



- BIOL 100      General Biology/Non Major      3 Credits**  
Basic biological concepts, interpretation and application of scientific methods, and effects of biological advances on society. Core curriculum science course; cannot be used for credit toward field of concentration in biology.
- BIOL 190      Intro Cell/Molecular Biology      4 Credits**  
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. Required for biology majors. Concurrent enrollment in a corresponding lab section is required for this course.
- CHEM 100      Molecules/Life Modrn Wrld      3 Credits**  
Introduction to chemistry in its many forms and applications, physical and organic, with consideration of environmental and social issues. Includes laboratory activities.
- CHEM 121      General Chemistry I      4 Credits**  
Fundamentals of chemistry including reaction stoichiometry, atomic structure, chemical bonding, molecular structure, states of matter, and thermochemistry.
- ENV 100      Humans and the Environment      3 Credits**  
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, and water; and the public agencies and policies designed to solve environmental problems.
- GEOG 103      Physical Geog Earth Environmnt      3 Credits**  
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.
- GEOL 101      Exploring Planet Earth      3-4 Credits**  
Fundamental principles of geology including tectonic and surficial processes, oceans, atmosphere, environmental applications, and resources. Includes a laboratory component.
- GEOL 132      Rocks and Minerals      3 Credits**  
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.
- NUTR 121      Human Nutrition      3 Credits**  
An introductory nutrition course for the beginning student. Course will center on the major nutrients and their roles in maintaining good health. Students will learn to recognize well-balanced diets and acquire shopping tips and preparation techniques for optimum utilization of food dollars. Class includes four required labs.
- PHYS 100      Introductory Physics      3 Credits**  
A concise treatment of the basic principles of physics. Includes mechanics, matter, electricity, magnetism, heat, sound, light, relativity, and nuclear physics.
- PHYS 107      Technical Physics I      3 Credits**  
Investigates traditional topics of physics. Topics include mechanics, electricity, basic solid state components, optics, gases, hydraulics, fluids, and thermodynamics. This course provides a basic understanding of how physical systems are related and their technical applications. Hands-on labs, demonstrations, and calculations are an integral part of the course.
- PHYS 151      Gen Physics I      4 Credits**  
Primarily for students in arts and science. Topics include kinematics, energy and momentum conservation, rotational dynamics, thermodynamics, fluids, harmonic motion, and sound. Laboratory experiments illustrate many of these fundamental principles.
- U.S. and Nevada Constitutions:** HIST 101 **and** HIST 102 **or** PSC 101
- HIST 101      U.S. History to 1877      3 Credits**  
Survey of U.S. political, social, economic, diplomatic, and cultural development from colonial times through Reconstruction. When taken with HIST 102 satisfies the GBC General Education American Constitutions and Institutions Requirement. HIST 101 and 102 need not be taken sequentially. Either class may be taken alone.
- HIST 102      U.S. History Since 1877      3 Credits**  
Survey of U.S. political, social, economic, diplomatic, and cultural development from 1877 to the present. Course satisfies the Nevada Constitution Requirement. When taken with HIST 101 satisfies the GBC General Education American Constitutions and Institutions Requirement. Can be used to satisfy the Nevada Constitution Requirement for out-of-state transfer students who have previously satisfied the United States Constitution Requirement. HIST 101 and 102 need not be taken sequentially. Either class may be taken alone.
- PSC 101      Intro American Politics      3 Credits**  
A survey of United States, national, state, and local governments with emphasis on the cultural aspects of the governing process. Satisfies the legislative requirement for the United States and Nevada Constitutions.

