



GENERAL CATALOG 2002-2003

GREAT BASIN COLLEGE



The Best in the West



**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 Kluncky Canyon Road
Winnemucca, NV 89445
775.623.4824

DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

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

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

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

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

Notification Requirements. Each UCCSN institution shall annually disclose its definition of directory information in writing and provide a form on which students may elect to be removed from the directory listing. The annual notification and form must be published within the first 5 pages of the institutional catalog and each class schedule. A common statement about the uses of directory information, shall be provided on the form:

Privacy Statement. The following statement must appear in boldface type in a box on the form used by students for requesting non-disclosure of directory information. Additional clarifying language may be added to this statement by the institution.

Directory information about current and former students may be provided to individuals or mailing services outside the institution for a variety of purposes. When requested, this information is provided solely at the discretion of the institution. For example, directory information could be used by the institution to mail notices to all students about changes in policies, fees, or services. Directory information may also be provided for commercial solicitation, honorary societies, or other purposes at the discretion of the institution.

At Great Basin College, directory information is defined as name, address, dates of attendance, full-time/part-time status, degree awarded, major field, and date of graduation. If you do not wish the institution to release this information about you, please complete this form and return it to the Admissions and Records Office by the deadline stated in the academic calendar. This request will apply permanently to your record until or unless you choose to reverse it.

Deadline. Students shall be permitted until the end of the first six weeks of the fall or spring semester to submit a written request for non-disclosure of directory information. The deadline shall be published in the academic calendar of each institution.

Applicability. The request for non-disclosure shall apply permanently to the student's record until or unless the student or former student requests in writing to reverse the non-disclosure order.

Sale of Directory Information. Student directory information for current and former students cannot be sold or rented for a fee by a UCCSN institution.

NOTICES

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

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

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

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

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

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

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

All GBC buildings are designated as tobacco free.

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

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

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

Student Signature Social Security Number Date

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THE PRESIDENT

2002-2004 ACADEMIC CALENDAR

Fall Term — 2002

Consult Class Schedule Testing/Advisement/Orientation
 Consult Class Schedule Registration
 August 8-9 MTC Orientation
 August 12 Faculty Returns
 August 12 MTC Instruction Begins
 August 12-23 In-service Days
 August 26 Instruction Begins
 September 2 Labor Day Holiday
 October 14 Alternate Semester Begins
 October 25-26 Nevada Day Holiday
 November 11 Veterans Day Holiday
 November XX Official Course Drop Deadline
 November 27 MTC Instruction Ends
 November 28-30 Thanksgiving Recess
 December 14 Instruction Ends
 December 14 Alternate Semester Ends
 December 16-20 Final Exam Week
 December 25 Christmas Holiday

Spring Term — 2003

Consult Class Schedule Testing/Advisement/Orientation
 Consult Class Schedule Registration
 January 1 New Years Day
 January 6 MTC Instruction Begins
 January 2-18 January Mini Term
 January 6 Faculty Returns
 January 6-21 In-service Days
 January 20 Martin Luther King Holiday
 January 21 Instruction Begins
 February 17 Presidents' Day Holiday
 March 3 Alternate Semester Begins
 March XX Graduation Application Deadline
 March 24-29 Spring Recess
 May 17 Alternate Semester Ends
 May 11 Instruction Ends
 May 12-17 Final Exam Week
 May 16 Graduation
 May 19-June 21 Late Spring Mini Term

Summer Term — 2003

May 26 Memorial Day
 June 23-August 1 Summer Instruction
 July 4 Independence Day

Fall Term — 2003

Consult Class Schedule Testing/Advisement/Orientation
 Consult Class Schedule Registration
 August 11 Faculty Returns
 August 11-22 In-service Days
 August 14-15 MTC Orientation
 August 18 MTC Instruction Begins
 August 25 Instruction Begins
 September 1 Labor Day Holiday
 October 13 Alternate Semester Begins
 October 31-November 1 Nevada Day Holiday
 November 11 Veterans' Day Holiday
 November XX Official Course Drop Deadline
 November 26 MTC Instruction Ends
 November 27-29 Thanksgiving Recess
 December 13 Instruction Ends
 December 13 Alternate Semester Ends
 December 15-19 Final Exam Week
 December 25 Christmas Holiday

Spring Term — 2004

Consult Class Schedule Testing/Advisement/Orientation
 Consult Class Schedule Registration
 January 1 New Years Day
 January 5 MTC Instruction Begins
 January 5-24 January Mini Term
 January 12 Faculty Returns
 January 12-23 In-service Days
 January 19 Martin Luther King Holiday
 January 26 Instruction Begins
 February 16 Presidents' Day Holiday
 March 8 Alternate Semester Begins
 March XX Graduation Application Deadline
 March 22-27 Spring Recess
 May 15 Alternate Semester Ends
 May 17 Instruction Ends
 May 18-21 Final Exam Week
 May 21 Graduation
 May 24-June 26 Late Spring Mini Term

Summer Term — 2004

May 31 Memorial Day
 June 28-August 6 Summer Instruction
 July 5 Independence Day

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GBC DEGREE AND CERTIFICATE PROGRAMS

Bachelor of Arts Degrees

A degree program consisting of four years of required study in the liberal arts and humanities.

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

Bachelor of Applied Science Degree

A degree program consisting of four years of required study in the applied sciences.

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

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, Engineering, Environmental Studies, Geology, Mathematics, Physics

Associate of General Studies Degree

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

Associate of Applied Science Degrees

*Business Administration
Computer Technology Emphasis
General Business Emphasis
Computer Office Technology
CADD/GIS Emphasis
Graphic Communications Emphasis
Information Specialist Emphasis
Network Specialist Emphasis
Office Technology Emphasis
Web Specialist Emphasis
Criminal Justice
Corrections Emphasis
Law Enforcement Emphasis
Diesel Technology
Early Childhood Education
Electrical Technology
Industrial Plant Mechanics Technology
Nursing — Registered
Welding Technology*

Certificate of Achievement Programs

*Accounting Technology
Business Administration
Computer Office Technology Emphasis
Diesel — Technical Arts
Early Childhood Education
Electrical Technology
Industrial Plant Mechanics Technology
Instrumentation Technology
Welding Technology*

WELCOME TO GBC

A “Community” College

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

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

GBC’s History at a Glance

Great Basin College is the major provider of postsecondary education in central and northeastern Nevada and has been from its first days as an upstart college 34 years ago.

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

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

Community College System of Nevada. The College then entered a long period of development.

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

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

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

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 86,000 residents. In land size that's nearly half of Nevada; as for inhabitants — that's less than two people per square mile.

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

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

The Campus

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

Lundberg Hall (1973) is the oldest campus building. Lundberg houses science laboratories, the computing hub, and faculty offices. McMullen Hall (1974) houses the Library, the Writing Center, and classrooms. Berg Hall (1987) houses the Office of the President, Offices of the Vice Presidents for Academic Affairs, Administrative Services, and Student Services; as well as, the Controller's Office, the Admissions and Records Office, Student Financial Services, the Re-entry Center, Student Employment Services, the Career Center, Student Central, 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, the PBS, KNCC (KUNR translator), radio system, and music classes. The Arts Annex (2000) provides a facility for ceramics and theatre classes.

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

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

GBC is now provides student housing (2002). The UCCSN system approved the purchase the of the xx Apartments located within walking distance to the college. There are two locations consisting of residential and married/family housing. Within the residential there are 30 apartments (14 three-bedroom and 16 two-bedroom). The married and residential housing has 30 apartments. For housing details see page 37.

Guided tours of the campus are available. You are always welcome. Simply call for an appointment, 775.753.2282.

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, tourism, and agriculture. Humboldt County, with its large potato and alfalfa farms, is one of Nevada's leading agriculture areas. Winnemucca is part of "Cowboy Country" and is famous for the outlaw Butch Cassidy, and for some vestiges of the buckaroo spirit of the Great Basin. The GBC Winnemucca 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 Mechanics, 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.

Classified Staff support the college in all facets of the institution and the communities in which the Great Basin College provides service.

The Classified Staff fund the Tony Salvatierra Scholarship through the Student Financial Services Office.

Membership consists of all State of Nevada classified employees of GBC who are employed in a permanent part-time or full-time position. The officers of the Classified Council shall serve and represent all rights and interests of the Classified Staff of Great Basin College and serve as an advisory group to the President of GBC. The officers volunteer to serve for one year, starting July 1 and ending June 30.

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.

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

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

Developmental Education

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

GETTING STARTED

The College Year

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

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

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

Admissions and Records Office

1500 College Parkway
Elko, Nevada, 89801
775.753.2102
775.753.2311 (FAX)
www.gbcnv.edu

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 before entering into liberal arts or occupational education.

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

GBC will admit U.S. citizens or 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 16), you may be admitted if you qualify under the special rules.

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

Your Responsibilities as a GBC Student

As you consider attending Great Basin College, it is important that you understand your responsibilities. You should read and understand the contents of this catalog. In addition, you should familiarize yourself with GBC policies and procedures. Take special note of important dates for registration, fee payment, and 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.

It is your responsibility to officially withdraw from courses you are not attending. See pages 44 and 45 for the GBC withdrawal policy.

How to Apply for Admission

To apply for admission, complete an official Application for Admission which may be obtained from the Admissions and Records Office in Berg Hall or from your local GBC Branch/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 available at www.gbcnv.edu.

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, Bachelor of Applied Science, Bachelor of Arts in Integrative and Professional Studies, 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

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

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

Taxpayer Relief Act

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

Foreign Student Admission

Great Basin College is authorized by the 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)

Non-degree Students

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

As a “non-degree” student, you may take classes for credit or choose to audit classes for personal enrichment. Many “non-degree” students discover eventually that they have completed enough credits for GBC’s Associate in General Studies Degree, which is described in *Associate Degrees* page 65.

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 some 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:

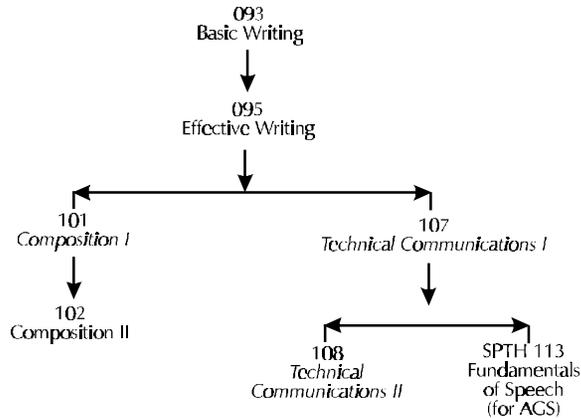
ENG 093 Basic Writing
 ENG 095 Effective Writing
 ENG 107 Technical Communications I
 ENG 108 Technical Communications II
 ENG 101 Composition I
 ENG 102 Composition II

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.

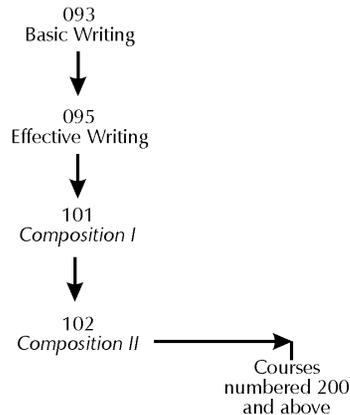
If you present a score of 21–29 on the English section of the ACT, or 510–670 on the SAT, or make an equivalent score on a college administered placement test, you may enroll in English 101 or 107, depending upon your program. The placement test is a prediction of your potential for success in writing courses. A score of 30–36 on the English section of the ACT or 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 096 and MATH 116 without taking the placement test.

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

The mathematics requirement may also be satisfied by a student who earns credit through the CLEP (College-Level Examination Program) tests, or transfers equivalent credits to GBC.

Placement tests are available at the Admissions and Records Office in Berg Hall and at your local branch campus/center.

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

Non-traditional Credit

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

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 from each of the following sources: military training; correspondence courses; extension courses; post-secondary proprietary institutions, including business colleges; certificate training; and other recognized sources. Students must themselves take the initiative of compiling documents to be used in petitioning for credit. Such documents may include training certificates, certificates of completion, licenses, resumes, job descriptions, work evaluations, 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 can only 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. For more information, contact 775.753.2273.

Challenge Examinations

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

- Each student is responsible for obtaining a petition for credit by examination, seeking approval(s), arranging to complete the challenge examination, and requesting the official score be posted on the petition and sent to the Admissions and Records 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.*

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

Is new student orientation required?

YES, if you are:

- a first-time student enrolling for 12 or more credits
- an associate degree candidate beginning Fall 2000 or later
- a transfer student with 24 or less credits
- a GBC student changing programs with 24 or less credits
- a certificate candidate (specified program)

NO, if you are:

- a transfer student with 25 or more credits

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

- a bachelor degree candidate
- a certificate candidate
- a part-time student — first semester preferred
- a non-degree student

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

- What programs are available.
- What requirements are needed to enter courses and programs.
- What requirements are needed to complete courses and programs.
- How to get academic advising.
- What general education means.
- How to get help for a variety of needs (study skills, personal, financial, etc.).
- What resources are available (library, 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. In order for classes to be transferred to GBC, students must have a declared major.

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 courses100-299
GBC and University upper-division courses300-499
University graduate courses500-799

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 www.gbcnv.edu.

Transfer Center

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

Transferring with an Associate Degree

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

Affirmative Action Policy

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

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

Affirmative Action Officer	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.

A *Disclosure of Student Records Opt Out* form is available on page 2.

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, and must be 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, sexual orientation, physical or mental disability, and national origin should be directed to the Vice President for Student Services at the following address: Great Basin College, 1500 College Parkway, Elko, Nevada 89801, 775.753.2282.

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

Office for Civil Rights

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

Assistance with Substance Abuse

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

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

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

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

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

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

Standards of Conduct

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

Legal Sanctions

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

Campus Disciplinary Sanctions

Alcohol:

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

Drugs:

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

For more information or to arrange for program services and assistance, contact the Vice President for Student Services, Berg Hall, 775.753.2282.

RESOURCES AND SERVICES

What Student Services Does for You

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

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

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

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

Services for Students with Disabilities

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. A qualified student 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.

Student Central

Within *Student Central*, students will find the student development coordinator, student aides, the college recruiter, and student ambassadors. This program offers a number of services to GBC students, faculty, and staff consisting of several interrelated activities and services. Student Central's goal is to empower all students to accomplish their academic goals, facilitate success, and attain their individual potential. Located in Berg Hall, you are always welcome and no appointments are necessary.

The Career Center

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

The Career Center houses: *Career and Academic Advising*, *Career Resources*, 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 and The Myers-Briggs Type Indicator. Tests are administered at a cost of \$15.00. For more information call 775.753.2168.

Re-entry Center

The *Re-entry Center* program for career and life planning is designed to identify and meet the special needs of the economically disadvantaged, single parents, pregnant/parenting teens, displaced homemakers, 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 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 most popular at-a-distance course and are often referred to as asynchronous, meaning that students and faculty don't have to be on the Internet at the same time. Internet courses require students to use a computer with Internet access to retrieve and send their coursework to the instructor. Students are expected to do most of their work on a computer and to communicate with faculty and other students through the computer.

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

Self-directed Learning

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

The GBC Library

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

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

Distance Education students may check out materials by providing a current library card barcode number, their name and address, and notifying the library by telephone 775.753.2222, FAX 775.753.2296, Email sknowles@gbcnv.edu, or Library webpage – under the heading Forms.

Hours of operation are 8 a.m.-9 p.m. Monday through Friday, 8 a.m.-5 p.m. Friday, and 10 a.m.-5 p.m. Saturday.

Academic Computing

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

Computing facilities on the Elko campus include eight computing labs, one located in Lundberg Hall, two in the Greenhaw Technical Arts Building, and four in the High Tech Center. 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, faculty and staff are connected to the local area network through their offices. Instructors make use of electronic mail for communication with students and may collect and send homework assignments through the network. 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.

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.

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

Students must:

- A. Pick up and fill out an application from the lab aide in the open computer lab.
- B. Return the completed application to the lab aide.
- C. The lab aide will route the application to Computer Services in order to have an account set up.
- D. Pick up account information from lab aide after 48 hours.

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 Writing Center

The *Writing Center*, McMullen Hall, provides current students with the essentials for college success, including English and computer skills tutoring.

Adults who have been away from school for a while may have rusty writing, preventing them from meeting the requirements of other college subjects. Recent high school graduates may also need additional review of English, or basic computer skills, complicating their first experience in college-level courses.

The Center is equipped with computers and staffed with tutors who are available to assist students with writing and word processing. Operating hours for the labs are posted each 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.

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

Mathematics Resource Center

Adults who have been away from school for a while have often forgotten mathematics required in many new jobs in our increasingly technological society.

High School graduates may need additional review of mathematics in order to meet the demands of college mathematics.

The *Mathematics Resource Center*, Lundberg Hall, is staffed Monday through Friday with tutors available to assist students with *Basic Mathematics* through *Calculus III*.

Operating hours for the labs are posted each semester for the Fall and Spring Semester sessions.

GBC's Adult Learning Centers

GBC's *Adult Learning Centers* in Battle Mountain, Elko, Ely, Owyhee, Wells, Wendover, and Winnemucca help people in their respective communities to improve 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. See page 17 for fee and test information.

Learning Centers are housed at the following locations:

Battle Mountain: 330 S. 5th Street, #10

Elko: 1020 Elm Street, (directly across from the Greenhaw Technical Arts Building, adjacent to High Tech Center)

Elko 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 775.753.2109.

English as a Second Language

English as a Second Language instruction is offered in all locations listed under the Adult Learning Centers. For more information about ESL programs call the ABE Coordinator at 775.753.2230 or 775.753.2109.

Workplace Literacy

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

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

Classes for Business and Industry

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

Customized computer training for business and industry includes Microsoft Windows and Microsoft Office, Internet, presentation software, spreadsheets, database management, word processing, desktop publishing, graphic production, computer-aided drafting, web page building, and 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 mechanics short courses have been presented at many mine sites.

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

Large and small businesses and government agencies 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

Short Term Employment Program — STEP

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

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 aca-

demical 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.

Fitness Center

The Fitness Center is available to enhance both your recreational and educational experience during your years at Great Basin College. Services include a complete fitness center that offers a variety of classes in weight training, aerobics, kickboxing, yoga, Tai Chi, dance, karate, judo, rock climbing, and intramural sports.

You can enroll in the class of your choice, sign-up for basketball, fitness membership, or student workouts. For more information, call 775.753.2113.

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 Phi Beta Lambda, Concert Choir, Skills USA/VICA, Associated Student Body (ASB), Campus Environment Committee, 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 more than 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 \$300.00 to \$500.00 per semester. Some senators are elected by their respective sites and the remaining senators are elected in the Fall Semester. Senators receive scholarships of \$150.00 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).

To contact the ASB, call 775.753.2256, 775.753.2234, or e-mail dawnb@gbcnv.edu.

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.

FEES AND FINANCIAL AID

Nevada Residency Status

You are considered a “bona fide” resident of Nevada if you live in the state and intend to make it your true, fixed, and permanent home and place of habitation; have clearly abandoned any former residence, and have no intent to make any other place outside Nevada your home. You may be classified as an in-state resident of Nevada if, at the beginning of a semester, you have been a “bona fide” resident of the state for at least 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 under a student visa, you are considered an out-of-state student for tuition purposes, and you may not establish residency while your visa status is in effect.

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

WUE/WICHE

In order to make higher education more available and to meet the workforce needs and education of their states, members of the *Western Undergraduate Exchange (WUE)* and the *Western Interstate Commission for Higher Education (WICHE)* have established an interstate partnership. Students from 12 participating states may enroll in designated two-year programs in other participating states at a special, reduced tuition level. For more information about the WUE/WICHE program, visit the Admissions and Records Officer, Berg Hall, or call 775.753.2361. You may also access information at www.wiche.edu.

Note: Students admitted under the WUE/WICHE program are considered to be living in Nevada for the purpose of education.

Therefore, they are not eligible for Nevada Residency Status, for tuition purposes, even after residing in Nevada for 12 months or more.

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 Officer in Berg Hall or call 775.753.2361.

Fee Schedule

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

In-state Tuition Fee for 2002-2003 (credit or audit)

Per credit fee, lower division\$	45.50
Per credit fee, upper division	62.00
Per credit, technology fee	4.00

WUE/WICHE Tuition Fee (credit or audit)
In-state tuition fee plus 50%, plus technology fee

Good Neighbor Tuition (credit or audit)
\$23.00 per credit tuition charge plus the
\$45.50 per credit fee for lower-division courses.
\$31.00 per credit tuition charge plus the
\$62.00 per credit fee for upper-division courses.

Out-of-state Tuition per semester for 2002-2003

Lower division, (students less than seven credits)	.. \$	68.50
Per credit, technology fee	4.00

Out-of-state Tuition per semester for 2002-2003

Upper division, (students less than seven credits)	.. \$	93.00
Per credit, technology fee	4.00

Out-of-state Tuition per semester for 2002-2003

Lower division, (students taking seven or more credits, \$45.50 per credit fee and \$4.00 technology fee) plus \$.2,215.00

Out-of-state Tuition per semester for 2002-2003

Upper division (students taking seven or more credits, \$62.00 per credit fee and \$4.00 technology fee) plus \$.2,215.00

Good Neighbor Tuition

Per credit tuition, lower division\$23.00
Per credit fee, lower division\$45.50
Per credit tuition, upper division\$31.00
Per credit fee, upper division\$62.00

Other Fees

Application for admission\$ 5.00
Transcript of record fee2.00
Graduation fee15.00
Graduation late fee5.00
Telecourse fee (per course)varies
Challenge examination fee25.00
CLEP Tests46.00
Computerized assessment examination fees	...\$10.00-15.00

Lab Fees

See Class Schedule for applicable course lab fees.

Late Fee

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

Leave of Absence Policy

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

Community Service Course Fees

Registration fees for community service courses may be variable and flexible to cover the cost of the instructor's salary, supplies, equipment needed, and overhead costs. Fees shall be payable in full at the time of registration. No refunds 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 total registration, tuition, and other, i.e., lab fees, technology fee for more than six credits hours or more are available for the the Fall and Spring Semesters only. Deferred payments are not available for short-term classes. The Director of Financial Services or any authorized designee(s), may authorize a deferred payment as follows:

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

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

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

- 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 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/eviction procedures may be instituted, if necessary. A penalty of 10% with a minimum of \$10.00 shall be charged on the deferred payment not paid by the due date.

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.

The \$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 summer and short-term courses of 12 weeks duration or less:

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

No refunds 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 and complete the required paperwork. Documentation of circumstance is required:

- Student is 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 (six credits) students with a 2.0 cumulative grade-point average are eligible for awards. Scholarships are awarded annually with application deadlines set during the month of February for the subsequent academic year. Should an awarded recipient become ineligible or choose not to enroll, the scholarship committee will review remaining applications on file and select an alternate recipient.

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

ASB Academic (2)
 Bill and Dan Ahern Memorial
 Stan Aiazzi Scholarship
 Anonymous Family
 Citizens Communications of Nevada
 Helen Close Charitable Foundation
 Crayons to College
 Delta Kappa Gamma
 Jessie Dewar Art
 Max Duke Memorial
 Valerie CacceseEasterly Memorial
 Elko County Bar Association
 Elko County Retired Employees
 Elko County Sheriff's Posse (2)
 Elko Kiwanis Club
 Elko Lions Club (2)
 Elko Masonic Lodge
 Elko Rotary Club
 Dorothy Gallagher
 Vera and Arthur Gaufin
 Barbara J. Giles Memorial
 Bessie Gilmer Endowment (3)
 Ariel Glen
 Frank and Phyllis Hooper
 Instrument Society of America
 Knights of Pythias
 Lamoille Women's Club Scholarship
 Paul Laxalt
 Mine Training Cooperative
 Margaret MacBeth Endowment
 Wayne S. Marteney Memorial
 Hugh McMullen Memorial
 Sam McMullen Memorial
 Joseph W. Murray Memorial (four-year scholarship)
 Northeastern Nevada Nurses Association
 Nevada State Society of CPAs (4)
 Mary Raduziner
 Retired Public Employees of Nevada (2)
 Ruth Roseberry, Nursing
 Tony Salvatierra Memorial Academic
 Martin "Pete" Sawyer
 Sierra Pacific Power Company (5)

Society for Mining, Metallurgy, and Exploration (2)
 Soroptimist International of Northeastern Nevada
 Tomera Brothers
 Grace vanDalfsen
 Veterans of Foreign Wars/Women's Auxiliary
 Wells Regional Medical Center
 Charles R. Williams Alumni
 Women in Mining

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. Now, up to \$10,000.00 is available for each qualified student to use for education costs at a Nevada community college or university. For more information, contact the Millennium Scholarship Office at 702.486.3383 or visit <http://millennium.state.nv.us>.

Estimated Annual Costs at GBC

Tuition and Fees for 2001

\$1,320.00 per year (resident, *lower division*, 30 credits)

\$1,800.00 per year (resident, *upper division*, 30 credits)

\$4,290.00 per year (non-resident) plus

\$44.00 *lower division* (per credit)

\$4,290.00 per year (non-resident) plus

\$60.00 *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

Great Basin College's residence halls provide convenient, affordable housing for single students, single parents, married students, and married students with children. The resident suites are located across the street from the main campus and the apartments for married and family housing are located just a few blocks away.

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

Features of Residence Suites and Apartments

- Full-sized cooking range
- Laundry hookups (apartments only)
- Full-sized refrigerator
- Close parking
- Dishwasher
- Lawn areas
- Optional meal plan available through Cafe X

Single Student Residence Suites

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

Costs (includes all utilities except telephone and cable):

- Private Room \$1,600, \$1,700, or \$1,800 per semester (dependent on the size of the room)
- Double Room \$1,000 per semester

Payment Plans:

Option I: Pay full housing fees by the semester "instruction begins" date (see Class Schedule) and receive a \$50 discount.

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

Extended Semester: Occupational Students

- Double occupancy \$1,250 per semester
- Single occupancy \$2,000 (9'x9' or 10'x9'), \$2,125 (9'x11' or 10'x12'), \$2,250 (11'x12')

Married and Family Housing Apartments

Students can choose from two- and three-bedroom apartments. Lawn and play areas for children are available.

