



GENERAL CATALOG

2000-2001



**ELY
BRANCH CAMPUS**

2115 Bobcat Drive
Ely, NV 89301
775.289.3589

**ELKO
MAIN CAMPUS**

1500 College Parkway
Elko, NV 89801
775.738.8493

**WINNEMUCCA
BRANCH CAMPUS**

5490 Kluncy Canyon Road
Winnemucca, NV 89445
775.623.4824

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.

GBC complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. 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.)

No one shall have access to nor will the campus disclose any information from a student's educational records without the written consent of the student. Information will be disclosed to staff performing an assigned college function, authorized representatives from federal and state agencies, officials of other institutions in which students seek to enroll, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, officials providing students with financial aid, the audit firm retained by the UCCSN, authorized law enforcement agencies, and persons in an emergency in order to protect the health/safety of students or other persons.

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.

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.

GBC may release directory-type information outside the college unless you complete a specific form available at Admissions and Records, Berg Hall or your local branch. To withhold disclosure, Admissions and Records must receive written notification by the end of each scheduled full registration period. Directory information is generally defined as student name, address, telephone number, dates of attendance, degrees, and awards.

All GBC buildings are designated as tobacco free.

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

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FROM THE PRESIDENT

Becoming a College of First Choice

A short while ago, students, faculty, staff, and administrators, together with college advisory board members and foundation trustees, met at a retreat and determined that we should become a *College of First Choice*. To accomplish this, many changes would have to be made including:

- Selection of a new name for the college.
- Increase the number of full-time faculty.
- Enhance the library.
- Expand and improve programs.
- Improve campus aesthetics.
- Increase access throughout the service area.
- Provide more funding through state and non-state sources.

A plan to achieve these goals was put into action, and today, the College is well on its way to accomplishing them.

The UCCSN Board of Regents approved changing our name to Great Basin College — a name that better describes our geographic location and our vast service area.

Those at the retreat recognized the need to hire more full-time faculty to accommodate the rapid growth and expand program offerings. Since the retreat, full-time faculty positions have increased by 56%.

The College received \$2.5 million from the Nevada legislature to increase stack space and study space in the library and incorporate a reading room, classrooms, and a large computer lab.

One of the major goals to come out of the retreat was to improve and expand programs. The College began offering its first baccalaureate degree program in Fall of 1999 — Elementary Education — and a second program, the Bachelor's of Applied Science, will begin next spring. Baccalaureate programs in Professional Studies and Nursing are being developed.

The College was the recipient of a \$4.5 million grant from the Donald W. Reynolds Foundation to enhance the campus in Elko. Work on the project is currently underway with completion scheduled for late fall. The project, complete with pristine waterways, an amphitheatre, a clocktower, and extensive landscaping, will greatly improve the appearance of the campus. Campus improvements are not limited to Elko. We have new facilities in Ely and Winnemucca with enhancements scheduled at these sites as well.

Great Basin College is committed to students throughout our service area. We make extensive use of interactive video and the Internet to link students and faculty at the branch campuses and satellite centers to students and faculty in Elko. The College has received commendations from our accrediting agency, the Northwest Association of Schools and Colleges, for our distance delivery efforts.

The final goal set by those at the retreat was to improve funding from the state as well as private sources. The Great Basin College Foundation established a goal to raise \$50 million by the year 2015 and has already raised over \$14 million through Major Gifts, Annual Gifts, and Planned Giving Campaigns.

Great Basin College is rapidly becoming a *College of First Choice* for students throughout Nevada and beyond. We are committed to providing an outstanding educational experience to all who come through our doors. We invite you to join us.



2000-2002 ACADEMIC CALENDAR

www.gbcnv.edu

ACADEMIC CALENDAR

Fall Term — 2000

Consult Class ScheduleTesting/Advisement/Orientation
Consult Class ScheduleRegistration
August 14Faculty Returns
August 14MTC Instruction Begins
August 28Instruction Begins
September 4Labor Day Holiday
October 27Nevada Day Holiday
November 10Veterans' Day Holiday
November 23-24Thanksgiving Recess
December 15Instruction Ends
January 2-19Spring Mini-term

Spring Term — 2001

Consult Class ScheduleTesting/Advisement/Orientation
Consult Class ScheduleRegistration
January 2MTC Instruction Begins
January 8Faculty Returns
January 15Martin Luther King Holiday
January 22Instruction Begins
January 26Graduation Application Deadline
February 19Presidents' Day Holiday
March 26-30Spring Recess
May 18Instruction Ends
May 19Graduation

Summer Term — 2001

June 25-August 3Summer Instruction

Fall Term — 2001

Consult Class ScheduleTesting/Advisement/Orientation
Consult Class ScheduleRegistration
August 13Faculty Returns
August 13MTC Instruction Begins
August 27Instruction Begins
September 3Labor Day Holiday
October 26Nevada Day Holiday
November 12Veterans' Day Holiday
November 22-23Thanksgiving Recess
December 14Instruction Ends
January 2-18Spring Mini-term

Spring Term — 2002

Consult Class ScheduleTesting/Advisement/Orientation
Consult Class ScheduleRegistration
January 2MTC Instruction Begins
January 7Faculty Returns
January 21Martin Luther King Holiday
January 22Instruction Begins
January 25Graduation Application Deadline
February 18Presidents' Day Holiday
March 25-29Spring Recess
May 17Instruction Ends
May 18Graduation

Summer Term — 2002

June 24-August 2Summer Instruction

Board of Regents

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GBC DEGREE AND CERTIFICATE PROGRAMS

www.gbcnv.edu

Bachelor of Arts Degree

A degree program for those who have completed an Associate of Arts or Associate of Science Degree

Associate of Arts Degree

Two years of general education and coursework in fields such as Anthropology, Art, Business, Elementary Education, English, History, Psychology, Sociology

Associate of Science Degree

Two years of general education and coursework in fields such as Chemistry, Environmental Studies, Geology, Mathematics, Physics

Associate of General Studies Degree

Interdisciplinary Education

Associate of Applied Science Degree

*Business Administration
Computer Office Technology Emphasis
General Business Emphasis
Computer Office Technology
CADD/GIS Emphasis
Information Specialist Emphasis
Network Specialist Emphasis
Office Technology Emphasis
Criminal Justice
Corrections Emphasis
Law Enforcement Emphasis
Diesel Technology
Early Childhood Education
Electrical Technology
Industrial Management
Industrial Plant Maintenance
Nursing — Registered
Occupational Safety and Health
Welding Technology*

Certificate of Achievement Programs

*Accounting Technology
Business Administration
Computer Office Technology
CADD/GIS Emphasis
Network Specialist Emphasis
Office Technology Emphasis
Diesel — Technical Arts
Early Childhood Education
Electrical Technology
Industrial Plant Maintenance
Instrumentation Technology
Welding Technology*

GBC PROGRAMS

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; 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 30 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 flourish 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.

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 86,840 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, mercury, and barite mines in 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 the science laboratories, 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, Office of Academic Affairs, Administrative Services, Student Services, 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, 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) which houses the Early Childhood Education Program, includes classrooms, an exploratorium, 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. The Health Sciences Classroom 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, and the PBS, KNCC (KUNR translator), radio system. The Arts Annex (2000) provides a facility for ceramic, theatre, and music classes.

In June of 1998, the Donald W. Reynolds Foundation awarded Great Basin College a \$4.5 million grant to be used specifically for making a portion of the campus master plan a reality. The project, which is currently under construction, includes the following features: a landmark clock tower, a glass solarium, a state-of-the-art amphitheatre, and a pristine waterway and beautiful landscaping.

Guided tours of the campus are available. You are always welcome. Simply call for an appointment, 775.753.2201.

Branch Campuses and Satellite Centers

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

If you wish to contact the coordinator of one of the smaller sites, 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), the 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 on-campus classes in postsecondary education in the Great Basin College service area. For more information, call the Ely Branch Campus at 775.289.3589.

Winnemucca

Winnemucca, 125 miles west of Elko, is the site of GBC's other 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 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 Branch facility was completed in 1995 and is located at 5490 Kluncy Canyon Road. The Branch 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 Association of Schools and Colleges. GBC is a member college of the University and Community College System of Nevada (UCCSN). The College has received provisional 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 Industrial Plant Maintenance and Welding Technology Programs may receive AWS certification. The Nursing Program is accredited by the National League for Nursing, 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 program. Over the years, many of our instructors have received regional and national recognition for their efforts.

Who Are the Classified Staff?

In addition to GBC's professional staff, the Classified support staff — highly-skilled office managers, secretaries, library assistants, clerks, and technicians — keeps the college operating smoothly on a day-to-day basis.

Who Attends GBC?

Great Basin College's service area has more than 86,000 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.

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.

GBC aims to further develop relationships with business, industry, and government agencies, and to train employees. 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 getting started in an occupational education program or in the liberal arts.

GBC takes developmental education seriously as a major part of the college mission. An increasing emphasis on 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.

Courses numbered 001-099 are developmental courses and will not satisfy degree or certificate requirements, 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 computer boot camp 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.

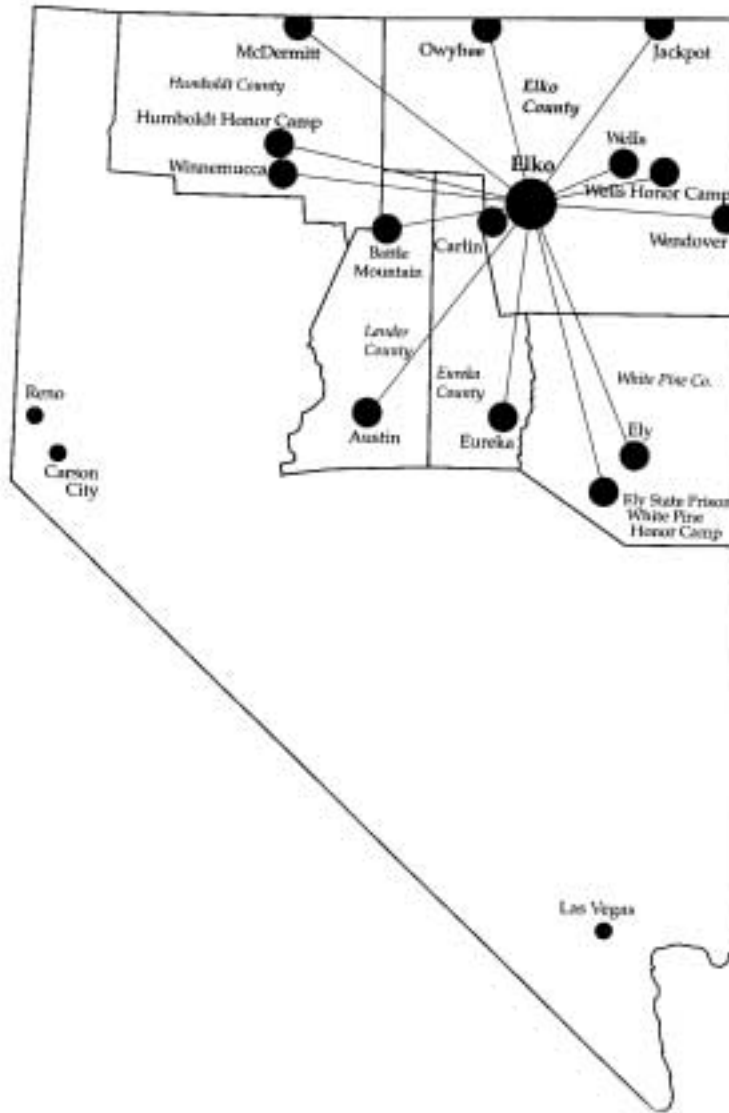
Continuing Education

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.

GBC SERVICE AREA MAP

GBC SERVICE AREA



The GBC service area covers 45,000 square miles in five counties

Mileage from GBC Elko to:

Austin	150 miles
Battle Mountain	70 miles
Carlin/Carlin Honor Camp	20 miles
Ely	180 miles
Ely State Prison/White Pine Honor Camp	200 miles
Eureka	100 miles
Humboldt Honor Camp	135 miles
Jackpot	120 miles
McDermitt	200 miles
Owyhee	100 miles
Wells	50 miles
Wells Honor Camp	65 miles
Wendover	100 miles
Winnemucca	120 miles

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

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, disability, national origin, or veteran status.

GBC will admit U.S. citizens or legal immigrants who are at least 18 years old and who are high school graduates or who have high school equivalency certification. If you are still in high school (see page 17), you may be admitted if you qualify under the special rules.

GBC will also admit qualified international students. See Foreign Student Admission.

How to Apply for Admission

To apply for admission, complete an official Application for Admission Form which may be obtained from the Admissions and Records Office in Berg Hall or from your local GBC Branch/Center. This form should be filed with the Admissions and Records Office prior to enrollment. Registration by telephone or Internet is available for students who are continuing or who have filed their admission application. An Internet application is under construction. Contact the Admissions and Records Officer at 775.753.2361, for an update.

Each semester's Class Schedule has directions for enrolling by telephone or 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 and Nursing Programs have special admission requirements. Consult Degrees Offered for details or visit our Internet site at www.gbcnv.edu.

Use of Social Security Numbers

The Family Right to Privacy Act (FERPA) of 1974 requires that when any federal, state or local government agency requests an individual to disclose his/her Social Security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statute, and what use will be made of it. Accordingly, students are advised hereby that disclosure of their Social Security numbers is required as a condition for registration at GBC. Students desiring to register who do not wish to disclose their Social Security numbers, may file a petition with the the Admissions and Records Officer, Berg Hall, for the assignment of a special nine-digit student identifier number. Utilization of such an identifier number may result in administrative complexities in maintaining records.

Students are responsible for utilizing the same identifiers throughout their attendance at GBC.

The Social Security number is used to verify the identity of the applicant and as an identifier on student records throughout the enrollment periods of the student in order to accurately record all necessary data.

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 United States Immigration and Naturalization Service 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 score of 500 or higher on the TOEFL (Test of English as a Foreign Language) taken within six months of admission.
- Adequate proof of financial responsibility or sponsorship by a reputable United States citizen or organization for all obligations while attending the College.

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)
bjulie@gbcnv.edu

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 — Arts and Sciences* on page 56-57.

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 associate 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

Great Basin College's TECH Prep program provides high school students with an alternative to a liberal arts education. In conjunction with the school districts of Elko, Eureka, Humboldt, Lander, and White Pine Counties, college credit is available for high school occupational courses. Students obtain a solid academic foundation and highly valuable technical skills while completing college in a shorter time and with less expense. Interested high school students may contact their counselor, occupational education instructor, or GBC's TECH Prep Program Coordinator at 775.753.2303.

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:

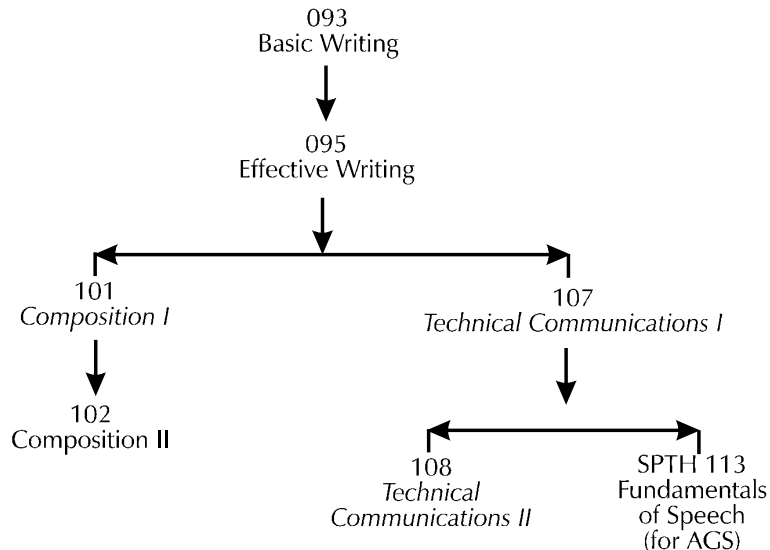
ENG 093 Basic Writing
ENG 095 Effective Writing
ENG 107 Technical Communications I
ENG 108 Technical Communications II
ENG 101 Composition I
ENG 102 Composition II

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.

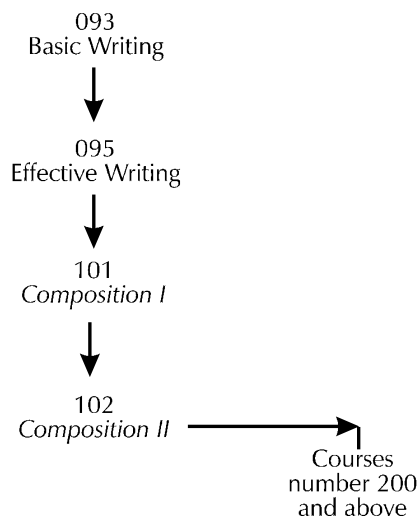
If you present a score of 21–29 on the English section of the ACT, or 555–684 on the SAT, or make an equivalent score on a college administered placement test, you may enroll in English 101 or 107, depending upon your program. The placement test is a prediction of your potential for success in writing courses. A score of 30–36 on the English section of the ACT or 685–800 on the SAT will qualify you for English 102.

Placement tests are available free at the Admissions and Records Office in Berg Hall or at your local branch campus/center. For more information, call 775.753.2102.

Associate of Applied Science Associate of General Studies



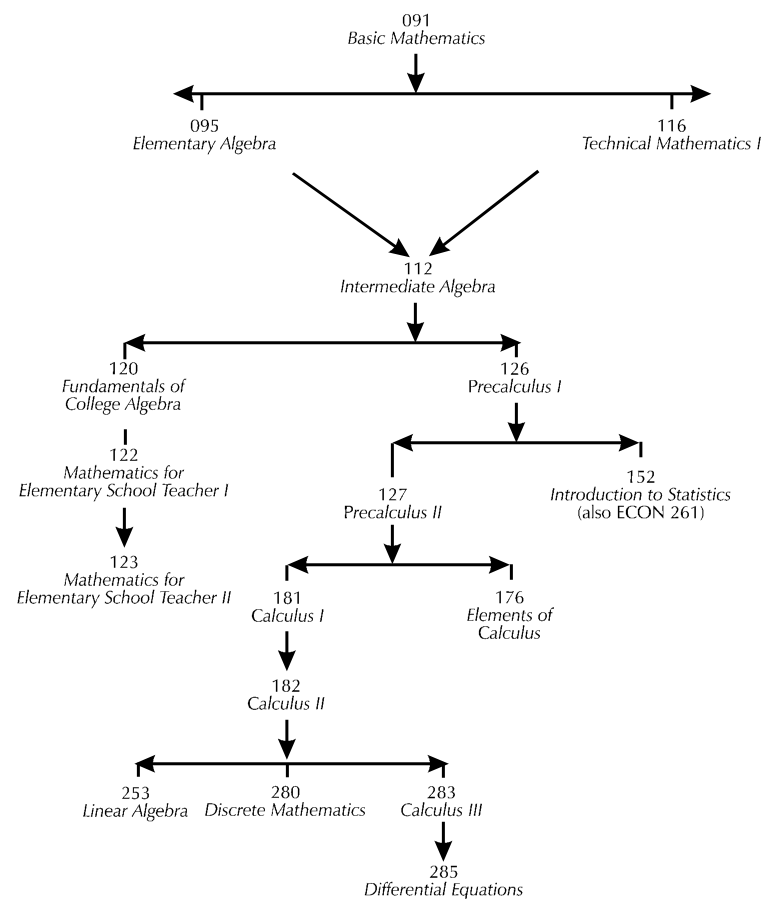
Associate of Arts Associate of Science



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 112 without taking the placement test.

To satisfy the mathematics requirement for the Associate of Arts, each student must complete 3 credits at the level of MATH 120 or higher. For the Associate of Science, each student must complete 6 credits of MATH 126 or higher. Completion of mathematics MATH 112 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 Matrix, bottom right of the previous page, demonstrates the progression through mathematics courses for all 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.

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 three to four times per month. You may schedule an appointment to take the test upon payment of the test fee of \$45.00. 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

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.

Whether it is as a worker in a preschool, a secretary in a one-person office, or law enforcement personnel with P.O.S.T (Peace Officers Standard Training), adults may apply the education related to their work as elective college credit.

Students may receive up to 15 credit hours for non-traditional education. 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, and letters of verification from employers.

A faculty committee assesses prior learning. At least one member of the committee must be an instructor in the discipline for which non-traditional credit is being sought. Non-traditional forms of learning must be shown to be worthy of elective 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 must be used in the Associate of Applied Science or the Associate of General Studies degrees, or the Certificate of Achievement. The student must have at least 15 semester credits at GBC before non-traditional credit is considered.

Discuss your interest with and obtain petitions for your non-traditional education from the Admissions and Records Office, Berg Hall, 775.753.2102.

College Credit by Examination

The College-Level Examination Program (CLEP) helps you gain recognition for what you know and can do, no matter how or where you learned.

You may earn a maximum of 30 semester credit hours, applicable toward an associate degree through CLEP.

You may test in the general areas of Mathematics, English Composition with essay (available only in January, April, June, and October), Humanities, Natural Sciences, or Social Sciences and History. CLEP scores must be 500 or above for each general examination. English 101 (Composition I) credit requires a score of 500 or above. To obtain credit for both English 101, 102 (Composition I, II) you need to score 640 or above. You may also test in numerous subject areas. Check first with your college to find out the tests for which it awards credit. Each test is \$46.00.

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 Officer.
- No more than 30 semester credits required for a degree may be obtained through challenges with a maximum of 15 credits in a single subject area.
- 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 nor are they computed in the grade-point average.
- 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.
- Successful challenge examinations are posted as a "P" (Pass) on the student's transcript.
- 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.

In addition to testing, students may be awarded credit for military schooling, work experience, internships, transferring credit from other accredited colleges, as well as applying for non-traditional credit. Students must complete at least 15 semester credits at GBC to graduate; therefore, the college may accept up to 45 credits from any combination of these sources.

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 refund schedule. 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.

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 help with class selection and assistance in 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: Great Basin College will not be held responsible for students who do not seek counseling/advisement.

Orientation to GBC

First-time students enrolling for 12 or more credits will be required to take a *GBC Orientation* course. Beginning Fall 2000, this course will be a graduation requirement for all Associate degrees. Part-time students are not required to take this course their first semester of enrollment, but they are encouraged to take it as soon as possible after their first enrollment. Students who do not plan to apply for a degree are not required to take this course, however, they are encouraged to do so.

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, 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 Officer, 1500 College Parkway, Elko, NV 89801.

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
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 GBC home page at www.gbcnv.edu, select *Getting Started and Transferring within the UCCSN*.

Transfer Center

The *Transfer Center* of Great Basin College assists students who plan to continue their education at a four-year school. 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.

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, 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	U.S. Department of Education
Great Basin College	Office for Civil Rights
1500 College Parkway	50 United Nations Plaza, Room 239
Elko, NV 89801	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. 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.

