko, NV 89801<br/>         775.753.2245</p>  |