Costs (utilities are not included):

- Two-bedroom apartment \$500 per month
- Three-bedroom apartment \$550 per month

On-campus Housing Application Process

Step I

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

Step 2:

Upon receipt, complete the Residence Hall Agreement, return it to the Housing Coordinator with a \$50, non-refundable processing fee and the applicable cleaning deposit (\$100-\$300).

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

Julie G. Byrnes, Housing Coordinator
 Great Basin College, Berg Hall
 1500 College Parkway
 Elko, NV 89801
 775.753.2271
 bjulie@gbcnv.edu

Financial Aid

What is Financial Aid?

Financial Aid is intended to help students pay for their education after high school. The aid available at GBC includes grants, loans, employment, and scholarships. Don't let worry about paying for your education prevent you from attending GBC. Stop by 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
775.753.2399

What Type of Aid Is Available?

Federal Programs

Grants

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

Loans

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

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

Work Study

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

Financial Aid Programs

Regents Award Program — RAP

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

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

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

Student Access/One-time Monies

It has been determined by the UCCSN Board of Regents that students should derive direct benefit from the tuition charges they are assessed. Accordingly, "Student Access" monies are awarded to students who are Nevada residents attending GBC. These financial assistance funds are 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 (90%). 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 or call for details, 775.753.2255.

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 and Bachelor of Applied Science degrees and HIST 101 and 102 (United States History I and II), for both the Associate of Arts and Science and Bachelor of Arts degrees. Students transferring acceptable American Constitution credits from an out-of-state institution will be required to complete PSC 100 (The Nevada Constitution).

General Education Required Courses

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

Late Enrollment and Excessive Absences

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

You must participate in classes regularly if you intend to obtain the full benefits of instruction. Unexcused hours of absence in excess of the number of course credit hours is excessive. This translates to two hours of absence for a two-credit class, three hours of absence for a three-credit class, and so on. An instructor can drop 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 Admissions and Records Officer or the Director of Enrollment Management to enroll for more than 18 credit hours. Six credits constitutes full-time summer enrollment.

Auditing a Course

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

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

Withdrawing from College

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

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 the Director 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 on your transcript and be permanent. Veterans who withdraw from classes after the official add/drop period may experience penalties, and may be required to 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.

Repeating a Course

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

Grade Report Policy

Grades will no longer be mailed automatically to your current address. GBC would like to encourage you to review your grades electronically at www.gbcnv.edu. 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 must request your mailer at the time of registration or prior to the end of the term.

By Internet:

Visit: www.gbcnv.edu.

1. Click on:
Registration
Follow the commands to enter your social security number or ID number, pin number (Your default PIN consists of the last two digits of the year of your birth and two digits corresponding to your month of birth), 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 or prior to the end of the term.

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 [pass/withdraw, developmental (refresher), or community service courses are not included] are acknowledged by the Vice President for Student Services and Vice President for Academic Affairs with a personal letter and have the distinction posted on their transcripts. Students who receive any incomplete grades at the end of the semester will not be considered for the Dean's List.

Graduating with Honors

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

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

See additional graduation information under Bachelor and Associate degree requirements.

GBC General Education Objectives

The goal of the Great Basin College faculty is to ensure that all student graduates, with either an Associate or Bachelor's degree from this institution, have had the opportunity to develop an awareness of and abilities in the following areas:

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 65.**

GBC GENERAL EDUCATION REQUIREMENTS

GENERAL EDUCATION

AREA	AA/AS	BA	AAS	BAS
GBC ORIENTATION	0.5 Credits: INT 100	-0-	0.5 Credits: INT 100	-0-
ENGLISH/ COMMUNICATIONS	6 Credits: ENG 102 (Prerequisite ENG 101 (3 credits) or equivalent test score)	6 Credits: ENG 102 and SPTH 113 or THA 221	6 Credits: ENG 107, 108 or ENG 101, 102	6 Credits (in addition to AAS credits): ENG 333 SPTH 113 or THA 221
MATHEMATICS	3-6 Credits: AA: MATH 120 or 6 credits of 126 or higher. AS: 6 credits at the level of MATH 126 or higher.	MATHEMATICS 3 Credits: MATH 120 level or higher.	3 Credits: MATH 116, 120 or higher	6 Credits (in addition to AAS credits): AMS 310 INT 359
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 121 ENV 100 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 approved lower division. SCIENCE 6 Credit: INTEGRATIVE SEMINAR 3 Credits: INT 359 (Mathematics) or INT 369 (Science)	6 Credits: Select at least 3 credits from: ANTH 102 AST 101 BIOL 190, 223, 224, 251 CHEM 100, 121 ENV 100 GEOG 103 GEOL 100, 101, 132 PHYS 100, 107B, 151 3 credits may be from: ELM 112B IT 208B MTL 150B	3 Credits (in addition to AAS credits): INT 369
SOCIAL SCIENCES (Fulfills U.S. and Nevada Constitutions requirement) *includes: ANTH (not 102), CRI, ECON, HEC, HIST (not 105, 106), PSC, PSY, and SOC	9-12 Credits: U.S. and Nevada Constitutions: PSC 103, or HIST 101 and 102 9 credits: ANTH 101, ECON 103, GEOG 106, HIST 101, 102, HDFS 201, SOC 101, PSC 103, PSY 101 AA: Select at least 3 additional credits of any social science.*	SOCIAL SCIENCE 9 Credits: 9 credits approved lower division (must fulfill U.S. and Nevada Constitution requirements) HUMANITIES 3 Credits: 3 credits approved lower division.	6 Credits: 3 credits (U.S. and Nevada Constitution): PSC 103 (or substitute HIST 101 and 102) 3 credits (Human Relations): BUS 110B MGT 283 PSY 208	6 Credits (in addition to AAS credits): (must fulfill U.S. and Nevada Constitution requirements) ECON 311 INT 349
HUMANITIES *includes: AM, ART (not 100, 101), ENG (not 101, 102), FREN, HIST 105, 106, HUM, MUS (not 101), PHIL, SPAN, THA 221, WS	3-6 Credits: 3 credits: ART 160, 260 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.*	INTEGRATIVE SEMINAR 3 Credits: INT 339 (Humanities) or INT 349 (Social Science)	3 Credits: ART 100, 101, 160, 260 ENG 203, 223 HIST 105, 106 HUM 101 MUS 101, 121, 125 PHIL 100 THA 130, 200	3 Credits (in addition to AAS credits): INT 339
FINE ARTS	3 Credits: ART 100, 101 MUS 101 THA 130	3 Credits: Approved lower division.		
TECHNOLOGY	3 Credits: COT 210, GRC 119, IS 101	3 Credits: Approved lower division.	3 Credits: DT 101B, EIT 233, ELM 121B, GRC 119, IS 101, IT 210B, MTL 110B, 212, 213	3 Credits: Approved lower division.
CAPSTONE	-0-	3 Credits: As determined by major.	-0-	3 Credits: As determined by major.
ELECTIVES AND PROGRAM REQUIREMENTS Select with Adviser	A minimum of 60 total credits are required.	A minimum of 120 total credits are required. At least forty percent of the total credits required by the major must be upper division.	A minimum of 60 total credits are required.	A minimum of 120 total credits are required. At least 51 credits must be upper division.

There may be specific general education requirements which pertain to your degree. Refer to the degree section of the catalog and consult your adviser.

BACHELOR DEGREES

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. (Only required for Bachelor of Arts in Elementary Education)
- 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 March 15. Failure to apply by the deadline may prevent you from attending graduation ceremonies and delay receiving your diploma.
- 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.

Second Undergraduate Degree

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

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

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

The regular graduation application and fee payment procedures apply for each degree.

BACHELOR OF ARTS 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 the Elementary Education Program

Application Deadline

Students are required to formally apply for admission to the Education Program. Applications are accepted each semester for the following semester. The usual deadlines for submitting applications will be March 1 for admission in the subsequent Fall Semester and October 1 for admission in the subsequent Spring Semester. Contact the 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 four credits for field experiences in lower-division courses may be obtained. Forms are available by contacting the Admissions and Records Office, 775.753.2102.

Application for Graduation

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

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 regarding the offering of this course.

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 regarding these courses)

ENG 250 Children's Literature3
PSY 307 Principles of Educational Psychology3
MATH 122 Number Concepts for Elementary School Teachers .3
MATH 123 Statistical and Geometrical Concepts for
Elementary School Teachers3
BIOL 190 Introduction to Cell and Molecular Biology*(4)
PHYS 100 Introductory Physics*(3)
HIST 101 U.S. History to 1865 and
HIST 102 U.S. History 1865 to Present**(6)
COT 210 Technology and Media in Education***(3)

Total Credits for Section 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.

III. Elementary Education Curriculum

A. Education Courses

EDUC 203	Foundations of Education	.3
EDUC 303	Education Seminar I	.2
EDUC 304	Education Seminar II	.2
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: *Upper-division areas must be taken through GBC. Any request for exception to this policy must be made in writing and sent to the Teacher Education Committee.

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 121	PHYS 151	GEOL 101
BIOL 191	CHEM 122	PHYS 152	GEOL 102
PHYS 100	PHYS 100	CHEM 100	PHYS 100
CHEM 100	BIOL 190	BIOL 190	BIOL 190

Social Studies

Lower Division

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

Upper Division

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

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

Additional credits from endorsement6-8

V. Electives

Recommended electives:

EDUC 210
EDUC 334
ART 342
HDFS 201

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

BACHELOR OF ARTS IN INTEGRATIVE AND PROFESSIONAL STUDIES

Department of Bachelor of Arts in Integrative and Professional Studies, 775.753.2244, 775.753.2385 or 775.753.2361.

Degree Offered

Bachelor of Arts in Integrative and Professional Studies

Concentration Areas

Social Sciences (inaugurated Spring 2002)

Resource Management (beginning Fall 2002)

Accreditation Status

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

Mission Statement

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

Program Description

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

Program Concentrations

This Bachelor of Arts degree builds on the associate degree. It consists of an upper-division core curriculum (ten courses—30 credits) to provide students with a grounding in interdisciplinary study, research methods, ethics, and communicative skills.

The program features two areas of concentration that build on the core: social science and resource management. Each concentration area of concentration is interdisciplinary and offers an appropriate, supervised, professional internship in the public or private sector.

Social Science

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

Resource Management

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

Distinctive Features

- Strong written and oral communication skills
- Critical thinking and problem solving skills
- Well-rounded knowledge in many disciplines
- Multi-media, digital portfolio created by student
- Supervised internships in area of student interest

Program Requirements

The Bachelor of Arts in Integrative and Professional Studies is designed to build on the associate degree, those students who are near completion of an associate degree, and who meet specific course prerequisites, may take upper-division coursework within the program prior to formal admissions.

Admission to the Program

Admission to the program requires an Associate of Arts degree or an Associate of Science degree (or the equivalent) from regionally accredited institutions, and a GPA of 2.0 or higher.

Lower Division requirements (for course that satisfy the general education requirements necessary to fulfill categories see page 49.

Course Requirements for the B.A. in Integrative Studies

SPTH	113	Fundamentals of Speech, or	
THA	221	Oral Interpretation	.3
MATH	152	Introduction to Statistics	.3
BIOL	190	Introduction to Cell and Molecular Biology, or	
BIOL	191	Introduction to Organismal Biology	.4
Science Electives (Resource Management has specific science requirements)			.6-14
Social Sciences (Social Science has specific social science requirements)			.12-15
Humanities			.3
Fine Arts			.3
Technology			.3
English			.3

Upper Division Integrative Studies Core Requirements (30 credits)

ENG	325	Advanced Literary Study, or	
ENG	327	Composition III, or	
ENG	329	Language Study	.3
ECON	311	Professional Ethics, or	
PHIL	311	Professional Ethics	.3
BIOL	341	Principles of Ecology	.3
INT	301	Research Methods in the Social and Natural Sciences	.3
GIS	320	Geographical Information Systems in Business and Community, or	
CADD	345	Technical Graphics Communication	.3
INT	400	Internship in Integrative Studies	.3
INT	496	Capstone in Integrative Studies	.3
INT	369	Integrative Science Seminar	.3
INT	349	Integrative Social Science Seminar	.3
INT	339	Integrative Humanities Seminar, or	
INT	359	Integrative Mathematics Seminar	.3
Total			.30

Social Science Concentration

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

Lower Division Social Sciences15 credits

Requirements include at least one course in each of the three focus areas (see adviser for courses not listed):

History

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

Culture and Society

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

Individuals and Institutions

ECON 102, ECON 103, PSC 103, PSY 101, SW 220, PSC 231, PSY 274

Upper Division Social Sciences24 credits

Requirements include at least two courses in each of the following focus areas:

History

ANTH	311	Archaeology of North America
ANTH	400	Field School in Archaeology
ANTH	402	Laboratory Methods in Archaeology
ANTH	408	Archaeological Methods
HIST	406	The American West
HIST	416	United States History, 1900-1940
HIST	417	United States History, 1940-present

Culture and Society

ANTH	301	Indians of North America
ANTH	421	Contemporary Native Americans
ECON	307	Environmental Economics
HIST	441	American Environmental History
PSY	460	Social Psychology
SOC	352	Juvenile Delinquency
SOC	416	Sociology of Work and Occupations

Individuals and Institutions

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

Upper Division Social Science Electives . . .(6 credits)

Resource Management Concentration

Requirements: The distribution of the minimally required course-work across the broad discipline categories of natural science and social science is as follows:

	Lower Division	Upper Division	Total
Natural Science	18	26	44
Social Science	12	15	27
Statistics	3	--	3
General Education (not included above)	15	--	15
Core (not included above)	---	18	18
Internship	---	3	3
Total	48	62	110

Electives

to obtain A.S. or A.A.	12	--	
to obtain B.A.		4	126

Specific Resource Management Lower Division Course Requirements

BIOL 190	Introduction to Cell and Molecular Biology and	
BIOL 191	Introduction to Organismal Biology	.8
GEOL 101	Physical Geology	.4
Chemistry		.3-4
Science Elective (select with adviser)		.2-3
Social Science		.12

Other General Education Courses as listed for the B.A. program generally.

Specific Resource Management Upper Division Course Requirements

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

Natural Science

Lower Division (noted at left)	.18 credits
Upper Division (in addition to core courses)	.20 credits

The Natural Science focus is subdivided into topical areas. Currently, GBC is developing only one or two courses per category but the plan is to increase offerings in these topical areas.

These courses will include the following:

Botany (one course) choose from:

- BIOL 333, *Systematic Botany*—(includes lab)4
- *Plant Physiology*—under development

Zoology (one course) choose from:

- *Zoology* (includes lab)4
- *Invertebrate Zoology* (includes lab)—under development4
- *Mammalogy*—under development3
- *Comparative Vertebrate Anatomy* (includes lab)—under development4

Biology (one elective) choose from:

- BIOL 305, *Conservation Biology*3
- BIOL 300, *Genetics* (includes lab)4

Geology (one course) choose from:

- GEOL 341, *Geomorphology and Soils*, under development
- GEOL 371, *Geology of Natural Resources*—under development .3
- *Mineralogy/Petrology* combination class—under development . . .4

Science Electives (two upper division) choose from list above.

Social Science

Lower Division (noted on page 57)	.12 credits
Upper Division (in addition to core courses)	.15 credits

The following are the required upper division social science courses:

- PSC 421, *Environmental Policy*—under development3

Archaeology (minimum of three credits) choose from:

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

Institutions and Policy (three credits) choose from:

- ANTH 351, *Law and Politics: Cross-cultural Perspectives*3
- SOC 351, *Law and Politics: Cross-cultural Perspectives*3
- ECON 43, *Economic Decision Methods*3
- HIST 401, *U.S. Constitutional History*3
- PSC 320, *Issues in American Public Policy*3

Electives choose from:

- ECON 307, *Environmental Economics*3
- HIST 406, *America and the West*3
- HIST 441, *American Environmental History*3

Social Science Elective—any of the above courses or one of the following:

- ANTH 301, *Indians of North America*3
- ANTH 421, *Contemporary Native Americans*3
- SOC 416, *Sociology of Work and Occupations*3

BACHELOR OF APPLIED SCIENCE

Management in Technology or Instrumentation

Bachelor of Applied Science in Instrumentation

Accreditation

The program has been approved by the Northwest Association of Schools and Colleges.

Mission Statement

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

Purpose Statement

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

About the Program

Allows Greater Access

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



Business Administration and Management



Meets Employer Demand

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

BACHELOR DEGREES
Applied Science

Is a Collaborative Effort

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

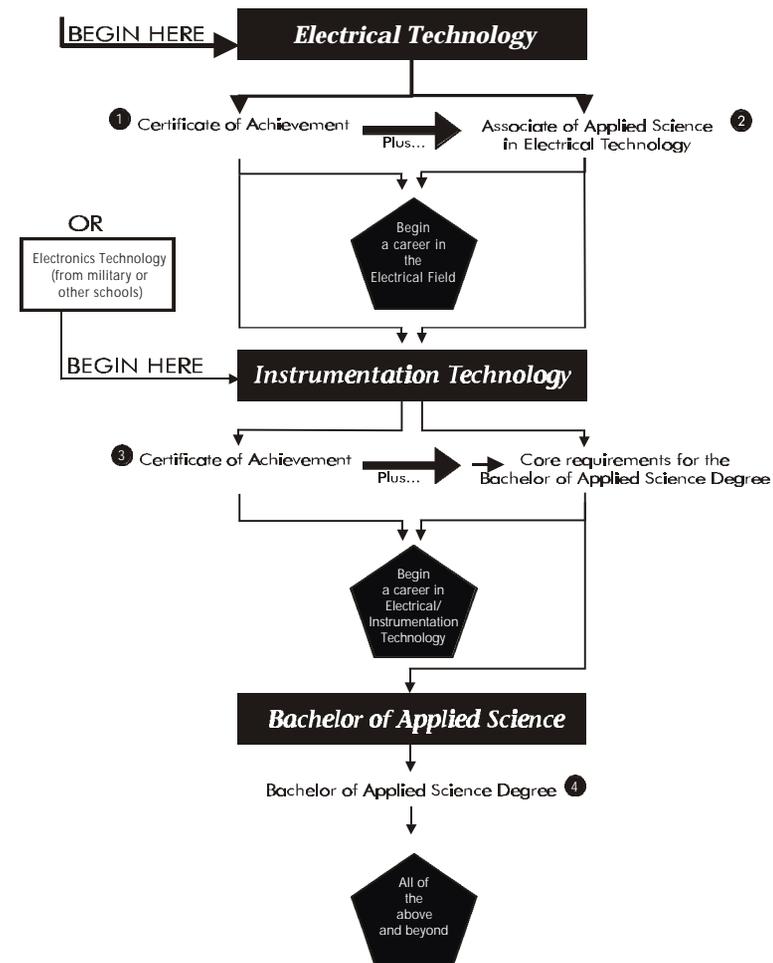
Program Strengths

This degree program addresses many of the widely acknowledged deficiencies of the “traditional academic” business education. It represents a shift away from a narrow-focused, strictly business faculty taught regime to a “best practices” approach of business taught by colleagues from across all disciplines at the College. This “strategic adjustment” allow our students to experience a broader array of values and attitudes about management practices and to enlist the alliance of employers within our service area as educational partners and stakeholders in the success of this degree program. We believe these “learning partnerships” will allow Great Basin College to deliver an innovative managerial training program whose graduates will be sought out because:

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

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

AN “innovative leader” is one who exercises responsibility, detects opportunity, assumes risk borne out of conviction, and marshals resources to convert the opportunity into reality. To achieve these outcomes an ideal BAS curriculum addresses four managerial and cognitive components/ issues. The first involves themes which develop an understanding of the conceptual foundations of business/social responsibility and ethical reasoning skills; the second includes critical thinking, a global perspective, creativity and whole-brain problem-framing; the third involves notions of self-



awareness, "path finding," and risk-taking tolerances; the fourth includes an understanding of the management theory and practices used by learning organizations and such skills as team participation, leadership determination, negotiation and persuasion, problem-solving and mature judgment, and, finally, organizational and political savvy. Achieving these attributes, graduates will create partnerships with cross-campus units and acquire unique abilities in problem-framing/solving and developing plausible managerial solutions.

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

Admission to the Program

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

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

STEP 1: Inquiries

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

STEP 2: Application Process

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

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

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

STEP 3: Follow Up

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

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

Pre-admission Information

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

Maintaining Good Standing

Students who have been admitted to the BAS program will maintain their status as students in good standing if they:

- A. Maintain an overall 2.0 GPA in the program coursework, with no grade less than a "C-."
- B. Maintain requirements for being a student in good standing at Great Basin College.

Students will Possess...

Understand Business and Its Legal Environment

Knowledge of the social, economic and legal contexts within which businesses operate. Understands that this context is global, demonstrating an appreciation of opportunities and perspectives associated with other cultures.

Competent in Management Skills and Knowledge

Demonstrates theoretical and practical understanding of concepts, models and techniques associated with effective management.

People Skills

Able to interact effectively with others in situations requiring teambuilding, leadership, change, and negotiation.

Mastery of Technology

Ability access information and to interpret, summarize, synthesize and convey this information to others using state of the art technology retrieval, analysis, and presentation software and equipment.

Ability to Communicate

Effectively communicates ideas, observations, analysis, conclusions and recommendations to others in a variety of professional contexts.

Ability to Think and Solve Problems

Appropriately uses the frameworks from relevant business functional areas to interpret and analyze business situations and identify and solve problems. This includes ability to deal effectively with relatively unstructured situations. Currently includes self-managed learning and career development.

Customer Focus

Able to access customer needs and develop effective approaches to customer service.

Ethical and Social Responsibility

Understands the social responsibilities as members of community, and ethical values which are integral to personal, social, and professional success.

Innovative Leadership

Exercises initiative, possesses personal integrity, detects opportunities, assumes risk borne out of conviction and can cope with pressure and adversity.

I. General Education (beyond those required for AAS)

SPTH	113	Fundamentals of Speech, or	
ENG	108	Technical Communications II	3
		(Whichever was not completed for AAS)	
ENG	333	Professional Communications	3
AMS	310	Mathematical Systems Applied to Technology	3
INT	339	Integrative Humanities Seminar	3
INT	349	Integrative Social Science Seminar	3
INT	359	Integrative Mathematics Seminar	3
INT	369	Integrative Science Seminar	3

ECON	311	or	
PHIL	311	Professional Ethics	3
		U.S. and Nevada Constitution	(1-3)
		If student has not completed the equivalent, such as transferring to GBC from an out-of-state school.	
Total credits for Section I			24 (or 25-27)

II. Applied Science Core

FIN	322	Applied Accounting and Finance	3
MGT	310	Foundations of Management Theory and Practice	3
MGT	323	Organization and Interpersonal Behavior, or	
MGT	367	Human Resource Management	3
AMS	320	Science and Engineering in Technology	3
MGT	441	Operational Quality Control and Problem Solving	3
Total Credits for Section II			15

IIIA. Management in Technology Emphasis or see IIIB. Instrumentation Emphasis

CIT	310	Management Information Systems	3
MKT	410	Marketing and Sales	3
ECON	431	Economic Decision Methods	3
MGT	496	(Capstone) Strategic Management and Policy	3
		Upper-division Elective*	3
		Elective*	3
		Elective*	3
Total Credits for Section IIIA			21

IIIB. Instrumentation Emphasis

EIT	233	Introduction to Instrumentation	3
EIT	315	Pressure/Level/Flow Measurement and Control	3
EIT	323	Installation and Configuration	2
EIT	333	Process and Instrument Diagrams	2
EIT	336	Valves, Actuators, Regulators—Characteristics and Applications	2
EIT	348	Temperature Measurement and Control	3
EIT	368	Measurement Systems Analysis	2
EIT	438	Electronic Devices in Instrumentation	2
EIT	468	(Capstone) Advanced Control Systems	3
Total Credits for Section IIIB			22

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

ASSOCIATE DEGREES

Arts and Sciences

College-wide Associate Degree/Certificate

Associate degrees are intended to provide the first two years of a baccalaureate degree and fulfill the lower-division general education requirements.

Graduation Requirements

To graduate from GBC with an associate degree or certificate, you must adhere to the following requirements:

- You must complete all courses in a prescribed associate degree or certificate program. You may select the program described in the GBC catalog (no more than six years old) at the time of your initial enrollment, or the program description contained in the current catalog. You may not use year-to-year catalog combinations nor programs described in the in-between years. If you have had major interruptions in completing your program, you should follow the current catalog.
 - You must 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. Failure to apply before March 15, may prevent you from attending graduation ceremonies and delay receiving your diploma. A \$5.00 late fee will apply.
 - 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).

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 coursework for its students.

Students who pursue the Associate of Arts degree at GBC will gain valuable experience in reading, writing, and thinking. They will be asked to analyze, experience, and evaluate. They will learn much about themselves in the process. They will find GBC offers sophisticated and challenging liberal arts courses, taught in a cordial atmosphere by faculty dedicated to teaching.

Associate of Arts Requirements Summary

	Semester Credits
GBC Orientation0.5
English/Communications6
Science (Lab Required)6
Mathematics3
Social Sciences (includes 6 credits U.S. and Nevada Constitutions)12
Humanities6
Fine Arts3
Emphasis/Additional Program Requirements21
Technology3
Minimum Credits*60.5

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

Computer training is required 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.

Students pursuing a mathematics emphasis will benefit from a structured schedule of courses. The following courses are offered sequentially and concurrently as indicated.

MATH 152 and MATH 181
 MATH 182 and (ECON 262, PHYS 151, or PHYS 201)
 MATH 253 and MATH 283
 INT 359, MATH 285, and (COT 115 or IS 101)

Contact the Mathematics Department for transfer information for the University of Nevada, Reno and the University of Nevada, Las Vegas.

Associate of Science Requirements Summary

	Semester Credits
GBC Orientation0.5
English/Communications6
Science (Lab Required)12
Mathematics6
Social Sciences (includes 6 credits U.S. and Nevada Constitution)9
Humanities3
Fine Arts3
Emphasis/Additional Program Requirements18
Technology3
Minimum Credits60.5

Computer training is required 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 Orientation0.5
English/Communications6
(ENG 101, ENG 102, ENG 107, ENG 108, SPTH 113)	
U.S. and Nevada Constitutions3
(PSC 103 or HIST 101 and HIST 102)	
Science3
Mathematics3
(MATH 116 or higher)	
Social Sciences3
Humanities3
Emphasis/Additional Program Requirements39
Minimum Credits60.5

See AA/AS degree for courses that fulfill requirements and are not listed above.