No one shall have access to, nor will the campus disclose any information from a student's educational records without the written consent of the student. Information will be disclosed to staff performing an assigned college function, authorized representatives from federal and state agencies, officials of other institutions in which students seek to enroll, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, officials providing students with financial aid, the audit firm retained by the University and Community College System of Nevada, authorized law enforcement agencies, and persons in an emergency in order to protect the health/safety of students or other persons.

The following information (designated as public or directory information) may be disclosed by GBC for any purpose at its discretion: name, address, dates of attendance, full-time/part-time status, degree awarded, major field, and date of graduation. Forms requesting the withholding of directory information are available in the Admissions and Records Office. To withhold disclosure, the Admissions and Records Office must receive written notification by the end of each scheduled full registration period. The petition will be honored for the remainder of the academic year. Additional information regarding FERPA may be obtained from the Admissions and Records Office, Berg Hall.

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 the student's graduation or five years after the last date of attendance:

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

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

- Final grade sheets
- Special examinations
- Registration source documents
- 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

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. Information and statistics are available from the Admissions and Records Office, Berg Hall, 775.753.2102.

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. Recently, budget constraints have limited this "sharing of facilities" on weekends and during the summer. If you want to reserve a meeting room, you need to complete a reservation form, in person, at the reception desk in Berg Hall or at your branch campus/center administrative office.

College facilities may be used by private organizations subject to availability and an administrative fee.

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, dated, and stamped prior to posting.

Conduct at GBC

When you enroll at GBC, we assume you will behave as a civilized adult, with respect for your fellow students, the faculty and facilities, and the laws of the community and of Nevada.

Our rules forbid:

- Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
- Alcoholic beverages stored, used or brought on campus except by special exemption of the President for a particular event.
- Fireworks and firearms on college-owned or college-supervised property.
- Sexual harassment.
- Use of offensive language.
- Hazing.

These and other forms of conduct, which are incompatible with the purposes of GBC and may be cause for disciplinary sanctions, are consistent with the publication titled *Rules and Disciplinary Procedures for Members of the University Community* and may be found in this catalog Appendix.

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 Affirmative Action Officer as the official 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 Affirmative Action Officer.

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 visit the Affirmative Action Office 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, 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, physical or mental disability, and national origin should be directed to the Dean of Enrollment Management (Affirmative Action Officer) 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.
- Workshops and training for events where alcoholic beverages are to be disbursed.
- Presentations to classes, groups, and organizations
- Intervention and referral services.
- Pamphlets, films, posters and other information on alcohol and other drugs.
- On-going development of materials and activities that will enhance the quality of college events where alcoholic beverages are disbursed.
- Use of a portable alcohol breath analyzer.

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:

- Three-hour education seminar: for violations of campus policy related to possession or use.
- 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 Vice President for Student Services, Berg Hall, 775.753.2271.

RESOURCES AND SERVICES

www.gbcnv.edu

RESOURCES / 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 call on this office if you have a disability and need access to a building or help with registration. You 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.

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 will have furnished current verification of disability. The counselor(s) at the Career Center will assist qualified students with disabilities in securing the appropriate accommodations, auxiliary aids and services. For more information or further assistance, please call 775.753.2279.

If You Need a Transcript

A transcript is your grade report. It is stamped with the official GBC seal. Transcripts of record do not show grades or credits earned on work in progress until the official close of the respective semester. If you want a copy of your transcript, you make a request in person or by writing to the Admissions and Records Office. Telephone requests will not be accepted. Transcript orders must be placed well in advance of the date needed to insure adequate time for processing. Your first transcript is free. Thereafter,

you must pay \$2.00 each time you request a transcript. GBC reserves the right to withhold transcripts if you have outstanding obligations.

Unofficial Transcripts (WEB)

Unofficial transcripts are available on the web at: www.gbcnv.edu.

The Career Center

The *Career Center*, located in Berg Hall, offers a wide range of services for current students, 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*, the *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 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, a computerized career exploration program.

The following computerized assessments are also available through the Career Center: The Strong Interest Inventory, The Myers-Briggs Type Indicator, and What Color Is Your Parachute? Tests are administered at a cost of \$10.00. For more information call 775.753.2291.

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, disabled individuals, 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.

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.

The Center for Community Service Learning

The *Center for Community Service Learning* has developed Reach Out and Experience, a program designed to provide opportunities for students to participate in educational and important public service experiences. Volunteer and service-learning experiences are beneficial for both students and the community. For many community organizations, students augment service delivery, meet crucial human needs, and provide a basis for future citizen support. Students have an opportunity to enrich and apply classroom knowledge and explore careers or majors. They experience personal growth, enhancement of self image, develop employment links, improve citizenship, and most importantly, foster a concern for social problems and develop a sense of responsibility and commitment to human service.

The Center assists in recruiting and placing students in programs or areas such as literacy, community development, subsistence services, health care, mental health, and senior services, to name a few. The opportunities are as unique and diverse as the people who desire them. Work study funds are also available for some positions.

Visit the Center for Community Service Learning Office located at Berg Hall, Student Financial Services or call 775.753.2275 for more information.

The Distance Learning Program

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.

The two types of distance education courses offered by GBC are telecourses and Internet courses. Additionally, GBC offers courses in which lectures and visuals are available via interactive video broadcast which allows students in two or more locations to interact over live television with a single instructor in one of the locations or in some other 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. Students in telecourses either check out the videotapes for viewing at their home, or visit one of GBC's campuses or centers to view them.

Internet (on-line) courses are the newest method of offering courses at a distance 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 academic rigor as traditional face-to-face courses. They are a means of accessing college courses for many people 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 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

The Library, McMullen Hall, is known for its outstanding print, non-print, and electronic collections. It offers more than 250 print format periodical and newspapers, both local and national. The book collection has more than 30,000 volumes. From the Library home page, patrons have complete Internet access that allows a wide range of search capabilities. The shared electronic catalog offers a list of holdings for the University of Nevada, Reno, and Western Nevada Community College, along with Great Basin

College. Also provided through web access are online, full text subscription services including EBSCO, Applied Science & Technology, Sirs, Galenet, ERIC, and Electric Library. Elko and branch campuses have access to these services.

The non-print collection is composed of a plenitude of audio and videocassettes, records, slides, and CD-Rom databases. The current periodicals are complemented by a collection of microfilm indexes and back issues.

The Library is a federal depository and receives government publications almost daily, focusing primarily on education, mining, general reference materials, and statistical information. The Library also provides more than 100 databases available on CD-Rom and electronic on-line sites from the government depository collection.

The Library is a member of the Interlibrary Loan System of Nevada, so materials are available from the other libraries of the University and Community College System of Nevada and the public libraries of the state.

Special features of the newly remodeled library include the Native American section, the Basque collection, a quiet reading room, a satellite-downlink capability room, and a computer lab used for library instruction. Any resident of Nevada may use the books and materials in the facility. Operating hours for the Library are posted each semester.

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 four computing labs, two located in Lundberg Hall and two in the Greenhaw Technical Arts Building. 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 connected to the Internet, the world's computer data highway. Students have the opportunity to use the resources of this network from any of the four labs, and a number of classes are offered that help students use these resources effectively.

In addition, most faculty and staff are connected to the local area network through their offices. Many instructors make use of electronic mail for communication with students and may collect and send homework assignments through the network. Classes may also be offered by Internet to students who, because of distance or work schedules, prefer to participate from home or work using a computer and modem.

GBC Writing Center

The *Writing Center* provides current and prospective students with the essentials for college success.

Adults who have been away from school for a while often have forgotten the mathematics required in many new jobs in our increasingly technological society. Their writing skills may also be rusty, preventing them from meeting the requirements of other college subjects.

Recent high school graduates may also need additional review of English, mathematics, or 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 semester for the Fall and Spring Semester sessions. 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. Mathematics tutoring is also available.

For more information about GBC's Writing Center, call 775.753.2149.

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 \$5.00 per credit fee at the time the course registration fee is paid.

Students enrolled in non-computing courses at GBC who require access to a computer lab must pay a \$15.00 computer lab fee.

Students must:

- A. Pick up and fill out an application at the reception desk in Berg Hall. The Admissions and Records Office will verify enrollment.
- B. Pay the \$15.00 fee at the Controller's Office, Berg Hall or at their branch campus/center office.
- C. Return the completed application to the reception area.
- D. The receptionist will route the application to Computer Services in order to have an account set up.
- E. Computer Services will contact the student within 48 hours with account information.

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.

Please note: fees are subject to change.

GBC's Adult Learning Center

GBC's *Adult Learning Centers* in Battle Mountain, Elko, Ely, Owyhee, Wells, Wendover, and Winnemucca help people in their respective communities to improve their 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, and Wells 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.

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, near the National Guard Armory)

Elko Satellite Program: Family Resource Center

Ely: GBC Center, 2115 Bobcat Drive

King's River: King's River School (North of Winnemucca)

Owyhee: Tribal Office Building

Wells: Wells Elementary School

Wendover: Stateline–Silversmith, Human Resources Building

Winnemucca: GBC Center, 5490 Kluncy 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, tries to deliver educational opportunities to all interested persons in rural Northeastern Nevada, including providing services to minimum security prisoners at four Conservation Camps. For more information call the ABE Coordinator at 775.738.8493.

English as a Second Language

English as a Second Language instruction is offered in all locations listed above under the Adult Learning Centers. For more information about ESL programs call the ABE Coordinator at 775.753.2230 or 775.738-8493.

Workplace Literacy

Great Basin College implements *workplace literacy programs* in cooperation with businesses in Northeastern Nevada. Employers provide the facility, employees to teach the class, and at times will 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, Stateline, and Silversmith 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 775.738.8493.

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 e-mail 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 maintenance 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 wanting help with workplace training should call one of the following:

GBC Continuing Education775.753.2231

Nevada Small Business Development Center775.753.2245

GBC Director of Occupational/
Technical Education775.753.2303

School-to-Careers

The Northeast Nevada *School-to-Careers* (STC) initiative was established in GBC's five-county region in 1995. The program — a partnership between businesses, public schools, Great Basin College, and workforce agencies — is a state- and federally-funded program that promotes workplace experiences for kindergarten through grade 14 students. The partnership focuses on upgrading student workplace skills and attitudes and increasing student academic achievement through the implementation of applied academic courses. GBC is the fiscal and monitoring agency for the partnership and has provided executive and coordinator leadership to the region.

Noteworthy accomplishments occurring throughout the service area have included the following: teaching applied academic and career development courses in secondary schools; conducting career guidance assessment and instruction at the junior and senior high levels; conducting formal work experience programs for high school students; conducting job shadowing experiences for secondary students; providing teacher shadowing and staff development opportunities for the region's teachers, counselors, and administrators; articulating high school and community college courses; and developing portfolio and other authentic assessment strategies for all students. For more information call 775.753.2303.

Associated Student Body and Student Life

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 Concert Choir, Skills USA/VICA, Rodeo Club, Associated Student Body (ASB), Cultural Awareness Group, Committee on the Status of Women, GBC's Student Nurses Association, and many more.

GBC's student union is in the College Community Center. It houses the Associated Student Body Office, a study room, a TV room, an arcade room with a pool table, a small conference room, 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 Associated Student Body. 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, as well as oversees the many social and educational extracurricular programs. Four Executive Officers and 11 Senators form the legislative body of the ASB. They represent the concerns of students from all service areas and participate in weekly meetings with other 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. They receive scholarships of \$300 to \$500 per semester. The Senators are elected by their respective sites with one senator from Ely and one from Winnemucca elected in the Spring. The remaining seven senators (four in Elko, one in Ely, one in Battle Mountain and one in Winnemucca) are elected in the Fall Semester of each year. Senators receive scholarships of \$150 per semester. ASB members are elected by a vote of the student body and are expected to serve for one academic year (August to May).

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, Great Basin College, and the U.S. Small Business Administration. The SBDC is located in the Greenhaw Technical Arts Building. 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 at 775.753.2245.

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. The Winnemucca Foundation is located in the administrative office area of the Winnemucca Branch Campus, 775.623.1823.

FEES AND FINANCIAL AID

To Be or Not to Be a Nevada Resident

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 and 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 one year. 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 apply for "Change of Resident Status" at the Admissions and Records Office. When you have been re-classified as an in-state student, the classification will become effective at the next registration period.

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

If you have questions concerning this policy, direct them to the Dean of Enrollment Management, 775.753.2282.

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 in designated two-year programs in other participating states at a special, reduced tuition level. For more information about participating institutions, visit the Admissions and Records Office, Berg Hall, or call 775.753.2102. You may also access information at www.wiche.edu.

Good Neighbor

Good Neighbor Tuition is extended to a graduate of a specifically designated high school in a state bordering Nevada. The student may be charged a differential rate of the current in-state community college fees plus 50% of that amount when enrolling as an undergraduate student at a UCCSN community college. For more information regarding Good Neighbor Tuition, visit the Admissions and Records Office in Berg Hall or call 775.753.2282.

Fee Schedule

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

In-state Tuition Fee for 2000-2001 (credit or audit)

Per credit fee, lower division	\$	42.50
Per credit fee, upper division		.58.00
Per credit, technology fee		.4.00

WUE/WICHE Tuition Fee (credit or audit)**Good Neighbor Tuition** (credit or audit)

In-state tuition fee plus 50%, plus technology fee

Out-of-state Tuition per semester for 2000-2001

Lower division, (students taking six or less credits)	. \$	63.50
Per credit, technology fee		.4.00

Out-of-state Tuition per semester for 2000-2001

Upper division, (students taking six or less credits)	.. \$	109.00
Per credit, technology fee		.4.00

Out-of-state Tuition per semester for 2000-2001

Lower division, (students taking seven or more credits, \$42.50 per credit fee and \$4.00 technology fee) plus		\$.2,075.00
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Out-of-state Tuition per semester for 2000-2001

Upper division (students taking seven or more credits, \$58.00 per credit fee and \$4.00 technology fee) plus		\$.2,782.50
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Other Fees

Application for admission	\$ 5.00
Transcript of record fee	.2.00
Graduation fee	15.00
Graduation late fee	5.00
Telecourse fee (per course)	10.00
Challenge examination fee	25.00
CLEP Tests	46.00
Computerized assessment examination fees	\$10.00–15.00

Lab Fees

See Class Schedule for applicable course lab fees.

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 for community service class fees are given.

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 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 registration and tuition fees for more than 6 credits hours are available for the Fall and Spring Semesters only. An administrative fee of \$25.00 will be assessed on all deferments. The Admissions and Records Officer, or any designee(s), may authorize a deferred payment. Special fees, i.e. lab fees, administrative fee and approximately one-third of the tuition fees are payable at registration. The second payment of one-third (1/3) of the amount due shall be made one month from the first day of classes. The final payment of one-third (1/3) is due two months from the start of classes. 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. Disenrollment procedures may be instituted. A penalty of \$5.00 per \$100.00 (or fraction thereof) is charged on the deferred balance not paid by the due date.

Contracts for a veteran's deferment of tuition/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 designee(s) authorized. The first payment of one-third (1/3) of the amount due shall be made one month from the first day of classes. A second payment of one-third (1/3) is due two months from the start of classes and the final payment is due three months from the start of classes. Any unpaid balance on a deferred 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. Disenrollment procedures may be instituted. A penalty of \$5.00 per \$100.00 (or fraction thereof) is charged on the deferred balance not paid by the due date.

Refund Policy

It is the student's responsibility to drop classes in person at the Admissions and Records Office, Berg Hall. The following refund schedule will apply. Please note: after the 50% refund period, it is the student's responsibility to obtain the instructor's signature prior to dropping a class.

\$5.00 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 short-term courses of 12 weeks duration or less:

- A refund of 100% shall be made to students withdrawing before the second class meeting.
- 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 are given for Community Service classes.

Non-resident tuition shall be refunded according to the previous schedule for load reduction to six credits or fewer and for withdrawal.

In the following circumstances students may receive a full refund of all registration fees and tuition provided they withdraw any time within the first eight weeks of the semester:

- Student's inducted into the U.S. armed forces.
- Student's spouse, child, parent or legal guardian should die.
- In case of the student's death.

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 (6 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.

ASB Academic
Anonymous Family
Anonymous I
Citizens Communications
Helen Close Foundation
Delta Kappa Gamma
Jessie Dewar Scholarship
Elko County Association of Realtors
Elko County Bar Association
Elko County Retired School Employees
Elko County Sheriff's Posse
Elko Lions Club
Elko Rotary Club
Vera and Arthur Gaufin
Barbara J. Giles Memorial
Ariel W. Glen Art
Bessie Gilmer Endowment
Marilee Harper-Harrison
Frank and Phyllis Hooper
Kiwanis
Knights of Pythias
Lamoille Women's Club
Next Fifty Years Organization, Nursing
Paul Laxalt
Mel and Reva Lundberg

Margaret McBeth Endowment
Hugh McMullen Memorial
Sam McMullen Memorial
Joseph W. Murray Memorial
Nevada Nurses Association
Nevada State Society of CPA's
Phi Theta Kappa
Mary Raduziner
Retired Public Employees of Nevada
Ruth Roseberry, Nursing
Tony Salvatierra Academic
Tony Salvatierra Memorial Book
Sierra Pacific Power Company
Society for Mining, Metallurgy, and Exploration
Soroptimist International of Northeastern Nevada
Soroptimist International of Elko
Tomera Brothers
Grace vanDalfsen
Weiss Foundation
Wells Medical Center Memorial
Women in Mining
Veterans of Foreign Wars/Women's Auxiliary

The following companies provide significant scholarships for students in the MTC (Mine Training Cooperative) or Technical Technology program :

Barrick Goldstrike Mines
Homestake Mining
Newmont Gold Company
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. Beginning with Nevada's high school graduating class of 2000, up to \$10,000 is available for each qualified student to use for education costs at a Nevada community college or university. For more information about this scholarship contact the Millennium Scholarship Office at 702.486.3383 or visit the website at <http://millennium.state.nv.us>.

Estimated Annual Costs at GBC

Tuition and Fees for 2000

\$1,275.00 per year (resident, *lower division*, 30 credits)

\$1,740.00 per year (resident, *upper division*, 30 credits)

\$4,150.00 per year (non-resident) plus
\$42.50 *lower division* per credit.

\$5,565.00 per year (non-resident) plus
\$58.00 *upper division* per credit.

Technology Fee

\$4.00 per credit

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

Books and Supplies

\$800.00 (approximate)

Student Housing

GBC does not have on-campus housing. The Student Financial Services Office, in Berg Hall, will provide you with information on possible options for housing.

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 or call the Student Financial Services Office and discuss the assistance programs available to you.

How Do You Apply for Federal Financial Aid?

Students interested in applying for federal financial aid must first complete the Free Application for Federal Student Aid (FAFSA). These applications are available at the Student Financial Services Office in Berg Hall. The application process takes approximately four weeks. Students are advised to apply prior to March 15 and present all required paperwork to the Student Financial Services Office by May 1 for priority consideration when financial aid awards are made. Applications received after the May 1 date will continue to be accepted but will possibly not receive the amount of financial assistance which was available as of the May 1 priority deadline.

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 NSIG).
- Present a valid social security number.
- Have a high school diploma, or its recognized equivalent.
- 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
775.753.2275.

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

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 through the GBC Student Employment Services Office at 775.753.2255.

Financial Aid Programs

RAP — Regents Award Program

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, beginning in the 1993-94 academic year, "Student Access" monies are awarded to students who are Nevada residents attending GBC. These financial assistance funds are predominately made available to students who have completed the Free Application for Federal Student Aid (FAFSA) and have exhibited "financial need" according to the congressional methodology (80%). These funds may be awarded as direct grants or as student employment. Students interested in applying for Student Access funding should contact the Student Financial Services Office located in Berg Hall, 775.753.2275.

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 for details.

Other Federal Tax Incentives

The Hope Scholarship

The *Hope Scholarship* is actually a tax credit for applicable tuition charges, not a scholarship. You may be eligible to receive this tax credit if you are an independent student or your parents may receive the tax credit if you are a dependent student. The actual amount of the tax credit depends on the family's income, the amount of qualified tuition and fees paid, and the amount of certain scholarships and allowances subtracted from tuition. The scholarship is available for the first two years of undergraduate study only.

A family must file a federal income tax return and owe taxes to take advantage of the Hope Scholarship. A family may claim a tax credit of up to \$1,500 per tax year for each eligible dependent. This can be done for up to two tax years. A family may claim up to 100% of the first \$1,000 of eligible expenses and 50% of the next \$1,000 for a maximum credit of \$1,500.

The taxpayer is eligible for the maximum benefit with an Adjusted Gross Income (AGI) of up to \$40,000 for a single taxpayer (or \$80,000 for married taxpayers). The credit amount is phased out between \$40,000 and \$50,000 for single taxpayers (or \$80,000 and \$100,000 for married tax payers).

An eligible student must be enrolled at least half-time (six credits) in an eligible program leading to a degree or certificate at an eligible school during the calendar year and must not have completed the first two years of such undergraduate study. The student may claim the credit if the student is not claimed as a dependent by another taxpayer. In addition, the student may not have been convicted of a federal or state felony drug offense before the end of the tax year in which the academic period occurs.

The taxpayer may claim the Hope credit for qualified expenses paid January 1, 1998, and after for education furnished in academic periods beginning on or after this date. Because the law did not take effect until January 1, 1998, prepayments toward tuition are not permitted for the first year of the credit.

The Lifetime Learning Tax Credit

The *Lifetime Learning Credit* is a tax credit available to individuals who file a tax return and owe taxes. The amount of the credit is subtracted directly from a family's actual tax liability. The Lifetime Learning Credit is not refundable.

A family may claim a tax credit of up to \$1,000 per tax year (until January 1, 2003) and \$2,000 per tax year after that date for the taxpayer, taxpayer's spouse, or any eligible dependents for an unlimited number of years. A family may claim up to 20% of \$5,000 of eligible expenses for expenses paid after June 30, 1998, and prior to January 1, 2003, and up to 20% of \$10,000 of eligible expenses paid after January 1, 2003. Eligible income amounts for the Lifetime Learning Credit are the same as those for the Hope Scholarship.

An eligible student may be enrolled at least half-time in an eligible program leading to an undergraduate or graduate degree at an eligible school during the calendar year or may be enrolled at any enrollment level in any course of instruction at an eligible school to acquire/improve the student's job skills during the calendar year. The student may claim the credit if the student is not claimed as a dependent by another taxpayer.

The taxpayer may claim the Lifetime Learning Credit for qualified expenses paid July 1, 1998, and after.

Can A Family Claim Multiple Benefits?

A family may claim a Lifetime Learning Credit, a Hope Scholarship credit, and an exclusion from gross income for certain distributions from qualified state tuition programs or education IRA's as long as the same student is not used as the basis for each credit or exclusion, and the family does not exceed the Lifetime Learning maximum per family.

For further information contact your tax adviser.

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:

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

For 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, phone 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.