**Social Science/Human Relations**

<b>MGT 283</b>	<b>Intro Human Resource Mgt</b>	<b>3 Credits</b>
Duties and responsibilities of personnel management. Areas covered include employee needs, human relationships, orienting and training employees, benefit programs, and economics of supervision.		
<b>Humanities or Fine Arts (one course required)</b>		
<b>ART 100</b>	<b>Visual Foundations</b>	<b>3 Credits</b>
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.		
<b>ART 101</b>	<b>Drawing I</b>	<b>3 Credits</b>
A disciplined foundation in drawing concepts based on visual observation skills.		
<b>ART 107</b>	<b>Design Fundmntls I (2-D)</b>	<b>3 Credits</b>
Explores the fundamentals of design using various media focusing on 2-D design.		
<b>ART 160</b>	<b>Art Appreciation</b>	<b>3 Credits</b>
Introduction to the visual arts, illustrating the place of art in its social and cultural setting.		
<b>ART 260</b>	<b>Survey of Art History I</b>	<b>3 Credits</b>
Presentation of the historical context of major and minor works of art from the ancient world to the Renaissance, art analysis, and criticism.		
<b>ART 261</b>	<b>Survey of Art History II</b>	<b>3 Credits</b>
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.		
<b>ENG 203</b>	<b>Intro to Literary Study</b>	<b>3 Credits</b>
Introduction to the elements of fiction, poetry, and drama used in the analysis of literature.		
<b>ENG 205</b>	<b>Intro to Creative Writing</b>	<b>3 Credits</b>
A creative writing course designed to introduce students to the production of fiction and poetry.		
<b>ENG 223</b>	<b>Themes of Literature</b>	<b>3 Credits</b>
Themes and ideas significant in literature.		
<b>FIS 100</b>	<b>Introduction to Film</b>	<b>3 Credits</b>
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.		
<b>FREN 111</b>	<b>First Year French I</b>	<b>3-4 Credits</b>
Development of language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.		
<b>FREN 112</b>	<b>First Year French II</b>	<b>3-4 Credits</b>
A continuation of FREN 111. Language practice required.		
<b>HIST 208</b>	<b>World History I</b>	<b>3 Credits</b>
Survey of world civilizations to 1600. Examines societies, cultures, and issues relative to Africa, the Americas, Asia, Europe, the Middle East and Oceania.		
<b>HIST 209</b>	<b>World History II</b>	<b>3 Credits</b>
Survey of world civilizations since 1600. Examines historical societies, cultures, and issues relative to Africa, the Americas, Asia, Europe, the Middle East, and Oceania.		
<b>HUM 101</b>	<b>Intro to Humanities I</b>	<b>3 Credits</b>
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.		
<b>HUM 111</b>	<b>Gateway to the Humanities</b>	<b>3 Credits</b>
Through five distinct modules, students discover answers to all of the following questions: What attributes are irreducibly human - that is, independent of gender, race, culture, society, nationality, or philosophy? How do human beings relate to one another? How do we humans express ourselves? In what ways do we limit ourselves? The student will explore: philosophy/religion; language/linguistics; history; art and architecture; law and ethics; and literature/performance. Students will seek out applications of the humanities to chosen disciplines.		
<b>HUM 210</b>	<b>Communicating Diversity</b>	<b>3 Credits</b>
Communicating Diversity is a lower division course designed to familiarize students with the fundamentals of diversity and how those are expressed through communication. Students will develop a deep understanding of the way in which we communicate race, gender, class, sexual orientation, nationality, religion, and physical/mental ability and how it impacts our daily lives. This course will take an intersectional approach to understanding diversity and seek communication strategies for inclusivity. Emphasis will be placed on defining and developing the critical thinking skills necessary to push past oppression, marginalization, and other issues centralized around diverse populations. Students will be encouraged to investigate and discover diversity issues, solutions, and concepts at the local and global level using case studies, current events, and other significant moments in history.		

<b>MUS 101</b>	<b>Music Fundamentals</b>	<b>3 Credits</b>
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.		
<b>MUS 121</b>	<b>Music Appreciation</b>	<b>3 Credits</b>
The historical and cultural background of music and origins to the twentieth century.		
<b>MUS 125</b>	<b>History of Rock Music</b>	<b>3 Credits</b>
The history and stylistic development of rock from its origins, through transitions, and subsequent revolutions.		
<b>PHIL 101</b>	<b>Intro to Philosophy</b>	<b>3 Credits</b>
Basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.		
<b>PHIL 102</b>	<b>Critical Thinking</b>	<b>3 Credits</b>
Covers non-symbolic introduction to logical thinking in everyday life, law, politics, science, advertising; common fallacies; and the uses of language, including techniques of persuasion.		
<b>PHIL 135</b>	<b>Introduction to Ethics</b>	<b>3 Credits</b>
Introduction to Ethics: critical introduction to classical and modern ethical theories such as utilitarianism, deontology, and virtue ethics. Emphasis throughout on applying the theories in various contexts such as social, political, or interpersonal. The ultimate goal will be to allow students to clarify their own thinking and positions on important ethical issues confronting society today.		
<b>SPAN 111</b>	<b>First Year Spanish I</b>	<b>3 Credits</b>
Development of language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.		
<b>SPAN 112</b>	<b>First Yr Spanish II</b>	<b>3 Credits</b>
A continuation of SPAN 111. Language practice required.		
<b>SPAN 211</b>	<b>Second Year Spanish I</b>	<b>3 Credits</b>
Considers structural review, conversation and writing, and readings in modern literature.		
<b>THTR 100</b>	<b>Introduction to Theatre</b>	<b>3 Credits</b>
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.		
<b>THTR 105</b>	<b>Introduction to Acting I</b>	<b>3 Credits</b>
Examines acting fundamentals and focuses on development of vocal, physical, and creative tools to be used on stage.		
<b>THTR 121</b>	<b>Stage Makeup</b>	<b>3 Credits</b>
This course focuses on the history of makeup and basic approaches to applying make-up for the stage and screen. Make-up supplies will be studied, as well as techniques for corrective, old-age, character, stylized, and special effects makeup.		
<b>THTR 204</b>	<b>Theatre Technology I</b>	<b>3 Credits</b>
Lecture and discussion encompassing the philosophy and techniques of technical theatre.		
<b>WELD 200</b>	<b>Metal Art</b>	<b>3 Credits</b>
This course is designed to give the student the basic understanding of two dimensional 2D and three-dimensional 3D metal art. Also covered in this course we will discuss different Cutting, Welding and metal finishing techniques that are used in this discipline as it relates to metal art.		