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

DEGREE / CERTIFICATE

ASSOCIATE OF APPLIED SCIENCE DEGREES AND CERTIFICATES

Occupational — Technical Programs

DEGREE/CERTIFICATE

Associate of Applied Science Degree

The Associate of Applied Science (AAS) degree is designed for persons who desire education for an occupation or a technical career. The courses and programs of the AAS degree aim to prepare students for entry-level employment. Students also use the occupational programs to upgrade themselves in the positions they hold. Many persons enroll in occupational courses to improve their abilities and understanding of everything from management to welding, from financial planning to computing.

In general, occupational courses are not meant to satisfy requirements of lower-division baccalaureate programs, but do prepare students for GBC's Bachelor of Applied Science degree. If the three-digit course number 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 Orientation0.5
English/Communications (Specific courses determined by departmental needs)6
Science6
Mathematics3
Social Sciences/Human Relations (includes 6 credits U.S. and Nevada Constitutions)6
Humanities3
Technology3
Emphasis/Additional Program Requirements33
Minimum Credits60.5
Computer training is required 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.

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 116 or higher

Humanities — 3 credits

Technology — 3 credits

Social Science/Human Relations — additional 3 credits if required

U.S. and Nevada Constitutions — (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.

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

Weekend Business College

If you work rotating shifts, can't attend weekly scheduled classes, or live in a rural area, earn your Associate of Applied Science in Business Administration in three years attending class just six to 12 hours per month on weekends.

The program is available to you if you have:

- access to a computer with an Internet connection. Many of the courses delivered by Internet do not have required "in-person" class meetings. You can complete the course requirements on your schedule at a time convenient for your active life style, anytime day or night. Internet-based courses are highly interactive with the instructor and other class members, but will require a good amount of work to be completed outside of class.
- the willingness to drive to Elko or a GBC branch campus for three to six hours of class every other weekend. Courses not delivered by Internet will be "hybrid" classes utilizing interactive video (IAV) and the Internet. Classes will be held on Friday evening and/or Saturday morning, and/or Saturday afternoon, depending on the semester.

You will join a "cohort" of collegial and supportive students committed to the complete program and take three courses each semester for three years. Two additional courses are required for graduation and may be completed as a fourth class in one of the six semesters or during a summer term.

The program begins with a Saturday Orientation class designed to prepare students for the on-line classroom experience, detail college resources, and provide an opportunity to meet the program faculty and other students enrolled in the program. After the fourth semester of the program, students will be eligible to receive a Certificate in Business Administration marking their educational growth. After completing the AAS in Business Administration, students can pursue a Bachelor of Applied Science in Management Technology. For more information, call 775.753.2213.

- Make an appointment to visit with a Weekend Business College adviser.
- Submit an Application for Admission to the GBC Admissions and Records Office.
- Complete an assessment of your academic skills in mathematics and English.
- Visit with an adviser to develop your personal academic plan for the degree program.
- Visit Student Financial Services for financial aid information and application materials.

Register for courses based on your personal academic plan. In the future, students who commit to the AAS Weekend Degree will register for weekend courses before they are opened to registration by the general student body.

Each term, you should visit with your adviser to update your personal academic plan.

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.

MINIMUM CREDITS: 60.5

General Business Emphasis

Emphasis Courses		Semester Credits
FIN	101	Personal Finance3
BUS	101	Introduction to Business, or
MGT	103	Small Business Management3
BUS	273	Business Law I3
ACC	201	Financial Accounting
		(or ACC 135B)3
ACC	202	Managerial Accounting
		(or ACC 136B)3
MKT	210	Marketing Principles3
MKT	211	Introduction to Professional Sales, or
MKT	127	Introduction to Retailing3

ECON	103	Principles of Macroeconomics, or	
ECON	102	Principles of Microeconomics3
ECON	104	Economic Issues3
CIT	151	Beginning Web Development or	
COT	132B	Spreadsheets in the Workplace3
		Elective (select with department adviser)3

General Education Requirements

<i>Orientation</i>0.5
INT 100	
<i>English</i>6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>3
MATH 120 or higher	
<i>Science (select from)</i>6
ANTH 102; AST 101; BIOL 190, 223, 224, 251;	
CHEM 100, 121; ENV 100; GEOG 103;	
GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>3
U.S. and Nevada Constitutions:	
PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>3
MGT 283	
<i>Humanities (select from)</i>3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106;	
HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>3
IS 101	

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 technology 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.

MINIMUM CREDITS: 60.5

Computer Technology Emphasis

Emphasis Courses		Semester Credits
ACC 201	Financial Accounting (or ACC 135B)3
ACC 202	Managerial Accounting (or ACC 136B)3
ACC 220	Microcomputer Accounting Systems3
BUS 101	Introduction to Business, or	
MGT 103	Small Business Management3
BUS 273	Business Law I3
COT 150	Introduction to WordPerfect, or	
COT 151	Introduction to Microsoft Word3
ECON 103	Principles of Macroeconomics, or	
ECON 102	Principles of Microeconomics3
IS 201	Computer Applications, or	
COT 132B	Spreadsheets in the Workplace3
Electives (select with department adviser)9

General Education Requirements

<i>Orientation</i>5
INT 100	
<i>English</i>6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>3
MATH 116, 120 or higher	
<i>Science</i> (select from)6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>3
MGT 283	
<i>Humanities</i> (select from)3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>3
IS 101	

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 Principles3
RE 103	Real Estate Law and Practice3

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.

MINIMUM CREDITS: 31.5

Certificate Requirements		Semester Credits
INT 100	GBC Orientation	5
MATH 116	Technical Mathematics I	3
	Business, Management, Finance, Economics, or Marketing Electives	15
	General Electives (select with adviser)	6

Communications

ENG 101	Composition I, or	
ENG 107	Technical Communications I	3
ENG 102	Composition II, or	
ENG 108	Technical Communications II, or	
SPTH 113	Fundamentals of Speech I	3

Computation

See MATH 116.

Human Relations

Choose one of the following:

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

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.

MINIMUM CREDITS: 34.5

Certificate Requirements		Semester Credits
BUS 101	Introduction to Business, or	
MGT 103	Small Business Management	3
ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
ACC 220	Microcomputer Accounting Systems	3
INT 100	GBC Orientation	5
IS 201	Computer Applications	3
MATH 116	Technical Mathematics I	3
ECON 103	Principles of Macroeconomics, or	
ECON 102	Principles of Microeconomics, or	
BUS 273	Business Law I	3
ECON 104	Economic Issues	3
	Elective (select with adviser)	3

Communications

ENG 101	Composition I, or	
ENG 107	Technical Communications I	3
ENG 102	Composition II, or	
ENG 108	Technical Communications II, or	
SPTH 113	Fundamentals of Speech I	3

Computations

See ACC 201.

Human Relations

Choose one of the following:

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

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.

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 *Drafting Fundamentals*.

MINIMUM CREDITS: 60.5

Core Courses		Semester Credits
CIT 211	MCSE I	3
CIT 132	Beginning Visual Basic	3
IS 201	Computer Applications	3
Emphasis Courses		
CADD 125	Basic Computer-aided Drafting	3
CADD 133	Intermediate Computer-aided 2D and 3D Drafting	3
CADD 216	Advanced Applications	3
GIS 103	Fundamentals of GIS	3
GIS 110	Principles of Cartography	3
GIS 205	GIS Applications	3
GIS 270	GIS Extensions	3

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

CADD 198B	Special Topics in CADD, or	
GIS 198B	Special Topics in GIS, or	
CIT 203	Access Certification Preparation	3

General Education Requirements

Orientation	0.5
INT 100	
English	6
ENG 107, 108 or ENG 101, 102	
Mathematics	3
MATH 116, 120 or higher	
Science (select from)	6
ANTH 102; AST 101; BIOL 190, 223, 224, 251;	
CHEM 100, 121; ENV 100; GEOG 103;	
GEOL 100, 101, 132; PHYS 100, 107B, 151	
Social Sciences	3
U.S. and Nevada Constitutions:	
PSC 103 or substitute HIST 101 and 102	
Human Relations	3
BUS 110B, MGT 283, or PSY 208	
Humanities (select from)	3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106;	
HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
Technology	3
IS 101	

Computer Office Technology — Graphic Communications Emphasis Associate of Applied Science

The content of the GRC Emphasis-specific courses combines applications of artistic design principles with training on relevant software programs. Students will learn to create well-designed products in a visual language using a variety of tools, from traditional pen-and-paper to cutting-edge technology. Attainment of the COT Associate of Applied Science degree with a Graphic Communications (GRC) Emphasis will offer students the opportunity to seek employment in the field of graphic communications. Examples of jobs in this field include Art Director, Creative Director, Desktop Publisher, Digital Illustrator, Digital Photographer, Graphic Designer, Multimedia Artist, Production Artist, and Web Designer.

MINIMUM CREDITS: 60.5

Core Courses		Semester Credits
CIT	211	MCSE I3
COT	151	Introduction to Microsoft Word3
GRC	106	Basic Computer Graphics3
GRC	170	Graphic Design3

Emphasis Courses		
ART	101	Drawing I3
ART	180	Introduction to Digital Photography3
CIT	151	Beginning Web Development3
COT	222	Desktop Publishing Using a Word Processing Program3
GRC	180	Electronic Design3
GRC	204	Digital Imagery3
IS	201	Computer Applications3

General Education Requirements

<i>Orientation</i>	0.5
INT 100	
<i>English</i>	6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>	3
MATH 116, 120 or higher	
<i>Science (select from)</i>	6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>	3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>	3
BUS 110B, MGT 283, or PSY 208	
<i>Humanities (select from)</i>	3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
Art 100, <i>Visual Foundations</i> is recommended.	
<i>Technology</i>	3
GRC 119	

Computer Office Technology — Information Specialist Emphasis Associate of Applied Science

MINIMUM CREDITS: 60.5

- Use information in its various business forms.
- Create spreadsheets and databases to manipulate and analyze data.
- Create web pages to share data.
- Use programming to create business applications and incorporate programming into office applications.

Job Titles: Database Administrator, Applications Programmer, Information Systems.

Core Courses		Semester Credits
CIT 151	Beginning Web Development	.3
CIT 211	MCSE I	.3
IS 201	Computer Applications	.3

Emphasis Courses		
CIT 110	A+ Hardware	.3
CIT 112	Network +	.3
CIT 132	Beginning Visual Basic	.3
CIT 202	Excel Certification Preparation	.3
CIT 203	Access Certification Preparation	.3
CIT 263	VBA Programming for Microsoft Office	.3
GIS 103	Fundamentals of GIS	.3
Electives (select with department adviser)		.3

General Education Requirements

<i>Orientation</i>	.5
INT 100	
<i>English</i>	.6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>	.3
MATH 116, 120 or higher	
<i>Science (select from)</i>	.6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>	.3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>	.3
BUS 110B, MGT 283, or PSY 208	
<i>Humanities (select from)</i>	.3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>	
IS 101	.3

**Computer Office Technology —
Network Specialist Emphasis
Associate of Applied Science**

MINIMUM CREDITS: 60.5

Core Courses		Semester Credits
IS	201 Computer Applications	3
CIT	151 Beginning Web Development, or	
CIT	132 Beginning Visual Basic	3
CIT	211 MCSE I	3

Emphasis Courses		
CIT	112 Network +	3
CIT	212 MCSE II	3
CIT	213 MCSE III	5
CIT	214 MCSE IV	5

Electives

Selection to be approved by CIT adviser. Must complete 8-10 credits.

CIT	215 MCSE Elective	3-5
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*May be repeated up to four times with different topics and applied toward degree.

General Education Requirements

<i>Orientation</i>	0.5
INT 100	
<i>English</i>	6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>	3
MATH 116, 120 or higher	
<i>Science (select from)</i>	6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>	3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>	3
BUS 110B, MGT 283, or PSY 208	
<i>Humanities (select from)</i>	3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>	3
IS 101 or GRC 119	

**Computer Office Technology —
Office Technology Emphasis
Associate of Applied Science**

MINIMUM CREDITS: 60.5

Core Courses		Semester Credits
CIT 211	MCSE I	3
IS 201	Computer Applications	3
CIT 151	Beginning Web Development, or	
CIT 132	Beginning Visual Basic	3
Emphasis Courses		
ACC 135B	Bookkeeping I, or	
ACC 201	Financial Accounting	3
CIT 201	Word Certification Preparation	3
COT 132B	Spreadsheets in the Workplace, or	
CIT 202	Excel Certification Preparation, or	
CIT 203	Access Certification Preparation	3
COT 102	Computer Keyboarding II	3
COT 111	Transcribing Machines, or	
COT 122	Medical Typing and Transcription, or	
COT 123	Legal Typing and Transcription	3
COT 151	Introduction to Microsoft Word	3
COT 240	Executive Office Procedures	3
COT 222	Desktop Publishing Using a Word Processing Program, or	
GRC 130	Desktop Publishing, or	
CADD 125	Basic Computer-aided Drafting	3

General Education Requirements

<i>Orientation</i>	0.5
INT 100	
<i>English</i>	6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>	3
MATH 116, 120 or higher	
<i>Science (select from)</i>	6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>	3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>	3
BUS 110B, MGT 283, or PSY 208	
<i>Humanities (select from)</i>	3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>	3
IS 101 or GRC 119	

DEGREE/CERTIFICATE

**Computer Office Technology
Web Specialist Emphasis
Associate of Applied Science**

MINIMUM CREDITS: 60.5

- Develop web applications using these technologies: HTML, VBScript, JavaScript, Java, and ASP.
- Develop web-based databases and shopping carts
- Maintain Internet servers.
- Design and implement graphical page elements.

Job Titles: Web Designer and Webmaster (Introductory)

Core Courses

CIT	151	Beginning Web Development	.3
IS	201	Computer Applications	.3

Emphasis Courses

CIT	112	Network +	.3
CIT	132	Beginning Visual Basic	.3
CIT	152	Web Script Language Programming	.3
CIT	174	Linux System Administration	.3
CIT	203	Access Certificate Preparation	.3
CIT	211	MCSE I	.3
CIT	252	Web Database Development	.3
GRC	119	Computer Graphics/Digital Multimedia	.3
GRC	204	Digital Imagery	.3

General Education Requirements

<i>Orientation</i>	.5
INT 100	
<i>English</i>	.6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>	.3
MATH 116, 120 or higher	
<i>Science (select from)</i>	.6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>	.3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>	.3
BUS 110B, MGT 283, or PSY 208	
<i>Humanities (select from)</i>	.3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>	.3
IS 101	

Computer 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.

MINIMUM CREDITS: 31

Certificate Requirements		Semester Credits
ACC	135B	Bookkeeping I3
ACC	136B	Bookkeeping II3
COT	151	Introduction to Microsoft Word3
COT	133B	Exploring the Internet1
COT	240	Executive Office Procedures3
IS	101	Introduction to Information Systems3
IS	201	Computer Applications3

Choose two of the following:

ACC	220	Microcomputer Accounting Systems3
CADD	125	Basic Computer-aided Drafting3
CIT	112	Network +3
CIT	201	Word Certification Preparation3
CIT	202	Excel Certification Preparation3
CIT	203	Access Certification Preparation3
GRC	130	Desktop Publishing, or
COT	222	Desktop Publishing using a Word Processing Program3

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 Speech I3

Computation

Fulfilled by ACC 135B.

Human Relations

Choose one of the following:

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

Employment Skills Preparation

The Employment Skills Preparation (ESP) program is an intensive, 12-week program designed with input from local employers to enable students to become employable in a short period of time. Students attend classes three times per week and explore the following workplace skills.

Program Requirements

Program Requirements		Semester Credits
ACC	135B	Bookkeeping I for ESP3
ACC	199B	Bookkeeping II for ESP1
BUS	110B	Human Relations for Employment for ESP1
COT	134B	Introduction to Spreadsheets for ESP1
COT	198B	Office Procedures for ESP1
COT	198B	Microsoft Word for ESP1
COT	204	Introduction to Windows for ESP1
ENG	074	Writing on the Job for ESP1
MATH	090	Elementary Arithmetic for ESP1

Choose from the following:

COT	101	Computer Keyboarding I for ESP3
COT	102	Computer Keyboarding II for ESP3
COT	103B	Keyboarding Review and Speed for ESP1

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 and prepares students for jobs such as corrections, probation, or parole officer.

<i>Emphasis Courses</i>		<i>Semester Credits</i>
MINIMUM CREDITS: 63.5		
CRJ 101	Introduction to Criminal Justice I	.3
CRJ 102	Introduction to Criminal Justice II	.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 106	Introduction to Corrections	.3
CRJ 215	Probation and Parole	.3
Related Area Electives (select with adviser)		.12

General Education Requirements

<i>Orientation</i>	.5
INT 100	
<i>English</i>	.6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>	.3
MATH 116, 120 or higher	
<i>Science (select from)</i>	.6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>	.3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>	.3
MGT 283 or PSY 208	
<i>Humanities (select from)</i>	.3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>	.3
IS 101	

Criminal Justice — Law Enforcement Emphasis Associate of Applied Science

The Criminal Justice program provides two emphasis designed to prepare students for careers in the administration of justice. This program prepares students for police patrol, investigation, and criminal investigation.

MINIMUM CREDITS: 63.5

Emphasis Courses		Semester Credits
CRJ 101	Introduction to Criminal Justice I	.3
CRJ 102	Introduction to Criminal Justice II	.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 120	Community Relations	.3
CRJ 214	Principles of Police Patrol	.3
CRJ 265	Introduction to Physical Evidence	.3
Related Area Electives (select with adviser)		.9

General Education Requirements

<i>Orientation</i>	INT 100	.5
<i>English</i>	ENG 107, 108 or ENG 101, 102	.6
<i>Mathematics</i>	MATH 116, 120 or higher	.3
<i>Science (select from)</i>	ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	.6
<i>Social Sciences</i>	U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	.3

<i>Human Relations</i>	MGT 283 or PSY 208	.3
<i>Humanities (select from)</i>	ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	.3
<i>Technology</i>	IS 101	.3

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.

MINIMUM CREDITS: 72

Emphasis Courses		Semester Credits
DT 100B	Shop Practices	1.5
DT 101B	Basic Diesel Engines	.4
DT 102B	Basic Vehicle Electronics	.6.5
DT 105B	Mobile Air Conditioning	.2.5
DT 201B	Diesel Brakes and Pneumatics	.2.5
DT 202B	Fuel Systems and Troubleshooting	.5.5
DT 203B	Diesel Shop Management	1.5
DT 208B	Diesel Heavy Equipment Power Train	.5.5
DT 210B	Advanced Diesel Engines	.4
DT 215B	Electronic Diesel Engines	.5.5
MTL 212	Welding I	.3
MTL 213	Welding II	.3

General Education Requirements

Orientation0.5
 INT 100

English6
 ENG 107
 Choose from ENG 108 or ENG 102

Mathematics3
 MATH 116, 120 or higher

Science8.5
Select from:
 CHEM 100; PHYS 100, 107B3 credits

Select:
 IT 208B5.5 credits

Social Sciences3
 U.S. and Nevada Constitutions:
 PSC 103 or substitute HIST 101 and 102

Human Relations3
 BUS 110B, MGT 283, or PSY 208

Humanities (select from)3
 ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106;
 HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200

Technology (fulfilled by an emphasis course)
 DT 102B; MTL 212, 213

**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.

MINIMUM CREDITS: 58

Certificate Requirements		Semester Credits
DT 100B	Shop Practices	1.5
DT 101B	Basic Diesel Engines	4
DT 102B	Basic Vehicle Electronics	6.5
DT 105B	Mobile Air Conditioning	2.5
DT 201B	Diesel Brakes and Pneumatics	2.5
DT 202B	Diesel Fuel Systems and Troubleshooting	5.5
DT 203B	Diesel Shop Management	1.5
DT 208B	Diesel Heavy Equipment Power Train	5.5
DT 210B	Advanced Diesel Engines	4
DT 215B	Electronic Diesel Engines	5.5
INT 100	GBC Orientation	5
IT 208B	Fluid Power	5.5
MTL 212	Welding I	3
MTL 213	Welding II	3
MATH 116	Technical Mathematics I	3

Communications

English-Communications. Determined by placement testing3
 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.

MINIMUM CREDITS: 63.5

Emphasis Courses		Semester Credits
ECE 131	Introduction to Teaching the Young Child3
ECE 167	Child Abuse and Neglect1
ECE 200	The Exceptional Child3
ECE 204	Principles of Child Guidance3
ECE 231*	Preschool Practicum: Early Childhood Lab6
ECE 240	Principles and Practices of Preschool and Child Care Organization and Administration3
ECE 251	Preschool Curriculum3
HDFS 201	Lifespan Human Development3

*Three credits per semester

Additional Program Requirements

HDFS 232	Diversity and the Young Child3
NUTR 223	Principles of Nutrition3
Electives (select with adviser)	2

Select one from the following:

COT 151	Introduction to Microsoft Word3
COT 105	Computer Literacy3

General Education Requirements

<i>Orientation</i>0.5
INT 100	
<i>English</i>6
ENG 107, 108 or ENG 101, 102	
<i>Mathematics</i>3
MATH 116, 120 or higher	
<i>Science (select from)</i>6
ANTH 102; AST 101; BIOL 190, 223, 224, 251; CHEM 100, 121; ENV 100; GEOG 103; GEOL 100, 101, 132; PHYS 100, 107B, 151	
<i>Social Sciences</i>3
U.S. and Nevada Constitutions: PSC 103 or substitute HIST 101 and 102	
<i>Human Relations</i>3
MGT 283 or PSY 208	
<i>Humanities (select from)</i>3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
<i>Technology</i>3
IS 101	

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.

MINIMUM CREDITS: 37

Certificate Emphasis		Semester Credits
ECE	121	Parent/Caregiver Relationships1
ECE	131	Introduction to Teaching the Young Child3
ECE	167	Child Abuse and Neglect1
ECE	168	Infectious Diseases and First Aid in Child Care1
ECE	200	The Exceptional Child3
ECE	204	Principles of Child Guidance3
ECE	231*	Preschool Practicum: Early Childhood Lab . . .6
ECE	251	Preschool Curriculum3
HDFS	201	Lifespan Human Development3
HDFS	232	Diversity and the Young Child3

*Three credits per semester

Communications

ENG	107	Technical Communications I3
SPTH	113	Fundamentals of Speech I3

Computation

ACC	201	Financial Accounting (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

Technology

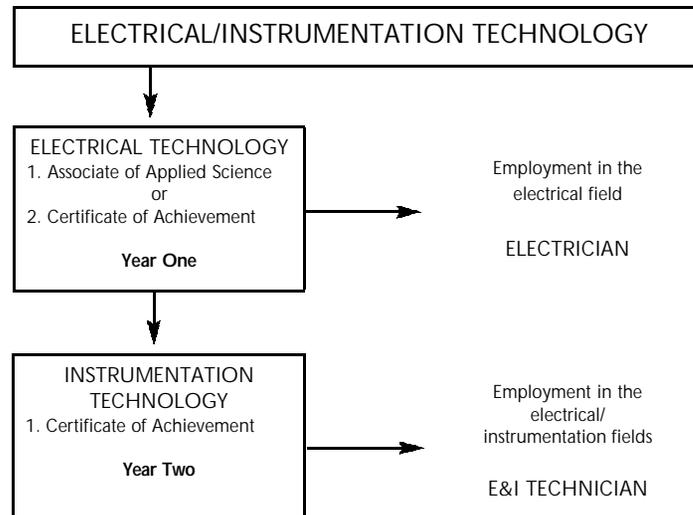
IS	101	Introduction to Information Systems3
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Electrical/Instrumentation Technology Program

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 Certificate in Electrical Technology (or equivalency in a related field, based upon department approval). If students enter the program with appropriate technical skills but lack an official Associate of Applied Science or Certificate of Achievement from an accredited institution, they must complete one course in each of the following areas:

1. MATH 116
2. BUS 110B or PSY 208
3. ENG 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.

MINIMUM CREDITS: 73.5

<i>Emphasis Courses</i>		Semester Credits
ELM 121B	Circuit Design	2.5
ELM 122B	AC Theory	4
ELM 123B	Solid State	2.5
ELM 124B	DC Generators, Motors, and Controls	2.5
ELM 125B	AC Motors and Alternators	2.5
ELM 126B	Motor Maintenance	2
ELM 127B	Introduction to AC Controls	2.5
ELM 128B	Transformers and Industrial Lighting	4
ELM 131B	National Electric Code	2.5
ELM 132B	Digital Concepts	2.5
ELM 133B	Advanced AC Controls	4
ELM 134B	Introduction to Programmable Logic Controllers	2.5
ELM 135B	National Electric Code 430	1.5
ELM 136B	Programmable Controllers Applications	2.5
ELM 141B	Blueprint Reading	2
ELM 142B	Raceways	2.5
ELM 143B	Wiring Techniques	5.5

General Education Requirements	
Orientation0.5
INT 100	
English6
ENG 107	
Choose from ENG 108 or ENG 102	
Mathematics3
MATH 116, 120 or higher	
Science6
Select:	
PHYS 1003 credits
Select:	
ELM 112B4 credits
Social Sciences3
U.S. and Nevada Constitutions:	
PSC 103 or substitute HIST 101 and 102	
Human Relations3
BUS 110B, MGT 283, or PSY 208	
Humanities (select from)3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106;	
HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
Technology (fulfilled by emphasis course)	
ELM 121B	

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.