You can visit the veterans' adviser in the Student Financial Services Office, Berg Hall. You should apply for benefits before 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 will reduce your training time and create an overpayment for the entire semester. The Veterans Administration will require you to repay overpayments.

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 degree and HIST 101 and 102 (United States History I and II), for both the Associate of Arts and Science 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.

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' absence for a two-credit class, three hours' absence for a three-credit class, and so on. An instructor can drop students who have 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 full time. The normal load is 15 credit hours. GBC considers 18 credit hours a heavy load. You will need special permission from the Vice President for Student Services or the Dean 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.

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.

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 are withdrawing from a class after the 50% refund period, the form must include the signature of your instructor. 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 can be made in person at the Admissions and Records Office, by mail, by FAX at 775.753.2311 or by telephone at 775.753.2102. 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 Dean pending faculty submission of final grade.	

Rules About the “I” 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, however, on your transcript, and will always be a permanent part of it. Veterans who withdraw from classes after the official add/drop period may experience penalties, and may be required to pay back 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.

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. 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 on both the Telephone and Web Registration systems. You will be able to access your grades through either system approximately two weeks after a term ends.

However, should you require a printed grade mailer, you may request a copy as follows:

By Internet:

Visit: www.gbcnv.edu.

1. Click on:
Grades and Web Registration
Follow the commands to enter your social security number or ID number, pin number, or your confidential identification number.
2. Click on:
Enrollment, Class and Grade Information
3. Click on:
Request Copy of Semester Grades
4. Click on:
Semester

By Telephone:

Follow the directions for registration. At step 5, "The Voice Prompt," enter 6 to request a grade mailer.

In Person:

If you would like to receive a grade mailer and you are registering at the Admissions and Records Office in person, you must 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:

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

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.

College regulations require a minimum GPA of 2.0 for graduation. At commencement, the student with the highest cumulative GPA is honored as the class valedictorian, and the runner-up is the class salutatorian.

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 5 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 [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.

Graduating with Honors

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

- Cum Laude — Associate-degree graduates with cumulative grade-point averages of 3.50 to 3.74.
- Magna Cum Laude — Associate-degree graduates with cumulative grade-point averages of 3.75 to 3.99.
- Summa Cum Laude — Associate-degree graduates with 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.

GBC General Education Objectives

It is the goal of the faculty of Great Basin College that all students that graduate with either an Associate or Bachelor's 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 and Cultural Awareness

Understand the roles of individuals in society, the development of human societies, and the significance of creativity in the human experience. There are four elements to this objective:

Sense of the Individual in Society

Recognize and respect the rights of the 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.

**For the Associate of General Studies
General Education Requirements,
see page 57.**

GBC GENERAL EDUCATION REQUIREMENTS

www.gbcnv.edu

GENERAL EDUCATION

AREA	AA/AS	AAS	BA
GBC ORIENTATION	0.5 Credits: INT 100	0.5 Credits: INT 100	-0-
ENGLISH/ COMMUNICATIONS	6 Credits: ENG 102 (prerequisite ENG 101 (3 credits) or equivalent test score)	6 Credits: ENG 107, 108 or ENG 101, 102	6 Credits: ENG 102 and SPTH 113 or THA 221
MATHEMATICS	3-6 Credits: AA: MATH 120 AS: 6 credits at the level of MATH 126 or higher.	3 Credits: MATH 112, 116, 120 or higher	MATHEMATICS 3 Credits: MATH 120 level or higher.
SCIENCE	6-12 Credits: Select at least 3 credits from: BIOL 190 CHEM 100 GEOL 101 PHYS 100 3 or more credits may be from: ANTH 102 AST 101 BIOL 100 CHEM 101 ENV 101 GEOG 103 PHYS 151 AS: Select additional credits of any BIOL, CHEM, GEOL, or PHYS (with a lab component) for 12 or more total credits in science).	6 Credits: Select at least 3 credits from any class on the AA/AS list or: BIOL 223, 224, 251 GEOL 100, 130 PHYS 107B 3 credits may be from: ELM 112B IT 208B MTL 150B	SCIENCE: 6 Credit: 6 credits approved lower-division. INTEGRATIVE SEMINAR 3 Credits: INT 359 (Mathematics) or INT 369 (Science)
SOCIAL SCIENCES (Fulfills U.S. and NV Constitutions requirement)	9-12 Credits: 6 credits (U.S. & NV Constitution): HIST 101, 102 3 credits: ANTH 103 ECON 101 GEOG 106 PSY 101, 274 AA: Select at least 3 additional credits of any social science.	6 Credits: 3 credits (U.S. & NV Constitution): PSC 103 (or substitute HIST 101 and 102 3 credits (Human Relations): BUS 110B MGT 283 PSY 208	SOCIAL SCIENCE: 9 Credits: 9 credits approved lower division (must fulfill U.S. and Nevada Constitutions requirement)
HUMANITIES	3-6 Credits: 3 credits: ART 115, 201 ENG 203, 223 HIST 105, 106 HUM 101 MUS 121, 125 PHIL 100 THA 200 AA: Select at least 3 additional credits of any humanities.	3 Credits: Select any class on the AA/AS humanities or fine arts list.	HUMANITIES: 3 Credits: 3 credits approved lower division. INTEGRATIVE SEMINAR: 3 Credits: INT 339 (Humanities) or INT 349 (Social Sciences)
FINE ARTS	3 Credits: ART 101, 109 MUS 101 THA 130		3 Credits: Approved lower division.
TECHNOLOGY	3 Credits: COT 202, 210	3 Credits: COT 202, DM 102B, EIM, 233, ELM 121B, MTL 110B, 212, 213	3 Credits: Approved lower division.
CAPSTONE	0	0	3 Credits: As determined by major.
ELECTIVES AND PROGRAM REQUIREMENTS Select with Adviser	A minimum of 60 total credits are required. Upper division credits do not apply.	A minimum of 60 total credits are required. Upper division credits do not apply.	A minimum of 120 total credits are required. At least 40% of the total credits required by the major must be upper division.

D I S C O V E R Y O U R P O T E N T I A L

BACHELOR'S DEGREE

Bachelor of Arts**College-wide Admission Requirements**

- You must provide the following health status documentation (Students in the Elementary Education degree program may also be required to provide additional documentation to meet school district requirements before field experiences or student teaching):
 - TB skin test or chest x-ray completed within the preceding 12 months and a negative report signed by a medical professional.
 - Documentation of a Diphtheria/Tetanus immunization within the last 10 years.
 - All applicants born in 1957 or later must provide documentation of two doses of Measles, Mumps, Rubella (MMR). Applicants born before 1957 are not required to have MMR immunizations.
- You may need to meet additional admission requirements, e.g. GPA, for specific baccalaureate programs.

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.
- You must maintain a minimum cumulative grade point average of 2.0 or the minimum GPA established for specific degrees in order to be progressing satisfactorily toward a degree or certificate. You must present the baccalaureate program specific cumulative grade-point average for graduation.

- You must earn at least half of the number of credits required for a baccalaureate degree at a four-year institution. A minimum number of 120 total credits is required. At least 40% of the credits required by the major must be upper division.
- 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 semester credits regardless of the number of semester hours completed elsewhere. You cannot count challenge exam credit or non-traditional credit 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 to be able to have honors designation.
- You must file an application for graduation. If you are a candidate for a baccalaureate degree, file your application, submit the \$15.00 fee, and processing will begin. A \$5.00 late fee will be assessed for applications received after January 31.
- You must, if you fail to meet degree requirements by the end of the semester following your application, submit a new application and repay the \$15.00 application fee for a subsequent graduation date.
- You must clear your financial obligations with the GBC Library and the Controller's Office.

Bachelor of Arts Degree in Elementary Education

Department of Elementary Education, 775.753.2177.

Degrees Offered

BA in Elementary Education

Accreditation

The Northwest Association of Schools and Colleges accredits this baccalaureate program.

Elementary Education Program Mission Statement

The purpose of the Elementary Education Program is to fulfill and to enhance the mission and philosophy of Great Basin College by providing a distinctive Elementary Education Program for rural, northeastern Nevada.

The program is designed to instill qualities of competence, values, skills, and knowledge to promote lifelong learning and is distinctive:

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

The graduates have skills in interpersonal communication, critical thinking, content knowledge in several disciplines, and in utilizing reflective thinking and a learning-centered approach in multi-age, multi-grade classrooms.

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 Elementary 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 Elementary Education to schedule an appointment with your adviser.

Admission to Elementary Education Program, 2001-2002

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 Term and October 1 for admission in the subsequent Spring Term. Contact the Elementary Education Department to receive a copy of the most current GBC Elementary Education Program Admission Handbook.

Admission Criteria

The Teacher Education Committee will admit a limited number of students to the Elementary 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 are not admitted may re-apply in future semesters.

Three Certification Tracks

The Elementary Education Program at Great Basin College offers flexibility for students to meet the pre-certification professional education requirements in Nevada by providing three tracks. Call the Elementary Education Department to schedule an appointment with an adviser to assist in the selection of a certification track that meets your academic needs.

Track I is a four-year course sequence available for students beginning as freshmen at GBC.

Track II is a 2 + 2 course sequence for students with an AA or AS degree from an accredited college or university, or 40 university parallel transfer credits taken within the last 10 years.

Track III provides an option for a student with a baccalaureate degree from an accredited college or university to apply for admission to the Elementary Education Program. The student follows an individual course sequence checklist to fulfill the requirements set forth by the Nevada Department of Education and the student must seek a license to teach from the Department of Education.

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 area endorsement areas are offered at Great Basin College:

- English
- Mathematics
- Social Studies
- Science

Contact the Department of Elementary Education for additional information about endorsement areas currently being offered.

Equivalent Credit

Students may file a petition for obtaining equivalent credit for field experiences in lower-division coursework. Students must have completed 15 credits at GBC before applying for the equivalent credit in lower-division courses. A maximum number of 4 credits for field experiences in lower-division courses may be obtained. Forms are available by contacting the Admissions and Records Office at 753.2102.

Application for Graduation

Application for graduation must be submitted to the Admissions and Records Office. The student is encouraged to meet with their adviser and review their Report on Acquiring a Degree (RAD) to determine the status of eligibility for graduation.

Nevada School Law Requirement

All Elementary Education Program students must meet the Nevada school law requirement. The requirement may be fulfilled by:

- Successfully passing the Nevada school law test administered by the Nevada State Department of Education in May of the Spring Semester and November of the Fall Semester. Contact the Nevada State Department of Education for information on testing dates and locations.
- Successfully completing the one-credit course offered at GBC — Nevada School Law (EDUC 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 Department of Education for additional information of the offering of this course.

Additional Elko Off-campus Sites

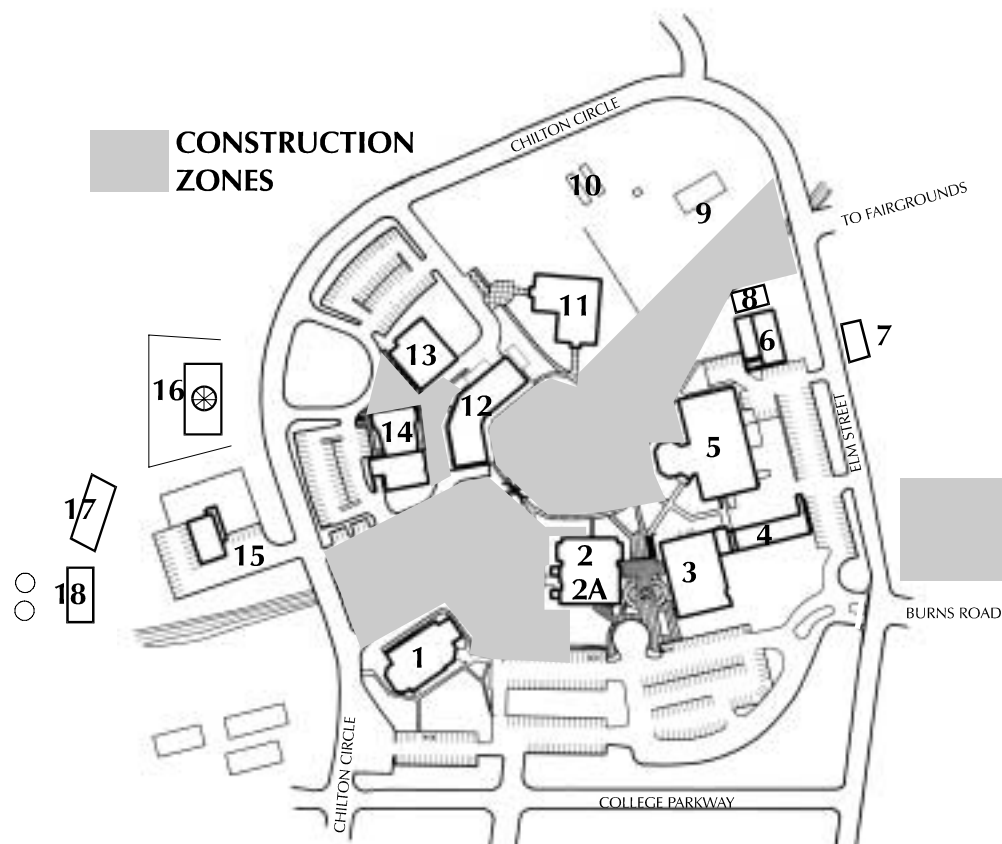
STEP Building

276 11th Street
Electronic Repair Technician Program
Building Maintenance Workers Program
Small Engine Repair Specialist Program

GBC Annex

1051 Railroad Street
Electrician Program
Instrumentation Program

CONSTRUCTION ZONES



- 1. Berg Hall**
Admissions and Records Office
Administrative Offices
Computer Operations
Conference Room
Controller's Office
Counseling
Faculty Offices
Re-entry Center
Student Employment Services
Student Financial Services
- 2. McMullen Hall**
Classrooms
Faculty Offices
Library
- 2A. McMullen Hall Annex**
CEHSO (Center for Education and Health Services Outreach)
AHEC (Area Health Education Center)
Office of Rural Health

- 3. Lundberg Hall**
Cooperative Extension University of Nevada, Elko Office of Continuing Education
Writing Center
English Department
- 3. Lundberg Hall**
Computing Center
Faculty Offices
Marketing/Media Services
Life Sciences Laboratory
Physical Sciences Laboratory
Recruitment
Webmaster
- 4. Welding Shop**
- 5. Greenhaw Technical Arts Center**
Auto/Diesel Shops
Classrooms
Computing Center
Faculty Offices
IAV Center
Small Business Development

- 6. Industrial Plant Maintenance (Mill)**
Classrooms
Faculty Offices
Laboratories
- 7. Adult Learning Center**
- 8. Buildings and Grounds/Security**
- 9. Animal Disease Laboratory**
Brand Inspector
- 10. JOIN (Job Opportunities in Nevada)**
- 11. Health Sciences Classroom Building**
Nursing Faculty Offices
Classrooms
Faculty Offices
Foundation Phon-a-thon Office

- 12. College Community Center**
ASB Offices
Bookstore
Food Service
Foundation Offices
Game/Recreation Room
Social Room
- 13. Fitness Center**
Gym/Weight Room
- 14. GBC Theatre**
Green Room
Stage
Theatre
- 15. Mark H. Dawson Child/Family Center**
- 16. KENV Television Studio**
- 17. Art Annex**
- 18. Storage Building**

BACHELOR OF ARTS IN ELEMENTARY EDUCATION

Students must visit an Elementary Education adviser to discuss these requirements.

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.)

Orientation

INT 100 GBC Orientation0.5

Communications

ENG 101 Composition I3
ENG 102 Composition II3

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 area6

Social Science

U.S. and Nevada Constitution requirement plus
electives from this area**9
AA additional elective from this area3

Humanities

Elective from this area3
AA additional elective from this area3

Fine Arts

Elective from this area3

Technology

Elective from this area***3

Total for Section A

Associate of Arts40.5
Associate of Science43.5

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

Communications

SPTH 113 Fundamentals of Speech I, or
THA 221 Oral Interpretation3

Mathematics/Science

INT 359 Integrative Mathematics Seminar, or
INT 369 Integrative Science Seminar3

Humanities/Social Sciences

INT 339 Integrative Humanities Seminar, or
INT 349 Integrative Social Science Seminar3

Capstone

EDUC 408 Capstone Seminar3

Total Credits for Section I, B12

II. Program Requirements

(See an adviser about these)

ENG 250 Children's Literature3
PSY 307 Principles of Educational Psychology3
MATH 122 Mathematics for Elementary School
Teachers I3
MATH 123 Mathematics for Elementary School
Teachers II3
BIOL 190 General Biology I*(4)
PHYS 100 Introduction to Physics*(3)
HIST 101 United States History — 1877 and
HIST 102 United States History —
Since 1878**(6)
COT 210 Technology and Media in
Education***(3)

Total Credits for Section II12

(*, **, ***): 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.

ELEMENTARY EDUCATION CURRICULUM

Students must visit an Elementary Education adviser to discuss these requirements.

www.gbcnv.edu

BA
ELEMENTARY ED

III. Elementary Education Curriculum

A. Education Courses

EDUC 203	Foundations of Education	.3
EDUC 303	Education Seminar I	.2
EDUC 304	Education Seminar II	.1
EDUC 305	Education of the Exceptional Child	.3
EDUC 201	Elementary Clinical Field Experience I, or	
EDUC 202	Elementary Clinical/Field Experience II, or	
EDUC 302	Elementary Clinical/Field Experience III	.4-6

Total Credits for Section III, A13-15

B. Methods Courses

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

Total Credits for Section III, B18

C. Teaching Internship

EDUC 406	Student Teaching Internship	.10
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Total Credits for Section III, C10

IV. Endorsement Areas

Choose at least one Endorsement area:

English/Speech

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

Math

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

Science

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

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

Social Studies

Lower Division

HIST 101, HIST 102, and select any two of the following:
ANTH 103, ECON 101, GEOG 106, PSC 103, PSY 101, PSY 274, 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 disciplines.

Additional credits from endorsement6-8

V. Electives

Recommended electives:

EDUC 210
EDUC 334
ART 342
PSY 274

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

Total credits from Section V12-18

Minimum Total Credits128

ASSOCIATE DEGREES

Arts and Sciences

College-wide Associate Degree/Certificate 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 present at least a 2.0 cumulative grade-point average. Your grade-point average can be determined by combining the points received for all your GBC courses and by dividing that total by the number of semester hours credited.
- 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 or non-traditional credit 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 will accept up to 45 credits earned from any combination of the following: credits transferred to GBC, challenge examinations, military schooling, P.O.S.T., work experience, and internships.
- You must file an application for graduation. If you are a candidate for a degree or a certificate, file your application, submit the \$15.00 fee, and processing will begin. A \$5.00 late fee will be assessed for applications received after January 31.

- You must, if you fail to meet degree/certificate requirements by the end of the semester following your application, submit a new application and repay the \$15.00 application fee for a subsequent graduation date.
- You must clear your financial obligations with the GBC Library and the Controller's Office.
- For associate degrees a minimum of 60 credits is required (30 credits for certificate). Upper-division credits do not apply.

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.

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 course work for its students. The strength and future of our country depend heavily on those thoroughly educated in the liberal arts tradition.

Students who pursue the AA 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.

Associate of Arts Requirements Summary

	Semester Credits
GBC Orientation	0.5
English/Communications	6
Science (Lab Required)	6
Mathematics	3
Social Sciences (includes 6 credits U.S. and Nevada Constitution)	12
Humanities	6
Fine Arts	3
Emphasis/Additional Program Requirements	21
Technology	3
Minimum Credits*	60.5

* A maximum of 64 credits may be transferred to UNR, UNLV, or the four-year college of your choice.

Some computer training is strongly recommended as part of the degree work.

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.

Associate of Science Requirements Summary

	Semester Credits
GBC Orientation	0.5
English/Communications	6
Science (Lab Required)	12
Mathematics	6
Social Sciences (includes 6 credits U.S. and Nevada Constitution)	9
Humanities	3
Fine Arts	3
Emphasis/Additional Program Requirements	18
Technology	3
Minimum Credits	60.5

Some computer training is strongly recommended as part of the degree work.

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

	Semester Credits
GBC Orientation	0.5
English/Communications	6
U.S. and Nevada Constitutions	3
Science	3
Mathematics	3
Social Sciences	3
Humanities	3
Emphasis/Additional Program Requirements	39
Minimum Credits	60.5

Some computer training is strongly recommended as part of the degree work.

ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

Occupational — Technical Programs

Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree is designed for persons who desire training for an occupation or a technical career. The courses and programs of the AAS degree aim to train 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. If the three-digit course number 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

	Semester Credits
GBC Orientation	.0.5
English/Communications (Specific courses determined by departmental needs)	.6
Science	.6
Mathematics	.3
Social Sciences/Human Relations (includes 6 credits U.S. and Nevada Constitution)	.6
Humanities	.3
Technology	.3
Emphasis/Additional Program Requirements	.33
Minimum Credits	.60.5

Computer training is strongly recommended as part of the degree work.

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.

Applied Science Certificate of Achievement Requirements Summary

	Semester Credits
GBC Orientation (recommended)	.(0.5)
English/Communications	.3-6
Certificate Requirements	.26-43
Human Relations	.1-3

If you complete a Certificate of Achievement, you may also choose to complete an AAS. The following General Education Requirements (see also page 49) must be fulfilled:

- GBC Orientation (required) 0.5 credit if not completed with certificate
- English — additional 3 credits if required
- Science — 6 credits
- Mathematics — 3 credits, MATH 112 or higher
- Humanities — 3 credits
- Technology — 3 credits
- Social Science/Human Relations — additional 3 credits if required
- U.S. and Nevada Constitution 3-6 credits, PSC 103 or HIST 101 and 102

You will also need to complete additional program-specific requirements. Consult the degree of your choice.

Business Administration Associate of Applied Science

You have a choice of two tracks in GBC's two-year Business Administration Program. If you're planning a bachelor's degree or, eventually an MBA, you can choose a two-year transfer program in business and pursue an Associate of Arts degree. The AA provides a combination of introductory business courses and arts and sciences. In today's business environment, a proper balance between general education and professional preparation must be maintained. This balance requires historical and social perspective. The transfer program will get you well underway toward a career as a well-rounded business professional. When you transfer to a university, you can begin to specialize in economics, accounting, management and marketing, or finance.

If you are more interested in immediate applied skills, you can choose the first emphasis for the Associate in Applied Science degree outlined below. It focuses on the everyday operation of small business enterprises. You'll learn business law, sales and marketing, bookkeeping, or accounting. You'll learn about opportunities and pitfalls in small businesses, 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 a good introduction to data processing and programming. The emphasis is on practical real-life situations.