#### Technology

<b>IS 101</b>	<b>Intro Information Systems</b>	<b>3 Credits</b>
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.		

#### Program Core Requirements

##### Financial Accounting Requirement

<b>ACC 201</b>	<b>Financial Accounting</b>	<b>3 Credits</b>
Basic accounting principles and procedures with a focus on the corporate form of business organization. Topics include the accounting cycle, journals, ledgers, financial statements, receivables, inventory, fixed assets, current and non-current liabilities, shareholders' equity, and the statement of cash flows.		

##### Business Requirement (one course required)

<b>BUS 101</b>	<b>Introduction to Business</b>	<b>3 Credits</b>
A one-semester survey course covering business organization, operation, and management, designed to orient the student to the field of business.		

**MGT 103 Intro to Sm Business Mgt 3 Credits**

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.

**Economics Requirement (one course required)****ECON 102 Prin of Microeconomics 3 Credits**

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 Credits**

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.

**Other Requirements****DATA 110 Intro to Data Visualization 3 Credits**

This is an introductory course about converting data into understandable visual presentations. Topics include data relationships, data visualization and reports, and preparing, processing, and modeling data, with hands-on skills using both Microsoft Power BI and Tableau. The course covers topics from a conceptual standpoint without assuming prerequisite knowledge in statistics and programming.

**BUS 273 Business Law I 3 Credits**

A study of the origin, philosophy, and nature of law and procedures including court systems, contracts, agency, partnerships, sales, criminal law, and torts.

**FIN 101 Personal Finance 3 Credits**

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.

**Program Emphasis Requirement****ACC 202 Managerial Accounting 3 Credits**

Basic principles pertaining to the internal accounting procedures of an organization. Topics include job costing, activity-based costing, process costing, cost-volume-profit analysis, short-term decision making, capital budgeting, budgeting, variance analysis, responsibility accounting, statement of cash flows, and performance measurements.

**MGT 280 Negotiation/Conflict 3 Credits**

Human Resource professionals engage in conflict resolution and negotiations while carrying out their daily duties. This course provides student with the foundation for both activities. Of special importance is the ability to deal with challenging people in difficult situations requiring the acquisition of special skill sets.

**IS 201 Computer Applications 3 Credits**

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.

**MGT 201 Principles of Management 3 Credits**

Fundamentals and principles of management, administrative policies, objectives and procedures, and problem of organization and leadership.

**MKT 210 Marketing Principles 3 Credits**

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.

**Professional Sales Requirement (one course required)****MKT 127 Introduction to Retailing 3 Credits**

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.

**MKT 211 Intro to Professional Sales 3 Credits**

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.

**Suggested Course Sequence**

## 1st Semester - Fall

Course Credits ACC 201 3 BUS 101 or MGT 103 3 English/ Communications\* 3-5 Mathematics\* 3 FIN 101 3 TOTAL 15-17 \*Choose with advisor

## 2nd Semester - Spring

Course Credits ACC 202 3 ECON 102 or 103 3 English/Communications\* 3 MGT 283 3 Science\* 3 TOTAL 15 \*Choose with advisor

## 3rd Semester - Fall

Course Credits MGT 280 3 IS 101 3 MKT 210 3 PSC 101 3 DATA 110 3 TOTAL 15

## 4th Semester - Spring

Course Credits BUS 273 3 IS 201 3 Humanities/Fine Arts\* 3 MGT 201 3 MKT 127 or 211 3 TOTAL 15 \*Choose with advisor