MINIMUM CREDITS: 59

Certificate Requirements		Semester Credits
ELM 112B	Electrical Theory, DC4
ELM 121B	Circuit Design2.5
ELM 122B	AC Theory4
ELM 123B	Solid State2.5
ELM 124B	DC Generators, Motors, and Controls2.5
ELM 125B	AC Motors and Alternators2.5
ELM 126B	Motor Maintenance2
ELM 127B	Introduction to AC Controls2.5
ELM 128B	Transformers and Industrial Lighting4
ELM 131B	National Electric Code2.5
ELM 132B	Digital Concepts2.5
ELM 133B	Advanced AC Controls4
ELM 134B	Introduction to Programmable Logic Controllers2.5
ELM 135B	National Electric Code 4301.5
ELM 136B	Programmable Controllers Applications2.5
ELM 141B	Blueprint Reading2
ELM 142B	Raceways2.5
ELM 143B	Wiring Techniques5.5
MATH 116	Technical Mathematics I3

Communications

English-Communications. Determined by placement testing3
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 Employment1-3
PSY 208	Psychology for Human Relations3
MGT 283	Personnel Administration3

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 instructor approval). If students enter the program with appropriate technical skills but lack an official AAS or CA from an accredited institution, they will be required to complete one course in each of the following three areas:

1. MATH 116
2. BUS 110B or PSY 208
3. ENG 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
EIT	233	Introduction to Instrumentation3
EIT	315	Pressure/Level/Flow Measurement and Control3
EIT	323	Installation and Configuration2
EIT	333	Process (Piping) and Instrument Diagrams (P&IDs)2
EIT	336	Valves, Actuators, Regulators — Characteristic and Applications2
EIT	348	Temperature Measurement and Control3
EIT	368	Measurement Systems Analysis2
EIT	438	Electronic Devices in Instrumentation2
EIT	468	Advanced Control Systems3
MGT	441	Operational Quality Control3 and Problem Solving

Industrial Plant Mechanics Technology Associate of Applied Science

Industrial Plant Mechanics 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 technology of an industrial 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 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.

MINIMUM CREDITS: 78.5

Emphasis Courses		Semester Credits
IT	105B	Mechanical Power Transmission4
IT	107B	Centrifugal Pumps, Pipefitting, and Valves I . . .4
IT	210B	Failure Analysis and Predictive/ Preventive Maintenance4
IT	211B	Heating/Cooling and Boiler Operation and Maintenance4
IT	212B	Inventory and Planning2
IT	214B	Basic Electrical Theory for Industrial Mechanics4
IT	215B	Welding Processes for Industrial Mechanics . . .4
IT	216B	Basic Metallurgy4
MTL	101B	Basic Machine Shop I4
MTL	102B	Basic Machine Shop II4
MTL	212	Welding I3
MTL	213	Welding II3
MTL	296B	AWS Code Certification3
TA	100B	Shop Practices4

General Education Requirements

Orientation	
INT 100	0.5
English	6
ENG 107	
Choose from ENG 108 or ENG 101	
Mathematics	3
MATH 116, 120 or higher	
Science	9
<i>Select:</i>	
PHYS 100	3 credits
<i>Select:</i>	
IT 208B	5.5 credits
Social Sciences	3
U.S. and Nevada Constitutions: PSC 103	
Human Relations	3
BUS 110B, MGT 283, or PSY 208	
Humanities (select from)	3
ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	
Technology (fulfilled by emphasis course)	
MTL 212 or 213	

Industrial Plant Mechanics Technology Certificate Program

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

MINIMUM CREDITS: 63.5

Certificate Requirements		Semester Credits
IT	105B Mechanical Power Transmission	4
IT	107B Centrifugal Pumps, Pipefitting, and Valves I	4
IT	208B Fluid Power	5.5
IT	210B Failure Analysis and Predictive/Preventive Maintenance	4
IT	211B Heating/Cooling and Boiler Operation and Maintenance	4
IT	212B Inventory and Planning	2
IT	214B Basic Electrical Theory for Industrial Mechanics	4
IT	215B Welding Processes for Industrial Mechanics	4
IT	216B Basic Metallurgy	4
MATH	116 Technical Mathematics I	3
MTL	101B Basic Machine Shop I	4
MTL	102B Basic Machine Shop II	4
MTL	212 Welding I	3
MTL	213 Welding II	3
MTL	296B AWS Code Certification	3
TA	100B Shop Practices	4

Communications

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

Computation

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

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 116

level on the placement test or complete MATH 116 (Formerly MATH 110) prior to admission into the program. The clinical nursing courses include a mathematics calculation exam each semester which the student must pass with a minimum grade of 100% to continue in the Nursing Program.

Theory and clinical portions of the nursing courses are combined. A one- to three-hour ratio exists between the classroom and clinical hours.

Non-nursing and pre-nursing students may not take any of the courses that begin with the NURS designation prior to admission to the nursing program, with the exception of NURS 130B (*Nursing Assistant*) and NURS 140 (*Medical Terminology*). Students taking the prerequisite and other non-nursing courses are designated as "pre-nursing students." Students who have applied for and been accepted into the Nursing Program are designated "nursing students."

Students must complete the English/Mathematics Placement Test. There is no charge for the placement test, and it must be taken prior to enrolling in prerequisite courses. Placement tests are available at the Admissions and Records Office in Berg Hall. Tests are free and may be taken any weekday prior to 3 p.m.

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 I4
BIOL 224	Human Anatomy and Physiology II4
HDFS 201	Lifespan Human Development3
MATH 116*	Technical Mathematics I3

*Not required if placement test score is above MATH 116 level.

Questions about the Nursing Program or the application process can be answered by the GBC nursing faculty 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, GED certificate, or proof of high school completion.
 - 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, Mathematics, Human Growth, and
Development (HDFS 201)

No limit:

Fine Arts, Humanities, Political Science, and Speech
(SPTH 113)

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 33-34. 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 shoes300.00
Equipment and supplies50.00
Immunizations165.00
Licensing fee (NCLEX Testing Center)120.00
Nevada State Board of Nursing fee100.00
FBI background check and fingerprints50.00
Physical examinationIndividual amount
Health insuranceIndividual amount
Nursing school pinIndividual amount
Watch with a second handIndividual amount
Travel to clinical facilitiesIndividual 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 Nursing Department. All nursing application materials must be received by the Nursing Department by April 1.
- Completion of the nurse entrance test. This test is administered after April 1. The cost is approximately \$15.00.

NCLEX-RN Exam Completion

Upon successful completion of the Nursing Program, graduates apply for the NCLEX-RN national licensing examination. Answers to the following screening questions are required by State Boards of Nursing.

- Have you ever had any action taken against a license, registration, or certification in any state?
- Have you ever been convicted of a criminal offense or had a civil judgement rendered against you?
- Within the past five years have you had a problem related to habitual use of alcohol or drugs or been diagnosed and/or treated for addiction?
- Within the past five years have you been diagnosed, treated or hospitalized for a mental health condition that will result in your not being able to practice the essential job functions of a registered nurse?
- Within the past five years have you been diagnosed as having a physical or medical condition which will result in your not being able to practice the essential job functions of a registered nurse?

Requirements for Licensed Practical Nurses entering the ADN program:

- Must have graduated from an accredited program with a GPA of 2.5 or higher.
- Must hold a current Nevada PN license.
- Must provide the Nursing Department with a transcript of PN education and apply for admission to GBC by April 1. A personal interview may be required.
- Completion of the PN level admission exam. This exam is administered after April 1. The cost is approximately \$20.00.

ADN Course Requirements:

Student selection and admission is completed one time per year. Qualified applicants are selected first from the GBC service area, other Nevada residents are considered next, and, if positions are still available, out-of-state applicants are considered.

All students must earn a minimum grade of "C" in all courses and a cumulative GPA of 2.5 or higher in all courses required for the Associate of Applied Science Degree in Nursing to remain in the program.

The Nursing Program has slightly different General Education requirements than the other GBC AAS degrees. Please note the following differences:

Fine Arts/Humanities6
(ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106;
HUM 101; MUS 101, 121, 125; PHIL 100; and
THA 130, 200)
Math 116 (Formerly 110) Technical Mathematics I3
Technology courses are not required.

MINIMUM CREDITS: 70

First Semester		Semester Credits
NURS 135	Introduction to the Nursing Process	6
NURS 143	Nursing Process in Drug Therapy	2
PSY 101	General Psychology	3
ENG 101	Composition I	3

Second Semester		Semester Credits
NURS 157	Nursing Process throughout the Lifespan I	4
NURS 158	Nursing Process throughout the Lifespan II	6
BIOL 251	General Microbiology	4
ENG 102	Composition II	3

Third Semester		Semester Credits
NURS 205B*	Introduction to Associate Degree Nursing	2
NURS 241	Nursing Process in Mental Health	3
NURS 257	Nursing Process throughout the Lifespan III	6
SPTH 113	Fundamentals of Speech I	3
Fine Arts Elective		3

Fourth Semester		Semester Credits
NURS 258	Nursing Process throughout the Lifespan IV	4
NURS 261	Nursing Trends	1
NURS 273	Role of the ADN Manager	2
PSC 103	Principles of American Constitutional Government	3
Humanities Elective		3

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

Welding Technology Associate of Applied Science

Welding is a necessary skill for today's technicians and field mechanics as well as for those who want to develop a career in metal fabrication. The College's Welding Department has become the center for welding technologies in Northern Nevada 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.

MINIMUM CREDITS: 75

Emphasis Courses		Semester Credits
MTL	105B	Drawing and Weld Symbol Interpretation3
MTL	110B	Basic Arc Welding Principles and Practices . . .5.5
MTL	160B	Welding Design/Layout and Pipefitting5.5
MTL	210B	Advanced Welding Principles and Practices5.5
MTL	220B	Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW)11
MTL	224B	Welding Projects4
MTL	240B	Gas Tungsten Arc Welding (GTAW)8
MTLS	260B	Pipe Welding8

General Education Requirements

<i>Orientation</i>	INT 1000.5
<i>English</i>	ENG 107 Choose from ENG 108 or ENG 101	.6
<i>Mathematics</i>	MATH 116, 120 or higher	.3
<i>Science</i>	<i>Select:</i> PHYS 1006 3 credits
	<i>Select:</i> MTL 150B3 credits
<i>Social Sciences</i>	U.S. and Nevada Constitutions: PSC 103 (or substitute HIST 101 and 102)	.3
<i>Human Relations</i>	BUS 110B, MGT 283, or PSY 208	.3
<i>Humanities</i> (select from)	ART 100, 101, 160, 260; ENG 203, 223; HIST 105, 106; HUM 101; MUS 101, 121, 125; PHIL 100; THA 130, 200	.3
<i>Technology (fulfilled by emphasis course)</i>	MTL 110B	

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.

MINIMUM CREDITS: 75

Certificate Requirements		Semester Credits
MTL 105B	Drawing and Weld Symbol Interpretation and Occupational Orientation	3
MTL 110B	Basic Arc Welding Principles and Practices	5.5
MTL 150B	Metallurgy Fundamentals for Welding	3
MTL 160B	Welding Design/Layout and Pipefitting	5.5
MTL 210B	Advanced Welding Principles and Practices	5.5
MTL 220B	Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW)	11
MTL 224B	Welding Projects	4
MTL 240B	Gas Tungsten Arc Welding (GTAW)	8
MTL 260B	Pipe Welding	8
MATH 116	Technical Mathematics I	3

Communications

English-Communications. Determined by placement testing . . .3
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 Employment	1-3
PSY 208	Psychology of Human Relations	3
MGT 283	Personnel Administration	3

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 01-099 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 Courses

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 approval.

Additional Information [N]

A designation of [N] indicates a course is new at the time of publication and may be subject to UCCSN approval. Consult your adviser or the department.

Courses with [P/W]

Courses with this designation indicate a pass/withdraw course and will not be graded. The courses do not negatively or positively affect the grade-point average.

Accounting (ACC)

ACC 105 Taxation for Individuals (3)
An introduction to federal income taxation emphasizing the preparation of personal tax returns. Fundamentals of income, exclusions, deductions, credits, and tax minimization strategies.

ACC 135B Bookkeeping I (3)
An introduction to the basic procedures of accounting for the financial activity of a business enterprise. Debits and credits, the accounting cycle, journals, ledgers, bank reconciliations, payroll, and the preparation of simple financial statements.

ACC 136B Bookkeeping II (3)
Continuation of ACC 135B. Acquisition, depreciation, and disposal of fixed assets, inventory, receivables, accounting for long-term debt, and an introduction to partnership and corporate accounting. Prerequisite: ACC 135B.

ACC 201 Financial Accounting (3)
Basic accounting principles and procedures with a focus on the sole proprietorship and partnership form of business. The accounting cycle, receivables, payables, inventory, fixed asset acquisition and disposal, and financial statement preparation. (Formerly ACC 151, *Elementary Accounting I*)

ACC 202 Managerial Accounting (3)
A continuation of ACC 201 with a concentration on the corporate form of organization. Topics include stockholders' equity, long-term debt, investments, statements of cash flow, financial statement analysis, and an introduction to managerial accounting. Prerequisite: ACC 201, (Formerly ACC 152, *Elementary Accounting II*)

ACC 198B Special Topics in Accounting (1-3)
Consideration of special topics and issues in accounting. Selection will depend upon current interests and needs. (Formerly ACC 199B, *Special Topics in Accounting*)

ACC 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. Prerequisites: ACC 135B and ACC 136B or ACC 201 or ACC 202.

Aeronautics (AERO)

AERO 101B Basic Ground School for Pilots (3-6)
Federal air regulations, aerial navigation, radio, general service, and safety practices.

American Sign Language (AM)

AM 145 American Sign Language I (4)
Development of American Sign Language and its application within the deaf community. Based on the functional, national approach to learning sign language and organizes language around communicative purpose of everyday interaction. Aspects of the course include cultural awareness, grammatical features, vocabulary development, and conversational skills.

AM 146 American Sign Language II (4)
Continuation of AM 145 stressing the development of basic conversational skills. Prerequisite: AM 145.

AM 295B Drill and Practice in American Sign Language (.5-4)
Practice and drill in American Sign Language.

Anthropology (ANTH)

ANTH 101 Introduction to Cultural Anthropology (3)
Analysis of the nature of culture, its universal aspects, and range of variation revealed by human history and world ethnography. Formerly ANTH 103.

ANTH 102 Physical Anthropology (3)
The emergence of humans and the development of prehistoric culture, examination of human evolution, fossil hominids, and biological variability. Directed laboratory projects in human evolution, geochronology, human biology, and comparative primatology.

ANTH 201 Peoples and Cultures of the World (3)
Human societies and their peculiar institutions as seen in the cultures of various peoples around the world.

ANTH 202 Introduction to Archaeology (3)
A survey of archaeology in the Old and New World. Study of methods used by archaeologists to describe and explain prehistoric cultures.

ANTH 205 Ethnic Groups in Contemporary Societies (3)
A survey of ethnic relations in the United States and other culturally and racially pluralistic societies illustrating problems and processes of social interaction. Also available as SOC 205.

ANTH 301 Indians of North America (3)
Survey of culture areas of North America. Comparison of sociocultural institutions among representative groups. Review of major issues in North American ethnology and culture change. Prerequisite: One of the following courses: ANTH 101, GEOG 106, HIST 101, PSC 103, SOC 101.

ANTH 311 Archaeology of North America (3)
North American prehistoric and historic archaeology, with an emphasis on peopling of the continent, domestication, the development of social stratification, and Mesoamerican and later European influences.

ANTH 351 Law and Politics: Cross-cultural Perspectives (3)
Study of the relation between formal legal and political institutions and the social and cultural factors influencing their development. Elements of Western and non-Western legal and political systems are compared. Prerequisites: Completion of the lower-division core social science requirements for the Bachelor Arts in Integrative and Professional Studies or instructor's approval. Also available as SOC 351.

ANTH 400 Field School in Archaeology (3)
Instruction and practice in survey, excavation, and analysis. Prerequisite: 30 or more credits or instructor's approval. May be repeated up to six credits.

ANTH 402 Laboratory Methods in Archaeology (2)
Preparation of artifact assemblages including techniques for cleaning, repairing, and storing artifacts in archaeological collections. Preliminary analysis of artifact assemblages. Management of archaeological laboratories and collections including data retrieval systems. Prerequisites: Sophomore standing, ANTH 202, ANTH 400, 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. Prerequisite: 30 or more credits, lower-division general education requirements, or instructor's approval.

ANTH 421 Contemporary Native Americans (3)
Study of contemporary U.S. Indian social, economic, and political conditions, both on and off reservations and in urban areas. Covers historical development of the present situation as well as current events. Emphasizes development of research skills. Prerequisite: ANTH 101, SOC 101, GEOG 106, ANTH 301, HIST 101 and HIST 102, or instructor's approval.

Applied Mathematics and Science (AMS)

AMS 310 Mathematical Systems Applied to Technology (3)
An introduction to the application of mathematical systems to technology. Topics include complex numbers, systems of linear equations, matrices, functions (including polynomials, exponential, and logarithmic), applications of inequalities and absolute values, specific topics in trigonometry and statistics. Prerequisite: MATH 116 or higher.

AMS 320 Science and Engineering in Technology (3)
Applications of the principles of physical science and engineering in technology. Combines concepts in physics, chemistry, and the environment for practical problem solving in business and industry. Prerequisites: Completion of an associate degree and AMS 310.

Art (ART)

ART 100 Visual Foundations (3)
Explores visual forms and contemporary concepts through a variety of media, presentations, and discussions. (Formerly ART 109, *Introduction to Visual Arts*)

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

ART 102 Drawing II (3)
A continuation of ART 101. Prerequisite: ART 101.

ART 103 Ideas and the Creative Process (3)
Explores the creative thinking process with various media. A thorough investigation of right/left hemispheric brain theory. Applicable for art, school curriculum, or business plan development.

ART 106 Jewelry I (3)
Techniques of various metal construction for jewelry. Emphasis on design and craftsmanship. (Formerly ART 293, *Design and Construction of Metal Jewelry I*)

ART 107 Design Fundamentals I (3)
Explores the fundamentals of design using various media focusing on 2-D design.

ART 108 Design Fundamentals II (3-D) (3)
Creative design with emphasis on volume and space relationships in a variety of materials. (Formerly ART 150, *Three-dimensional Design*)

ART 110 Stained Glass (3)
Introduction to creating stained glass.

ART 111 Beginning Ceramics I (3)
Introductory and intermediate course in beginning ceramics. May repeat course up to six credits. (Formerly ART 140, *Beginning Ceramics I*)

ART 114 Beginning Crafts (3)
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. (Formerly ART 291, *Beginning Crafts*)

COURSE OFFERINGS

- ART 115 Beginning Clay Sculpture (3)**
Design and creation of clay sculpture. Students will work with coil, slab, and wheel-throwing techniques. (Formerly ART 113, *Beginning Clay Sculpture*)
- ART 124 Introduction to Printmaking (3)**
Introduction to the traditional printmaking processes.
- ART 127 Watercolor I (3)**
Beginning course in color, form, composition, and techniques using transparent and opaque watercolors. Requires three hours of studio practice weekly. (Formerly ART 145, *Water Color Painting*)
- ART 135 Photography I (3)**
Analytical and critical approaches to the creative possibilities of photography including basic photographic techniques and materials. (Formerly ART 175, *Photography I*)
- ART 160 Art Appreciation (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. (Formerly ART 115, *Art Appreciation*)
- ART 180 Digital Photography (3)**
An introduction to the aspects of digital photography. Explores how to improve photographic skills and integration of photography and the digital media.
- ART 201 Life Drawing I (3)**
Structural analysis, as it relates to form and composition. Prerequisite: ART 101. (Formerly ART 111, *Life Drawing*)
- ART 206 Jewelry II (x)**
Continued exploration of creating jewelry using various techniques. [N]
- ART 211 Ceramics I (3)**
A beginning studio course in construction and decoration of clay. Slab, coil, and wheel-thrown techniques will be taught. (Formerly ART 275, *Introduction to Ceramics*)
- ART 212 Ceramics II (3)**
Continuation of ART 111 with emphasis on development of individual expression in clay. (Formerly ART 141, *Beginning Ceramics II*; ART 276, *Intermediate Ceramics*, ART 277, *Advanced Ceramics*)
- ART 216 Sculpture I (3)**
Fundamentals of sculpture using plaster, wood cement, and other materials. (Formerly ART 263, *Beginning Sculpture*)
- ART 218 Alternative Sculpture (3)**
A studio class in techniques, materials, and skills of subtractive and additive sculpture. Prerequisite: ART 216, ART 108, or instructor's approval. (Formerly ART 264, *Intermediate Sculpture*)
- ART 227 Watercolor II (3)**
An intermediate watercolor painting class involving problems with transparent and opaque watercolors. (Formerly ART 245, *Creative Watercolor*)
- ART 231 Painting I (3)**
A media introduction to painting and development of oil and acrylic skills. (Formerly ART 137, *Beginning Painting Techniques*; ART 235, *Introduction to Painting I*)
- ART 232 Painting II (3)**
A media introduction to painting and development of oil and acrylic skills. Prerequisite: ART 231. (Formerly ART 236, *Introduction to Painting II*)
- ART 235 Photography II (3)**
Lecture/study with emphasis on improving basic and intermediate skills. Explores the use of photography as a personal expression. Prerequisite: ART 135. (Formerly ART 250, *Photography II*)
- ART 236 Photography III (3)**
Investigation and practice in creative photography. (Formerly ART 282, *Advanced Photography*)
- ART 243 Digital Imaging I (3)**
Introduction to 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. (Formerly ART 204, *Digital Imagery*)
- ART 260 Survey of Art History I (3)**
Presentation of the historical context of major and minor works of art from the ancient world to the Renaissance, art analysis, and criticism. (Formerly ART 201, *Survey of Art History I*)
- ART 261 Survey of Art History II (3)**
A continuation of Survey of Art History I presenting major and minor works of art from the Renaissance to the present, art analysis, and criticism. (Formerly ART 202, *Survey of Art History II*)
- ART 297 Field Study (1-3)**
A study of art in its cultural and historical setting. May repeat course up to six credits. (Formerly ART 203B, *Field Study*).

ART 299 Special Topics in Studio Art (1.5-3)
Consideration of special topics and issues in art. Selection will depend upon current interests and needs. May repeat course up to 12 credits. [P/W] (Formerly ART 198B, 299B, *Special Topics in Art*)

ART 306 Art Education: Elementary School (3)
Methods of developing visual literacy. (Art is a language of personal expression developed before the child begins writing.) Students will integrate math, science, social studies, creative thinking, and expression in the arts. Elements and principles of art taught through multicultural themes. Prerequisites: ENG 102, MATH 120 and EDUC 203 or instructor's approval. (Formerly ART 342, *Methods of Teaching Art*)

Astronomy (AST)

AST 101 Introductory Astronomy (3)
An introductory course which considers the solar system, stellar systems, and stellar and galactic evolution according to currently accepted concepts. Prerequisite: MATH 096 or higher or equivalent.

Automotive (AUTO)

AUTO 251B Engine Rebuilding (2-3)
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.

Biology (BIOL)

BIOL 100 General Biology for Non-majors (4)
The biological aspects of the human species: human anatomy, physiology, genetics, ecology, and evolution. No prerequisite. Strongly suggested for allied health majors and the non-science majors. (Formerly BIOL 100, *Human Biology*)

BIOL 120 Spring Flora of Northeastern Nevada (2)
Study of plant identification, structure, floral adaptations, and plant ecology of native plants in northeastern Nevada.

BIOL 190 Introduction to Cell and Molecular Biology (4)
Structure and function of cells. Major molecules of life; composition and physiology of cellular organelles; cell metabolism, reproduction, motility, and gene function of both plant and animal cells. No prerequisite. Required for biology majors. (Formerly BIOL 190, *General Biology I*)

BIOL 191 Introduction to Organismal Biology (4)
The study of the evolution, ecology, and diversity of life, both past and present. Required for biology majors, but will partially satisfy the science requirement for all associate degrees. (Formerly BIOL 191, *General Biology II*)

BIOL 208 Human Genetics (3)
The concepts of genetics as applied to man and his environment. Topics include genetic engineering, hereditary patterns, genetic diseases, cancer, and social implications. Suggested for allied health majors and other interested persons. Formerly BIOL 240, *Heredity, Man, and the Environment*.

BIOL 210 Biological Principles of Conservation (2)
A study of the biodiversity of life, both globally and locally. Includes the ethics, methodology, and importance of sensitive, threatened, and endangered species of wildlife. No prerequisite.

BIOL 223 Human Anatomy and Physiology I (4)
The morphology and physiology of cells, tissues, and the integumentary, skeletal, muscular, and nervous systems in a laboratory and lecture class. Designed for all life science majors but specifically for students in allied health programs. Prerequisite: BIOL 190 or equivalent.

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.

BIOL 251 General Microbiology (4)
A laboratory and lecture course emphasizing taxonomy, morphology, physiology, infectious diseases, and ecology of microorganisms in addition to skills in aseptic procedures, isolation, and identification. Open to all life science majors and allied health majors. Prerequisite: BIOL 190 or equivalent.

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.

BIOL 300 Principles of Genetics (4)
Study of the basic principles of transmission of traits from one generation to the next. Topics include mendelian, population, and molecular genetics with an emphasis on gene regulation. Both eukaryotic and prokaryotic systems will be described. Three hours of lecture with three hours of laboratory. Prerequisite: BIOL 190 or CHEM 101.

BIOL 305 Introduction to Conservation Biology (3)
Fundamental topics in conservation biology including biodiversity, invasive and endangered species, reserve design, and environmental legislation. Lecture only. Prerequisite: BIOL 190 or BIOL 191.

BIOL 341 Principles of Ecology (3)
The fundamentals of ecology studied at the levels of population, community, and ecosystems. Including applications in natural resource management and conservation biology. Prerequisite: BIOL 190 or equivalent science.

Buckaroo (BUCK)

BUCK 101B Beginning Rodeo (3)
Course designed for men and women interested in rodeo as a knowledgeable spectator, producer, or participant. Lecture includes rodeo history, current rules, equipment use, and physical and mental conditioning.

BUCK 102B Intermediate Rodeo (3)
A continuation of BUCK 101 with an emphasis on production of a collegiate rodeo. All aspects of rodeo production will be covered. Lecture topics include budget development, fund raising, advertising, concession management, stock contracting, and volunteer management.

Business (BUS)

BUS 101 Introduction to Business (3)
A one-semester survey course covering business organization, operation, and management, designed to orient the student in the field of business.