General Business Emphasis

Emphasis Courses		Semester Credits
BUS	100B Financial Planning/Investments	.3
BUS	101 Introduction to Business or	
MGT	103 Small Business Management	.3
BUS	273 Business Law I	.3
ACC	151 Elementary Accounting I	
	(or ACC 135B)	.3
ACC	152 Elementary Accounting II	
	(or ACC 136B)	.3
MKT	130 Introduction to Marketing	.3
MKT	129 Principles of Sales or	
MKT	121 Retail Merchandising	.3
ECON	101 Principles of Macroeconomics or	
ECON	102 Principles of Microeconomics	.3
ECON	104 Current Economic Issues	.3
COT	202 Introduction to Computer Applications or	
COT	203 Microcomputers in Business	.3
COT	207B Web Page Building	.3

Additional Program Requirements

COT	132B	Spreadsheets in the Workplace or	
MATH	152	Introduction to Statistics or	
ECON	261	Principles of Statistics I	.3

Human Relations

MGT	283	Personnel Administration	.3
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The business world constantly faces new challenges. Currently, the environment is marked by high technology and unparalleled competition nationally and globally. The AAS in Business with the computer information systems emphasis is designed to provide students with the basic college core of business fundamentals along with specialized training in computer use and applications. This program is aimed at providing students with the skills necessary to serve in a wide variety of business careers which require competency in current computer technology. See *GBC General Education Requirements* (page 49) for other core requirements.

Computer Office Technology Emphasis

Emphasis Courses		Semester Credits
ACC	151 Elementary Accounting I	
	(or ACC 135B)	.3
ACC	152 Elementary Accounting II	
	(or ACC 136B)	.3
ACC	220 Microcomputer Accounting Systems	.3
BUS	101 Introduction to Business or	
MGT	103 Small Business Management	.3
BUS	273 Business Law I	.3
COT	150 Introduction to WordPerfect or	
COT	151 Introduction to Microsoft Word	.3
COT	202 Introduction to Computer Applications	.3
COT	203 Microcomputers in Business or	
COT	132B Spreadsheets in the Workplace	.3
ECON	101 Principles of Macroeconomics or	
ECON	102 Principles of Microeconomics	.3
Electives (select with adviser)		.6

Human Relations

MGT	283	Personnel Administration	.3
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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.

<i>Certificate Requirements</i>		Semester Credits
BUS 109B	Business Mathematics or	
MATH 116	Technical Mathematics I	3
	Business, Management or	
	Marketing Electives	15
	General Electives (select with adviser)	6

<i>Communications</i>		
ENG 107	Technical Communications I	3
ENG 108	Technical Communications II or	
SPTH 113	Fundamentals of Speech I	3

Computation
See BUS 109B or MATH 116.

<i>Human Relations</i>		
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

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.

<i>Certificate Requirements</i>		Semester Credits
BUS 101	Introduction to Business or	
MGT 103	Small Business Management	3
ACC 151	Elementary Accounting I	3
ACC 152	Elementary Accounting II	3
ACC 220	Microcomputer Accounting Systems	3
COT 203	Microcomputers in Business	3
BUS 109B	Business Mathematics or	
COT 110	Business Machines	3
ECON 101	Principles of Macroeconomics or	
ECON 102	Principles of Microeconomics or	
BUS 273	Business Law I	3
ECON 104	Current Economic Issues	3
	Elective (select with adviser)	3

<i>Communications</i>		
ENG 107	Technical Communications I	3
SPTH 113	Fundamentals of Speech I or	
ENG 108	Technical Communications II	3

Computations
See BUS 109B, COT 110, ACC 151.

<i>Human Relations</i>		
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

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 Commerce
1665 Hot Springs Road, Suite 201
Carson City, NV 89710
775.687.4280

			Semester Credits
RE	101	Real Estate Principles I	3
RE	103	Real Estate Principles II	3

Computer Office Technology — Associate of Applied Science

The business world constantly faces new challenges. The need for business software is increasing at an accelerating pace, which results in great demand for highly qualified, technologically literate personnel. Computer hardware and software are now indispensable in most areas of human endeavor so a person can no longer be a “computer expert” for all areas of business. Great Basin College offers an AAS degree with several areas of concentration and is evaluating additional concentrations to meet the constantly changing needs our graduates encounter in today's diverse and demanding job market. See *GBC General Education Requirements* (page 49) for other core requirements.

Core courses for all COT AAS Emphasis Areas— CADD/GIS Emphasis, Information Specialist Emphasis, Network Specialist Emphasis, and Office Technology Emphasis

			Semester Credits
CIT	112	PC Operating Systems	3
COT	202	Introduction to Computer Applications	3
COT	203	Microcomputers in Business	3
COT	207B	Web Page Building or	
COT	245	BASIC Programming Language I	3

Additional program requirements include the *GBC General Education Requirements*. Refer to page 49.

Computer Office Technology — CADD/GIS Emphasis Associate of Applied Science

Students who do not have suitable background skills may be advised to take CADD 100/DFT 100 Basic Drafting Principles. Also refer to the *Core Course for all COT Emphasis Areas* in column one.

Emphasis Course		Semester Credits
CADD	120	Introduction to Computer-aided Drafting or
DFT	131	Introduction to Computer-aided Drafting3
CADD	133	Intermediate Computer-aided 2D
		and 3D Drafting3
GIS	110	Principles of Cartography3
GIS	125	Introduction to ArcView or
DFT	215	Introduction to GIS3
CADD	216	Advanced Applications or
GIS	205	Applications of ArcView3

Select nine credits from this group (selection to be approved by the CADD/GIS adviser)

CADD	216	Advanced Applications or	
GIS	205	Applications of ArcView	3
COT	266	Intermediate Database Systems	3
GIS	103	Fundamentals of GIS	3
DFT	231	CAD Project	3
DFT	198B	Special Topics in CADD/GIS	1-4

Computer Office Technology — Information Specialist Emphasis Associated of Applied Science

Refer to the *Core Course for all COT Emphasis Areas* on page 61.

<i>Emphasis Courses</i>		Semester Credits
CIT 107	Networking Technologies	3
GIS 103	Fundamentals of GIS	3
COT 207B	Web Page Building or	
COT 245*	Basic Programming Language I	3
COT 262	Intermediate Spreadsheet Concepts	3
COT 266	Intermediate Database Systems	3
COT 282B	Upgrade and Repair of the PC	3
COT 285	Capstone: Computer Systems Development with High-level Tools	3

An additional three-credit elective (selection to be approved by the COT adviser).

*Both COT 207B and COT 245 must be completed. One meets a COT AAS core requirement and the other a concentration requirement.

Computer Office Technology — Network Specialist Emphasis Associated of Applied Science

Refer to the *Core Course for all COT Emphasis Areas* on page 61.

<i>Emphasis Courses</i>		Semester Credits
CIT 107	Networking Technologies	3
CIT 164	MS Server Administration	3
CIT 267	Enterprise Network Infrastructure	5
CIT 269	MS Active Directory Services	5

An additional 6-10 credits from the following electives (selection to be approved by CIT adviser):

CIT 266	Internet Information Server Management	3
CIT 268	TCP/IP in Microsoft Networks	3
CIT 260*	Special Topics in Networking	3-5

*May be repeated twice with different topics and applied toward degree.

Computer Office Technology — Office Technology Emphasis Associated of Applied Science

Refer to the *Core Course for all COT Emphasis Areas* on page 61.

<i>Emphasis Courses</i>		Semester Credits
ACC 135B	Bookkeeping I or	
ACC 151	Elementary Accounting I	3
COT 102	Typing II/Intermediate Keyboarding	3
COT 111	Transcribing Machines or	
COT 121	Medical Typing and Transcription or	
COT 123	Legal Typing and Transcription	3
COT 151	Introduction to Microsoft Word	3
COT 216	Intermediate Word Processing	3
COT 240	Executive Office Procedures	3
COT 222	Desktop Publishing Using a Word Processing Program or	
GRC 130	Desktop Publishing or	
CADD 120	Introduction to Computer-aided Drafting	3
COT 132B	Spreadsheets in the Workplace or	
COT 262	Intermediate Spreadsheet Concepts or	
COT 266	Intermediate Database Systems	3

Computer Office Technology Network Specialist Emphasis Certificate Program

This course of study is designed to prepare students to successfully complete the exams for the Microsoft Certified Systems Engineer certification.

<i>Emphasis Courses</i>		Semester Credits
CIT	107	Networking Technologies3
CIT	112	PC Operating Systems3
CIT	164	MS Server Administration3
CIT	267	Enterprise Network Infrastructure5
CIT	269	MS Active Directory Services5

Choose two of the following:

CIT	266	Internet Information Server Management3
CIT	268	TCP/IP in Microsoft Networks3
CIT	260*	Special Topics in Networking3-5

*CIT 260 may be repeated twice with different topics and applied toward degree.

Computation

MATH	116	Technical Mathematics I3
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Communications

ENG	107	Technical Communications I3
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Choose one of the following:

ENG	102	Composition II3
ENG	108	Technical Communications II3
SPTH	113	Fundamentals of Speech3

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment1-3
MGT	283	Personnel Administration3
PSY	208	Psychology of Human Relations3

Computer Office Technology — CADD/GIS Emphasis Certificate Program

This emphasis responds to the growing demand for technical graphics skills for business, government, and mining employees. Geographical Information Systems (GIS) and Computer-aided Drafting and Design have interchangeable applications in the Windows computer environment. Courses teach popular software for the PC.

<i>Core Requirements</i>		Semester Credits
CIT	112	PC Operating Systems3
COT	203	Microcomputers in Business3
CADD	120	Introduction to Computer-aided Drafting or
DFT	131	Introduction to Computer-aided Drafting3
CADD	133	Intermediate Computer-aided 2D
		and 3D Drafting3
CADD	216	Advanced Applications3
GIS	103	Fundamentals of GIS3
GIS	110	Principles of Cartography3
GIS	125	Introduction to ArcView or
DFT	215	Introduction to GIS3
GIS	205	Applications of ArcView3

Communications

ENG	107	Technical Communications I3
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Choose one of the following:

ENG	102	Composition II
ENG	108	Technical Communications II or
SPTH	113	Fundamentals of Speech3

Computation

MATH	116	Technical Mathematics I3
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Human Relations

BUS	110B	Human Relations for Employment1-3
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Note: CADD 100/DFT 100 may be necessary to provide a background for CADD/GIS courses.

Computer Office Technology Office Technology Emphasis Certificate Program

The COT Certificate of Achievement is designed to enable students to gain an understanding of the basic principles of computer hardware and software operations and to teach currently employed students the computer skills which may qualify them for job advancement.

<i>Certificate Requirements</i>		Semester Credits
ACC 135B	Bookkeeping I	3
ACC 136B	Bookkeeping II	3
COT 150	Introduction to WordPerfect or	
COT 151	Introduction to Microsoft Word	3
COT 202	Introduction to Computer Applications	3
COT 203	Microcomputers in Business	3
COT 133B	Exploring the Internet	1

Choose two of the following:

GRC 130	Desktop Publishing, or	
COT 222	Desktop Publishing using a	
	Word Processing Program	3
COT 216	Intermediate Word Processing	3
COT 262	Intermediate Spreadsheet Concepts	3
COT 266	Intermediate Database Systems	3
ACC 220	Microcomputer Accounting Systems	3
CADD 120	Introduction to Computer-aided Drafting	3
CIT 107	Networking Technologies	3

Communications

ENG 107	Technical Communications I	3
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Choose one of the following:

ENG 102	Composition II	3
ENG 108	Technical Communications II	3
SPTH 113	Fundamentals of Speech I	3

Computation

See ACC 135B.

Human Relations

Choose one of the following:

BUS 110B	Human Relations for Employment	2-3
PSY 208	Psychology of Human Relations	3
MGT 283	Personnel Administration	3

Employment Skills Preparation

The Employment Skills Preparation (EPS) 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.

Program Requirements			Semester Credits
ACC	199B	Bookkeeping I for EPS	1
ACC	199B	Bookkeeping II for EPS	1
BUS	110B	Human Relations for Employment for EPS	1
COT	134B	Introduction to Spreadsheets for EPS	1
COT	198B	Office Procedures for EPS	1
COT	198B	Beginning WordPerfect for EPS	1
COT	204	Introduction to Windows '95 for EPS	1
ENG	074	Writing on the Job for EPS	1
MATH	090	Elementary Arithmetic for EPS	1
Choose from the following:			
COT	101	Typing I/Keyboarding for ESP	3
COT	102	Typing II/Intermediate Keyboarding for ESP	3
COT	103B	Keyboarding Practice and Review for EPS	1

Criminal Justice — Corrections Emphasis Associate of Applied Science

The Criminal Justice program provides two emphases designed to prepare students for careers in the administration of justice. The corrections emphasis focuses on the supervision and rehabilitation of convicted offenders. The law enforcement emphasis prepares students for such duties as police patrol, investigation, and criminal identification.

See *GBC General Education Requirements* (page 49) for other core requirements.

Emphasis Courses			Semester Credits
CRJ	101	Introduction to Criminal Justice	3
CRJ	112	Criminal Justice Organization and Administration	3
CRJ	164	Principles of Investigation	3
CRJ	220	Criminal Procedures	3
CRJ	230	Criminal Law	3
CRJ	270	Introduction to Criminology	3

Additional Program Requirements			
CRJ	102	Introduction to Corrections	3
CRJ	215	Probation and Parole	3
Related Area Electives (select with adviser)			12

Human Relations			
Choose one of the following:			
MGT	283	Personnel Administration	3
PSY	208	Psychology of Human Relations	3

Criminal Justice — Law Enforcement Emphasis Associate of Applied Science

<i>Emphasis Courses</i>		Semester Credits
CRJ	101	Introduction to Criminal Justice3
CRJ	112	Criminal Justice Organization and Administration3
CRJ	164	Principles of Investigation3
CRJ	220	Criminal Procedures3
CRJ	230	Criminal Law3
CRJ	270	Introduction to Criminology3

<i>Additional Program Requirements</i>		
CRJ	120	Community Relations3
CRJ	214	Principles of Police Patrol Techniques3
CRJ	265	Introduction to Physical Evidence3
Related Area Electives (select with adviser)		9

Human Relations

Choose one of the following:

MGT	283	Personnel Administration3
PSY	208	Psychology of Human Relations3

Diesel Technology Associate of Applied Science

Diesel Technology is a complex field and demands highly skilled technicians. The program will prepare you with specialized training in the repairing, maintaining, troubleshooting, reconditioning, and rebuilding of electronic vehicles/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.

You will graduate job-ready, with skills that are in demand today. See *GBC General Education Requirements* (page 49) for other core requirements.

<i>Emphasis Courses</i>		Semester Credits
DM	100B	Shop Practices1-3
DM	101B	Basic Diesel Engines3
DM	102B	Basic Vehicle Electronics5
DM	201B	Diesel Brakes and Pneumatics2
DM	202B	Fuel Systems and Troubleshooting4
DM	203B	Diesel Shop Management1
DM	208B	Diesel Heavy Equipment Power Train6
DM	210B	Advanced Diesel Engines3
DM	215B	Electronic Diesel Engines4
MTL	212	Welding I3
MTL	213	Welding II3

Additional Program Requirements

COT	131B	Beginning Computers for the Vocational Trades1
ENG	107	Technical Communications I3
IT	208B	Fluid Power4
MATH	116	Technical Mathematics I3
PHYS	100	Introduction to Physics or
CHEM	100	Elementary Concepts of Chemistry or
PHYS	107B	Technical Physics I3

Choose one of the following:

ENG	108	Technical Communications II3
ENG	102	Composition II3

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment3
PSY	208	Psychology of Human Relations3
MGT	283	Personnel Administration3

Diesel — Technical Arts Certificate Program

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.

<i>Certificate Requirements</i>			Semester Credits
DM	100B	Shop Practices	1-3
DM	101B	Basic Diesel Engines	3
DM	102B	Basic Vehicle Electronics	5
DM	201B	Diesel Brakes and Pneumatics	2
DM	202B	Fuel Systems and Troubleshooting	4
DM	203B	Diesel Shop Management	1
DM	208B	Diesel Heavy Equipment Power Train	6
DM	210B	Advanced Diesel Engines	3
DM	215B	Electronic Diesel Engines	4
IT	208B	Fluid Power	4
MTL	212	Welding I	3
MTL	213	Welding II	3
COT	131B	Beginning Computers for the Vocational Trades	1
MATH	116	Technical Mathematics I	3
PHYS	100	Introduction to Physics or CHEM 100 Elementary Concepts of Chemistry or PHYS 107B Technical Physics I	3

Communications
English-Communications3
Determined by placement testing: ENG 107, ENG 108, SPTH 113,
or ENG 101.

Computation
See MATH 116.

Human Relations
Choose one of the following:
BUS 110B Human Relations for Employment1-3
PSY 208 Psychology of Human Relations3
MGT 283 Personnel Administration3

Early Childhood Education Associate of Applied Science

The Early Childhood Education AAS degree is designed for students seeking careers and/or personal growth in the field of early childhood. The degree provides students with formal academic study and entry-level skill development appropriate to their preferred area of study. Students may elect to transfer into upper-division studies and/or direct employment in education or human services areas.

<i>Emphasis Courses</i>			Semester Credits
ECE	131	Introduction to Teaching the Young Child	3
ECE	167	Child Abuse and Neglect	1
ECE	200	The Exceptional Child	3
ECE	204	Principles of Child Guidance	3
ECE	231*	Preschool Practicum: Child Development Lab	6
ECE	234	Preschool Curriculum	3
ECE	240	Administration of the Preschool	3
PSY	274	Individual and the Family	3

*Three credits per semester

Additional Program Requirements
ART 103 Ideas and the Creative Process3
NUTR 223 Principles of Nutrition3
Electives (select with adviser)2

Select one from the following:
COT 150 Introduction to WordPerfect or
COT 151 Introduction to Microsoft Word3
COT 105 Computer Literacy3
COT 202 Introduction to Computer Applications3

Human Relations
Choose one of the following:
EDUC 205 Human Relations for Teachers3
MGT 283 Personnel Administration3
PSY 208 Psychology of Human Relations3

Early Childhood Education Certificate Program

The Mark H. Dawson Child and Family Center is GBC's facility for 130 early childhood students, ages 18 months to 6 years. The Center provides unique training for students enrolled in the Early Childhood Education programs offered by GBC.

The Child and Family Center is designed as a lab school providing a continual array of Early Childhood Education programs such as parent education programs, certificate programs in child care, and preschool teaching.

A number of children's programs are available at the Center. In addition to the ever popular Preschool program, the Center now offers students and staff the opportunity to teach and attend college classes while their children learn hands-on activities in some of our newly created child care programs. The *Someone Special and Me* program — designed for toddlers and that special someone in their lives — provides an opportunity to explore the special wonders of the early learning years. The Child Care program has been implemented to aid college staff and students with the hardship of combining work and college class attendance. It allows them a more flexible opportunity to have their children near.

<i>Emphasis Courses</i>		Semester Credits
ECE	121	Parent/Caregiver Relationships1
ECE	122	Observation Skills1
ECE	131	Introduction to Teaching the Young Child3
ECE	167	Child Abuse and Neglect1
ECE	168	Infectious Diseases and First Aid1
ECE	200	The Exceptional Child3
ECE	204	Principles of Child Guidance3
ECE	231*	Preschool Practicum: Child Development Lab6
ECE	234	Preschool Curriculum3
PSY	274	Individual and the Family3

*Three credits per semester

Communications

ENG	107	Technical Communications I3
SPTH	113	Fundamentals of Speech I3

Computation

ACC	151	Elementary Accounting I (or ACC 135B)3
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Human Relations

Choose one of the following:

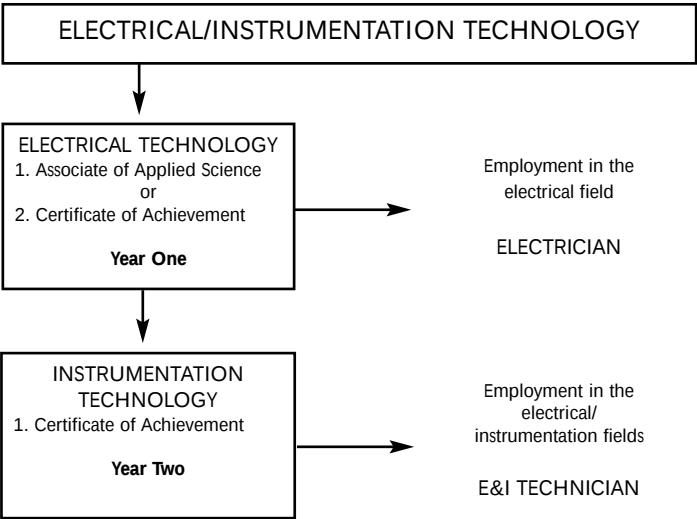
PSY	208	Psychology of Human Relations3
MGT	283	Personnel Administration3
EDUC	205	Human Relations for Teachers3

Electrical/Instrumentation Technology Program

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.

Note: Entry into the Instrumentation program requires an Associate of Applied Science Certification 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 101, ENG 107, or ENG 108 determined by placement testing



Electrical Technology Associate of Applied Science

Electricians are responsible for constructing, maintaining, testing, repairing, and replacing electrical systems and controls in modern industrial plants and commercial buildings. The electrician is often required to modify and/or expand the existing industrial and commercial electrical systems.

The electrician must have sophisticated skills in order to maintain present-day electrical systems. A mix of the theoretical with practical hands-on experience using modern, up-to-date industrial equipment and techniques will prepare the student for an exciting and challenging career in the electrical field. See *GBC General Education Requirements* (page 49) for other core requirements.

Emphasis Courses			Semester Credits
ELM	121B	Circuit Design	2
ELM	122B	AC Theory	3
ELM	123B	Solid State	2
ELM	124B	DC Generators, Motors, and Controls	2
ELM	125B	AC Motors and Alternators	2
ELM	126B	Motor Maintenance	1.5
ELM	127B	Introduction to AC Controls	2
ELM	128B	Transformers and Industrial Lighting	3
ELM	131B	National Electric Code	2
ELM	132B	Digital Concepts	2
ELM	133B	Advanced AC Controls	3
ELM	134B	Introduction to Programmable Logic Controllers	2
ELM	135B	National Electric Code 430	1
ELM	136B	Programmable Controllers Applications	2
ELM	141B	Blueprint Reading	1.5
ELM	142B	Raceways	2
ELM	143B	Wiring Techniques	4

Additional Program Requirements

ELM	112B	Electrical Theory, DC	3
ENG	107	Technical Communications I	3
MATH	116	Technical Mathematics I	3
PHYS	100	Introduction to Physics	3

Choose one of the following:

ENG	108	Technical Communications II	3
ENG	102	Composition II	3

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment	3
MGT	283	Personnel Administration	3
PSY	208	Psychology of Human Relations	3

Electrical Technology Certificate of Achievement

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.