BUS 110B Human Relations for Employment (1-3)
Introduces students to the principles and skills of effective communication in business and professional settings. It provides information on how to communicate with superiors, co-workers, subordinates, clients, and customers.

BUS 265 Consumer Behavior (3)
Covers the nature of the consumer decision-making process. Focuses on activities directly involved in obtaining, consuming, and disposing of products and services in retailing, wholesaling, and e-commerce. Topics covered include individual information processing, the consumer motivation and decision processes, situational and cultural influences on the buying process, and development of managerial marketing strategies. Prerequisites: completion of SOC 101 or PSY 101 and MKT 129 or MKT 130, or instructor's approval.

BUS 273 Business Law I (3)
A study of the origin, philosophy, and nature of law and procedures including court systems, contracts, agency, partnerships, sales, criminal law, and torts.

BUS 274 Business Law II (3)
A continuation of BUS 273. Includes a study of corporation law, property, secured transactions, negotiable instruments, insurance, and bankruptcy. Prerequisite: BUS 273.

BUS 299B Special Topics in Business (1-3)
Selected business topics offered for general interest and the business community. Not a required course.

BUS 373 Legal Environment of Business (3)
Covers the essential topics of contracts, torts, labor relations and criminal law, and also those legal issues of vital concern to business managers including, consumer protection, administrative regulations, the interaction of business organizations with the branches of government, and an overview of the legal environment in which business takes place in our society. Prerequisite: Completion of the associate degree or instructor's approval.

Chemistry (CHEM)

CHEM 100 Molecules and Life in the Modern World (3)
Introduction to chemistry in its many forms and applications, physical and organic, with consideration of environmental and social issues. Includes laboratory activities. Prerequisite: MATH 096 or higher. (Formerly CHEM 100, *Elementary Concepts of Chemistry*)

CHEM 121 General Chemistry I (4)
Fundamental principles of chemistry and the properties and uses of the common elements presented in lecture and the laboratory. Prerequisite: MATH 096 or higher or equivalent, MATH 126 or higher recommended. (Formerly CHEM 101, *General Chemistry I*)

CHEM 122 General Chemistry II (4)
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 121. (Formerly CHEM 102, *General Chemistry II*)

CHEM 142 Introductory Organic Chemistry (3)
Principles of carbon chemistry with emphasis on the biochemical aspects presented in laboratory and lecture. Designed for life science majors. Prerequisite: CHEM 121. Laboratory co-requisite: CHEM 143.

CHEM 143 Introductory Organic Chemistry Lab (1)
Co-requisite: CHEM 142

Computer and Information Technology (CIT)

- CIT 110 A+ Hardware (3)**
Techniques of personal computer hardware maintenance and installation. Course covers hardware and software diagnostics, system troubleshooting and methods of achieving effective system upgrades to enhance capabilities or improve system performance. Prerequisite: IS 201 or instructor's approval. (Formerly COT 282B, *Repair and Upgrade of the PC*)
- CIT 112 Network + (3)**
Course covers computer network infrastructure, network uses, and basic network management issues. CIT 112 has no prerequisite but assumes that students are familiar with computer hardware, have a basic understanding of stand alone operating systems, and can use applications software. (Formerly CIT 107, *Networking Technologies*)
- CIT 132 Beginning Visual Basic (3)**
In-depth study of BASIC programming language using Visual Basic. This beginning programming class covers how to design programs including building and debugging code. Prerequisite: IS 201 or instructor's approval. (Formerly COT 245, *BASIC Programming Language I*)
- CIT 133 Beginning C++ (3)**
This is an introductory course in the "C" programming language. Topics covered include computer organization, language and data structures and technical computer applications. Prerequisite: IS 201 or instructor's approval. (Formerly COT 243, *C Programming I*)
- CIT 151 Beginning Web Development (3)**
Create and maintain web pages using HTML and Javascript. Build interactive web pages using forms and use Javascript to validate the input. Topics include images, tables, frames, CSS, styles, frames, forms, FTP and site maintenance. Prerequisite: IS 201 or instructor's approval. (Formerly COT 207B, *Web Page Building*)
- CIT 152 Web Script Language Programming (3)**
A continuation of *Beginning Web Development*. This programming class creates interactive web pages using technologies such as Javascript, VB Script, Java, and ASP. Prerequisite: CIT 151.
- CIT 173 Linux Installation and Configuration (3)**
Course covers Linux installation, configuration, and workstation operating system concepts.
- CIT 201 Word Certification Preparation (3)**
A hands-on course building on the foundation laid in COT 150 or COT 151 and continuing on to sophisticated manipulation of word processing software. Topics include tables, graphic boxes, clip art, desktop publishing, fonts, macros, styles, and spreadsheets. Prerequisite: COT 150 or 151 or instructor's approval. (Formerly COT 216, *Intermediate Word Processing*)

CIT 202 Excel Certification Preparation (3)
In-depth exploration of Excel spreadsheets. Topics include advanced functions, importing and exporting data, multiple tables and workbooks, pivot tables, macros and VBA. Team and student projects are conducted. Prerequisite: IS 201 or instructor's approval. (Formerly COT 262, *Intermediate Spreadsheet Concepts*)

CIT 203 Access Certification Preparation (3)
In-depth exploration of Access database management. Topics include tables, relationships, queries, forms and reports. Macros, VBA modules and web pages are created. Team and student projects are conducted in building and maintaining a database. Prerequisite: IS 201 or instructor's approval. (Formerly COT 266, *Intermediate Database Systems*)

CIT 211 MCSE I (3)
Course covers MS Windows workstation/client operating systems concepts in both a network and stand alone environment. Prerequisite or corequisite: CIT 112 or instructor's approval. (Formerly CIT 112, *PC Operating Systems*)

CIT 212 MCSE II (3)
Course introduces students to computer network server administration and management using MS Windows Server products. Prerequisite or corequisite: CIT 211 or instructor's approval. (Formerly CIT 164, *MS Server Administration*)

CIT 213 MCSE III (5)
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 212 or instructor's approval. (Formerly CIT 267, *Enterprise Network Infrastructure*)

CIT 214 MCSE IV (5)
Course covers computer network directory services using Microsoft's Active Directory Services. Prerequisite: CIT 212 or instructor's approval. (Formerly CIT 269, *MS Active Directory Services*)

CIT 215 MCSE Elective (3-5)
Various topics in networking using Microsoft products aimed at the less common MCSE electives. Prerequisite: Instructor's approval. (Formerly CIT 260, *Special Topics in Networking*; CIT 266, *Internet Information Server Management*; and CIT 268, *TCP/IP in Microsoft Networks*)

CIT 252 Web Database Development (3)
Interactive web pages will be built to accomplish a shopping cart application. This will use HTML, ASP, VB Script, SQL Server, FTP and SQL technologies. A shopping cart application with product display, shopping cart, check out and confirmation web pages along with several databases will be created as a class project. Prerequisite: IS 201, CIT 151, CIT 132, CIT 202, CIT 203 or instructor's approval. (Formerly COT 285, *Computer Systems Development with High-level Tools*)

CIT 263 VBA Programming for Microsoft Office (3)
The next logical step in Visual Basic programming and involves programming inside the production software: Word, Excel, PowerPoint, and Access. This is probably the most common type of programming in today's work world. The programming creates more interactivity in the office software. Prerequisites: CIT 132, CIT 202, CIT 203, or instructor's approval. [N]

CIT 310 Management Information Systems (3)
The fundamentals of design, implementation, control, evaluation, and strategic use of computer-based information systems for business data processing, office automation, information reporting, and decision making. Emphasizes managerial and strategic aspects of information technology with some hands-on work using information management software. Prerequisite: Completion of an associate degree or instructor's approval.

CIT 361 TCP/IP: Managing Network Resources (3)
Course provides in-depth coverage of TCP/IP concepts, protocols, and programming including IPv6. Prerequisite: CIT 112, CIT 213, or MATH 116 or higher.

Computer Office Technology (COT)

COT 060 Computer Basics (.5)
Designed for those who have very little (or no) computer experience. A gentle introduction to computers, the instructor will inspire confidence, and encourage further computer use. Learn how to work with several different programs within the Windows environment. [P/W]

COT 061 Introduction to Windows (.5)
A course for those with no previous computer knowledge, focusing on basic Windows skills. [P/W]

COT 062 Introduction to Word (.5)
A beginning course for those with no previous word processing knowledge and an introduction to Microsoft Word. [P/W]

COT 063 Introduction to Excel (.5)
A beginning course for those with no previous spread sheet knowledge. The course will be an introduction to Microsoft Excel. [P/W]

COT 101 Computer Keyboarding I (3)
Learn the keyboard by touch using computers. Course covers alphabet keys, number keys, and symbol keys. Emphasis on keyboarding techniques, speed, and accuracy. (Formerly COT 101, *Typing I/Beginning Keyboarding*)

COT 102 Computer Keyboarding II (3)
Designed to further increase keyboard speed and accuracy on the computer and to build skill to a marketable level. Includes formatting of letters, memos, reports, and tables. Prerequisite: COT 101 or 30 words per minute keyboarding skill. (Formerly COT 102, *Typing II/Intermediate Keyboarding*)

COT 103B Keyboarding Review and Speed (1)
Designed to increase the student's keyboard speed and accuracy skill to employable levels. [P/W]

COT 105 Computer Literacy (3)
An introductory course designed for those with no prior background in computers. Operations and uses of computers, applications, capabilities, limitations, and the impact of the computer on society will be covered. Extensive hands-on computer use is included. No prerequisite, however, keyboarding skill is highly recommended.

COT 108B Accessing the Internet (.5)
For students enrolling in online courses who do not have commercial Internet access. Corequisite: enrollment in one other Internet-based class. 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. [P/W]

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.

COT 112 Beginning Computers for the Vocational Trades (1)
Designed specifically for vocational programs, this course covers beginning computer skills including word processing, spreadsheets, databases, Windows Explorer, and the Internet. (Formerly COT 131B, *Beginning Computers for the Vocational Trades*)

COT 115 Introduction to Computer Programming (3)
General programming logic and flow charting. Covers the BASIC computer language, the use of microcomputers, terminals, and writing and executing BASIC programs.

COT 122 Medical Typing and Transcription (3)
Reviews medical terminology and develops the skill of listening to cassette tapes containing recorded medical case histories and records, and transcribing the material into accurate form on a computer using word processing software. Prerequisite: COT 101 or 30 words per minute keyboarding skill. (Formerly COT 121, *Medical Typing and Transcription*)

COT 123 Legal Typing and Transcription (3)
Reviews legal terminology and develops the skill of listening to cassette tapes containing recorded legal documents and transcribing the material into accurate form on a computer using word processing software. Prerequisite: COT 101 or 30 words per minute keyboarding skill.

- COT 129 Records Management (3)**
Course includes the principles of management and control of recorded information, from its creation to its final disposition. Topics include inventory records, classification systems, electronic information systems, reports and forms, micrographics, and controlling costs. (Formerly COT 229, *Records Management*)
- COT 130 Legal Secretarial Training (3)**
An introduction to the duties of the legal secretary including kinds of work done and the level of proficiency expected. Topics explored include domestic relations, corporation, wills, probate, personal injury, criminal and civil law, and real estate.
- COT 132B Spreadsheets in the Workplace (3)**
Explores Windows-based spreadsheet software, Lotus, and file management, skills needed in today's job market.
- COT 133B Exploring the Internet (1)**
Internet use including electronic mail, news groups, BBS, chat rooms, World Wide Web, search techniques, and file graphics retrieval. [P/W]
- COT 134B Introduction to Spreadsheets (1-3)**
An introduction to building spreadsheets, formulas, built-in functions, charts, printing, formatting, and database functions using Windows-based software.
- COT 135B Introduction to Database Management (1-3)**
An introduction to database management including fields and records, entering data, editing, sorting, queries, and report building using a Windows-based software.
- COT 136B Introduction to Presentation Software (1-3)**
An introduction to presentation software for a business setting. Includes data charts, bullet lists, organization charts, and on-screen slide show presentations using a Windows-based program.
- COT 150 Introduction to WordPerfect (3)**
An introduction to WordPerfect, a word processing software, including ruler, fonts, tool bar, thesaurus, find/replace, outline, columns, text art, tables, graphics, template documents, and merge. Prerequisite: 30 words per minute keyboarding skill.
- COT 151 Introduction to Microsoft Word (3)**
An introduction to Microsoft Word, a word processing software, ruler, toolbars, dialog boxes, cut, copy, and paste, autocorrect, spell check, template documents, columns, outlines, merge, clip art, graphics, text art, and tables. Prerequisite: COT 101 or 30 words per minute keyboarding skill.
- COT 155 Microcomputers for Small Business (3)**
An introduction to small computer hardware, software, and programming. Describes a method of selecting a computer and programs of the small business, and managerial considerations of using a computer in a small business.

- COT 198B Special Topics: Computer Office Technology (1-6)**
Various short courses and workshops covering a variety of subjects. The class will be variable credit of one to six depending on the class content and number of hours required. No prerequisite, but various skills recommended, depending on class content. [P/W]

- COT 204 Introduction to Windows (1-3)**
The fundamentals necessary to operate the Windows system, how to customize the Windows environment, and how to use the various accessories.

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

- COT 222 Desktop Publishing Using a Word Processing Program (3)**
A hands-on course combining word processing skills and graphics. Topics include imaging and creation of newsletters, fancy labels, certificates, books, brochures, flyers, and magazine layouts.

- COT 228B Office Management (1)**
Covers the use of various office machines, time management, and verbal and written communication skills for telephone, letter, memorandum, and report writing.

- COT 240 Executive Office Procedures (3)**
Introduces skills and knowledge to meet the challenges of the electronic office. Topics include public relations, written and oral communications, telephone techniques, travel and conference arrangements, records management, meeting planning, and job-seeking/selection. A proof-reading test will be given. Students, depending on the results, may need to spend one or two hours per week in the Writing Center.

- COT 286 Operating Systems Concepts (3)**
Covers the operating system functions and commands valuable or necessary in a computer information systems environment. Other topics covered include multiprogramming, multi-use systems data communicating, and establishing interfaces between various computers. Prerequisite: IS 201 or instructor's approval.

- COT 299B Independent Study (1-6)**
Individual projects involving the analysis and design of a computer system and/or special projects in programming. May be used to satisfy COT major requirements for a second semester of programming language. Prerequisite: written permission of a COT adviser.

Computer-aided Drafting and Design (CADD)

CADD 100 Drafting Fundamentals (4)
An introduction to manual drafting procedures including lettering, geometric constructions, orthographic projection, dimensioning sections, auxiliary views and metric, architectural, and engineering techniques. Corequisite: MATH 116 or instructor's approval. Formerly DFT 100.

CADD 125 Basic Computer-aided Drafting (3)
Introduction to the basic capabilities of a computer-aided drafting (CAD) system. Includes appropriate hardware, software, and applicable commands. Formerly CADD 120 and DFT 131.

CADD 133 Intermediate Computer-aided 2D and 3D Drafting (3)
Course covers the intermediate features of computer aided drafting and design including layers, attributes, and 3D. Prerequisite: DFT 131 or CADD 125. Formerly DFT 133.

CADD 198B Special Topics in CADD (1-4)
Topics include mining, architectural, and version updates. Selection will depend upon current interests and needs. Courses scheduled on a demand basis. Formerly DFT 198B.

CADD 216 Advanced Applications (3)
Course continues development of three-dimensional construction, modification, and rendering. New features explored through exercises to embed URLs and use drawing web format. The SQL database environment is introduced. Customize environments by changing variables in Preferences, make new toolbar buttons and toolbars. Other advanced features introduced include menu structure, AutoLISP, and OLE. Prerequisite: The current CADD 133 or DFT 133 (as articulated prior to 1999), or instructor's approval.

CADD 345 Technical Graphics Communication (3)
This course for technology managers teaches the principles and importance of visual presentation for communicating detailed, comprehensive, and accurate information about designs and processes. Basic drafting and CADD techniques necessary for modeling and visualizing graphic objects. Published standards and conventions when managing people and resources during the design process. Prerequisite: CADD 125 or instructor's approval.

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.

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.

CAPS 123 Career Development (1-3)
Examines career and life choices through planning, decision making, and occupational testing and information.

CAPS 124B Developing Your Potential (1-3)
Development of potential through self-exploration and goal setting.

Counseling and Personal Development (CPD)

CPD 116 Substance Abuse: Fundamental Facts and Insights (3)
An introduction to various issues relating to alcohol, tobacco, and other drugs in our society. Students will gain knowledge of the physical and health affects of various drugs of abuse. Sociological, cultural, family impact, and preventive issues will be addressed. No prerequisite.

CPD 117B Introduction to Counseling (3)
A foundation in the helping relationship, this course is designed to provide a working knowledge and understanding of basic communication skills and counseling skills. Emphasis will be placed on ethics and confidentiality issues critical to the counseling profession.

Crafts (CR)

CR 132 Interior Decorating (3)
Major focus on color choices, painting techniques, arrangement of furniture, wallpaper selection and application, use of appropriate furniture style, drapery and carpet selection and care, and home lighting.

Criminal Justice (CRJ)

- CRJ 101 Introduction to Criminal Justice I (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.
- CRJ 102 Introduction to Criminal Justice II (3)**
Organization and administration of law enforcement agencies including agency goals, policies, functions, and implementation through recruiting, training, and distribution of officers. (Formerly CRJ 112, *Criminal Justice Organization and Administration*)
- CRJ 106 Introduction to Corrections (3)**
History and development of corrections. Current practices and problems of the correctional system. Formerly CRJ 102.
- CRJ 120 Community Relations (3)**
Analyzes the reasons and techniques for developing communication and understanding between the criminal justice system and various segments of the community.
- CRJ 121B Public Safety Dispatching (3)**
Introduction to the history and development of public safety dispatching, as well as the ethics and liability of the profession. Includes interpersonal communications; organization and function of dispatch; telephone techniques; local, state, and national crime computer systems; and telephone call/report processing procedures.
- CRJ 150B Principles of Drug Abuse (3)**
Legal, social, and economic problems arising from narcotic addiction and drug abuse and their impact on the community. Recognition of physical symptoms. Discussion of the police role in drug control, investigative techniques, court preparation, and specific narcotic and drug laws.
- CRJ 164 Principles of Investigation (3)**
Fundamentals of investigation, crime scene search and recording, collection and presentation of physical evidence, scientific aids, sources of information, case preparation, interviews and interrogations, and follow-up.
- CRJ 198B Selected Topics in Criminal Justice (1-6)**
Consideration of special topics and issues in criminal justice. Selection will depend upon current interests and needs.
- CRJ 211 Police in America (3)**
The course will include policy history and organization, the personal side of policing, police operations, critical issues in policing; specific police problems, women and minorities in policing; and becoming a police officer. Designed to help students develop their own philosophy of law enforcement. Critical thinking and discussion of ideas and opinions essential.

- CRJ 214 Principles of Police Patrol (3)**
Identification of community problems which require prevention, suppression, or control through the basic methods and techniques of police patrol. The responsibilities of officers in patrol situations including foot beats, one-man cars and/or tactical units, techniques of observation and perception, recognition of hazards, evaluation, and proper police patrol action.

- CRJ 215 Probation and Parole I (3)**
Survey of the probation and parole systems of the United States including different systems within the United States; executive clemency; parole; rights of prisoners, probationers and parolees; treatment strategies; and administrative aspects. Includes correctional and professional aspects of the parole and probation officers: the role, preparation of a probation summary, a day in court with a probation officer, and time with a parole officer.

- CRJ 220 Criminal Procedures (3)**
Origin, development, and rationale of the structural and procedural aspects of America's criminal justice system. Emphasis on arrest, search and seizure, confessions, and related legal issues.

- CRJ 226 Prevention and Control of Delinquency (3)**
An introduction to major types of delinquent behavior, psychology of the delinquent, and factors contributing to the production of criminality or delinquency. Discussion of methods used by the criminal justice system to control delinquent behavior.

- CRJ 230 Criminal Law (3)**
Substantive criminal law including elements of crime, intent, attempts, search and seizure, and the laws of arrest. Relation of criminal law to working police officer and rights and duties of both citizen and officer under criminal law.

- CRJ 265 Introduction to Physical Evidence (3)**
Surveys the forensic sciences to show their role in the use of physical evidence in matters of criminal and/or civil law. Focus on the value of modern scientific investigation.

- CRJ 270 Introduction to Criminology (3)**
Examines how society interacts with crime and delinquency through the use of the criminal justice system. Studies effective interaction and communication between the general public and members of the criminal justice system. Emphasizes the understanding of criminal behavior from a sociological and psychological perspective.

- CRJ 290B Internship in Criminal Justice (1-6)**
Students may earn college credit for work experience related to their college major and/or occupational goals. See your adviser for an application.

Dance (DAN)

DAN 101 Dance Appreciation (3)
Experience dance as an art form in the theatre setting. Focus given to a variety of dance styles and dance artists, providing students with an understanding and appreciation of the form.

Diesel Technology (DT)

DT 100B Shop Practices (1.5-4)
An introduction to hand tool identification and proper use, shop safety, and other topics including screw thread, hydraulic hose, and fitting identification. Also covers measuring devices. Also available as TA 100B.

DT 101B Basic Diesel Engines (4)
A lecture and laboratory course emphasizing basic diesel engine theory. Instruction includes history, development, design characteristics, and principles of operation.

DT 102B Basic Vehicle Electronics (6.5)
A lecture and laboratory course study of AC and DC electricity as used in mobile equipment. Emphasis on charging systems, starting systems, lighting systems, and wiring diagrams. Troubleshooting and repairing of electrical components. Electronic control systems are covered in detail.

DT 105B Mobile Air Conditioning (2.5)
A lecture and laboratory course covering heating and refrigeration theory. Includes heating and air conditioning components, control systems, service evacuation, charging, overhaul, and replacement of major components.

DT 201B Diesel Brakes and Pneumatics (2.5)
The principles of pneumatic brake systems are discussed in detail, with emphasis on cam-operated brakes. Pneumatic brake valves, schematic drawings, and foundation brake troubleshooting will be included in this technical course.

DT 202B Diesel Fuel Systems and Troubleshooting (5.5)
The theory and operation of diesel fuel injection systems will include Cummins PT, Caterpillar, Detroit Diesel, and Robert Bosch fuel systems. Governor operation and fuel system troubleshooting will be discussed.

DT 203B Diesel Shop Management (1.5)
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.

DT 208B Diesel Heavy Equipment Power Train (5.5)
The theory and operation of heavy equipment power trains will be covered in detail with emphasis on power shift transmissions. Students will become familiar with driveline angle calculations, gear ratios, clutches, differentials, and transmission electronic control systems.

DT 210B Advanced Diesel Engines (4)
Students will learn engine troubleshooting through the use of an engine dynamometer. Course emphasis is on engine operation, diagnosis, and failure analysis.

DT 215B Electronic Diesel Engines (5.5)
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.

Early Childhood Education (ECE)

ECE 121 Parent/Caregiver Relationships (1)
A course designed for child development students in which they can acquire various communication skills to enhance parent/caregiver relationships. Covers interpersonal communication, listening skills, and cooperative problem solving. Newsletters, parent conferences, phone conversations, record keeping, and student data folders will be addressed.

ECE 122 Observation Skills (1)
Parents and teachers provide various formal and informal methods to enhance their observation and recording skills.

ECE 123 Health and Nutrition for Young Children (1)
A study of young children concerning physical development, nutrition, health, safety, and childhood illnesses and diseases. Skills developed in selecting safe equipment, evaluating environments, and ensuring good health routines.

ECE 127 The Role of Play for Infants/Toddlers (1-3)
Study of the role of play as it affects the social, emotional, and physical and intellectual growth and development of infants and toddlers. [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. [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.

- ECE 131 Introduction to Teaching the Young Child (3)**
Introduces students to early childhood education. Course deals with the total preschool program including types, objectives, philosophy, curriculum, physical plant and equipment, as these aspects of the program relate to the needs and interests of the preschool child.
- ECE 134 Guiding the Young Child (1)**
A guidance and discipline course based on a variety of positive teaching and parenting approaches used to handle behaviors of young children. The student will gain and demonstrate a working knowledge for coping with and guiding the young child.
- ECE 151 Math in the Preschool Curriculum (1)**
Activities and materials for developing mathematics readiness in the preschool.
- ECE 152 Science in the Preschool Curriculum (1)**
Activities and materials for teaching science in the preschool.
- ECE 153 Language Development in the Preschool (1)**
Studies development of language in preschool. Emphasizes activities and materials for fostering development of receptive and expressive language skills in the preschool.
- ECE 154 Literature in the Preschool Children (1)**
Survey of books for use with preschool children. Techniques of storytelling and reading to children.
- ECE 155 Literacy and the Young Child (1)**
Activities and materials for developing auditory and visual perception and other reading readiness skills in the preschool child.
- ECE 156 Music in the Preschool Curriculum (1)**
Activities and materials for teaching music in the preschool. Songs, dances, and rhythm activities for use with preschool children.
- ECE 157 Art in the Preschool Curriculum (1)**
Activities and materials for teaching art in the preschool. Emphasis on developing creativity and enjoyment of art through a wide range of materials and activities.
- ECE 158 Physical Education in the Preschool Curriculum (1)**
Activities, materials, and equipment for developing gross motor coordination in preschool children including individual, small group, and large group activities for both indoor and outdoor use.
- ECE 159 After-school Activities (1)**
The primary objectives of this workshop are to provide a learning experience in the development of programs for children in after-school programs and develop methods and hands-on training in dealing with groups and individuals in after-school programs.
- ECE 161 Social Studies in the Preschool Curriculum (1)**
Emphasizes activities and materials for teaching social studies in the preschool. Drawn from anthropology, economics, geography, history, political science, sociology, and psychology.
- ECE 166 Working with Parents (1)**
A course designed to give students the opportunity to examine different models of parent education programs. Students will learn to work effectively with parents in different settings, identify the varying needs of parents, and recognize the variety of family structures and cultures in our society.
- ECE 167 Child Abuse and Neglect (1)**
Provides the opportunity for students to learn the legal definitions, symptoms, causes, and reporting procedures of child abuse and neglect. The class will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals.
- ECE 168 Infectious Diseases and First Aid in Child Care (1)**
Provides information about infectious diseases and first-aid measures in child care settings. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research, and community resources.
- ECE 198B Special Topics in 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.
- ECE 204 Principles of Child Guidance (3)**
A study of effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems.
- ECE 231 Preschool Practicum: Early Childhood Lab (3-8)**
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 251, HDFS 201 or instructor's approval. The law requires a TB test prior to enrollment.