Certificate Requirements

			Semester Credits
ELM	112B	Electrical Theory, DC	3
ELM	121B	Circuit Design	2
ELM	122B	AC Theory	3
ELM	123B	Solid State	2
ELM	124B	DC Generators, Motors, and Controls	2
ELM	125B	AC Motors and Alternators	2
ELM	126B	Motor Maintenance	1.5
ELM	127B	Introduction to AC Controls	2
ELM	128B	Transformers and Industrial Lighting	3
ELM	131B	National Electric Code	2
ELM	132B	Digital Concepts	2
ELM	133B	Advanced AC Controls	3
ELM	134B	Introduction to Programmable Logic Controllers	2

ELM	135B	National Electric Code 430	1
ELM	136B	Programmable Controllers Applications	2
ELM	141B	Blueprint Reading	1.5
ELM	142B	Raceways	2
ELM	143B	Wiring Techniques	4
MATH	116	Technical Mathematics I	3

Communications

English-Communications3
Determined by placement testing: ENG 107, ENG 108, ENG 101,
OR SPTH 113.

Computation

See MATH 116.

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment	1-3
PSY	208	Psychology for Human Relations	3
MGT	283	Personnel Administration	3

Instrumentation Technology Certificate

The following one-year program leads to a certificate in Instrumentation Technology.

Prerequisite: AAS or Certification in Electrical Technology (or equivalency, based upon approval of instructor). 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 101, ENG 107, ENG 108, or SPTH 113, determined by placement testing.

Non-traditional credit or credit by examination may be possible. See an adviser for more information.

Certificate Requirements		Semester Credits
EIM	233 Introduction to Instrumentation	.3
EIM	315 Pressure/Level/Flow Measurement and Control	.3
EIM	323 Installation and Configuration	.2
EIM	333 Process (Piping) and Instrument Diagrams (P&ID's)	.2
EIM	336 Valves, Actuators, Regulators — Characteristic and Applications	.2
EIM	346 Quality Control and Problem Solving	.3
EIM	348 Temperature Measurement and Control	.3
EIM	368 Measurement Systems Analysis	.2
EIM	438 Electronic Devices in Instrumentation	.2
EIM	468 Advanced Control Systems	.3

Industrial Management Associate of Applied Science

The Associate Degree program in Industrial Management is designed for students who demonstrate an aptitude for high-level technical work with related administrative and management responsibility. Leadership awareness and ability are integral to the curricula and are accomplished through a combination of lectures, seminars, discussions, and workshops which expose students to the real world of industry. Emphasis is placed on the technological as well as the sociological and managerial aspects of modern industry. See *GBC General Education Requirements* (page 49) for other core requirements.

Emphasis Courses		Semester Credits
ACC	151 Elementary Accounting I	.3
ACC	152 Elementary Accounting II	.3
BUS	273 Business Law	.3
COT	105 Computer Literacy or	
COT	202 Introduction to Computer Applications	.3
COT	155 Microcomputers for Small Business	.3
IM	101 Introduction to Industrial Management	.3
LCM	100B Introduction to Loss Control Management	.2
MINE	253 Environmental Law or	
ENV	202 Environmental Regulations	.3
MGT	171 Supervision	.3
MKT	115 Purchasing	.3
MKT	251B Labor Relations	.2
OSH	101 Introduction to Occupational Safety and Health	.3
OSH	204B Safety, Motivation, and Training	.2

Communications		
ENG	108 Technical Communications II	.3

Additional Program Requirements		
ENG	107 Technical Communications I	.3
MATH	112 Intermediate Algebra or higher level mathematics	.3

Human Relations		
Choose one of the following:		
MGT	283 Personnel Administration	.3
PSY	208 Psychology of Human Relations	.3
BUS	10B Human Relations for Employment	.3

Industrial Plant Maintenance Associate of Applied Science

Industrial Plant Maintenance prepares men and women to be versatile and skilled workers. Mill mechanics install, maintain, and repair a variety of industrial plant equipment, and structures. Pumps, bearings, conveyors, industrial power transmissions, hydraulics, bulk handling, lubrication systems — all these and more — are the featured skill areas of a mill mechanic. The GBC program was developed in partnership with local gold mining companies, but the training meets the needs of most industrial employers as well as construction millwrights.

The GBC mill mechanics program is one of the few formal training programs of its kind in the country. In a short time, it has become a popular and very successful occupational training program. See *GBC General Education Requirements* (page 49) for other core requirements.

<i>Emphasis Courses</i>		Semester Credits
CONS	215B	Special Topics: Blueprint Reading2
MTL	212	Welding I3
MTL	213	Welding II3
MTL	296B	AWS Code Certification3
IT	101B	Bulk Material Handling3
IT	102B	Pipefitting Principles3
IT	103B	Mill Pump Technology3
IT	104B	Lubrication Technology2
IT	205B	Millwright Practices4
IT	206B	Mechanical Troubleshooting3
IT	209B	Principles of Rigging2
TA	100B	Shop Practices3

Additional Program Requirements

ENG	107	Technical Communications I3
IT	208B	Fluid Power4
MATH	116	Technical Mathematics I3
PHYS	100	Introduction to Physics3
PSC	103	Principles of American Constitutional Government3
Electives (select with adviser)2		

Choose one of the following:

ENG	101	Composition I3
ENG	108	Technical Communications II3

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment3
PSY	208	Psychology of Human Relations3
MGT	283	Personnel Administration3

Industrial Plant Maintenance Certificate Program

The Industrial Plant Maintenance certificate program is a short-term program that can quickly prepare you for employment in the mill maintenance field. The certificate transfers directly into the AAS degree.

<i>Certificate Requirements</i>		Semester Credits
IT	103B	Mill Pump Technology3
IT	104B	Lubrication Technology2
IT	205B	Millwright Practices4
IT	208B	Fluid Power4
MATH	116	Technical Mathematics I3
MTL	212	Welding I3
MTL	213	Welding II3
TA	100B	Shop Practices3
Elective (select with adviser)2		

Communications

English-Communications3
Determined by placement testing: ENG 107, ENG 108, SPTH 113, or ENG 101.

Computation

See MATH 116.

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment1-3
PSY	208	Psychology for Human Relations3
MGT	283	Personnel Administration3

Nursing — Registered Associate of Applied Science Degree

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.

The curriculum integrates courses in nursing with general education requirements. Laboratory and clinical experience are offered at the college, in the hospital, 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, letters of recommendation, 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.

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 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 level on the placement test or complete MATH 120 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 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 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 week day prior to 3 p.m.

Prerequisites to be completed prior to or during the semester in which application is made to the Nursing Program include:

<i>Prerequisite Courses</i>			<i>Semester Credits</i>
BIOL	223	Human Anatomy and Physiology I	4
BIOL	224	Human Anatomy and Physiology II	4
PSY	274	Individual and the Family	3
MATH	120*	Fundamentals of College Mathematics	3

*Not required if placement test score is above MATH 120 level.

Questions about the Nursing Program or the application process can be answered by the nursing faculty at GBC. They can be contacted at 775.753.2216, 775.753.2215, 775.753.2212, or 775.777.1810.

Admission to Associate Degree Nursing (ADN)

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 or GED certificate
 - Official college transcript(s), if applicable.

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, Speech (SPTH 113), Mathematics
Human Growth and Development (PSY 274)

No limit:

English, Fine Arts, Humanities, Political Science

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 and be eligible to take the NCLEX-RN examination. Passing the exam will allow you to practice as a registered nurse.

Additional Fees

Nursing students follow the fee schedule and refund policy described on pages 34-35. 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	\$900.00
Uniforms, including shoes	300.00
Equipment and supplies	50.00
Immunizations	165.00
Licensing fee (NCLEX Testing Center)	120.00
Nevada State Board of Nursing 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

National League for Nursing
350 Hudson Street
New York, New York 10014
1.800.669.1659

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 Department of Nursing. All nursing application material 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:

- LPN's must have graduated from an accredited program with a GPA of 2.5 or higher.
- LPN's must hold a current Nevada PN license.
- LPN's 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.

First Semester		Semester Credits
NURS	135	Introduction to the Nursing Process6
NURS	143	Nursing Process in Drug Therapy2
PSY	101	General Psychology3
ENG	101	Composition I3

Second Semester		Semester Credits
NURS	157	Nursing Process throughout the Lifespan I4
NURS	158	Nursing Process throughout the Lifespan II6
BIOL	251	General Microbiology4
ENG	102	Composition II3

Third Semester		Semester Credits
NURS	205B*	Introduction to ADN2
NURS	241	Nursing Process in Mental Health3
NURS	257	Nursing Process throughout the Lifespan III6
SPTH	113	Fundamentals of Speech I3
Fine Arts Elective		3

Fourth Semester		Semester Credits
NURS	258	Nursing Process throughout the Lifespan IV4
NURS	261	Nursing Trends1
NURS	273	Role of the ADN Manager2
PSC	103	Principles of American Constitutional Government3
Humanities Elective		3

*NURS 205B (Introduction to Associate Degree Nursing, 2 credits) is required for LPN's entering the second year of the program. It is not a requirement for students continuing from the first to second year.

Occupational Safety and Health Associate of Applied Science

The Associate of Applied Science program in Occupational Safety and Health (OSH) is designed for the student who wishes to become a professional and work wherever health or safety hazards exist including manufacturing, mining, construction and utility industries, government agencies, insurance companies, and consulting firms. OSH graduates are educated to recognize, evaluate, and control workplace hazards. As such, they are a valuable asset to employers because the OSH professional helps prevent lost working time caused by either workplace health hazards or accidents. Present-day managers realize that employee health is vital to their operations. OSH professionals also understand safety and health law and often assist their employers in complying with government regulations. See *GBC General Education Requirements* (page 49) for other core requirements.

<i>Emphasis Courses</i>		Semester Credits
ENV	202	Environmental Regulations3
LCM	100B	Introduction to Loss Control Management3
LCM	101B	Loss Control Engineering and Technology3
OSH	101	Introduction to Occupational Safety and Health3
OSH	102	Introduction to Industrial Hygiene3
OSH	104B	Theory and Practice of Accident Investigation3
OSH	105B	Inspection Methods or
OSH	206B	Safety Program Management3
OSH	130B	Introduction to Hazardous Materials Management3
OSH	198B	Special Topics1-6
Electives (select with adviser)		3-5

Select one of the following:

OSH	222B	General Industry Safety3
OSH	223B	Hazardous Waste Site Safety3
OSH	224B	Construction Safety3

Additional Program Requirements

MATH	116	Technical Mathematics I3
ENG	107	Technical Communications I3
ENG	108	Technical Communications II3

Choose six credits from the following:

GEOG	103	Physical Geography3
GEOL	101	Physical Geology4
PHYS	100	Introduction to Physics3
PHYS	103	Fundamentals of Physical Science3
PHYS	151	General Physics I4
PHYS	152	General Physics II4

Human Relations

Choose one of the following:

MGT	283	Personnel Administration3
PSY	208	Psychology of Human Relations3

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 enter for welding technologies in Northern Nevada and is an accredited American Welding Society (AWS) training facility. 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 Gas and Arc Cutting. For more information, call 775.753.2303.

Great Basin College has a Certified Welding Inspector on staff so students can earn an AWS certification. See *GBC General Education Requirements* (page 49) for other core requirements.

<i>Emphasis Courses</i>		Semester Credits
MTL	105B	Drawing and Weld Symbol Interpretation and Occupational Orientation3
MTL	110B	Basic Arc Welding Principles and Practices4
MTL	160B	Welding Design/Layout and Pipefitting4
MTL	210B	Advanced Welding Principles and Practices4
MTL	220B	Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW)8
MTL	224B	Welding Projects3
MTL	240B	Gas Tungsten Arc Welding (GTAW)6
MTLS	260B	Pipe Welding6

Additional Program Requirements

COT	131B	Beginning Computers for the Vocational Trades1
ENG	107	Technical Communications I3
MATH	116	Technical Mathematics I3
MTL	150B	Metallurgy Fundamentals for Welding3
PHYS	100	Introduction to Physics3

Choose one of the following:

ENG	101	Composition I	.3
ENG	108	Technical Communications II	.3

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment	.3
PSY	208	Psychology of Human Relations	.3
MGT	283	Personnel Administration	.3

Computation

See MATH 116.

Human Relations

Choose one of the following:

BUS	110B	Human Relations for Employment	1-3
PSY	208	Psychology of Human Relations	.3
MGT	283	Personnel Administration	.3

Welding Technology Certificate Program

The Welding Technology Certificate Program is the first step in developing the skills for your career in metal fabrication. The certificate transfers directly into the AAS degree.

Because of the intensity of the program, students will be very close to AAS degree completion and are encouraged to pursue the degree.

<i>Certificate Requirements</i>		Semester Credits
MTL	105B	Drawing and Weld Symbol Interpretation and Occupational Orientation
MTL	110B	Basic Arc Welding Principles and Practices
MTL	150B	Metallurgy Fundamentals
MTL	160B	Welding Design/Layout and Pipefitting
MTL	210B	Advanced Welding Principles and Practices
MTL	220B	Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW)
MTL	224B	Welding Projects
MTL	240B	Gas Tungsten Arc Welding (GTAW)
MTL	260B	Pipe Welding
MATH	116	Technical Mathematics I

Communications

English-Communications	.3
Determined by placement testing: ENG 107, ENG 108, SPTH 113, or ENG 101.	

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 01-099

Courses numbered 00-99 indicate developmental education courses and will not be applied to certificate programs, to degrees, or to university transfer courses.

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). Courses without "B," "C," and "Z" affixes will transfer to Nevada universities. 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. The transfer status of GBC courses to UNLV and UNR may be obtained at the following Internet address: www.nevada.edu/academ/trans.htm. 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 A "B," "C," or "Z" Affix

The "B" affix indicates that the course will not presently transfer to Nevada 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.

Core Course Indicators

Courses that fulfill core requirements are indicated in the matrix on page 49. 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 permission.

Additional Indicators

Indicators such as (3+0), (2+1), etc. show the number of 50-minute class periods of lecture (or recitation or discussion) plus the total number of laboratory hours (or workshop or studio hours) per week. The number of class periods is not necessarily the same as the number of times the class meets. As an example, (3+0) indicates the course meets for three periods of lecture per week and does not have any laboratory hours; (3+3) indicates the course meets for three periods of lecture and three hours of laboratory per week.

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.

Accounting**(ACC)****ACC 105 Taxation for Individuals (1-3)**

An introduction to federal income taxation emphasizing the preparation of personal tax returns. Fundamentals of income, exclusions, deductions, credits, and tax minimization strategies. (1-3+0)

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. (3+0)

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. (3+0)

ACC 151 Elementary Accounting I (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. (3+0)

ACC 152 Elementary Accounting II (3)

A continuation of ACC 151 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. (3+0)

ACC 199B Special Topics in Accounting (1-3)

Consideration of special topics and issues in accounting. Selection will depend upon current interests and needs. (1-3+0)

ACC 202 Managerial Accounting (3)

A study of the uses of accounting information for decision making within an organization. Topics include cost behavior and control, profit planning and budgeting, pricing, and cash flow analysis. Prerequisite: ACC 151 and ACC 152. (3+0)

ACC 203 Intermediate Accounting I (3)

An in-depth study of various components of financial statements prepared according to generally accepted accounting principles. General topics include a review of basic accounting theory and practices, a study of development of accounting standards, the conceptual framework of accounting, asset recognition and measurement, and liability recognition and measurement. Prerequisite: ACC 151 or ACC 152. (3+0)

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 and ACC 136B or ACC 151 or ACC 152. (2+1)

Aeronautics**(AERO)****AERO 101B Basic Ground School for Pilots (3-6)**

Federal air regulations, aerial navigation, radio, general service, and safety practices. (3-6+0)

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. (4+0)

AM 146 American Sign Language II (4)

Continuation of AM 145 stressing the development of basic conversational skills. Prerequisite: AM 145. (4+0)

AM 295B Drill and Practice in American Sign Language (2)

Practice and drill in American Sign Language. (0+2)

Anthropology**(ANTH)****ANTH 101 Introduction to Anthropology (3)**

General introduction to anthropology, including a survey of biological, cultural, and other approaches to the study of human life. (3+0)

ANTH 102 Introduction to Human Evolution and Prehistory (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. (3+1)

ANTH 103 Cultural Anthropology (3)

Aspects of world cultures and range of variations revealed by human history and world ethnography. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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: Any one of the following courses: ANTH 101, ANTH 103, GEOG 106, HIST 101, PSC 103, SOC 101. Formerly ANTH 212. (3+0)

ANTH 400 Field School in Archaeology (3-6)
Instruction and practice in survey, excavation, and analysis. Prerequisites: 60 or more credits or instructor's approval.

ANTH 408 Archaeological Methods (3)
Development and applications of archaeological research designs, sampling strategies, field recording methods, and the analysis and curation of artifacts. Prerequisites: ENG 102 or instructor's approval. (2+3)

Art (ART)

ART 101 Beginning Drawing I (3)
A disciplined foundation in drawing concepts based on visual observation skills with models and still life. (0+6)

ART 102 Beginning Drawing II (3)
A continuation of ART 101. Prerequisite: ART 101. (0+6)

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. (3+0)

ART 106 Basic 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. Also available as GRC 106. (3+0)

ART 109 Introduction to Visual Arts (3)
Explores visual forms and contemporary concepts through a variety of media, presentations, and discussions. (3+0)

ART 111 Life Drawing (3)
Structural analysis, as it relates to form and composition. Prerequisite: ART 101. (0+6)

ART 113 Beginning Clay Sculpture (3)
Design and creation of clay sculpture. Students will work with coil, slab, and wheel-throwing techniques. (3+3)

ART 115 Art Appreciation (2-3)
Introduction to the visual arts, illustrating the place of art in its social and cultural setting. Develops visual literacy through the study of elements, principles, and the range of art media. (2-3+0)

ART 137 Beginning Painting Techniques (3)
Introduction to concepts of painting including color, form, and composition. (3+3)

ART 140,141 Beginning Ceramics I, II (3)
Introductory and intermediate course in beginning ceramics. (3+3)

ART 145 Watercolor Painting (3)
Beginning course in color, form, composition, and techniques using transparent and opaque watercolors. Requires three hours of studio practice weekly. (3+3)

ART 150 Three-dimensional Design (3)
Creative design with emphasis on volume and space relationships in a variety of materials. (3+3)

ART 175 Photography I (3)
Analytical and critical approaches to the creative possibilities of photography including basic photographic techniques and materials. (3+0)

ART 198B, 299B Special Topics in Art (.5-6)
Consideration of special topics and issues in art. Selection will depend upon current interests and needs.

ART 201 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. (3+0)

ART 202 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. (3+0)

ART 203B Field Study (1-6)
Travel to study art in its own setting. Preview meetings prepare students for historical and cultural setting of the art under study.

ART 204	Digital Imagery	(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 GRC 204. (3+0)		
ART 235	Introduction to Painting I	(3)
A media introduction to painting and development of oil and acrylic skills. (0+6)		
ART 236	Introduction to Painting II	(3)
A media introduction to painting and development of oil and acrylic skills. Prerequisite: ART 235. (0+6)		
ART 245	Creative Watercolor	(3)
An intermediate watercolor painting class involving problems with transparent and opaque watercolors. (3+3)		
ART 250	Photography II	(3)
Lecture/study with emphasis on improving basic and intermediate skills. Explores the use of photography as a personal expression. Prerequisite: ART 175. (3+0)		
ART 263	Beginning Sculpture	(3)
Fundamentals of sculpture using plaster, wood cement, and other materials. (0+6)		
ART 264	Intermediate Sculpture	(3)
A studio class in techniques, materials, and skills of subtractive and additive sculpture. Prerequisite: ART 263, ART 150, or instructor's approval. (0+6)		
ART 275	Introduction to Ceramics	(3)
A beginning studio course in construction and decoration of clay. Slab, coil, and wheel-thrown techniques will be taught. (1+4)		
ART 276	Intermediate Ceramics	(3)
A continuation of ART 275. (1+4) [N]		
ART 277	Advanced Ceramics	(3)
Continuation of ART 275 with emphasis on development of individual expression in clay. (3+3)		
ART 282	Advanced Photography	(3)
Investigation and practice in creative photography. (3+3)		
ART 291	Beginning Crafts	(3)
Three-dimensional design including laboratory problems in the practical application of design principles to utilitarian purposes such as furniture, batik, carving, textiles, and printing. Requires three hours of studio practice weekly. (3+3)		
ART 293	Design and Construction of Metal Jewelry I	(3)
Techniques of various metal construction for jewelry. Emphasis on design and craftsmanship. (3+3)		

ART 295	Design and Construction of Metal Jewelry II	(3)
Continuation of the design and construction of jewelry with advanced techniques. Development of craftsmanship emphasized. (3+3) [N]		

ART 342	Methods of Teaching Art	(3)
A course in which methods of developing visual literacy is a prime goal. Art is a language of personal expression developed before the child begins writing. Students will learn integration of math, science, social studies, creative thinking, and expressions in the arts. The elements and principles of art will be taught through multicultural themes. (3+0)		

Astronomy (AST)

AST 101	General Astronomy	(3)
An elementary course which considers the solar system, stellar systems, and stellar and galactic evolution according to currently accepted concepts. (3+0 — AGS/AAS)		

AST 105	Observational Astronomy	(1)
Practical experience in observational astronomy including telescopic observations and laboratory exercises. Prerequisite: elementary algebra or instructor's approval.		

Automotive (AUTO)

AUTO 251B	Engine Rebuilding	(2)
Disassembly, inspection, measurement of blocks, pistons, bearings, crankshafts, 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. (2+1)		

Biology (BIOL)

BIOL 100	Human Biology	(4)
The biological aspects of the human species: human anatomy, physiology, genetics, ecology, and evolution. No prerequisites. Strongly suggested for allied health majors and the non-science majors. (3+3)		
BIOL 120	Spring Flora of Northeastern Nevada	(2)
Study of plant identification, structure, floral adaptations, and plant ecology of native plants in northeastern Nevada. (2+1)		
BIOL 190	General Biology I	(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. Formerly BIOL 101. No prerequisites. Required for biology majors. (3+3)		

BIOL 191 General Biology II (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. Prerequisites: BIOL 190. (3+3)

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. (3+0)

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. (2+0)

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. No prerequisite but high school or college biology and chemistry are strongly recommended. (3+3)

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. (3+3)

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. No prerequisite. (3+3)

BIOL 299B 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.

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. (2+1)

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. (2+1)

Business (BUS)

BUS 100B Financial Planning/Investments (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. (3+0)

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. (3+0)

BUS 109B Business Mathematics (3)
Fundamental mathematics for the business person and the consumer including fundamental relationships, percentages, inventories, depreciation, financial applications, statistics, computer mathematics, and the metric system. Prerequisite: MATH 091 and COT 110 or equivalent. (3+0)

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. (1-3+0)

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. (3+0)

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. (3+0)

BUS 299B Special Topics in Business (1-3)
Selected business topics offered for general interest and the business community. Not a required course. No prerequisite.