- 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 an Elementary Education Baccalaureate Program requirement.
- 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.
- 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. [P/W]
- 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.
- 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.
- 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. [P/W]
- 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. [P/W]
- 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. [P/W]
- 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.
- EDUC 282 Strategies for Effective Substitute Teaching (1-3)**
Specialized instruction designed to develop understanding of a current aspect of education. Maximum of three credits which may be applied as elective credit hours toward a degree.
- EDUC 295B Special Topics (1-6)**
Special topics in education. [P/W]
- 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 up to six credits. Prerequisites: EDUC 203 and admission to the Elementary Education Program. Corequisite: A methods course 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. Corequisite: EDUC 202 or 302.
- EDUC 304 Education Seminar II (2)**
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.
- EDUC 305 Education of the Exceptional Child (3)**
A survey of the special education area for majors and non-majors, designed to acquaint the student with the special needs of learners categorized under all areas of exceptionality. Introduces methods for identifying, planning, and working effectively with exceptional children in the regular classroom. Emphasis on etiology, physical, and educational characteristics. The pre-service teacher is taught to recognize and refer exceptional learners for assessment, as well as design and implement individualized programs, instructional strategies, and classroom management strategies. Prerequisites: ENG 102 and EDUC 203 or instructor's approval. Equivalent to CI 210.

COURSE OFFERINGS

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.

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. Prerequisite: admission to the Elementary Education Program (ENG 102, MATH 120, EDUC 203, EDUC 321) Corequisite: EDUC 302.

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). Corequisite: EDUC 302.

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.

EDUC 355 Teaching Math, Grades K-8 (3)
 Course prepares prospective elementary teachers in the area of mathematics education. Students in this course will explore cognitive theories of development, methods, materials, and content of mathematics in the elementary grades. Curriculum changes that have taken place and current research in the area of mathematics education will be explored. Prerequisite: admission to the Elementary Education Program (ENG 102, MATH 123, EDUC 203). Corequisite: EDUC 302.

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 (BIOL 190, COT 210, ENG 102, MATH 123, EDUC 203). Corequisite: EDUC 302.

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.

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 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.

EDUC 445 Teaching the ESL Student in the K-12 Classroom (3)
 Course will explore first and second language acquisition, English language structure, learning styles, the effects of culture on learning, and ways to make content comprehensible to the ESL students in the regular classroom.

EDUC 483 Special Projects Workshop in Education: Developing a Professional Teaching Portfolio (1-3)
 Specialized instruction designed to develop depth of understanding of current/emerging aspect in education. Prerequisite: Program/Instructor approval.

Electrical Instrumentation Technology

(EIT)

EIT 233 Introduction to Instrumentation (3)

Fundamentals of "process control" and brief description of individual processes and combination of processes used in industry. Theory of operation and application of associated process instruments covered. Formerly EIM 233.

EIT 315 Pressure/Level/Flow Measurement and Control (3)

The measurement and control of industrial processes: pressure, level, and flow. Prerequisite: EIT 233. Formerly EIM 315.

EIT 323 Installation and Configuration (2)

Principles of installation, maintenance, and configuration in instrumentation. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program. Prerequisite or corequisite: EIT 233. Formerly EIM 323.

EIT 333 Process (Piping) and Instrument Diagrams (P&IDs) (2)

Piping and instrument drawings for instrumentation. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program. Formerly EIM 333.

EIT 336 Valves, Actuators, Regulators — Characteristics and Applications (2)

The theory and operation of valves and associated pneumatic and hydraulic devices used in the control of gasses and fluids. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program. Formerly EIM 336.

EIT 348 Temperature Measurement and Control (3)

The measurement and control of industrial heat and temperature processes. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 315. Formerly EIM 348.

EIT 368 Measurement Systems Analysis (2)

A study of how measurement systems must be treated to minimize error and variability not resulting from the product or process. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 315. Formerly EIM 368.

EIT 438 Electronic Devices in Instrumentation (2)

Theory and operation of electrical and electronics devices used in instrumentation. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 368. Formerly EIM 438.

EIT 468 Advanced Control Systems (3)

An applications oriented conclusion to the Instrumentation Program, including an individualized lab project with selected advanced instrumentation topics. Prerequisite: Completion of an Associate of Applied Science, Certificate in Electrical Technology, or approved Electrical Technology program and EIT 348. Formerly EIM 468.

Electrical Technology

(ELM)

ELM 112B Electrical Theory, DC (4)

The study of matter, atomic structure, electron theory, sources of electricity, and magnetism. Theory and shop application in Ohm's Law, voltage, current, resistance, and power in series, parallel, and series-parallel direct current circuits.

ELM 121B Circuit Design (2.5)

Developing and drawing electrical diagrams and graphs using standard electrical and JIC symbols. Prerequisite: ELM 112B.

ELM 122B AC Theory (4)

Analyze AC series, parallel, and combination circuits with resistance, inductance, and capacitive elements using mathematics, measuring devices, and other test equipment. Prerequisite: ELM 112B.

ELM 123B Solid State (2.5)

Study of the theory and operation of such solid-state devices as diodes, transistors, diacs, triacs, and SCR's. Prerequisite: ELM 122B.

ELM 124B DC Generators, Motors, and Controls (2.5)

Theory, design, applications, and testing of direct current (DC) generators, DC motors, and the study of such DC control devices as manual starting rheostats, reduced-voltage starting mechanisms, and speed controls. Prerequisite: ELM 122B.

ELM 125B AC Motors and Alternators (2.5)

Theory, design, application, and testing of alternating current (AC) motors and alternators; single- and three-phase generation of alternating current; paralleling alternators; and calculating load and power factor characteristics under various load conditions. Prerequisite: ELM 124B.

ELM 126B Motor Maintenance (2)

Explores the mechanical aspects of small and larger motor disassembly and assembly; bearing, commutator, slip ring and brush care; electrical maintenance, safety planning, and variable frequency drives. Prerequisite: ELM 125B.

ELM 127B Introduction to AC Controls (2.5)

Introduction to pilot devices, wiring diagrams, ladder diagrams, and basic motor circuits. Areas of emphasis include two- and three-wire controls, parallel stop-start, and hand-off automatic controls. Prerequisite: ELM 125B.

ELM 128B Transformers and Industrial Lighting (4)
Comprehensive study of the theory and operation of transformers and industrial lighting. The functions of various types of transformers and the maintenance and repair of industrial lighting systems will be emphasized. Perform the actual hookup and testing of basic single-phase and three-phase transformer connections. Observe and demonstrate proper safety and maintenance techniques and develop service wiring techniques. Prerequisite: ELM 122B.

ELM 131B National Electric Code (2.5)
Survey of the National Electric Code and its application to the safe installation of electrical conductors and equipment. Prerequisite: ELM 122B.

ELM 132B Digital Concepts (2.5)
Introduction to digital electronics including numbering systems, binary codes, Boolean algebra, and logic hardware. Prerequisite: ELM 123B.

ELM 133B Advanced AC Controls (4)
Applications and testing of a variety of AC controls, including limit switches, control relays, timing circuits, control transformers, and variable frequency drives. Prerequisite: ELM 127B.

ELM 134B Introduction to Programmable Logic Controllers (2.5)
Introduction to programmable controller hardware, numbering systems, memory organization, and peripheral devices. Prerequisites: ELM 132B and ELM 127B.

ELM 135B National Electric Code 430 (1.5)
In-depth study of Article 430 of the National Electric Code and its application to motors, motor circuits, and controllers. Prerequisite: ELM 133B.

ELM 136B Programmable Controllers Applications (2.5)
Practical experience in programming circuits using relay-type instructions, timers, counters, data manipulation, arithmetic functions, and other advanced features and techniques. Prerequisites: ELM 133B and ELM 134B.

ELM 141B Blueprint Reading (2)
Focus on electrical prints, drawings, symbols, and specifications for construction and electrical plans. Prerequisites: ELM 121B and ELM 128B.

ELM 142B Raceways (2.5)
Introduction to the types and applications of raceways, wireways, and ducts. Students will learn how to cut, ream, thread, connect, and bend conduit using hand, mechanical, hydraulic, and electric benders.

ELM 143B Wiring Techniques (5.5)
Practical application in a variety of building types and remodeling of existing buildings. Course will include job building, material estimation, tool and material use, and installation techniques. Prerequisites: ELM 128B, 131B, 141B, and 142B.

ELM 144B Special Circuits (3)
Practical applications in developing complex electrical process control systems.

ELM 290B Cooperative Work Experience (1-6)
Actual experience working within some aspect of the industry. Prerequisite: must be enrolled in the Maintenance Electrician Training Program.

Emergency Medical Services (EMS)

EMS 108B Emergency Medical Technician Training (6-8) (90-125 Hours)

Provides students with knowledge and skills to perform lay emergency care from the first time the victim is seen, through transportation and delivery, to the care of a physician, including control at the scene of the accident. Content areas include access and light extrication of victims from automobiles; initial care and appraisal of first aid care; communications between the scene and the emergency traffic authorities, dispatcher, and emergency department; rendering continuing care while enroute; the transmittal of records and reports to medical and other authorities.

EMS 109B Emergency Medical Services Refresher Course (1-1.5)
Reviews and updates knowledge and skills in Emergency Medical Services for those who have been certified as emergency medical technicians. [P/W]

EMS 113B First Responder Training Course (3)
Provides training in emergency medical care for professionals in a public service organization such as police or fire, a volunteer performing as part of a community's emergency system, a school bus driver, or for those needing such training in private industry.

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

EMS 115B Emergency Medical Technician Intermediate (4)
The intermediate EMT course follows the National Standard Curriculum and provides the student with knowledge and clinical skills to make the transition from a basic provider of emergency care to a "partnership role" with the hospital or institution providing medical control. Prerequisite: practicing EMT affiliated with an ambulance service and pre-approved by the Nevada Division of Emergency Medical Services. Ten hours of clinical required. [P/W]

English

(ENG)

ENG 074 Writing on the Job (1)

Focuses on the first principle of business communications: clarity. Explores the writing situation, techniques for writing effective sentences and paragraphs, revision, style, and tone.

ENG 080 ESL Bridge to College English (3)

Course begins with an emphasis on writing complete sentences. Students will examine the parts of speech that make a complete sentence, practice writing sentences, and then move into paragraph structure and organization. Attention will be given to locating and identifying ESL trouble spots in grammar and usage, vocabulary expansion, and accurate communication at the sentence and paragraph level. [P/W]

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.

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.

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. Prerequisite: ENG 093, Placement test, or equivalent ACT/SAT score. Formerly *Writing Workshops I, II, III*. [P/W]

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.

ENG 102 Composition II (3)

Continuation of English 101. Emphasizes writing from sources, argument, the investigative paper, and research techniques. Prerequisite: ENG 101.

ENG 107 Technical Communications I (3)

Basic skills necessary for successful on-the-job communications including improved letter and report writing, persuasion, interviewing, process, mechanism description, and business and technical grammar. Prerequisite: satisfactory score on placement test.

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.

ENG 181 Vocabulary and Meaning (2-3)

Problems of meaning, word derivation, and word formation investigated with a view to enlarging and refining a working English vocabulary.

ENG 190 Science Fiction/Fantasy Literature (3)

Contributions of several authors to the changing subject matter and world vision of science fiction/fantasy as "serious fiction." Prerequisite: ENG 101 or instructor's approval.

ENG 200 Novels into Film (3)

Examination of selected major novels and their translation into film, designed to explore ways in which each art form is similar and different in structure and meaning. Prerequisite: ENG 102 or instructor's approval.

ENG 203 Introduction to Literary Study (3)

Introduction to the elements of fiction, poetry, and drama used in the analysis of literature. Prerequisite: ENG 102 or instructor's approval.

ENG 221 Writing Fiction (3)

The writing of fiction in a workshop setting. Students are required to produce several works of short fiction. Prerequisite: ENG 101 or instructor's approval.

ENG 223 Themes of Literature (3)

Themes and ideas significant in literature. Prerequisite: ENG 102 or instructor's approval.

ENG 231 World Literature I (3)

A general survey of major European works and authors from Homer's *Iliad* to Cervantes' *Don Quixote*. Designed to broaden our knowledge of Western literary heritage. Prerequisite: ENG 102 or instructor's approval.

ENG 232 World Literature II (3)

A general survey of major European works and authors from Molière to Sartre, designed to broaden our knowledge of our literary heritage. Prerequisite: ENG 102 or instructor's approval.

COURSE OFFERINGS

- ENG 235 Survey of English Literature I (3)**
Selected major British writers from the Anglo-Saxon period through Swift. Prerequisite: ENG 102 or instructor's approval.
- ENG 236 Survey of English Literature II (3)**
Selected major British writers from late eighteenth century to present. Prerequisite: ENG 102 or instructor's approval.
- ENG 241 Survey of American Literature I (3)**
Reading and discussion of major American writers from the Colonial Period through the mid-nineteenth century. Prerequisite: ENG 102 or instructor's approval.
- ENG 242 Survey of American Literature II (3)**
Reading and discussion of major American writers from the Civil War to the Contemporary Period. Prerequisite: ENG 102 or instructor's approval.
- ENG 243 Introduction to the Short Story (3)**
Study of variety of important short story authors and their styles, and an introduction to literary analysis of short fiction. Prerequisite: ENG 102 or instructor's approval.
- ENG 250 Children's Literature (3)**
Study of outstanding children's books to promote ways in which the books can be used to enhance the lives and skills of children, teachers, and parents. Prerequisite: ENG 102 or instructor's approval.
- ENG 252 Introduction to Drama (2-3)**
Reading and reviewing of a variety of plays from ancient Greek comedy and tragedy to post-modern, experimental theatre, with attention to the special characteristics of drama. Prerequisite: ENG 102 or instructor's approval.
- ENG 258 Shakespeare Theatre Festival (1)**
A tour to one of the summer festivals to view and study Shakespearean theatre in performance. Prerequisite: ENG 102 or instructor's approval.
- ENG 261 Introduction to Poetry (3)**
Study of a variety of poets and their techniques. Prerequisite: ENG 102 or instructor's approval.
- ENG 264 Psychology and Literature (3)**
Examination of major works of literature to discover the correlation between their universal themes and the theories of psychology as they relate to human experience. Prerequisite: ENG 102 or instructor's approval.
- ENG 267 Introduction to Women 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.
- ENG 271 Introduction to Shakespeare (3)**
Shakespeare's principal plays read for their social interest and their literary excellence. Prerequisite: ENG 102 or instructor's approval.
- ENG 275 Contemporary Literature (3)**
Contemporary literature readings of a variety of living novelists and poets for understanding and appreciation. Emphasis on American and British authors. Prerequisite: ENG 102 or instructor's approval.
- ENG 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.
- ENG 327 Composition III (3)**
A practicum in writing, this course provides instruction in all of the stylistic choices a writer makes to communicate, not only information, but the voice behind the information. Experimentation with sentence patterns, sentence length, word choice, word placement, and punctuation. Prerequisites: ENG 101, ENG 102, and a 200-level literature course, or instructor's approval.
- ENG 329 Language Study (3)**
A consideration of language history, function, and use. Topics include the historical development of languages, language acquisition, descriptive grammar, language controversies, etc. Prerequisites: ENG 101, ENG 102, and a 200-level literature course, or instructor's approval.
- ENG 333 Professional Communications (3)**
A course in applied rhetoric for students to develop the writing and communication skills they will need as professionals. The goal is to make strong writers with flexible analysis, writing, and oral communication skills. Prerequisite: ENG 108 or ENG 102.
- ENG 429 Special Topics in English (1-6)**
Bridging the Gap: High School English to College Writing
The heart of this two-week institute is teacher participation in the process of writing the documented essay and the creation of a rubric for evaluating essays. Participants will engage in the process of researching and writing the documented essay. They will identify weaknesses in the writing of high school and college students, investigate a variety of methods for teaching writing skills in the context of writing, and create a rubric to evaluate student essays. Participants will return to their classrooms and incorporate a project similar to the documented essay. They will continue a professional conversation about this project during the school year following the summer workshop. May be repeated up to two times.

English as a Second Language (ESL)**ESL 011 Basic English as a Second Language (1-3)**

An introductory writing course for the intermediate to advanced ESL student, concentrating on reading, writing, and conversation used in everyday situations. [P/W]

ESL 120 English as a Second Language III (3)

An intermediate level course in the acquisition of academic English language skills for non-native speakers. Covers reading, writing, listening, and speaking.

ESL 121 English as a Second Language IV (3)

An advanced level course in the acquisition of academic English language skills for non-native speakers. Covers reading, writing, listening, and speaking. [P/W]

Environmental Studies (ENV)**ENV 100 Humans and the Environment (3)**

Introduction to the relationship of man and his environment. Current thinking and research concerning the impact of industrialization and urbanization on environmental quality, including the population explosion; the potential decline of the affluent society by the depletion of natural resources; the pollution of air, land surface, water, and the public agencies and policies designed to solve environmental problems. Formerly ENV 101.

ENV 109 Winter Survival (2)

Designed for people who use and enjoy the winter outdoors including cross-country skiers, snowmobilers, hunters, and winter hikers. This class will prepare students for emergencies that might occur in winter weather and teach ways to survive until help arrives.

ENV 115 Wilderness Survival (3)

This course will provide students the opportunity to explore the new wilderness areas of northeastern Nevada. Topics covered include map reading, finding shelter and food, safe travel skills, natural history, and wilderness literature and art. Field trips required.

ENV 130 Control of Environmental Pollution (3)

Introduction to pollution control methods beginning with water-borne diseases and sanitation. Progresses to mass balance concepts and development of pollution control measures designed to improve air and water quality and minimize risk of exposure to hazardous waste. No prerequisite.

ENV 201 Environmental Toxicology and Risk Management (3)

A study of the basic principles of toxicology, including routes of exposure, dose response, and target organ effects using environmental toxicants as primary examples. No prerequisite.

ENV 202 Environmental Regulations (3)

A review of federal and state regulations for air, water, and land quality, hazardous and toxic wastes, surface disturbance, and reclamation. Equivalent MINE 253.

ENV 210 Land Use Management (3)

Planning, implementation, and evaluation of land use concerning both urban and rural areas. The emphasis will be on sustainable use and conservation of terrestrial resources such as reclamation of disturbed lands due to mining.

ENV 220 Introduction to Ecological Principles (3)

An introduction to the major ecological principles at work in our environment. The living and non-living processes that underlie these principles will also be studied. No prerequisite.

Finance (FIN)**FIN 101 Personal Finance (3)**

Discussion and analysis of problems relating to financial independence. Budgeting, personal tax concerns, cash and savings investments, real estate, financial institutions and borrowing, insurance, investing, retirement programs, and estate planning are covered for real world applications. Formerly BUS 100B.

FIN 240 Introduction to Budgeting (3)

An introduction to financial budgeting in public or private organizations. Topics include the time value of money, the mathematics of finance, production and cash budgets, and capital budgeting. No prerequisite.

FIN 317 Investments (3)

Introduction to the basic concepts of investments. Evaluation of risk and return, characteristics, valuation, and selection of various securities. Survey of fundamental investment principles and techniques used by individuals and institutions. Use of asset allocation, risk analysis, and security valuation to manage investment portfolios. Prerequisite: Math 120.

FIN 322 Applied Accounting and Finance (3)

Course is designed to provide the student with the keys, concepts, and tools used in understanding the financial functions of a business enterprise. For those students with no previous education or experience in accounting, the course will include an introduction to the essential concepts necessary in understanding formal financial statements from the user's perspective. Prerequisite: completion of an associate degree.

FIN 365 Financial Management (3)

A study of finance function within a modern corporation. Topics include financial analysis and planning, debt and equity financing alternatives, valuation of financial assets, capital budgeting, capital structure, dividend policy, and working capital management. Prerequisites: ACC 201 and ACC 202 and ECON 102 and ECON 103.

FIN 399 Special Topics (3)
The course will examine the problems, techniques, and policies of financial decisions.

Fire Science (FS)

FS 101B Introduction to Fire Protection (3)
Explores the history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county, and private fire protection agencies; and survey of professional fire protection career opportunities. No prerequisite. [N]

FS 103B Fundamentals of Fire Protection (3)
Introduction to basic modern firefighting techniques.

FS 105B Introduction to Fire Suppression (3)
Fire suppression organization including equipment, characteristics of fire behavior, fire hazard properties of ordinary materials, building design and construction, extinguishing agents, basic fire-fighting tactics, and public relations.

FS 110B Introduction to Wildland Fire Fighting (4)
Addresses the basic elements of wildland fire protection, fire behavior, department organization, apparatus and equipment, fire safety, and incident command organization. Field work is required. Satisfies Wildland Training Series for S-11, S-190, and S-214. Satisfactory completion qualifies the student for National Wildland Fire Certification (Red Card).

FS 125B Building Construction for Fire Protection (3)
The fundamentals of building construction and design with emphasis on fire resistance of building materials, assemblies, exposures, and related data. Related codes and statutes and basic blueprint reading will also covered.

FS 131B Hazardous Materials (3)
A review of basic properties of solids, liquids and gases, and the storage, handling, laws and standards, and fire-fighting practices pertaining to hazardous materials.

FS 243B Fire-fighting Tactics and Strategy (3)
Review of fire chemistry, equipment and manpower, basic fire-fighting tactics and strategy, methods of attack, preplanning fire problems, and company fire-fighting capability.

FS 250B Fire-fighter I Certification (6)
General rules and regulations, use and explanation of forcible entry, protective breathing apparatus, first-aid, ropes, salvage, fire hoses, nozzles and appliances, fire streams, ladders, ventilation, inspection rescue, sprinklers, fire alarms and communications, safety, and fire behavior.

FS 285B Selected Topics (1-6)
Elective course in which subjects will vary and cover critical and current issues in fire science.

FS 290B Work Experience (2-6)
Earn college credit for work experience related to fire science. See your faculty adviser for application.

Food Service Technology (FST)

FST 218B Food Service Sanitation (1)
Provides information about proper food handling and sanitation to prevent food-borne illness. Students will learn about common food-borne illnesses, their symptoms, and foods implicated. Prevention of contamination and cross-contamination of foods will be examined. Instruction will also include an overview of Nevada Administrative Code Chapter 446, Food and Drink Establishment Regulation.

French (FREN)

FREN 101B Conversational French I (3)
Develops a working knowledge of French, listening and speaking skills, and practice in reading and writing.

FREN 111 First Year French I (3-4)
Development of language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.

FREN 112 First Year French II (3-4)
A continuation of FREN 111. Language practice required. Prerequisite: FREN 111.

FREN 203 Second Year French I (3)
Continues development of the four basic skills involved in the acquisition of a foreign language: listening, speaking, reading, and writing. Also introduces essential elements of French culture. Prerequisite: FREN 112.

FREN 204 Second Year French II (3)
Continuation of FREN 203. Prerequisite: FREN 203.

Geographic Information Systems (GIS)

GIS 103 Fundamentals of GIS (3)
An introduction to Geographic Information Systems (GIS) covering the basic concepts. Principles of cartography and spatial analysis are presented. The intent is to prepare the student for advanced training using specific GIS software. [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.

GIS 198B Special Topics in GIS (1-4)
Topics include mining, architectural, and version updates. Selection will depend upon current interests and needs. Courses scheduled on a demand basis.

GIS 205 GIS Applications (3)
This course in Geographic Information Systems concepts covers map components (including a brief discussion of coordinate systems), spatial relationships, and management of relationships description through tabular data. There will be extensive work using spatial and aspatial data using ArcView. A knowledge of Windows will be advantageous. Prerequisite: None, but students are advised to take GIS 103 if not familiar with technical programs and Windows operating systems. Formerly GIS 125 *Introduction to ArcView*.

GIS 270 GIS Extensions (3)
Advanced ArcView is a course designed for those proficient in ArcView and wanting to improve its functionality. Areas of study include writing a simple extension using ArcView's programming language, Avenue; Spatial Analyst using raster and vector data; and 3D Analyst to portray spatial relief. Prerequisite: a working knowledge of ArcView and Windows operating system skills. Prerequisite: GIS 205 (Formerly GIS 125). Formerly GIS 205 *Applications of ArcView*.

GIS 320 Geographic Information Systems in Business and Community (3)
Basic techniques for geographic analysis and summary of business or community problems. Finding patterns and relationships in tabular and spatial data is emphasized. Popular geographic information systems software will be used for demonstration and for projects. Students will work in teams to identify a problem and to collect data for visualization and analysis of the problem. To present findings, students will create map layout. Prerequisite: GIS 103 or instructor's approval.

Geography (GEOG)

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

GEOG 106 Introduction to Cultural Geography (3)
Systematic consideration of the spatial aspects of human culture. Major theses include spatial history and morphology, society-land relations, and economic development and resource utilization.

Geology (GEOL)

GEOL 100 Earthquakes, Volcanoes, and Natural Disasters (3)
An introduction to geologic concepts and hazards, including earthquakes, volcanoes, floods, and landslides. Also examines resource management, waste disposal, and pollution control. (Formerly GEOL 100, *Geology: Principles and Applications*)

GEOL 101 Physical Geology (3-4)
Fundamental principles of geology including tectonic and surficial processes, oceans, atmosphere, environmental applications, and resources. If taken for four credits, includes laboratory component as described by GEOL 103.

GEOL 102 Earth and Life through Time (4)
The history of the earth and life as they have evolved together through time: plate tectonics, the physical landscape, and the biosphere. Includes laboratory for evaluating rocks, fossils, and the age of events. Prerequisite: GEOL 101. (Formerly GEOL 102, *Historical Geology*)

GEOL 103 Physical Geology Laboratory (1)
Experimental and analytical work illustrating fundamental principles of geosciences, including collection and interpretation of data using the scientific method. Corequisite: GEOL 101.

GEOL 132 Rocks and Minerals (3)
An introduction to the more common or important minerals and rocks. Emphasizes the conditions of formation and hand sample identification. The economic value of minerals and rocks is presented. (Formerly GEOL 130, *Rocks and Minerals*)

GEOL 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.

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.

COURSE OFFERINGS

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.

GEOL 211 Mineralogy and Crystallography (3)
Crystallography, crystal chemistry, and the origin and determination of ore minerals and rock-forming minerals. Prerequisites: elementary chemistry and trigonometry recommended.

GEOL 299B Special Topics in Geology (1-5)
To be offered on a variety of geological topics as opportunity and demand dictate. Prerequisite: variable with topic. [P/W]

German (GER)

GER 101B Conversational German I (3)
Learn language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.

GER 102B Conversational German II (3)
A continuation of learning language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required. Prerequisite: GER 101B.

Graphic Communications (GRC)

GRC 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.

GRC 119 Computer Graphics/Digital Media (3)
Introduction to the key digital elements of multimedia. Overview of hardware and software, design principles, and management skills needed to develop dynamic, interactive multimedia products. The use of Windows '95 or later operating system is strongly recommended.

GRC 130 Desktop Publishing (2)
Introduction to page make-up software and laser printer output for desktop publishing. Create, edit, and merge text graphics using standard procedures and design basics.

GRC 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.

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.

GRC 198B Special Topics (.5-6)
Consideration of special topics related to graphic communication. [P/W]

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 243.

Health Education (HE)

HE 205 Sexually Transmitted Diseases and AIDS (2-3)
Provides students with a fundamental understanding of sexually transmitted diseases and the evolution of epidemics from a global perspective. The history, etiology, epidemiology, biology, and intervention strategies related to STDs will be studied. In addition, an analysis of the efforts made by today's society to control the many STD pandemics will be explored.

Health Information Technology (HIT)

HIT 100B Introduction to ICD-9-CM Coding (2)
Introduction to the mechanics of using ICD-9-CM medical coding. Procedures for assigning code numbers, guidelines for use and interpreting coding rules, and regulations that govern ICD-9-CM coding. Prerequisite or Corequisite: NURS 140.

HIT 101B Current Procedural Terminology (2)
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 or Corequisite: NURS 140.

Health Science (HESC)

HESC 100B Personal and Consumer Health (1)
A variety of health-related topics of current interest to the consumer.

History (HIST)

HIST 101 U.S. History to 1865 (3)
Survey of U.S. political, social, economic, diplomatic, and cultural development from Colonial Times to Reconstruction. When taken with HIST 102 or 217, class satisfies the United States Constitution requirement. Prerequisite: ENG 101 reading level. (Formerly HIST 101, *United States History I — To 1877*)

HIST 102 U.S. History 1865 to Present (3)
Survey of U.S. political, social, economic, diplomatic, and cultural development from Reconstruction to the present. Includes examination of Nevada Constitution and, when taken with HIST 101, satisfies the Nevada Constitution requirement. Prerequisite: ENG 101 reading level. (Formerly HIST 102, *United States History II — Since 1878*)

HIST 105 European Civilization I — To 1648 (3)
Survey of the development of Western civilization from the dawn of human history to 1648. Prerequisite: ENG 101 reading level.

HIST 106 European Civilization II — Since 1848 (3)
Survey of the development of Western civilization from 1648 to the present. Prerequisite: ENG 101 reading level.

HIST 217 Nevada History (3)
Nevada history from early exploration to the present. Includes examination of the Nevada Constitution and, when taken with HIST 101 satisfies the Nevada Constitution requirement. Prerequisite: ENG 101 reading level.

HIST 225 Introduction to the Vietnam War (3)
Survey of U.S. involvement in Vietnam from 1954 to U.S. withdrawal in 1975. (Formerly HIST 225, *U.S. Involvement in Vietnam*)

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

HIST 275 The Wild West — Myth and Reality (3)
A study of the frontier and its meaning in American life from Colonial Times to the present. Prerequisite: ENG 101 reading level.

HIST 295 Special Topics in History (1-3)
Course may utilize special emphasis topics/instructors or be offered as an individualized study format with directed readings. Classes will usually mirror offerings at other UCCSN institutions. Prerequisite: ENG 102.

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.

HIST 406 The American West (3)
Historical development of the American West utilized to examine contemporary issues of resources and ownership, demographic change, and national myth-making. Prerequisite: ENG 102.

HIST 417 United States History 1940—Present (3)
United States Contemporary America, 1940-present, the American Half Century. Study of how World War II catapulted the nation into Superpower status and right into Cold War battles, as well as the changing economic, cultural, political, and social patterns of the nation. Prerequisite: ENG 102.

HIST 441 American Environmental History (3)
Explores the relationships between human beings and the physical environment on the North American continent. Examines how different cultural groups have used and transformed the continent. Examines the ebb and flow of environmental consciousness from its roots in the nineteenth century to the rise of environmentalism in the twentieth century. Prerequisite: HIST 101 or HIST 102 and ENG 102 or instructor's approval.

Home Economics (HEC)

HEC 122B Creative Cooking (1-3)
From sourdough to haute cuisine to regional cooking and crepes suzette, class combines good nutrition and economical shopping tips with a variety of cooking techniques and recipes.

Human Development and Family Studies (HDFS)

HDFS 201 Lifespan Human Development (3)
Individual development, roles, and interrelationships within the family system through the lifespan. (Formerly PSY 274, *Individual and the Family*)

HDFS 232 Diversity and the Young Child (3)
The course considers the development of young children from the prenatal period through age eight, focusing in particular on diversity among children. Diversity will be explored in the terms of cultural, ethnic, linguistic variations as well as differences in ability and typical and atypical development.

Humanities (HUM)

HUM 101 Introduction to Humanities (3)
An introduction to humanities through a study of seven major arts including film, drama, music, literature, painting, sculpture, and architecture. Each of these arts is considered from the perspective of historical development, the elements used in creating works of art, meaning and form, and criticism and critical evaluation. Prerequisite: ENG 101 reading level.

HUM 232 War and Western Civilization (3)
Survey of war and its effects on our civilization from chariot and spear to nuclear strategy. Prerequisite: ENG 101 reading level.

Industrial Management (IM)

IM 101 Introduction to Industrial Management (3)
An introduction to leadership awareness and ability, emphasizing technological, sociological, and managerial aspects of modern industry. [N]

Industrial Plant Mechanics (IT)

IT 101B Bulk Material Handling (4)
A laboratory and lecture course emphasizing the maintenance and repair of conveyors and industrial power transmission devices, including belting, feed and discharge devices, and preventative maintenance of bulk handling systems.

IT 102B Pipefitting Principles (4)
A laboratory and lecture course in construction techniques with various kinds of industrial pipes and valves. Includes valve maintenance and repair, threading, joining, and bending of pipe.

IT 103B Mill Pump Technology (4)
A laboratory and lecture course covering various industrial pumps with emphasis on centrifugal pump maintenance and repair, and introduction to hydraulic engineering concepts that pertain to centrifugal pumps. Pump seals, packing techniques, and bearings are also included.

IT 104B Lubrication Technology (2)
Principles of proper selection and use of oils and grease in the maintenance of industrial machinery. Theory and laboratory work in lubricating principles such as viscosity, including troubleshooting many mechanical problems with oil samples.

IT 105B Mechanical Power Transmission (4)
A three-credit lecture, demonstration, and laboratory course in the study in the application of gears, shafts, bearings, and fluids in the transmission of power for industrial processes.

IT 107B Centrifugal Pumps, Pipefitting, and Valves I (4)
A three-credit lecture, laboratory, and demonstration course in the operation, maintenance, and construction of pumps; and valves and piping systems used in an industrial setting.

IT 205B Millwright Practices (5.5)
Theory and laboratory work on shaft alignment, installation and maintenance of bearings, and installation of machinery with background on structural connections.

IT 206B Mechanical Troubleshooting (4)
Designed to teach systematic and effective methods of identifying the causes of mechanical failure. Includes strategies for information gathering, chart reading, effective communication, and recordkeeping. Attention given to planned maintenance programs, vibration analysis, and infrared thermography.

IT 208B Fluid Power (5.5)
A review of fluid power mechanics with an emphasis on symbology, circuit operation and design, hydraulic component operation, and terminology.

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

IT 210B Failure Analysis and Predictive/ Preventive Maintenance (4)
A three-credit lecture, demonstration, and laboratory course in the study of maintenance organization and procedures emphasizing prevention of maintenance problems through predictive methods.

IT 211B Heating/Cooling and Boiler Operation and Maintenance (4)
A three-credit lecture, demonstration, and laboratory course in the basic operation and maintenance of cooling and heating devices found in most industrial settings. Emphasis is placed on safety and risk management in operation and maintenance of this equipment.

IT 212B Inventory and Planning (1-2)
A one- to two-credit lecture course in the inventory control in the planning process. Emphasis is placed on the Quality Assurance concept.

IT 214B Basic Electrical Theory for Industrial Mechanics (4)
A three-credit lecture, demonstration, and laboratory course designed to instruct the student in risk free diagnosis of common electrical problems associated with industrial equipment. The course covers basic electrical theory, electrical motors maintenance, motor control, and uses of electrical tools for troubleshooting.

IT 215B Welding Processes for Industrial Mechanics (4)
A three-credit lecture, demonstration, and laboratory course designed to instruct the student in the welding procedures used to build-up metal surfaces for the machining processes in the rebuilding of industrial equipment.

IT 216B Basic Metallurgy (4)
A three-credit lecture, demonstration, and laboratory course which emphasizes the practical approach to the basic principles of metallurgy. The course explores the behavior of metals subjected to metallurgical processes and explains how desired material properties are attained.

Information Systems (IS)

IS 101 Introduction to Information Systems (3)
Introduction to computer-based information systems management including hardware/software relationships, business applications usage, systems theory, current technology, networking, the Internet, computer security, and privacy issues. Recommended corequisite: IS 201. (Formerly COT 202, *Introduction to Computer Applications*)

IS 201 Computer Applications (3)
An introduction to the most commonly used microcomputer business software with emphasis on operating systems, word processing, spreadsheets, database management, presentation software, and software integration. Substantial hands-on work provides practical experience using this software. Recommended corequisite: IS 101. (Formerly COT 203, *Microcomputers in Business*)

Integrative Studies (INT)

INT 100 GBC Orientation (.5)
An introduction to GBC and its programs and services. The goal of the course is to achieve student success. No prerequisite. [P/W]

INT 301 Research Methods in the Social and Natural Sciences (3)
An interdisciplinary integration of research methods in the natural sciences, social sciences, and history. The course is writing intensive and includes an introduction to portfolio development. Prerequisite: Completion of the lower-division general education requirements for the Bachelor of Arts in Integrative and Professional Studies, MATH 152 or instructor's approval.

INT 339 Integrative Humanities Seminar (3)
An integrative seminar on topics in the humanities. The topics will vary to address needs and interests of programs. Course fulfills the upper-division integrative humanities general education requirements. May be repeated once for credit if the topics are different. Prerequisites: Completion of lower-division general education requirements.

INT 349 Integrative Social Science Seminar (3)
An integrative seminar on topics in the social sciences. The topics will vary to address needs and interests of programs. Course fulfills the upper-division integrative social sciences general education requirements. May be repeated once for credit if the topics are different. Prerequisites: ENG 102 or ENG 333, MATH 120 or AMS 310, and completion of lower-division general education requirements.

INT 359 Integrative Mathematics Seminar (3)
An integrative seminar on topics in mathematics. The topics will vary to address needs and interests of programs. Course fulfills the upper-division integrative mathematics general education requirements. May be repeated once for credit if the topics are different. Prerequisites: ENG 102 or ENG 333, MATH 120 (or any mathematics course numbered 126 or above including AMS 310), and completion of lower-division general education requirements.

INT 369 Integrative Science Seminar (3)
An integrative seminar on topics in science. The topics will vary to address needs and interests of programs. Course fulfills the upper-division integrative science general education requirements. May be repeated once for credit if the topics are different. Prerequisites: ENG 102 or ENG 333, MATH 120 or AMS 310, and completion of lower-division general education requirements.

INT 400 Internship in Integrative Studies (3-6)
A semester placement within a student's concentration (emphasis) area. The Internship requires an integration of work experience and a course of study in a specific emphasis area. May be taken for credit more than once, but no more than a total of six credit hours of INT 400 may be counted toward the BA degree. Prerequisites: Senior level standing in the Bachelor of Arts in Integrative and Professional Studies program, INT 301, and instructor's approval.

INT 496 Capstone in Integrative Studies (3)
An interdisciplinary integration of ideology and praxis. The topic of the course varies but emphasis is on the major concepts and analytical frameworks that draw on field experience and previous coursework. The course is writing intensive and includes development of a portfolio. Prerequisites: Senior level standing in the Bachelor of Arts in Integrative and Professional Studies INT 400, and instructor's approval.

Note: INT 339, 349, 359, 369 must have a specific title following the general title. For example: INT 369 *Integrative Science Seminar: Revolutions in Science*; or INT 349 *Integrative Social Sciences Seminar: Vietnam*. Expanded title is required in order for students to be able to repeat course for credit and demonstrate different topics.

Journalism (JOUR)

- JOUR 101 Introduction to Mass Communication (3)**
History of American newspapers; laws affecting journalism; effects of advertising; and newspapers, radio, and television production.
- JOUR 120B Publications Workshop I (2)**
Course designed to qualify students to produce the college newspaper, literary magazine, or any other student publication. Combination of graphics and journalism in one class period which will familiarize students with the total makeup of the newspaper assembly procedures.
- JOUR 121B Publications Workshop II (2)**
A continuation of JOUR 120B.
- JOUR 221 News Gathering and Writing (3)**
Principles of news writing with practical experience in gathering news, writing and editing, photojournalism, advertising sales, along with newspaper layout and graphics.
- JOUR 290 Internship in Journalism (1-3)**
Limited to students interested in a career in broadcast journalism. To participate, students must fill out an internship application, meet with an intern adviser, and interview with internship sponsor and instructors. Interns will not be compensated and hours will be determined by enrollment credits.

Legal Assistant (LAW)

- LAW 252 Family Law (3)**
Covers the law related to family issues. Includes a discussion of rights and obligations of parties to each other and their offspring. Divorce, custody and support, spousal agreements, termination of parental rights, adoptions, and collection of child support are discussed.
- LAW 260B Employment Law (1)**
Focus on prominent issues of employment law including Worker's Compensation claims and the Nevada Industrial Insurance Act, public employees and collective bargaining units, job discrimination and the Equal Rights Commission, sexual and other harassment in the workplace, and developments in employment law and wrongful termination. [P/W]

Library Technology (LT)

- LT 101B Library Skills/Research for College Papers (1)**
An overview of basic research strategies using Internet, electronic, and print resources. Focus is on gathering viable information for college assignments. [P/W]
- LT 102B Introduction to the Local Library (1)**
An introduction to the services provided by the GBC and Elko County Public Libraries.
- LT 150B Introduction to Library Technology I (3)**
A study of library tools such as indexes, bibliographies, reference books, and inter-library loan procedures. Library equipment use is also included. For students desiring to develop skills in the use of libraries and who are interested in a career in librarianship.
- LT 158B Audiovisuals for the Library (3)**
Functions of audio-visual equipment and materials for their use. Production of visuals, selection and operation of equipment, and evaluation of purchased materials.
- LT 290B Library Internship (2-3)**
Supervised work in an approved library. Prerequisites: LT 150B or equivalent and instructor's approval.

Loss Control Management (LCM)

- LCM 100B Introduction to Loss Control Management (3)**
An introduction to loss control management principles and techniques, with focuses on administration and programs. Topics include loss control information and analysis, environmental organization, management, and implementation. Process safety management will also be covered.
- LCM 101B Loss Control Engineering and Technology (3)**
Course focuses on safety and health trends for the twenty first-century, including facility design and safety, building and facility layout, and construction and maintenance of facilities. Workplace exposures and protections will cover industrial sanitation and personnel facilities, occupational medical surveillance, fire protection, and workers with disabilities. Material handling and production operations also covered.

Management (MGT)

- MGT 103 Small Business Management (3)**
Environment and management of the small business enterprise, problems in initiating the business, financial and administrative control, marketing programs and policies, management of business operations, legal and governmental relationships.

- MGT 171 Supervision (3)**
Introduction to basic management principles and problem-solving techniques required by first-line supervisors.
- MGT 229 Public Relations (3)**
Principles and techniques of public relations practiced in today's society, involved in creating and maintaining a favorable public image.
- MGT 251B Labor Relations (3)**
A course for first-level exempt supervisors, managers of small companies, or any business person or student interested in legal background of the relationship between employee and employer. (Formerly MKT 251B, *Labor Relations*)
- MGT 283 Personnel Administration (3)**
Duties and responsibilities of personnel management. Areas covered include employee needs, human relationships, orienting and training employees, benefit programs, and economics of supervision. (3+0)
- MGT 310 Foundations of Management Theory and Practice (3)**
Develops the students' theoretical foundation for further study in any field involving management. Explores historical thought and the management functions of planning, organizing, directing, and controlling. Provides a practical analysis of leadership, communications, and motivation techniques. Concludes with an exploration of current management challenges and trends. Prerequisite: Completion of an associate degree or instructor's approval.
- MGT 323 Organizational and Interpersonal Behavior (3)**
A study of the interpersonal relations between individuals and groups in an organizational setting. Topics include leadership styles and techniques, organizational design, communication, decision making, motivation, perception, group behavior, and coping with stress. Prerequisite: Completion of an associate degree. MGT 310 preferred.
- MGT 367 Human Resource Management (3)**
Analysis of the personnel policies of business enterprises. Areas of study include recruitment, selection, placement, training, promotion, morale, employee services, compensation, labor relations, and organization and function of human resource departments. Prerequisite: Completion of associate degree. MGT 310 preferred. Formerly BUS 367.
- MGT 441 Operational Quality Control and Problem Solving (3)**
Operational quality control and problem solving in the workplace. Prerequisite: Associate of Applied Science or Certificate in Electrical Technology. Formerly EIT 346/EIM 346.
- MGT 487 Entrepreneurship (3)**
A comprehensive study of the process of judiciously combining the various factors of production in meeting the needs of consumers in creative and profitable ways. Topics include characteristics of successful managers, starting a new enterprise, forming an entrepreneurial team, venture capital sources, and formulation of a business plan. Prerequisites: Completion of an associate degree and MGT 310 or instructor's approval.

- MGT 496 Strategic Management and Policy (3)**
Considerations of overall long-term decision making involving integration of the functional areas in a business enterprise. Topics include the formulation, development, and implementation of organizational strategies that use knowledge from several areas to further organizational objectives within various constraints. Prerequisites: Completion of the Associate of Applied Science core and senior standing.

Marketing (MKT)

- MKT 115 Purchasing (3)**
Basic purchasing techniques and practices including purchasing department functions and responsibilities, purchasing tools, forms and procedures, vendor relationships, policies, and centralized versus decentralized purchasing.
- MKT 127 Introduction to Retailing (3)**
Intended for those who desire a broad view of retailing from a management point of view. Surveys retailing principles and concepts, and covers store and merchandise management. Topics include store location and organization, personnel, pricing, inventory control, customer service, advertising, promotion, and display. Makes use of case studies and practical situation exercises. (Formerly MKT 121, *Retail Merchandising*)
- MKT 210 Marketing Principles (3)**
Study of problems of manufacturers, wholesalers, and retailers in the market of goods and services, channels of marketing, customer relations, functions of sales departments, price policies, and communications. (Formerly MKT 130, *Introduction to Marketing*)
- MKT 211 Introduction to Professional Sales (3)**
Selling, including buying behavior, product knowledge, prospecting, developing the sales presentation, handling objections, closing the sale, and the personal characteristics required for success. Skills and processes necessary for selling a product or service are applied to special marketing segments: retail, industrial, governmental, and international markets. (Formerly MKT 129, *Principles of Sales*)
- MKT 410 Marketing and Sales (3)**
An investigation of the objectives and policies of marketing managers as influenced by competitive institutions. Topics include selection of marketing targets, product strategy, distribution channels, pricing, marketing research, advertising, and the interaction with marketing institutions with society. Prerequisite: Completion of an associate degree, MGT 310, or instructor's approval.

Mathematics**(MATH)**

Mathematics provides the language and concepts in terms of which knowledge is communicated and understood in all science fields and in many other disciplines. Mathematics helps develop both critical thinking and problem-solving skills, in addition to providing a framework for many technical fields. The listed courses are designed to raise students at any level to a college level of mathematical ability and to prepare students for work in government, business, industry, research, and educational institutions.

MATH 089 Math in the Workplace (1)

A review of basic mathematics including many vocational applications. A developmental course. (Formerly MATH 090, *Math in the Workplace*)

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.

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.

MATH 096 Intermediate Algebra (3)

This is a second course in Algebra for students who have completed one elementary Algebra course. The topics covered include polynomials, rational functions, linear equations and inequalities, absolute value inequalities, exponents and radicals, quadratic equations, relations and functions, systems of equations, and applications. Prerequisite: MATH 095 or MATH 116, within two years, satisfactory placement exam, or SAT/ACT score. Formerly MATH 112.

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 placement into MATH 096.

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: MATH 091 or placement into MATH 095.

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. Prerequisite: MATH 095 or placement into MATH 096.

MATH 118B Supplementary Technical Mathematics (1-3)

Course expands on MATH 116 and selected topics in mathematics associated with technical and vocational fields. Prerequisite: MATH 116. Formerly MATH 108B.

MATH 120 Fundamentals of College Mathematics (3)

Includes real numbers, consumer mathematics, variation, functions, relations, graphs, geometry, probability, and statistics. Course is broad in scope, emphasizing applications. Fulfills the lower-division mathematics requirement for a Bachelor of Arts Degree. Prerequisite: MATH 096 within two years, sufficient placement exam, or SAT/ACT score.

MATH 122 Number Concepts for Elementary School Teachers (3)

A course for students preparing for elementary school teaching or those who already hold teaching certificates. Topics include the real number system and its subsystems, algorithms, primes and divisibility, algebraic thinking, and a variety of applications. The course presumes mathematical knowledge of the material and goes more in depth. Backgrounds for the real number system and preparation of students for teaching the material. Prerequisite: MATH 120 within two years.

MATH 123 Statistical and Geometrical Concepts for Elementary School Teachers (3)

A course for students preparing for elementary school teaching or for those who already hold teaching certificates. Topics include probability, statistics, geometry, constructions, similar figures, trigonometric ratios, areas and volumes, motion geometry, and a variety of applications. Backgrounds for the concepts and preparation of students for teaching the material. Prerequisite: MATH 122.

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 satisfy the mathematics requirement for a bachelor degree. Prerequisite: MATH 096 within two years, sufficient placement test, or SAT/ACT score.

MATH 127 Precalculus II (3)

A course intended for those majoring in a science field or mathematics, as part of a mathematics endorsement for elementary education, or for students going on to calculus. Topics include circular functions, their graphs, and applications; trigonometric identities and equations; conic sections; complex numbers; matrices; sequences and mathematical induction. This is the second half of a two-semester sequence. The two semesters satisfy the mathematics requirement for a bachelor's degree. The two course sequence, MATH 126 and MATH 127, are equivalent to MATH 128 at UNR or UNLV. Prerequisite: MATH 126 within two years. MATH 124 (within two years) may serve as a prerequisite with departmental approval.

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. Prerequisites: MATH 127, the combination of MATH 124 (discontinued GBC course) and MATH 106B, or two years of high school algebra — any combination within three years.

MATH 152 Introduction to Statistics (3)

Includes descriptive statistics, probability models, random variables, statistical estimation and hypothesis testing, linear regression analysis, and other topics. Designed to show the dependence of statistics on probability. Formerly MATH 251. Prerequisite: MATH 124, (previous GBC course), MATH 126, or MATH 128 — any within two years.

**MATH 176 Introductory Calculus for (3)
Applications in Business and Social Sciences**

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, (discontinued GBC course), MATH 126, or MATH 128 — any within two years.

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.

MATH 182 Calculus II (4)

A continuation of MATH 181. The course covers transcendental functions, methods of integration, conic sections, sequences and series, and vectors. Prerequisite: MATH 181.

MATH 253 Linear Algebra (3)

An introduction to linear algebra, including matrices and linear transformations, eigenvalues, and eigenvectors. Prerequisite: MATH 182 — within three years.

MATH 251 Discrete Mathematics I (3)

Topics include set operations, Cartesian product relations and functions, equivalence relation, graphs and digraphs, propositional calculus, truth tables, mathematical induction, and elementary combinatorics. Applications are made to probability. Corequisite: MATH 182. Formerly MATH 280.

MATH 283 Calculus III (4)

A continuation of MATH 182. Topics include infinite sequences and series, vectors, differentiation and integration of vector-valued functions, the calculus of functions of several variables, multiple integrals and applications, line and surface integrals, Green's Theorem, Stokes' Theorem, and the Divergence Theorem. Prerequisite: MATH 182 — within 2 years.

MATH 285 Differential Equations (3)

Theory and solving techniques for general ordinary differential equations, first order and second order linear equations, boundary value problems, power series solutions, Laplace transforms, and system of first order equations. Emphasis on real world phenomena. Prerequisite: MATH 283.

MATH 290B Special Topics in Mathematics (1-4)

A special topics course in mathematics considers current problems and conceptual issues in mathematics. The issues selected depend upon the current interest of faculty and students.

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.

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.

Metals**(MTL)****MTL 100B Oxyfuel Gas and Arc Cutting Principles and Practices (4)**

Safe operating procedures for cutting equipment applications including straight cutting, shape cutting, beveling, and removal of weld metal using manual and machine oxyfuel gas and plasma arc. Removal of weld metal using air carbon arc cutting equipment also covered. (15 contact hours per credit)

MTL 101B Basic Machine Shop I (4)

Learn the basics of work setup, machine operation, turning, threading, broaching, and boring operations. Students will also learn interpretation of and uses of formulas and charts associated with the machine trades.

MTL 102B Basic Machine Shop II (4)

A four-credit lecture, demonstration, and laboratory course in the study of machine operations used in the reconstruction and repair of industrial equipment.

MTL 105B Drawing and Weld Symbol Interpretation (3)

An introduction to the interpretation of basic elements of 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.