Chemistry (CHEM)

CHEM 100 Elementary Concepts of Chemistry (3)

A survey of basic ideas in chemistry for non-science and allied health majors who wish to receive some background in chemistry before taking CHEM 101. Consists of a survey of chemical principles and how they apply to a person's everyday life. Three lecture hours weekly. Prerequisite: MATH 116 or higher. (3+1)

CHEM 101 General Chemistry I (4-5)

Fundamental principles of chemistry and the properties and uses of the common elements presented in lecture and the laboratory. Prerequisite: high school algebra (grade B or higher) or intermediate algebra (MATH 112, grade B or higher) or equivalent. (3-4+3)

CHEM 102 General Chemistry II (4-5)

Fundamental principles of chemistry, properties, and uses of the inorganic elements, their compounds, elementary chemistry of carbon, and introductory qualitative and quantitative analysis. Prerequisite: CHEM 101. (3-4+3)

CHEM 142 Introduction to Organic Chemistry (4)

Principles of carbon chemistry with emphasis on the biochemical aspects presented in laboratory and lecture. Designed for life science majors. Prerequisite: CHEM 101. (3+3)

Computer and Information Technology (CIT)

CIT 107 Networking Technologies (3)

Course covers computer network infrastructure, network uses, and basic network management issues. CIT 107 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. (3+0) [N]

CIT 112 PC Operating Systems (3)

Course covers MS Windows workstation/client operating systems concepts in both a network and stand alone environment. No prerequisite, however, assumes that students are familiar with computer hardware and can use applications software. (3+0) [N]

CIT 164 MS Server Administration (3)

Course introduces students to computer network server administration and management using MS Windows Server products. Prerequisite: CIT 112 highly recommended. (3+0) [N]

CIT 260 Special Topics in Networking (3-5)

Various topics in Networking using Microsoft products aimed at the less common MCSE electives. [N]

CIT 266 Internet Information Server Management (3)

Course teaches strategies and tactics for implementing, administering, and troubleshooting Microsoft Internet Information Server (IIS) in the Windows NT or Windows 2000 environment. No prerequisite, however, a strong PC networking and Internet background are assumed. (3+0) [N]

CIT 267 Enterprise Network Infrastructure (5)

Course 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 164 or equivalent. (5+0) [N]

CIT 268 TCP/IP in Microsoft Networks (3)

Course covers TCP/IP installation, configuration, troubleshooting, and utilities in Windows network systems. Prerequisite: CIT 107 (or a strong understanding of basic network systems) or CIT 164 (or a thorough background in MS server technologies). (3+0) [N]

CIT 269 MS Active Directory Services (5)

Course covers computer network directory services using Microsoft's Active Directory Services. Prerequisite: CIT 267. (5+0) [N]

Computer Office Technology (COT)

COT 101 Typing I/Keyboarding (3)

Learn the keyboard by touch using computers. Course covers alphabet keys, number keys, and symbol keys. Emphasis on keyboarding techniques, speed, and accuracy. (2+1)

COT 102 Typing II/Intermediate Keyboarding (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. (2+1)

COT 103B Keyboarding Review and Speed (1)

Designed to increase the student's keyboard speed and accuracy skill to employable levels. (1+0)

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. (3+1)

- COT 108B Accessing the Internet (.5)**
For students who wish to take online courses through the Internet, but do not have their own commercial Internet access. Corequisite: enrollment in one other Internet-based class. Prerequisite: 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. (0+2)
- COT 111 Transcribing Machines (3)**
Practice in transcribing information from audiocassettes. The program emphasizes spelling, punctuation, capitalization, formatting, and proof-reading. Prerequisite: COT 101 or 30 words per minute keyboarding skill. (2+1)
- 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. (3+1)
- COT 121 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. (2+1)
- 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. (2+1)
- COT 131B 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. (1+1)
- COT 132B Spreadsheets in the Workplace (3)**
Explores Windows-based spreadsheet software, Lotus, and file management, skills needed in today's job market. (2+1)
- 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. (1+1)
- 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. (1-3+1)
- 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. (1-3+1)

- 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. (1-3+1)
- 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. (3+0)
- 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. (3+0)
- 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. (3+0)
- 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.
- COT 202 Introduction to Computer Applications (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. Corequisite: COT 203 or instructor's approval. Formerly COT 201. (0+3)
- COT 203 Microcomputers in Business (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: COT 202 or instructor's approval. Formerly COT 202 and COT 281. (3+1)
- COT 204 Introduction to Windows (1-3)**
The fundamentals necessary to operate the Windows system, how to customize the Windows environment, and how to use the various accessories.

COT 207B Web Page Building (3)
Create and maintain pages using HTML and some of the many scripts currently in use on the web. Organize and operate a web site using linear, non-linear, and interactive capabilities to clearly present and stimulate interest in web site content. Prerequisite: COT 203 or instructor's approval. (3+0)

COT 210 Technology and Media in Education (3)
A beginning computer course for classroom teachers. Topics include: word processing, spreadsheets, databases, e-mail, Internet, educational software, computer use in the classroom, and impact in education. Formerly CEP 210. (3+0)

COT 216 Intermediate Word Processing (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. (3+1)

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. (3+1)

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. (1+0)

COT 229 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. (3+0)

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. (3+0)

COT 245 BASIC Programming Language I (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: COT 203 or instructor's approval. (3+1)

COT 262 Intermediate Spreadsheet Concepts (3)
In-depth exploration of spreadsheets using a Windows-based database management software package. Prerequisite: COT 203 or instructor's approval. (3+1)

COT 266 Intermediate Database Systems (3)
The concepts and capabilities of microcomputer database systems management. The course teaches the command and programming language of a typical system, together with specific experience in creating and using databases in typical applications. Prerequisite: COT 203 or instructor's approval. (3+1)

COT 274 LAN System Management (1-3)
An introduction to the use and management of a local area network (LAN) including: hardware, network operating system, network software applications, software licensing, data sharing, hardware sharing, troubleshooting, basic design concepts, and more will be discussed in a LAN context. Prerequisites: COT 202 and COT 203 or instructor's approval. (1-3+1) [N]

COT 282B Repair and Upgrade of the PC (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. No prerequisite, but prior familiarity with computer strongly recommended. (3+0)

COT 284 Theory of Systems Analysis and Design (3)
The theory of data processing systems and their advanced elements including system flow charts, I/O specifications, program coding, systems testing, and other facets of a system analyst's responsibilities. Prerequisite: completion of two semesters of programming language(s). (3+0)

COT 285 Computer Systems Development with High-level Tools(3)
A survey course of established and evolving methodologies for the development of business-oriented computer information systems. Reviews the traditional method and points to the use of modern software tools to generate applications directly through use of advanced software tools that do not require detailed and highly technical program writing efforts. Includes hands-on computer time. Prerequisite: COT 203, COT 207, COT 245, COT 266 or instructor's approval. (3+1)

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: COT 203 or instructor's approval. (3+1)

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 or for COT 284, Theory of Systems Analysis and Design, depending upon the nature of the special projects chosen by the student. Prerequisite: written permission of a COT adviser.

Computer-aided Drafting and Design (CADD)**CADD 100 Basic Drafting Principles (3)**

This entry-level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching, and dimensioning. It is recommended that CADD 120 (also available as DFT 131) be taken concurrently. (This course or previous experience will be required of students entering a new CADD/GIS Certificate Program at GBC). Also available as DFT 100.

CADD 120 Introduction to Computer-aided Drafting (3)

Introduction to the basic capabilities of a computer-aided drafting (CAD) system. Includes appropriate hardware, software, and applicable commands. Also available as DFT 131. (3+0)

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 120. Formerly DFT 133.

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. (3+0)

Construction (CONS)**CONS 110B Surveying I (3)**

Principles of surveying and development of skills in the use of field surveying equipment. Prerequisite: MATH 091 or placement test above MATH 091. (2+3)

CONS 215B Special Topics in Construction (1-3)

Consideration of special topics and issues in construction. Selection will depend upon current interests and needs, blueprint reading, etc.

Cooperative Education (CE)

Cooperative education programs are designed for elective credit in all 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. (1-3+0)

CAPS 123 Career Development (1-3)

Examines career and life choices through planning, decision making, and occupational testing and information. (1-3+0)

CAPS 124B Developing Your Potential (1-3)

Development of potential through self-exploration and goal setting. (1-3+0)

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 prerequisites. (3+0)

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. (3+0)

Crafts (CR)**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. (3+0)

Criminal Justice (CRJ)

CRJ 101 Introduction to Criminal Justice (3)
History, philosophy, ethics, and functions of the various subsystems of the criminal justice system, role expectations, and their interrelationships. Theories of crime, punishment, and rehabilitation. (3+0)

CRJ 102 Introduction to Corrections (3)
History and development of corrections. Current practices and problems of the correctional system. (3+0)

CRJ 112 Criminal Justice Organization and Administration (3)
Organization and administration of law enforcement agencies including agency goals, policies, functions, and implementation through recruiting, training, and distribution of officers. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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 214 Principles of Police Patrol Techniques (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. (3+0)

CRJ 215 Probation and Parole (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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

CRJ 285B Selected Topics in Administration of Justice (1-6)
Consideration of special topics and issues in criminal justice. Selection will depend upon current interests and needs.

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.

Curriculum Instruction (CI)

- CI 160 Introduction to Elementary Education (3)**
Foundations of elementary education, current trends, and issues of curriculum and instruction, the role of teachers, and issues of diversity. Includes field experience. (2+3)
- CI 210 Education of the Exceptional Child (3)**
Survey of the various types of exceptionalities. Emphasis on etiology, physical, and educational characteristics. (3+0) [N]
- CI 211 Characteristics of Students with Mild/Moderate Disabilities (3)**
Focus on students with learning disabilities, mental retardation, behavior disorders, and language disorders and their accommodation in general educational environments. Prerequisite: CI 210. Corequisite: CI 212. (3+0)
- CI 212 Exceptional Child Experience (1)**
This practicum experience introduces prospective special and elementary teachers to students with mild disabilities and the various programs designed to meet their needs. Students view the varied roles of the special education teachers and the students they serve. This practicum experience is designed to be taken in conjunction with CI 211. (0+3)
- CI 260 Classroom Learning Environments (3)**
Function and analysis of the elementary school classroom, daily activities, and methods of behavior management. Includes field experience. (3+0)

Dance (DAN)

- 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. (3+0)

Diesel Technology (DM)

- DM 100B Shop Practices (1-3)**
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. (2-6+1-3).
- DM 101B Basic Diesel Engines (3)**
A lecture and laboratory course emphasizing basic diesel engine theory. Instruction includes history, development, design characteristics, and principles of operation. (3+1)

- DM 102B Basic Vehicle Electronics (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. (5+1)

- DM 105B Mobile Air Conditioning (2)**
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. (2+1)

- DM 201B Diesel Brakes and Pneumatics (2)**
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. (2+1)

- DM 202B Diesel Fuel Systems and Troubleshooting (4)**
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. (4+1)

- DM 203B Diesel Shop Management (1)**
This course is 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. (1+0)

- DM 208B Diesel Heavy Equipment Power Train (6)**
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. (4+3)

- DM 210B Advanced Diesel Engines (3)**
Students will learn engine troubleshooting through the use of an engine dynamometer. Course emphasis is on engine operation, diagnosis, and failure analysis. (3+1)

- DM 215B Electronic Diesel Engines (4)**
Course is 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. (4+1)

Drafting (DFT)

DFT 100 Basic Drafting Principles (3)

This entry-level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching, and dimensioning. It is recommended that DFT 131 (also available as CADD 120) be taken concurrently. (This course or previous experience will be required of students entering a new CADD/GIS Certificate Program at GBC). Also available as CADD 100. (3+0)

DFT 131 Introduction to Computer-aided Drafting (3)

Introduction to the basic capabilities of a computer-aided drafting (CAD) system. Includes appropriate hardware, software, and applicable commands. Also available as CADD 120. (3+0)

DFT 133 Intermediate Computer-aided Drafting (3)

Course covers the intermediate features of computer-aided drafting and design including layers, filters, attributes, and 3D. Prerequisite: DFT 131 or CADD 120. Also listed as CADD 133. (3+0)

DFT 198B Special Topics in CADD/GIS (1-4)

Topics include mining, architectural, and version updates. Selection will depend upon current interests and needs. Courses scheduled on a demand basis.

DFT 215 Introduction to GIS (3)

Introduction to GIS using ArcView is a beginning course for those who want to learn GIS concepts. The areas of study cover: map components, including a brief discussion of coordinate systems, spatial relationships, and how to manage the description of those relationships through tabular data. There will be extensive work and spatial and aspatial data using the ArcView software. A knowledge of Windows will be advantageous. Also available as GIS 125. (3+0)

DFT 231 CAD Project (3)

Special project application. Instruction and practical experience applying CAD principles to industry. One hour lecture plus five hours of lab per week. Prerequisite: DFT 133, CADD 133, or instructor's approval. (1+5)

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. (1+0)

ECE 122 Observation Skills (1)

Parents and teachers provide various formal and informal methods to enhance their observation and recording skills. (1+0)

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. (1+0)

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. (1-3+0) [N]

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. (1-3+0) [N]

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. (1+0)

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. (3+0)

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. (1+0)

ECE 151 Math in the Preschool Curriculum (1)

Activities and materials for developing mathematics readiness in the preschool. (1+0)

ECE 152 Science in the Preschool Curriculum (1)

Activities and materials for teaching science in the preschool. (1+0)

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. (1+0)

ECE 154 Literature in the Preschool Children (1)

Survey of books for use with preschool children. Techniques of storytelling and reading to children. (1+0)

ECE 155 Reading Readiness in the Preschool (1)

Activities and materials for developing auditory and visual perception and other reading readiness skills in the preschool child. (1+0)

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. (1+0)

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. (1+0)

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. (1+0)

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. (1+0)

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. (1+0)

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. (1+0)

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 psychosocial professionals. (1+0)

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. (1+0)

ECE 198B Special Topics in Child Development (.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. (3+0)

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. (3+0)

ECE 231 Preschool Practicum: Child Development Lab (3-8)
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 234, PSY 274 or instructor's approval. The law requires a TB test prior to enrollment. (0+9-18)

ECE 232 Practicum: Infant and Toddler (3-4)
The student works directly with infants or 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. Prerequisites: limited to declared ECE majors in infant/toddler and departmental approval. (0+9-12)

ECE 234 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 PSY 274, or permission of instructor. (3+0)

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. Prerequisites: ECE 234 and PSY 274 or ECE 131. (3+0)

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. (3+0)

ECE 240 Administration of the Preschool (3)
Principles and practices of nursery school 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. (3+0)

ECE 274 Individual Child and the Family (3)

The community and family as it relates to the total development of the preschool child. Racial, cultural, social, and economic factors and the developmental tasks throughout the family life cycle are explored. (3+0)

ECE 295 Supervised Work Experience (1-4)

Students may earn college credit for work experience related to their college major and/or occupational goals. Students must apply for acceptance. See your adviser for application.

Economics (ECON)**ECON 101 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. (3+0)

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. (3+0)

ECON 104 Current 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. No prerequisite. (3+0)

ECON 261 Principles of Statistics I (3)

Probability and major probability distributions, sampling theory, descriptive statistics, measures of central tendency and dispersion, index figures, time series. Prerequisite: MATH 126, MATH 128, or equivalent. Also available as MATH 152. (3+0)

ECON 262 Principles of Statistics II (3)

An extension of ECON 261. Covers hypothesis testing, chi-square, linear regression, and analysis of variance. Prerequisite: ECON 261, MATH 152, or instructor's approval. (3+0, III)

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: completion of the associate degree program or instructor's approval. Also available as PHIL 311. (3+0)

Education (EDUC)**EDUC 001Z Learning Plus (0)**

Learning Plus is a computer-based, self-paced course in reading, writing, and mathematics designed to prepare students for the PRAXIS I Test. An excellent refresher in mathematics and English for all students.

EDUC 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. (2+0)

EDUC 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 required as part of the Elementary Education Baccalaureate Program. (2+0)

EDUC 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. (2-3+0)

EDUC 201 Elementary Clinical/Field Experience I (1-2)

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: EDUC 203.

EDUC 202 Elementary Clinical/Field Experience II (1-2)

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. No corequisite.

EDUC 203 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: EDUC 201. **Equivalent to CI 160.** (3+0)

EDUC 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. (3+0)

EDUC 206B 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.

EDUC 207B 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.

EDUC 209B 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.

EDUC 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. No prerequisite. (1+0)

EDUC 295B Special Topics (1-6)
Special topics in education.

EDUC 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 for up to six credits. Prerequisite: EDUC 203 and admission to the Elementary Education Program. Corequisite: A methods courses taken concurrently (EDUC 321, EDUC 322, EDUC 323, EDUC 342, EDUC 355, and EDUC 362).

EDUC 303 Education Seminar I (2)
Includes planning for learning centered-environments, preparing lesson plans, preparing a professional portfolio, and understanding the Nevada standards. Prerequisite: EDUC 203. (2+0)

EDUC 304 Education Seminar II (1)
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: EDUC 303. (1+0)

EDUC 305 Education of the Exceptional Child (3)
A survey of the general area of special education for the non-special education and special education 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 EDUC 203 or instructor's approval. Equivalent to CI 212 and ECE 200. (3+0)

EDUC 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 Elementary Education Program (ENG 102, MATH 120, EDUC 203). Corequisite: EDUC 302. May be repeated for up to six credits. (3+0)

EDUC 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. Prerequisites: admission to the Elementary Education Program (ENG 102, MATH 120, EDUC 203, EDUC 321). Corequisite: EDUC 302. May be repeated for up to six credits. (3+0)

EDUC 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 Elementary Education Program (ENG 102, MATH 120, EDUC 203, EDUC 321). Corequisite: EDUC 302. May be repeated for up to six credits. (3+0)

EDUC 334 Theatre in the Elementary Classroom (2)
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, masks, and other tools. Prerequisites: ENG 102, MATH 120, and EDUC 203. Does not require admission to the Elementary Education Program.

EDUC 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 Elementary Education Program (ENG 102, MATH 120, EDUC 203). Corequisite: EDUC 302. May be repeated for up to six credits. (3+0)

EDUC 355 Teaching Math, Grades K-8 (3)
The general purpose of this course is the preparation of prospective elementary teachers in the area of mathematics education. Students in this course will have the opportunity to become familiar with cognitive theories of development, methods, materials, and content of mathematics in the elementary grades. They will also have the opportunity to explore curriculum changes that have taken place and current **search** in the area of mathematics education. Prerequisite: admission to the Elementary Education Program (ENG 102, MATH 120, EDUC 203). Corequisite: EDUC 302. May be repeated for up to six credits. (3+0)

EDUC 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 Elementary Education Program (ENG 102, MATH 120, EDUC 203). Corequisite: EDUC 302. May be repeated for up to six credits. (3+0)

EDUC 406 Student Teaching Internship (10)
A semester teaching experience approved by the Teacher Education Committee. Each student should expect two teaching experiences, one in the early elementary grades and one in the upper elementary grades. Policies and procedures are detailed in the Student Teaching Handbook. Prerequisites: admission to the Student Teaching Internship Program and senior standing. Corequisite: EDUC 408, Capstone Seminar. (0+10)

EDUC 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 being 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: EDUC 406. (3+0)

Electrical Instrumentation Maintenance

(EIM)

EIM 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 234B. [N]

EIM 315 Pressure/Level/Flow Measurement and Control (3)
The measurement and control of industrial processes: pressure, level, and flow. Prerequisite: EIM 233. [N]

EIM 323 Installation and Configuration (2)
Principles of installation, maintenance, and configuration in instrumentation. Prerequisite: Associate of Applied Science or Certificate in Electrical Technology. [N]

EIM 333 Process (Piping) and Instrument Diagrams (P&ID's) (2)
Piping and instrument drawings for instrumentation. Prerequisite: Associate of Applied Science or Certificate in Electrical Technology.

EIM 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: Associate of Applied Science or Certificate in Electrical Technology. [N]

EIM 346 Quality Control and Problem Solving (3)
Quality control and problem solving in the workplace. Prerequisite: Associate of Applied Science or Certificate in Electrical Technology. [N]

EIM 348 Temperature Measurement and Control (3)
The measurement and control of industrial heat and temperature processes. Prerequisite: EIM 315. [N]

EIM 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: Associate of Applied Science or Certificate in Electrical Technology. [N]

EIM 438 Electronic Devices in Instrumentation (2)
Theory and operation of electrical and electronics devices used in instrumentation. Prerequisite: EIM 315. [N]

EIM 468 Advanced Control Systems (3)
An applications oriented conclusion to the Instrumentation Program, including an individualized lab project with selected advanced instrumentation topics. Prerequisite EIM 348. [N]

Electrical Technology**(ELM)**

- ELM 112B Electrical Theory, DC (3)**
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. (3+1)
- ELM 121B Circuit Design (2)**
Developing and drawing electrical diagrams and graphs using standard electrical and JIC symbols. Prerequisite: ELM 112B. (2+1)
- ELM 122B AC Theory (3)**
Analyze AC series, parallel, and combination circuits with resistance, inductance, and capacitive elements using mathematics, measuring devices, and other test equipment. Prerequisite: ELM 112B. (3+1)
- ELM 123B Solid State (2)**
Study of the theory and operation of such solid-state devices as diodes, transistors, diacs, triacs, and SCR's. Prerequisite: ELM 122B. (2+1)
- ELM 124B DC Generators, Motors, and Controls (2)**
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. (2+1)
- ELM 125B AC Motors and Alternators (2)**
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. (2+1)
- ELM 126B Motor Maintenance (1.5)**
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 (1.5+1)
- ELM 127B Introduction to AC Controls (2)**
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. (2+1)
- ELM 128B Transformers and Industrial Lighting (3)**
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. (3+1)

- ELM 131B National Electric Code (2)**
Survey of the National Electric Code and its application to the safe installation of electrical conductors and equipment. Prerequisite: ELM 122B. (2+1)
- ELM 132B Digital Concepts (2)**
Introduction to digital electronics including numbering systems, binary codes, Boolean algebra, and logic hardware. Prerequisite: ELM 123B. (2+1)
- ELM 133B Advanced AC Controls (3)**
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. (3+1)
- ELM 134B Introduction to Programmable Logic Controllers (2)**
Introduction to programmable controller hardware, numbering systems, memory organization, and peripheral devices. Prerequisites: ELM 132B and ELM 127B. (2+1)
- ELM 135B National Electric Code 430 (1)**
In-depth study of Article 430 of the National Electric Code and its application to motors, motor circuits, and controllers. Prerequisite: ELM 133B. (1+1)
- ELM 136B Programmable Controllers Applications (2)**
Practical experience in programming circuits using relay-type instructions, timers, counters, data manipulation, arithmetic functions, and other advanced features and techniques. Prerequisites: ELM 133B and ELM 134B. (2+1)
- ELM 141B Blueprint Reading (1.5)**
Focus on electrical prints, drawings, symbols, and specifications for construction and electrical plans. Prerequisites: ELM 121B and ELM 128B. (1.5+1)
- ELM 142B Raceways (2)**
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. (2+1)
- ELM 143B Wiring Techniques (4)**
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. Prerequisites: ELM 128B, 131B, 141B, and 142B. (4+1)
- ELM 144B Special Circuits (3)**
Practical applications in developing complex electrical process control systems. (3+1)

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. (6-8+3)

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. (1+0)

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. (3+3)

EMS 114B First Responder Refresher (1)
A 16-hour refresher course in emergency medical care.

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. (4+0)

English

(ENG)

ENG 074 Writing on the Job (1)
Focuses on the first principle of business communications: clarity. Explores the writing situation, techniques for writing effective sentences and paragraphs, revision, style, and tone. (1+0)

ENG 092 Bridge English as a Second Language I (3)
Course provides instruction and practice in writing appropriately organized and developed paragraphs and essays in a variety of rhetorical styles. Emphasizes in-class paragraph and essay writing and group revision. Activities include summary and critique writing, reading, note taking, study skills, discussion, oral presentation, homework, quizzes, and exams. Students will learn techniques for evaluating their own writing to discover personal strengths and weaknesses. 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. (3+1)

ENG 093 Basic Writing (3)
Course begins with review of the parts of speech, and then provides instruction and practice on writing correct sentences. Also provides a review of common grammar rules. Instruction and practice in writing appropriately organized and developed paragraphs, with some emphasis toward putting together organized essays included. (3+1)

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. Formerly *Writing Workshops I, II, II*. (3+0)

Internet sections of ENG 101, 102, 107, and 108 require strong writing skills, computer skills, and a commitment to self-discipline.

ENG 101 Composition I (3)
Critical reading and writing of the expository essay. Emphasizes pre-writing, strategies for organization, and revision. Prerequisite: ENG 095, placement test, or equivalent ACT/SAT score. (3+0)

ENG 102 Composition II (3)
Continuation of English 101. Emphasizes writing from sources, argument, the investigative paper, and research techniques. Prerequisite: ENG 101. (3+0)

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: satisfactory score on placement test. (3+0)

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 101 or ENG 107. (3+0)

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. (2-3+0)

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 101 or instructor's approval. (3+0)

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. (3+0)

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. (3+0)

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 101 or instructor's approval. (3+0)

ENG 223 Themes of Literature (3)
Themes and ideas significant in literature. Prerequisite: ENG 102 or instructor's approval. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

ENG 243 Introduction to the Short Story (3)
Study of 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. (3+0)

ENG 250 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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0) [N]

ENG 267 Women and 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. (3+0)

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. (3+0)

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. (3+0)

ENG 299B 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. Prerequisites: ENG 101, ENG 102, and one literature course at the 200-level. (3+0)

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. It is a course in experimenting with sentence patterns, sentence length, word choice, word placement, and punctuation. During the semester, the ENG 327 student will tutor in the GBC Writing Center as a means to aid other students in the writing program and to review composition technique from earlier coursework in ENG 101 and ENG 102. Prerequisites: ENG 101, ENG 102, and a 200-level literature course, or instructor's approval. (3+1)

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. Prerequisites: ENG 101, ENG 102, and a 200-level literature course, or instructor approval. (3+0)

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.

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. (3+0)

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. (3+0)

Environmental Studies (ENV)

ENV 101 Man 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. (3+1)

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. (2+0)

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. (3+1)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

Finance**(FI)****FI 101B Principles of Banking (3)**

An introduction to a wide range of basic aspects of banking, from the fundamentals of negotiable instruments to contemporary issues and developments within the industry. Course is developed by, and approved in the curriculum of, the American Institute of Banking. (3+0)

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. (3+0) [N]

FS 103B Fundamentals of Fire Protection (3)

Introduction to basic modern firefighting techniques. (3+0)

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. (3+1)

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). (3+1)

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 covered. (3+0)

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. (3+0)

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. (3+0)

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. (6+0)

FS 285B Selected Topics (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. (3+0)

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. (3-4+0)

FREN 112 First Year French II (3-4)

A continuation of FREN 111. Language practice required. Prerequisite: FREN 111. (3-4+0)

FREN 203 Second Year French I (3)

A 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. (3+0)

FREN 204 Second Year French II (3)

Continuation of FREN 203. Prerequisite: FREN 203. (3+0)

Geography (GEOG)

- GEOG 103 Physical Geography (3)**
Teaches the physical elements of geography, nature and distribution of climate, landforms, natural vegetation, and soils. (3+1)
- 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. (3+1)

Geology (GEOL)

- GEOL 100 Geology: Principles and Applications (3)**
An introduction to geologic concepts and hazards, including earthquakes, volcanoes, floods, and landslides. Also examines resource management, waste disposal, and pollution control. (3+1)
- GEOL 101 Physical Geology (4)**
Lectures on geologic concepts, features, and processes. Laboratory includes reading of topographic and geologic maps, study and identification of common rocks and minerals, and study of geologic phenomena. (3+3)
- GEOL 102 Historical Geology (4)**
History of the earth and the origins of its landforms to the present time. Age dating, evolution of organisms, times of extinction, mountain building episodes, and periods of glaciation. Prerequisite: GEOL 101. (3+3)
- GEOL 130 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. (2+3)
- GEOL 135B Basic Prospecting (2)**
Introduction to the basic skills and knowledge needed for prospecting. Topics covered include commodity choice, prospecting techniques, sampling procedures, claim staking, and mining law. Includes at least one field trip. No prerequisite but GEOL 101 or 130 recommended. (2+0)
- 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. (3+0)
- GEOL 210 Basic Ore Deposits (3)**
Investigates major ore deposits and concentrates on their uses, origins, and occurrences. Prerequisite: GEOL 101 or 130 or equivalent. (3+0)
- 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. (2+3)

- 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.

German (GER)

- GER 101B Conversational German I (3)**
Learn language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required. Prerequisite: knowledge of basic German vocabulary. (3+0)
- 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 (3+0)

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. (3+0) [N]
- 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. (3+0)
- GIS 125 Introduction to ArcView (3)**
This course in Geographical 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 an advantageous. Also available as DFT 215. (3+0)
- GIS 205 Applications of ArcView (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 3D Analyst to portray spatial relief. Prerequisites: a working knowledge of ArcView and Windows operating system skills. (3+0)

Graphic Communications**(GRC)**

The Graphics Communications Program combines artistic design principles with computer software programs as the main source of tools. This dynamic combination creates avenues of employment for the student who would like to pursue a career in publishing, digital photography, journalism, television production, or web site design. This program can also enhance job skills for the individual who needs to produce brochures, packaging, scan images, design web sites, or create posters and advertisements for business.

GRC 106 Basic 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. Also available as ART 106. (3+0)

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. (2+1)

GRC 170 Graphic Design (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. (3+0)

GRC 180 Electronic Design (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. (3+0)

GRC 198B Special Topics (.5-6)

Consideration of special topics related to graphic communication.

GRC 204 Digital Imagery (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 204. (3+0)

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 number, guidelines for use and interpreting coding rules, and regulations that govern ICD-9-CM coding.

HIT 101B Current Procedural Terminology (2)

A course designed to be 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, physician's offices, and insurance companies for both reimbursement and research needs. Prerequisite: NURS 140.

Health Science**(HESC)****HESC 100B Personal and Consumer Health (1)**

A variety of health-related topics of current interest to the consumer. (1+0)

History**(HIST)****HIST 101 United States History I — To 1877 (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. (3+0)

HIST 102 United States History II — Since 1878 (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. (3+0)

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. (3+0)

HIST 106 European Civilization II — Since 1648 (3)

Survey of the development of Western civilization from 1648 to the present. Prerequisite: ENG 101 reading level. (3+0)

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. (3+0)

HIST 225 U.S. Involvement in Vietnam (3)
Survey of U.S. involvement in Vietnam from 1954 to U.S. withdrawal in 1975. (3+0)

HIST 247 History of the Mexican Nation (3)
A review of pre-Columbian, Colonial, and Mexican national history with emphasis on culture and politics. Prerequisite: ENG 101 reading level. (3+0)

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. (3+0)

HIST 395 Special Topics in History (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 102. Formerly HIST 295. (3+0)

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.

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. (3+0)

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. (3+0)

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 (3+0) [N]

Industrial Plant Maintenance (IT)

IT 101B Bulk Material Handling (3)
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. (3+1)

IT 102B Pipefitting Principles (3)
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. (3+1)

IT 103B Mill Pump Technology (3)
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. (3+1)

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. (2+1)

IT 205B Millwright Practices (4)
Theory and laboratory work on shaft alignment, installation and maintenance of bearings, and installation of machinery with background on structural connections. (3+1)

IT 206B Mechanical Troubleshooting (3)
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. (3+1)

IT 208B Fluid Power (4)
A review of fluid power mechanics with an emphasis on symbology, circuit operation and design, hydraulic component operation, and terminology. (2+2)

IT 209B Principles of Rigging (2)
Principles of material and object handling emphasizing the use of winches, hoists, and cranes. (2+1)

Integrative Seminars**(INT)****INT 100 GBC Orientation (1.5)**

An introduction to GBC and its programs and services. The goal of the course is to achieve student success. No prerequisite.

INT 339 Integrative Humanities Seminar (3)

An upper-division core curriculum requirement. The topic may vary, but the seminar will meet the expectations of the core curriculum. The course will be writing intensive. An in-depth study of a topic that integrates disciplines of the humanities. Each syllabus must be approved by the Core Curriculum Committee. Prerequisites: ENG 101, ENG 102, MATH 120, and completion of lower-division general education requirements. Formerly HUM 339. (3+0)

INT 349 Integrative Social Science Seminar (3)

An upper-division core curriculum requirement. The topic may vary, but the seminar will include the five major expectations of the core curriculum. The course will also be writing intensive. An in-depth study of a topic that encompasses the social sciences. Each syllabus must be approved by the Core Curriculum Committee. Prerequisites: ENG 101, ENG 102, MATH 120, and completion of lower-division general education requirements. Formerly SOCS 349. (3+0)

INT 359 Integrative Mathematics Seminar (3)

An integrative seminar on topics in mathematics. Topics will vary to address the needs and interests of programs. Course fulfills the upper-division integrative mathematics/science general education requirement. May be repeated once for credit if the topics are different. Prerequisites: completion of lower-division general education requirements, including ENG 101, ENG 102, and MATH 120 (or any mathematics course numbered 126 or above).

INT 369 Integrative Science Seminar (3)

Reviews some of the major ideas in science that have changed the way humans view the world and the universe. Also covered is the Copernicus to Newton time period. Examines the ideas of Darwin and evolution, and explores the ideas and philosophical implications of modern physics. Prerequisites: ENG 101, ENG 102, MATH 120, and completion of lower-division general education requirements. Formerly SCI 369. (3+0)

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. (3+0)

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. (3+0)

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.

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. (3+0)

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. (1+0)

Library Technology (LT)

LT 102B Introduction to the Local Library (1)

An introduction to the services provided by the GBC and Elko County Public Libraries. (1+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

MGT 171 Supervision (3)

Introduction to basic management principles and problem-solving techniques required by first-line supervisors. (3+0)

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. (3+0)

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. (3+0)

MKT 121 Retail Merchandising (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 such as store location and organization, personnel, pricing, inventory control, customer service, advertising, promotion, and display will be covered. This course makes use of case studies and practical situation exercises. (3+0)

MKT 129 Principles of 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 like the retail, industrial, governmental, and international markets. (3+0)

MKT 130 Introduction to Marketing (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. (3+0)

MKT 251B Labor Relations (2)

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. (2+0) [N]

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.

MATH 090 Math in the Workplace (1)

A review of basic mathematics including many vocational applications. A developmental course. (1+0)

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. A developmental course. (3+0)

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. A developmental course. Prerequisite: MATH 091, sufficient score on placement exam, or SAT/ACT score. (3+0)

MATH 106B Geometry (3)

Practical geometry for students who have never taken a course in geometry or who need a refresher course. Topics include areas of plane figures, similarity, volumes of solids, angular measure, and properties of certain triangles. Prerequisite: MATH 095 or test placement into MATH 112. (3+0)

MATH 108B Supplementary Technical Mathematics (1-3)

Course deals with selected topics the mathematics associated with technical and vocational fields. Intended as a followup to MATH 116. Prerequisite: MATH 116.

MATH 109B Business Mathematics (3)

Consumers and students who are majoring in business will benefit from a working knowledge of the topics covered in this course. After a review of basic concepts, the course examines the mathematics involved in markup/markdown, interest and installment buying, financial reports, inventory control, taxes, insurance, and investments. This is not a college-level course. Prerequisite: COT 110 or the equivalent and either MATH 091 or MATH 095 placement. (3+0)

MATH 112 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. Prerequisite: MATH 095 or MATH 116, within two years, or satisfactory placement exam or SAT/ACT score. (3+0)

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. Designed for vocational students. Only students whose majors specifically require MATH 116 should enroll in this course. Formerly MATH 110. Prerequisite: MATH 091 or MATH 095 placement. (3+0)

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 112 within two years, sufficient placement exam, or SAT/ACT score. (3+0)

MATH 122 Mathematics for Elementary School Teachers I (3)

A course for students preparing to become elementary school teachers or 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. Backgrounds for the real number system and preparation of students for teaching the material. Prerequisite: MATH 120 within two years. (3+0)

MATH 123 Mathematics for Elementary School Teachers II (3)

A course for students preparing to become elementary school teachers or 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 122. (3+0)

MATH 126 Precalculus I (3)

A third course in Algebra, 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. 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. The two semesters together satisfy the mathematics requirement for a bachelor's degree. Prerequisite: MATH 112 within two years or sufficient placement test or SAT/ACT score. (3+0)

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 first half of a two-semester sequence. The two semesters together 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 within two years. MATH 124 (within two years) may serve as a prerequisite with departmental approval. (3+0)

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, the combination of MATH 124 (previous GBC course) and MATH 106B, or two years of high school algebra — any combination within three years. (3+0)

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. Formerly MATH 25. Also available as ECON 261. Prerequisite: MATH 124, (previous GBC course), MATH 126, or MATH 128 — any within two years. (3+0)

MATH 176 **Elements of Calculus** (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 124, (previous GBC course), MATH 126, or MATH 128 — any within two years. (3+0)

MATH 181 **Calculus I** (4)
The fundamental concepts of analytic geometry and calculus functions, graphs, limits, derivatives, integrals, and certain applications. Prerequisites: MATH 126 and MATH 127, MATH 128, or three years of high school algebra and trigonometry — any combination within two years. (4+0)

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. (4+0)

MATH 253 **Linear Algebra** (3)
An introduction to linear algebra, including matrices and linear transformations, eigenvalues, and eigenvectors. Prerequisite: MATH 182 — within three years. (3+0)

MATH 280 **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. Corequisite: MATH 182. (3+0)

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. (4+0)

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. (3+0)

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.

Mechanical Engineering (ME)

ME 241 **Mechanical Engineering Statics** (3)
Static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction, centroids, moments of inertia, cables, beams, fluid statics, and work. Prerequisite: PHYS 201. Corequisite: MATH 182. (3+0)

Metallurgical Engineering (METE)

METE 203 **Survey of Extraction Metallurgy** (3)
Overview of the art and science of extraction metallurgy, including the concentration of ores, the extraction of metals from ores, the refining of metals, and environmental implications of these processes. Prerequisite: CHEM 100, high school chemistry, or equivalent. (3+0)

Metals**(MTL)****MTL 100B Oxyfuel Gas and Arc Cutting Principles and Practices (3)**

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. (20 contact hours per credit)

MTL 105B Drawing and Weld Symbol Interpretation (3)

An introduction to the interpretation of basic elements of drawings and sketches; interpretation of welding symbols; fabrication of parts from drawings and sketches; safety practices; preparation of time and job cards, reports, and records; and housekeeping duties. Written and verbal instructions to complete work assignments are emphasized. (4+0)

MTL 110B Basic Arc Welding Principles and Practices (4)

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. (20 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 other nondestructive testing examination (NDE) methods such as Magnetic Particle (MT), Liquid Penetrate (PT), Ultrasonic (UT), and Radio Graphic (RT) testing methods. (20 contact hours per credit)

MTL 150B Metallurgy Fundamentals for Welding (3)

Explore the basic scientific theory as well as the practical side of metallurgy. (4+0)

MTL 160B Welding Design/Layout and Pipefitting (4)

A laboratory and lecture course in the design, layout, and construction of plate, pipe, and structural beams used in the fabrication and welding industries. (1+3)

MTL 210B Advanced Welding Principles and Practices (4)

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. (20 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. (3+1)

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. (3+1)

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) (8)

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) and flux cored arc welding (FCAW) processes, short circuit transfer mode. Also requires use of the spray transfer mode for the 1F-2F and 1G positions on plain carbon steel. (20 contact hours per credit)

MTL 224B Welding Projects (3)

Layout, fit up, and fabrication. Class provides an opportunity to use welding skills to produce any number of different projects. (20 contact hours per credit)

MTL 240B Gas Tungsten Arc Welding (GTAW) (6)

Course provides students with the knowledge to produce high quality welds in all positions on plain carbon steel and aluminum using the gas tungsten arc welding (GTAW) process. (20 contact hours per credit)

MTL 260B Pipe Welding (6)

Course provides students with the knowledge of pipe welding principles using shielded metal arc welding processes. (20 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. (1+3)

MTL 299B Special Topics (3)

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. (1+3)

Mining**(MINE)**

- MINE 101 Introduction to Mining (1-3)**
Introduction to techniques, practices, and problems in the mineral industry. Field trip required. (1-3+0)
- 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. (2+0)
- 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. (3+0)
- MINE 255B Mine Safety and First Aid (2)**
A certified mine safety course. Will include hazard recognition, first aid, and other pertinent topics. (2+1)
- MINE 256B Mine Safety Refresher Course (1)**
A certified mine safety annual refresher course. Prerequisite: MINE 255B or other certified mine safety indoctrination. (1+0)
- 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. (3+0)
- MUS 111 Concert Choir (1)**
Performance of representative choral music of all periods. (2+0)
- MUS 112 College Singers (1)**
Performance of representative choral music of all periods. (2+0)
- 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. (2+0)
- MUS 121 Music Appreciation (3)**
The historical and cultural background of music and origins to the twentieth century. (3+0)

MUS 125 History of Rock Music (3)

The history and stylistic development of rock from its origins, through transitions, and subsequent revolutions. (3+0)

MUS 153 Voice (1)

Private vocal instruction. (1+0)

MUS 154B Intermediate Class Vocal Instruction (2)

A continuation of MUS 113 introducing the Italian art song. (2+1)

MUS 201 Music Theory I (4)

Counterpoint and harmony (written and keyboard). Prerequisite: MUS 101 or instructor's approval. (4+0)

MUS 202 Music Theory II (4)

A continuation of MUS 201. Prerequisite: MUS 201. (4+0)

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. Prerequisites: MUS 201 and 202. (3+0)

MUS 299B Special Topics in Music (.5-6)

Consideration of special topics in issues and music.

Nursing**(NURS)****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. No prerequisite. (2+3) or (4+6)

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 clients through the lifespan. Three credits theory, three credits clinical. Offered Fall Semester only. Prerequisites: BIOL 223, 224; PSY 274, and admission to the Nursing Program. (3+9)

NURS 140 Medical Terminology (3)

A study of word derivations and formations with emphasis on understanding of common usage in the health care setting. Programmed instruction. Course is not required and is open to anyone. Prerequisite: orientation session.

NURS 143 Nursing Process in Drug Therapy (2)
Introduction to pharmacological concepts that are woven throughout the nursing curriculum. Nursing process is emphasized as the framework for administering medications. Two credits theory. Offered Fall Semester only. Prerequisites: BIOL 223, 224; PSY 274, and admission to the Nursing Program. (2+0)

NURS 157 Nursing Process throughout the Lifespan I (4)
Uses nursing process to develop knowledge and nursing skills needed to promote basic biopsychosocial adaptation of the client and family during the childbearing experience. Two credits theory, two credits clinical. Offered Spring Semester only. Prerequisites: completion of first semester courses with a minimum grade of "C" in all courses and an overall GPA of 2.5. (2+6)

NURS 158 Nursing Process throughout the Lifespan II (5)
Emphasis on meeting biopsychosocial needs of clients throughout the lifespan with common, well-defined health problems utilizing the nursing process. Three credits theory, three credits clinical. Offered Spring Semester only. Prerequisites: completion of first semester courses with a minimum grade of "C" in all courses and an overall GPA of 2.5. (3+9) [N]

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. Ethical and legal issues will be discussed. Prerequisite: admission to ADN program. (2+0)

NURS 241 Nursing Process in Mental Health (3)
Uses nursing process to establish therapeutic relationships and communications to promote adaptation in individuals experiencing common, well-defined mental health problems throughout the lifespan. Two credits theory, one credit clinical. Offered Fall Semester only. Prerequisites: completion of first- and second-semester courses with a minimum grade of "C" in all courses and an overall GPA of 2.5. (2+3)

NURS 257 Nursing Process throughout the Lifespan III (6)
Emphasis is on meeting biopsychosocial needs of clients throughout the lifespan requiring more complex care of common, well-defined conditions utilizing the nursing process. Three credits theory, three credits clinical. Offered Fall Semester only. Prerequisites: completion of first- and second-semester courses with a minimum grade of "C" in all courses and an overall GPA of 2.5. (3+9)

NURS 258 Nursing Process throughout the Lifespan IV (4)
Emphasis is on meeting the biopsychosocial needs of clients throughout the lifespan with more complex health problems utilizing the nursing process. Two credits theory, two credits clinical. Offered Spring Semester only. Prerequisites: completion of first-, second- and third- semester courses with a minimum grade of "C" in all courses and an overall GPA of 2.5. (2+6)

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. Prerequisites: completion of first-, second-, and third-semester courses with a minimum grade of "C" in all courses and an overall GPA of 2.5. (1+0)

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. Prerequisites: completion of first-, second-, and third-semester courses with a minimum grade of "C" in all courses and an overall GPA of 2.5. (1+3)

NURS 285B Selected Topics (1)
Selected nursing topics offered for general interest and nursing continuing education. Not a required course. No prerequisite. (1+0)

Nutrition (NUTR)

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. (3+0)

Occupational Safety and Health (OSH)

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. (3+0) [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. (3+0) [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). (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

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 100 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. (3+0)

PHIL 110 Survey of Philosophy (3)
Basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology. (3+0)

PHIL 112 World Religions (3)
The moral and religious views of world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism. (3+0)

PHIL 114 Introduction to Symbolic Logic (3)
Methods and principles of correct reasoning and argumentation with application to the various sciences. (3+0)

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. (3+0)

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. (3+0)

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. (3+0)

PHIL 311 Professional Ethics (3)
A study of the nature of ethical thinking and its application to judgements 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 the Associate Degree Program or instructor's approval. Also available as ECON 311. (3+0)

Physics**(PHYS)**

- PHYS 100 Introduction to 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 116 or higher or equivalent. (3+1)
- 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 116 or higher or equivalent. (2+3)
- PHYS 108B Technical Physics II (3)**
A continuation of PHYS 107B. Topics include waves, time constants, radiation, and optical systems. Prerequisite: PHYS 107B. (2+3)
- PHYS 117 Meteorology (3)**
Description of the behavior of the atmosphere with special emphasis on the physical processes involved in the weather. (3+0)
- PHYS 151 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 120 or higher or equivalent. (3+3)
- PHYS 152 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. (3+3)
- PHYS 201 Engineering Physics I (4)**
Discussions of vectors, rectilinear and plane motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, elastic waves, and sound. Prerequisite or corequisite: MATH 181. (3+3)
- PHYS 202 Engineering Physics II (4)**
Discussions 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 201. Corequisite: MATH 182. (3+3)

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. (1+0)
- 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. (3+0)
- 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. (3+0)
- 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. (3+0)
- 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.
- 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.

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. (3+0)
- 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. (3+0)
- 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. (3+0)
- 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. (3+0)
- 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. (3+0)
- PSY 261 Social Psychology (3)**
The socialization process and changes in attitudes and behavior. Prerequisite: PSY 101 or SOC 101. (3+0)
- PSY 271 Nature and Condition of Mental Retardation (3)**
Survey of the principle syndromes, etiology, and developmental factors associated with mental retardation. (3+0)
- PSY 274 Individual and the Family (3)**
Individual development, roles, and interrelationships within the family system through the lifespan. Formerly HEC 274. (3+0)
- 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. (3+0)
- 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. Formerly PSY 220. Prerequisites: ENG 102, PSY 101, and sophomore standing or a minimum of 30 credit hours.

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 Commerce
1665 Hot Springs Road, Suite 201
Carson City, NV 89710
775.687.4280*

- RE 101 Real Estate Principles I (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. (3+0)
- RE 103 Real Estate Principles II (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. (3+0)
- 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, tenancy, liens, foreclosures, transfers of title, leases, and court decisions. (3+0)
- 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. (3+0)

Recreational/Physical Education (RPED)

RPED 102	Beginning Badminton	(1-2)
RPED 112B	Judo	(1-2)
RPED 119	Conditioning — Karate	(1-2)
RPED 120	Golf	(1-2)
RPED 122	Beginning Tennis	(1-2)
RPED 123	Intermediate Tennis	(1-2)
RPED 124	Advanced Tennis	(1-2)
RPED 129	Skiing — Downhill, Cross Country	(1-2)
RPED 138	Beginning Volleyball	(1-2)
RPED 143	Volleyball	(1-2)
RPED 147B	Exploring Movement in the Classroom	(2)
RPED 152B	Recreation and Physical Fitness	(1)
RPED 163	Body Contouring and Conditioning — PACE	(1-2)
RPED 169	Yoga	(1-2)
RPED 170	Tai Chi Lian Gong — 18 Forms	(2)
RPED 171	Tai Chi Chuan — 24 Forms	(2)
RPED 172	Intermediate/Advanced Tai Chi Chuan — 42 Forms	(2)
RPED 178	Slimnastics and Weight Control	(2)
RPED 180	Body Contouring and Conditioning	(2)
RPED 189	Basketball	(1)
RPED 199B	Special Topics in Physical Education	(1)

Refrigeration and Air Conditioning (RAC)

RAC 102B	Fundamentals of Heating/ Air Conditioning Systems	(3)
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Learn the basic fundamentals of heating and air conditioning systems.

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. (3+0)		
SOC 102	Contemporary Social Issues	(3)
Selected social problems, their causes, and proposed solutions. Prerequisite: SOC 101 or instructor's approval. (3+0)		
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. (3+0)		
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. (3+0)		

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. (3+0)		

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. (3+0)		

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. (3+0)		

SOC 299B	Special Topics in Sociology	(1-3)
Consideration of selected current research problems and conceptual issues in sociology.		

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. Prerequisites: junior standing (or 40 plus credit hours) and any two of the following courses: ANTH 103, CRJ 101, HIST 102, PSC 103, PSY 101, SOC 101 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. (3+0)		

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. (3+0)		

SPAN 111	First Year Spanish I	(3)
Development of language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required. (3+0)		

SPAN 112	First Year Spanish II	(3)
A continuation of SPAN 111. Language practice required. Prerequisite: SPAN 111. (3+0)		

SPAN 203	Second Year Spanish I	(3)
Considers structural review, conversation and writing, and readings in modern literature. Prerequisite: SPAN 111 and 112. (3+0)		

SPAN 204 Second Year Spanish II (3)
A continuation of SPAN 204. Prerequisites: SPAN 111, 112, and SPAN 203. (3+0)

Speech and Theatre (SPTH)

SPTH 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. (3+0)

Technical Arts (TA)

TA 100B Shop Practices (1-3)
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. (2-6+1-3).

TA 201B Commercial Drivers License (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. Student will then be able to qualify as a Tractor/Trailer Operator.

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 (THA)

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 mill technology. 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.

THA 130 Fundamentals of Acting I (3)
Examines acting fundamentals and focuses on development of vocal, physical, and creative tools to be used on stage. Formerly SPTH 130. (3+0)

THA 131 Fundamentals of Acting II (3)
Continuation of THA 130. Prerequisite: THA 130 or instructor's approval. Formerly SPTH 131. (3+0)

THA 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 SPTH 200. (3+0)

THA 205 Theatre Practicum (1-6)
Performance and production of plays for GBC's Little Theatre season. Formerly SPTH 205.

THA 221 Oral Interpretation (3)
Introduction to and practice of oral interpretation of literary and dramatic works from Shakespeare to contemporary writers and poets. Formerly SPTH 221. (3+0)

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. (2+0)

THA 299B Special Topics in Speech/Theatre (1-3)
Consideration of special topics and issues in speech. Selection will depend upon current interests and needs. An additional emphasis allows 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.

Women's Studies (WS)

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. (3+0)

Woodworking (WOOD)

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. (0+3)

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. (0+3)

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 or the administrative officer 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 06/99)

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 06/99)

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. 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 preemptory 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.

FACULTY AND ADMINISTRATION

Aiazzi, Stanley1971
Vice President, Student Services
BS, MS — University of Nevada, Reno

Avent, Gary1996
Reference Librarian
BA — Central State College
MLS — University of Oklahoma

Bagley, Peter1996
Life Sciences
BS — University of Maryland
MS — University of Kentucky

Barton, Richard1995
Welding
AAS — Northwest Community College

Bateman, Eric1994
English
BA — Brigham Young University
MA — Idaho State University

Blach, Jeanne1993
Assistant to the President, Institutional Advancement
Executive Director, GBC Foundation
BS — University of San Francisco

Borino, Dick1995
Diesel Technology
Diploma — Wyoming Technical Institute
AA — Great Basin College

Brown, Lisa1996
Technician/Supervisor
Video Classroom/Computer Lab
AGS — Great Basin College

Byram, Robert1996
Electrical Technology

Byrnes, Julie2000
Admissions and Records Officer
BS — Boise State University
MCOUN — Idaho State University

Collins, Pat1989
Director, Re-entry Center
BA — University of South Dakota
MA — University of Nevada, Reno

Costa Campbell, Lisa1999
Director, Winnemucca Branch Campus
BS, MA — Santa Clara University

Cox, Jeffery1995
Computer Systems Analyst
BS — Utah State University

Daniels, Frank1995
Mathematics/Computing/Science
BS, MS, PhD, — University of Florida

Dannehl, Karen1999
Reference Librarian
BA — University of Nevada, Reno
MLS — University of Southern Mississippi
JD — University of San Francisco

Diekhans, Carl1980
Vice President, Administrative Services
BA — College of Great Falls
MS — Montana State University

Doyle, Randall2000
History/Political Science
BS — William Jewell College
MA — University of Missouri
PhD — University of Idaho

Eikenberry, Shenghong (Connie)2000
Computer Operations Supervisor
BA — China
MA — Ball State University

Elliott, Betty1996
Vice President, Academic Affairs
BS, MS — University of Nevada, Reno

Emerson, Judy1996
Management Consultant
Small Business Development Center
BS, MBA — University of Nevada, Reno

England, Steven2000
English
BA — Illinois State University
MS — Illinois State University

Estes, Heather2000
Business/COT/Adviser
BS — Colorado State University
MBA — University of Nevada, Reno

Fenger, Martha1989
Nursing
BSN — South Dakota State University
MSN — University of Wisconsin, Eau Claire

Fisher, Pauline2000
Regional and Distance Education Technician
BA — Boise State University

Fisk, Walter2000
Computer Services Technician
AAS — Ricks College

Fox, Patricia1991
Art
BFA — University of Nevada, Las Vegas
MFA — Utah State University

Frazier, Lisa2000
Curriculum Development Specialist
BA — Utah State University
MA — Leslie College

Garcia, Steve1994
Electrical Technology
AS — Dixie College
BS, MVE — Northern Arizona University

Goicoechea, Genie1983
English
BA — University of Utah
MAT — Northwestern University

Gonzales, Danny1999
Director, Institutional Research and Assessment
BA, MPA — University of Nevada, Reno

Hammons, Russell1997
Assistant Facilities Manager

Heberer, Garry1998
Dean, Extended Studies and Support Services
BA — William Penn College
MA — University of South Dakota
PhD — Ohio University

Hecht, William1995
Facilities Supervisor

Henderson, Eric1998
Anthropology, Geography
BA — Portland State University
PhD — University of Arizona
JD — University of Arizona, College of Law

Hughes, Christopher2000
Webmaster
AS — Truckee Meadows Community College

Hyslop, Larry1991
Computer Office Technology
BA, MA — University of Montana

Josey, Pat1997
Computer Office Technology
BS — William and Mary
MEd — University of Arizona

Kampf, Richard1991
Mathematics
BS, MS — New Mexico Institute of
Mining and Technology

Karr, Juanita1974
Director, Library
BS — Northern Montana College
MEd — Washington State University
EdS — University of Nevada, Reno

Kempster, Janice1999
Learning Center Coordinator/Developmental English
BS — Lewis-Clark State College
MA — Northern Arizona University

King, Frank1997
Diesel Technology
AAS — Sheridan College

Kuhl, Marilee1989
Nursing
BSN — South Dakota State University
MSN — Idaho State University

Licht, Jon1997
Welding Technology
BS — Northern Montana College

Mahlberg, Lynn1991
Dean, Enrollment Management
Affirmative Action Officer
AA — Yuba Community College
BS — California State University, Chico
MBA — Golden Gate University, San Francisco

Martin, Karen1975
Behavioral Sciences
BS — Utah State University
MS — Oregon State University

McDonald, Mark1999
ABE/ESL Workplace Literacy Coordinator
AA, BA — University of Alaska, Fairbanks
MEd — Kent State University

McFarlane, Michael1983
Physical Science
AB — Humboldt State University
MS — University of Nevada, Reno

McMullen, Cyd1983
English/History
BA — University of Colorado
MA — University of Utah

McNally, Richard1987
English
BA, MA — University of Nevada, Las Vegas

Mitton, Dawn2000
Student Advocate/Fitness Center Facilitator
BS — University of Nevada, Reno

Murphy, Bret1984
Diesel Technology
BT — Northern Montana College
MEd — University of Nevada, Reno

Myrhow, Michael1996
Computer Office Technology
BA — University of Montana
MS — Kansas State University

Nickel, Ed1989
Computer Office Technology
BA — Kansas State University
MLS — Emporia (KS) State University

Nielson, Scott2000
Assistant Controller
BS — Brigham Young University

Ohlin, Lauren1999
Director, Marketing
BA, MA — University of Nevada, Reno

Owen, Sharon1999
Student Recruiter
BA — Pacific University

Owens, Lynne1997
Mathematics
BS, MS — Montana State University

Popeck, Stan1987
Director, Occupational Education
BS — University of Wyoming

Ports, Mark1983
Life Sciences
BS — Oklahoma State University
MS — Ft. Hays State University

Pryor, John1980
Director, Small Business
Development Center Business Administration
BA — Williams College
MBA — Babson Institute

Puccinelli, Margaret1998
Nursing
BSN, MSN — University of California,
San Francisco

Reber, Linda1991
Computer Office Technology
BS — Brigham Young University
MEd — University of Nevada, Reno

Remington, Lynette2000
Director, Mark H. Dawson Child and Family Center
AA — Great Basin College
BA — Sierra Nevada College

Remington, Nancy1999
Elementary Education
BS — University of Nebraska
MEd — Utah State University

Remington, Ron1989
President
BA, MA — Humboldt State University
PhD — University of Nevada, Reno

Rice, John1996
Speech and Theatre
BA — Viterbo College (WI)
MFA — University of Wisconsin, Milwaukee

Robertson, Bob1999
Instrumentation
BS — University of Utah
MS — Brigham Young University

Sallaberry, Jody1997
Computer Technician
AS — Truckee Meadows Community College

Sanchez-Saenz, J. Leonardo2000
Elementary Education
BS — University of Mexico
PhD — University of Iowa

Sanford, William1996
Industrial Plant Maintenance
BT — Oregon Institute of Technology

Schwandt, Katherine1996
Computer Office Technology
BA/MED — University of Nevada, Reno

Shaw, Joyce1991
Graphic Designer/Staff Writer
BS — University of Nevada, Reno

Shrock, Joel1999
History
BS, MA — Ball State University
PhD — Miami University

Siler, Ralph1989
Industrial Plant Maintenance Technology
BA — Fresno State University

Smith, Georgeanna1988
 Director, Nursing
 BSN — Montana State University
 BS — Utah State University
 MEd — University of Nevada, Reno
 MSN — Idaho State University

Smith, Jack1991
 History/Political Science
 BA, MA, PhD — University of Utah

Smith, Laura2000
 DARS Specialist
 AA — Great Basin College
 BA — Sierra Nevada College

Smith, Phil1991
 Counselor
 BS — Indiana State University
 MA — Ball State University

Staley, Tammy2000
 Job Placement Specialist
 BA — Boise State University
 AAS — Great Basin College

Stringfield, Jill1989
 Computer Office Technology
 BS — Kearney State College
 MEd — University of Nevada, Reno

Sweetwater, Sarah1975
 Art/Educational Travel
 BS — West Texas State University
 MEd — University of Utah

Swetich, Mary1994
 Director, Ely Branch Campus
 BS — Colorado State University

Tenney, Glen1990
 Accounting/Economics
 BS — Arizona State University
 MS — Western International University

Thomson, Star1999
 Controller
 BS — Fort Lewis College
 MBA — University of Nevada, Reno

Warren, Pat1985
 Coordinator, Continuing Education
 BS — California State Polytechnic University,
 San Luis Obispo
 MEd — University of Nevada, Reno

Whitcomb, Glenn1997
 Computer Technician
 AS — Community College of Southern Nevada

Williams, Joan1983
 Director, Student Financial Services
 BA, MEd — University of Nevada, Reno

Wise, Mary1999
 Biology/Chemistry Instructor
 BA, MS — Utah State University

EMERITUS

Berg, WilliamPresident Emeritus
 BS, MS — University of Wisconsin
 EdD — University of Arizona

Call, DorothyEmeritus
 Office Administration
 BS — Indiana State University

Day, DelnaEmeritus
 Nursing
 Diploma — Salt Lake City Hospital
 AGS — Great Basin College

Emerson, AmyEmeritus
 Mathematics
 BA — University of South Dakota
 MATM — University of Nevada, Reno

Greenhaw, CharlesDean Emeritus
 BA, MA — University of North Texas
 PhD — University of Nevada, Reno

Holland, RuthEmeritus
 Nursing
 BS — University of Cincinnati
 MSN — University of Utah

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Academic Affairs

Berg Hall, 775.753.2187

Academic Records

Admissions and Records Office,
Berg Hall, 775.753.2102

Activities

(Student Organizations)
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

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

AHEC, McMullen Hall, 775.738.3828

Audio-visual Equipment

GBC Library, 775.753.2172

Battle Mountain Center

835 No. Second Street
Battle Mountain, NV 89820
775.635.2318

Books/Periodicals/Reference

GBC Library, 775.753.2222

Bookstore

Community Center, 775.753.2270

Building and Grounds

Construction Trades, 775.753.2316

Business and Industry

Lundberg Hall, 775.753.2303 or 775.738.8493

Campus Tours

Lundberg Hall, 775.753.2201

Career Center

Berg Hall, 775.753.2168

Challenge Examinations

Admissions and Records Office,
Berg Hall, 775.753.2102.

Change of Name/Address/Major

Admissions and Records Office,
Berg Hall, 775.753.2102

Channel 15 (PBS)

Media Services, Lundberg Hall, 775.753.2178

Child and Family Center

Child and Family Center,
775.753.2225 or 775.753.2224

Community Service Courses

Health Sciences, 775.753.2231

Computer Operations

Berg Hall, 775.753.2211

Computer Services

Lundberg Hall, 775.753.2298

Continuing Education

Health Sciences, 775.753.2231

Controller's Office

Berg Hall, 775.753.2110

Cooperative Education

Lundberg Hall, 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

Cultural Awareness Group

775.753.2256

Deferred Registration Payments

Student Financial Services,
Berg Hall, 775.753.2399

Disabled Student Services

Counseling, Berg Hall, 775.753.2279

Distance Education

McMullen Hall, 775.753.2240

Elementary Education

Berg Hall, 775.753.2177

Ely Branch Campus

2115 Bobcat Drive
Ely, NV 89301
775.289.3589

English

Berg Hall, 775.753.3511

English as a Second Language

Adult Learning Center, 775.753.2230

Facility Scheduling

Berg Hall, 775.753.2101

Faculty Offices

Berg Hall Reception,
775.738.8493

Financial Aid Information

Student Financial Services,
Berg Hall, 775.753.2239

Fine Arts

Berg Hall, 775.753.3511

Fitness Center

775.753.2113

Food Service

Cafe X, Community Center, 775.753.2261

Foundation Office

Community Center, 775.753.2246

GED Testing

Adult Learning Center, 775.753.2233

Grants, Special Programs

Berg Hall, 775.753.2252

Humanities/History

Berg Hall, 775.753.3511

Human Resources

Berg Hall, 775.753.2265

Individualized Study

McMullen Hall, 775.753.2240

Information Desk

Berg Hall Reception, 775.738.8493

Institutional Research and Assessment

Berg Hall, 775.753.2114

Inter-library LoanGBC Library, McMullen Hall,
775.753.2222, FAX 775.753.2296**Internet Classes**

Greenhaw Technical Arts, 775.753.2305

Jobs (On and Off Campus)

Berg Hall, 775.753.2255

KENV — TV Station, NBC Affiliate

775.775.8500

KNCCMedia Services,
Lundberg Hall, 775.753.2178**Library**

McMullen Hall, 775.753.2222

Life Sciences

Lundberg Hall, 775.753.2278

Lost and Found

Berg Hall, 775.738.8493.

MTC — Manpower Training Cooperative

Lundberg Hall, 775.753.2303 or 775.738.8493

Mailing Address1500 College Parkway
Elko, NV 89801**Marketing**

Lundberg Hall, 775.753.2178

Mathematics

Lundberg Hall, 775.753.2278

Media Services

Lundberg Hall, 775.777.8864

Microsoft Training and Certification

Greenhaw Technical Arts, 775.753.2241

MusicHealth Sciences Building, 775.753.2120 or
775.753.2210**Nursing Department**

Health Sciences, 775.753.2301

Off-campus Programs

McMullen Hall, 775.753.2240

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, 775.753.2265

Phi Theta Kappa

Berg Hall, 775.753.2144

Physical Science

Lundberg Hall, 775.753.2278

Placement Testing

Berg Hall, 775.753.2102

Public Information

Lundberg Hall, 775.753.2178

President's Office

Berg Hall, 775.753.2265

Re-entry Center

Berg Hall, 775.753.2243

RefundsController's Office,
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Berg Hall, 775.753.2102**Room Requests**

Berg Hall, 775.753.2101

ScholarshipsStudent Financial Services,
Berg Hall, 775.753.2399**School-to-Careers**

Berg Hall, 775.753.2303

SecurityBuildings and Grounds/Security Building
775.753.2219 or 775.753.2293**Sexual Harassment**

Berg Hall, 775.753.2282

Sierra Nevada College

McMullen Hall, 775.753.2283

Single Parent Program

Berg Hall, 775.753.2243 or 775.753.2299

Small Business Development

Greenhaw Technical Arts, 775.753.2245

Social Sciences

Lundberg Hall, 775.753.2278

Special Programs

Berg Hall, 775.753.2175

Student Employment Services/Job Placement

Berg Hall, 775.753.2255

Student Financial Services

Berg Hall, 775.753.2399.

Student Government — Associated Student Body

Community Center, 775.753.2234

Student Recruitment

Lundberg Hall, 775.753.2201

Student Services

Berg Hall, 775.753.2184

Technical and Occupational Education

Lundberg Hall, 775.753.2303

Testing

Admissions and Records Office,
Berg Hall, 775.753.2102

Telecourses

McMullen Hall, 775.753.2240

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

McMullen Hall, 775.753.2279
or 775.753.2144

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

Associated Student Body,
775.753.2208

Barnes and Noble Bookstore,
775.753.2277

Battle Mountain Center,
775.635.0340

Buildings and Grounds,
775.753.2356

Child and Family Center,
775.753.8862

Controller's Office,
775.775.1809

Electrical Technology,
775.753.3509

Ely Branch Campus,
775.289.3599

Employment Services,
775.753.2163

Foundation, Elko,
775.738.9321

Foundation, Winnemucca
775.623.1812

Health Sciences,
775.753.2151

Interactive Video,
775.753.2160

GBC Library,
775.753.2296

Lundberg Hall,
775.738.8771

President's Office/Human Resources,
775.778.9358

Small Business Development,
Center, 775.753.2242

Wells Center,
775.752.3590

Winnemucca Branch Campus,
775.623.1812

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

A two-year degree program which emphasizes a broad, inter-disciplinary education.

AS — Associate of Science

A two-year degree program emphasizing the sciences for individuals who intend to transfer to a four-year institution.

ASB — Associated Student Body

An organization composed of all registered students and governed by elected officers who make up student government.

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 four-year degree program with emphasis of study. Selected four-year programs available at GBC.

A GBC GLOSSARY OF TERMS

Campus

From the Latin word for "field." The word is usually associated with college buildings and grounds.

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 McMullen Hall Annex.

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.

Committee on the Status of Women

A campus organization consisting of volunteers from faculty, staff, and students which addresses issues important to women.

Core 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.

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.

Cultural Awareness Group

An organization consisting of students and faculty advisers which addresses issues important to minorities.

Curriculum

A set of courses focused in a particular field of study (e.g., early childhood education curriculum, nursing curriculum).

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.

Department Chair

The faculty member elected by peers and approved by the GBC administration to oversee a department.

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.

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.

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.

MTC

The College's Manpower Training Cooperative Program which includes sponsored programs in diesel, electrical maintenance, welding, and industrial plant 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.

RAD — Report on Acquiring Degree

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.

Sexual Harassment

Includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other verbal or physical conduct or communication. See page 25 for more details.

Skills USA/VICA

Vocational Industrial Clubs of America, a group which perpetuates occupational/technical education and is active at GBC.

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, and the Desert Research Institute.

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