MTL 110B Basic Arc Welding Principles and Practices (5.5)

Course provides students with the basic knowledge and understanding to complete fillet and groove welds in the 1G and 1F positions using the shielded metal arc welding (SMAW) process on plain carbon steel. (15 contact hours per credit)

MTL 115B Welding Inspection and Testing Principles (3)

Course will allow students to examine cut surfaces and edges of prepared base metal parts, examine tack, intermediate layers, and completed welds. Students will also study other nondestructive testing examination (NDE) methods such as Magnetic Particle (MT), Liquid Penetrate (PT), Ultrasonic (UT), and Radio Graphic (RT) testing methods. (15 contact hours per credit)

MTL 150B Metallurgy Fundamentals for Welding (3)

Explore the basic scientific theory as well as the practical side of metallurgy.

MTL 160B Welding Design/Layout and Pipefitting (5.5)

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

MTL 210B Advanced Welding Principles and Practices (5.5)

Course provides students with the advanced knowledge to produce high quality welds in all positions on plain carbon steel, using the shielded metal arc welding (SMAW) process. Requires passing a 2G-3G limited thickness qualification test on plain carbon steel. Prerequisite: MTL 110B. (15 contact hours per credit)

MTL 212 Welding I (3)

Introduction to shielded metal arc welding (SMAW). Also includes oxy-fuel cutting. Shop safety is emphasized.

MTL 213 Welding II (3)

A continuation of MTL 212 with emphasis on developing welding skills for arc welding in overhead, horizontal, and vertical positions. Does not include pipe welding. Prerequisite: MTL 212.

MTL 217B Welding III (3)

A continuation of MTL 213 with emphasis on the wire feed process.

MTL 220B Gas Metal (GMAW) and Flux Cored Arc Welding (FCAW) (11)

Course provides students with the knowledge to produce high quality welds in all positions on plain carbon steel, using the gas metal arc welding (GMAW) 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. (15 contact hours per credit)

MTL 224B Welding Projects (4)

Layout, fit up, and fabrication. Class provides an opportunity to use welding skills to produce any number of different projects. (15 contact hours per credit)

MTL 240B Gas Tungsten Arc Welding (GTAW) (8)

Course provides students with the knowledge to produce high quality welds in all positions on plain carbon steel and aluminum using the gas tungsten arc welding (GTAW) process. (15 contact hours per credit)

MTL 260B Pipe Welding (8)

Course provides students with the knowledge of pipe welding principles using shielded metal arc welding processes. (15 contact hours per credit)

MTL 296B AWS Code Certification (3)

Through instruction and practice, this course prepares the student to pass one or more of the American Welding Society certification tests. Prerequisite: MTL 210B, MTL 213, or instructor's approval. (1+3)

MTL 299B Special Topics (1-6)

Consideration of special topics and issues in welding. Selection will depend upon current interests and courses may include pipefitting techniques, blacksmithing, ornamental iron work, and other welding projects. (1+3)

Mining (MINE)

MINE 101 Introduction to Mining (1-3)
Introduction to techniques, practices, and problems in the mineral industry. Field trip required.

MINE 251 Mining Law (2)
Review of federal and state laws affecting the mineral industry. Pertinent topics will include mineral and land acquisition, ethics, mining, water, environment, and safety.

MINE 253 Environmental Law (3)
A review of state and federal regulations for air and water quality, hazardous and toxic wastes, surface disturbance and reclamation, and other pertinent topics of an environmental nature as they relate to the mining industry. Equivalent ENV 202.

MINE 255B Mine Safety and First Aid (2)
A certified mine safety course. Will include hazard recognition, first aid, and other pertinent topics.

MINE 256B Mine Safety Refresher Course (1)
A certified mine safety annual refresher course. Prerequisite: MINE 255B or other certified mine safety indoctrination.

MINE 290B Mining Internship — Work Experience (1-4)
Actual experience working within some aspect of the mineral industry or a related field. Prerequisite: must be enrolled in the final year of the Mining Technology Program.

Music (MUS)

MUS 101 Music Fundamentals and Ear Training (3)
Notation, terminology, intervals, and scales. Designed to furnish a foundation for musicianship. Recommended for teachers in public schools and all others desiring a basic music background. (3+0)

MUS 111 Concert Choir (1-2)
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.

MUS 121 Music Appreciation (3)
The historical and cultural background of music and origins to the twentieth century.

MUS 125 History of Rock Music (3)
The history and stylistic development of rock from its origins, through transitions, and subsequent revolutions.

MUS 153 Voice (1)
Private vocal instruction.

MUS 154B Intermediate Class Vocal Instruction (2)
A continuation of MUS 113 introducing the Italian art song.

MUS 175 Rock Jazz Ensemble (1-2)
This ensemble will perform a variety of music, ranging from early jazz styles and standards to contemporary fusion. There will be considerable opportunity for reading music and ad-lib soloing, to increase exposure and the skill level of the performers. The ensemble will vary each semester depending on instrumentalists enrolled, and may also provide opportunities for vocalists. Some music theory and music notation will be studied. Prerequisite: Students should have at least an intermediate command of their instrument, including a minimal ability to read music as written in standard notation for that instrument.

MUS 201 Music Theory I (4)
Counterpoint and harmony (written and keyboard). Prerequisite: MUS 101 or instructor's approval.

MUS 202 Music Theory II (4)
A continuation of MUS 201. Prerequisite: MUS 201.

MUS 203 Music Theory III (3)
An advanced class in tonal theory which includes the study of enriched harmonic resources of the eighteenth and nineteenth centuries as well as an introduction to counterpoint and large musical forms. Prerequisites: MUS 201 and 202.

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.

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 psychosocial needs of clients through the lifespan. Three credits theory, three credits clinical. Offered Fall Semester only. Prerequisites: Admission to the Nursing Program.

COURSE OFFERINGS

NURS 140 Medical Terminology (3)
A study of word derivations and formations with emphasis on understanding of common usage in the health care setting. Offered as an Internet, web-based class. Course is not required and is open to anyone.

NURS 143 Nursing Process in Drug Therapy (2)
Introduction to pharmacological concepts that are integrated throughout the nursing curriculum. Nursing process is emphasized as the framework for administering medications. Two credits theory. Offered Fall Semester only. Prerequisites: Admission to the Nursing Program.

NURS 157 Nursing Process throughout the Lifespan I (4)
Uses the nursing process to develop knowledge and nursing skills needed to promote basic biopsychosocial adaptation of the client and family during the childbearing experience. Two credits theory, two credits clinical. Offered Spring Semester only. Prerequisites: Admission to the Nursing Program.

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, two credits clinical. Offered Spring Semester only. Prerequisites: Admission to the Nursing Program.

NURS 205B Introduction to Associate Degree Nursing (2)
Exploration of roles and functions of Associate Degree nursing. The course is designed to introduce the student to the profession of nursing and to assist transition from the technical PN role to that of the registered professional nurse. Ethical and legal issues will be discussed. Prerequisite: Admission to the Nursing Program.

NURS 241 Nursing Process in Mental Health (3)
This web-based class uses the nursing process as a basis for establishing 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: Admission to the Nursing Program.

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: Admission to the Nursing Program.

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: Admission to the Nursing Program.

NURS 261 Nursing Trends (1)
Focuses on transition from student to registered nurse and the role of the associate-degree nurse as a member of the nursing profession. Legal and ethical aspects will be discussed as well as present and future trends in nursing service and education. One credit theory. Offered Spring Semester only. Prerequisites: Admission to the Nursing Program.

NURS 273 Role of the ADN Manager (3)
The nursing management process as it relates to AD nursing will be introduced and utilized within the nursing process. One credit theory and two credits clinical which includes a preceptorship. Offered Spring Semester only. Prerequisite: Admission to the Nursing Program.

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

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.

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.
- PHIL 110 Survey of Philosophy (3)**
Basic problems in different areas of philosophy such as ethics, political theory, metaphysics, and epistemology.
- PHIL 112 World Religions (3)**
The moral and religious views of world religions including Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism, and Taoism.
- PHIL 114 Introduction to Symbolic Logic (3)**
Methods and principles of correct reasoning and argumentation with application to the various sciences.
- PHIL 145 Religion in American Life (3)**
History and organization of major religious groups in America, with special attention given to the relationships between religious convictions and social issues such as minority rights, welfare, sexual mores, and political affiliation.
- PHIL 202 The Judo-Christian Tradition (3)**
The philosophy of Biblical religion in the Old and New Testaments. Includes Israelitic cosmology, monotheism, the prophets, the parables of Jesus, and the letters of Paul.
- PHIL 207 Social and Political Philosophy (3)**
Readings and discussion of theories concerning the nature of society and political structure from classical and contemporary philosophers.
- PHIL 311 Professional Ethics (3)**
A study of the nature of ethical thinking and its application to judgments about actions of people that make up society. Topics to be considered include ethical relativism, moral virtues and vices, foundations of morality, alternative theoretical perspectives on moral judgment egoism, altruism, and legal and regulatory perspectives related to ethics in business. Prerequisite: completion of an associate degree program or instructor's approval. Also available as ECON 311.

Physics**(PHYS)**

- PHYS 100 Introductory Physics (3)**
A concise treatment of the basic principles of physics. Includes mechanics, matter, electricity, magnetism, heat, sound, light, relativity and nuclear physics. Prerequisite: MATH 096 or higher or equivalent. (Formerly PHYS 100, *Introduction to Physics*)
- PHYS 107B Technical Physics I (3)**
Investigates traditional topics of physics as they apply to mechanical, hydraulic, electrical, and thermal systems. This course provides a basic understanding of how physical systems are related and their technical applications. Hands-on activities, demonstrations, and calculations are an integral part of the course. Prerequisite: MATH 096 or higher or equivalent.
- PHYS 108B Technical Physics II (3)**
A continuation of PHYS 107B. Topics include waves, time constants, radiation, and optical systems. Prerequisite: PHYS 107B.
- PHYS 117 Meteorology (3)**
Description of the behavior of the atmosphere with special emphasis on the physical processes involved in the weather.
- PHYS 151/151L General Physics I (4)**
Primarily for students in arts and science. Topics include kinematics, energy and momentum conservation, rotational dynamics, thermodynamics, harmonic motion, and sound. Includes a full lab component in these topics. Prerequisite: MATH 120 or higher or equivalent.
- PHYS 152/152L General Physics II (4)**
A continuation of PHYS 151. Topics include fluids, electricity, magnetism, electromagnetic waves, optics, relativity, quantum physics, and nuclear physics. Includes a full lab component in these topics. Prerequisite: PHYS 151.
- PHYS 180/180L Engineering Physics I (4)**
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. Formerly PHYS 201.
- PHYS 181/181L 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 180. Corequisite: MATH 182. Formerly PHYS 202.

Political Science**(PSC)**

- PSC 100 The Nevada Constitution (1)**
An introduction to the political history of Nevada through an in-depth examination of the basic law of the state, the Nevada Constitution as originally written and subsequently amended. Self-paced reading program. Course satisfies the Nevada Constitution requirement for out-of-state students who have already satisfied the three-credit U.S. Constitution requirement and are transferring into a GBC program.
- PSC 103 Principles of American Constitutional Government (3)**
Constitutions of the United States and Nevada with additional attention to various principles and current problems of government. Satisfies United States and Nevada Constitution requirement.
- PSC 231 World Politics (3)**
Introduction to the study of international relations that stresses a systematic approach to world politics. Prerequisite: ENG 101 reading level.
- PSC 285 Selected Readings on the Presidency (3)**
Seminar or individualized study course on various topics related to the Presidency. During presidential election years, course may be offered Spring, Summer, and Fall Semesters and will be directly related to an analysis of the primaries, the presidential campaign, and the election. May be repeated for up to six credits. Prerequisite: ENG 101 reading level.
- PSC 295 Special Topics in Political Science (1-3)**
Course may utilize special emphasis topics/instructors or be offered as an individualized study format with directed readings. Classes will usually mirror offerings at other UCCSN institutions. Prerequisite: ENG 101 reading level. [P/W]
- PSC 296B Student Leadership in Higher Education (1)**
Designed as an educational tool for students to prepare for leadership roles in campus organizations. This course includes communication, leadership roles, proper administration of Robert's Rules of Order, delegation, responsibility, time management, communications, evaluation, and goal setting. Open to student organization officers, members, and the general student body.
- PSC 320 Issues in American Public Policy (3)**
Examination of American public policy frameworks and spectrum of the political characteristics, institutions, and dynamics associated with decision-making processes in American government. Prerequisite: PSC 103, HIST 101 and HIST 102, or instructor's approval.

Psychology (PSY)

- PSY 101 General Psychology (3)**
Survey of the discipline introducing psychological theories, research methods, and principles of behavior. Prerequisite: ENG 101 reading level.
- PSY 130 Human Sexuality (3)**
Provides a practical, informational approach to this subject. Surveys the biological, cultural, and ethical aspects of human sexuality. Prerequisite: ENG 101 reading level.
- PSY 208 Psychology of Human Relations (3)**
Explores the relationships between human beings and assists in the development of interpersonal communication skills which can be used personally and professionally.
- PSY 233 Child Psychology (3)**
An overview of the theories, stages, and development of the child. Provides a practical and informational view of a child's cognitive, social, and personality development.
- PSY 234 Psychology of Adolescence (3)**
Examines psychological development during adolescence with emphasis on special problems in American society including drug abuse, pregnancy, and familial problems. Prerequisite: PSY 101.
- PSY 271 Nature and Condition of Mental Retardation (3)**
Survey of the principle syndromes, etiology, and developmental factors associated with mental retardation.
- PSY 276 Aging in Modern American Society (3)**
The psychological and sociological development and the changes attendant to the process of aging in society. The course presents theory and research in the field, implications for social policy, and discusses perspectives on death and dying.
- PSY 290B Special Topics in Psychology (1-4)**
Selected problems and conceptual issues in psychology. Issues selected will depend upon current interest of staff and students.
- PSY 307 Principles of Educational Psychology (3)**
Introduction to the science of education; application of methods and results of experimental psychology to the classroom. The course will emphasize the use of statistics in the classroom. Prerequisites: ENG 102, PSY 101, and sophomore standing or a minimum of 30 credit hours.

PSY 441 Abnormal Psychology (3)
Psychology of abnormal behavior with emphasis on symptomology, etiology, diagnosis, treatment and prevention. Prerequisite: PSY 101 or instructor's approval.

PSY 460 Social Psychology (3)
Social and group factors affecting individual behavior. Topics include social perception, opinions, and attitudes, influence processes and small group behavior. Prerequisite: PSY 101 or SOC 101 or instructor's approval.

Read (READ)

READ 070 College Reading Strategies (3)
Course focuses on developing essential reading strategies for academic texts. Students will learn to create effective reading environments, will utilize before, during, and after reading strategies, and will improve/expand their working vocabulary.

Real Estate (RE)

GBC offers the following courses for the Nevada Real Estate Sales or Broker Licenses. Specific requirements for these licenses should be obtained from the following:

Nevada Real Estate Division
Department of Commerce
1665 Hot Springs Road, Suite 201
Carson City, NV 89710
775.687.4280

RE 101 Real Estate Principles (3)
A general overview of the field touching on a variety of topics such as escrow, title work, contracts, appraising, and listings. It is designed to give the student a basic understanding of how the business operates. Can be taken concurrently with RE 103.

RE 103 Real Estate Law and Practice (3)
Includes 45 hours of instruction in real estate practices including land economics and appraising, land description, financing and insurance, escrows and closings, subdivisions and developments. (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)**

An introduction to the basic rules, skills, and strategies of badminton. The development of various grips, strokes, and strategies will be fostered through drill and game experience.

RPED 112B Judo (1-2)

Students will receive orientation and training in the physical, mental, and practical applications of *Kodokan Judo* techniques. Students will participate in the demonstration of individual techniques. This course involves personal contact.

RPED 119 Conditioning — Karate (1-2)

Physical and mental conditioning using the discipline and movements of karate.

RPED 120 Golf (1-2)

An introductory course designed for students with little or no golf experience. Subjects included grip, stance, alignment, swing, putting, chipping, etiquette, and some rules.

RPED 122 Beginning Tennis (1-2)

Basic instruction of skills including proper grips, different strokes, and technique of footwork. Discussion of rules, regulations, and scoring is also reviewed.

RPED 123 Intermediate Tennis (1-2)

Designed to develop the player's technical game and individual skills through singles and doubles drill work.

RPED 124 Advanced Tennis (1-2)

Advanced tennis players will have the opportunity to hone their individual strengths and skills during challenging drills and competitive matches.

RPED 129 Skiing — Downhill, Cross Country (1-2)

An introductory course which may focus on the basics of downhill or cross country skiing. See course schedule for current area of focus.

RPED 132 Intermediate Swimming (1)

The course involves active participation in the water. Intermediate swimming skills are required. Designed to inform and teach proper swimming techniques for use in fitness swimming. Stroke development and drills will be integrated in the daily sessions. Students should be comfortable in many swimming strokes and will gain increased cardiovascular strength.

RPED 138 Beginning Volleyball (1-2)

An introduction to the basic rules, skills, and strategies of volleyball. The individual skills of passing, setting, hitting, blocking, and serving will be taught through drill and game experience. Perimeter and rotation defenses will be covered. Offensive systems 4-2, 6-2, and 5-1 will be introduced. Formerly RPED 143.

RPED 147B Exploring Movement in the Classroom (2)

Provides activity experiences and discussions of theory designed to examine developmental progressions in the fundamental movements associated with human performance. Topics include locomotor, non-locomotor, manipulative, and perceptual motor skills; posture and body mechanics.

RPED 152 Karate (1)

Karate is a form of self-defense as well as a form of self-development. Learn to reduce stress, increase energy, increase awareness and strength, flexibility, endurance, coordination, and balance.

RPED 163 Body Contouring and Conditioning — PACE (1-2)

Progressive, Aerobic, Circuit, Exercises (PACE): a time saving workout in both weight and aerobic exercises, aimed at increasing one's fitness. Learn the proper way to work with weights and exercise machines, effectively and safely. Stretching techniques can be modified for most fitness levels and conditions.

RPED 169 Yoga (1-2)

This class will increase flexibility of muscles and joints, enhance physical strength and stamina, increase heart and lung function, and nurture the health and well-being of beginning and experienced yoga practitioners. Each class will include asanas (physical postures), pranayama (breathing exercises), meditation, and deep relaxation. Correct structural alignment will be emphasized, as well as linking movement with breath, effort with relaxation and mind, body and spirit.

RPED 170 Tai Chi Lian Gong — 18 Forms (2)

Tai Chi Lian Gong is a set of effective self-practicing exercises for prevention and treatment of neck pain, shoulders, waist and legs. Each section has its own specific purpose in order to achieve the goal of the recovery of the functional activities of the whole organism and strengthening of the physique on the basis of improvement of the local pathological changes.

RPED 171 Tai Chi Chuan — 24 Forms (2)

Lian Gong is a set of effective self-practicing exercises for prevention and treatment of neck pain, shoulders, waist and legs. Each section has its own specific purpose in order to achieve the goal of the recovery of the functional activities of the whole organism and strengthening of the physique on the basis of improvement of the local pathological changes. During Lian Gong exercise, emphasis is on the mobilization of "Nei-ying" (Internal Strength) and the importance of "Obtaining Exercise Sensation."

RPED 172 Intermediate/Advanced Tai Chi Chuan — 42 Forms (2)

Tai-Chi Chuan — Competition Form (42 forms) is an official form at international Washu contests and consists of Chen, Yang, Wu, and Sun styles. These exercises are for the entire body and use slow and gentle movements, embodied with vigor and force. Tai-Chi demands coordination, adaptability, and stamina as well as the need for concentration resulting in stimulation of the mind and spirit. Prerequisite: RPED 171.

RPED 178 Slimnastics and Weight Control (2)

Active participation in exercise, class activities, and class assignments designed to provide basic exercise knowledge, increase physical fitness, and aid in body composition control.

RPED180 Body Contouring and Conditioning (2)

A full body workout utilizing hand weights, jump ropes, bench steps, and other fitness equipment in order to further develop muscular endurance and provide body contouring.

RPED 189 Basketball (1)

Drill work and scrimmages provide opportunity to strengthen passing, shooting, and rebounding skills. Offensive plays and defensive strategies will also be presented.

RPED 199B Special Topics in Physical Education (1-3)

Consideration of special topics and issues in Recreational/Physical Education area. Selection will depend upon current interests and needs. [P/W]

RPED 199B Aqua Aerobics (1)

Active participation in chest deep water. Includes an active warm-up, cardiovascular session, toning of the lower and upper body, abdominal work, and a stretching section. Activities can be adaptable to either high or low activity levels. Students will increase muscle strength, cardiovascular strength, and flexibility. [P/W]

RPED 199B Beginning Modern Dance (3)

Designed as an introduction to the art form of modern dance and its technique. Explore movement with respect to personal expression while increasing strength, flexibility, and balance. Concentration will be placed on learning and understanding modern dance movement vocabulary and utilizing these skills in movement execution. [P/W]

RPED 199B Relaxation Techniques (2)

A sampling of several relaxation techniques with focus on the art and practice of each technique. The sources of stress and how it affects the body will be presented. Basic time and stress management skills will be covered to supplement the development of effective coping strategies. [P/W]

RPED 199B Step Aerobics (1-2)

Focuses on increasing your cardiovascular fitness as well as strength and flexibility. The class will consist of 20-45 minutes of cardiovascular fitness with the aerobic bench system and 10-25 minutes of strength and/or flexibility. Class can be modified for most fitness levels and conditions and is a great fat burner. [P/W]

RPED 199B Teaching Basic Gymnastics and Tumbling (2)

Designed for elementary education majors and those in related fields. Emphasis is placed on the teaching and spotting of basic gymnastics and tumbling skills. Foundational concepts of balance, flexibility, spatial awareness, motor learning, and risk management will be covered. [P/W]

RPED 199B Weight Training (1-2)

Class focuses on fitness by increasing strength and flexibility. Proper work with weights provides the confidence and knowledge needed to effectively and safely incorporate weightlifting into exercise routines. Includes proper stretching techniques through warm-up and cool-down routines. Class can be modified for most fitness levels and conditions. [P/W]

RPED 199B New Year Resolution (1)

Use of value setting of cardiovascular exercise machines and free weights to do aerobic and strength exercises. Covers control of body weight and body shape. Instruction is led at programmed times and workout pace is suited to individual fitness levels. [P/W]

Refrigeration and Air Conditioning (RAC)**RAC 102B Fundamentals of Heating/Air Conditioning Systems (3)**

Learn the basic fundamentals of heating and air conditioning systems.

Social Work (SW)**SW 220 Introduction to Social Work (3)**

Overview of the public and private social services and the social work profession including analysis of their functions as modes of social problem solving.

SW 310 Human Behavior and the Social Environment I (3)

Examines human development from conception through young adulthood from an ecological-systems approach using a biopsychosocial perspective. Theories related to typical and atypical biological, psychological, cognitive, and social development will be explored. In addition, theories regarding small groups, communities, and social organizations will be presented to focus on the interaction among the social, political, economic, biological, cultural and environmental forces that come to bear on the growth and development of all individuals including minority groups, women, gays and lesbians, and other oppressed groups. Prerequisite: SW 220 and allower-division (100 and 200 level) courses contained within the social work core.

SW 321 Foundations of Social Work Practice (3)

Designed to prepare students for beginning social work practice. The course provides the foundation for interviewing and counseling that will be used in future methods courses (SW 420 and SW 421) and it prepares students with their first "hands-on" community-based experience as a component of social work education. This course teaches students to use the "best practices" in observation, communication, decision-making and recordkeeping. There is a strong emphasis on cross-cultural sensitivity and rapport building. Attention is given to the influence of age, gender, sexual orientation, geographic origins, disability, and other factors on communication in general. Prerequisites: SW 220, PSY 101, and SOC 101.

Sociology (SOC)**SOC 101 Principles of Sociology (3)**

Sociological principles underlying the development, structure, and function of culture including society, human groups, personality formation, and social change.

SOC 102 Contemporary Social Issues (3)

Selected social problems, their causes, and proposed solutions. Prerequisite: SOC 101 or instructor's approval.

SOC 202 American Society (3)

Sociological analysis of modern American society, its communities, and institutions. Prerequisite: SOC 101 or instructor's approval. Meets UNR diversity requirement.

SOC 205 Ethnic Groups in Contemporary Societies (3)

A survey of ethnic relations in the United States and other culturally and racially pluralistic societies illustrating problems and processes of social interaction. Also available as ANTH 205.

SOC 250 Criminal Process and Community Relations (3)

A review of the criminal justice process including arrest of a suspect, procedures and theory to point of incarceration, and the commitment of the community institutions to the rehabilitation of the internee.

SOC 275 Introduction to Marriage and the Family (3)

Prepares the student for contemporary issues or problems encountered in dating, courtship, marriage, and parenthood. Emphasis will be on changing roles within families, communications, and parent-child interactions.

SOC 276 Aging in Modern American Society (3)

The psychological and sociological development and the changes attendant to the process of aging in society. The course presents theory and research in the field, implications for social policy, and discusses perspectives on death and dying.

SOC 299B Special Topics in Sociology (1-3)

Consideration of selected current research problems and conceptual issues in sociology.

SOC 351 Law and Politics: Cross-cultural Perspectives (3)

Study of the relation between formal legal and political institutions and the social and cultural factors influencing their development. Elements of Western and non-Western legal and political systems are compared. Prerequisites: Completion of the lower division core social science requirements for the Bachelor Arts in Integrative and Professional Studies or instructors approval. Also available as ANTH 351.

SOC 352 Juvenile Delinquency (3)

The social context of delinquent behavior, including causes and patterns of anti-social activity, youth subcultures, and analysis of gangs. Evaluation of the methods used by the justice system to prevent and control status offenses and delinquent behavior. Prerequisites: 30 credits and any two of the following courses: ANTH 101, CRJ 101, HIST 102, PSC 103, PSY 101, SOC 101, or instructor's approval.

SOC 416 Sociology of Work and Occupations (3)

Comparative examination of work in industrial society. Topics analyzed include labor markets, the structure of labor-management relations, job satisfaction, the work ethic, occupational choice, workplace cultures, and the relationship of work to other domains of life. Prerequisite: Completion of lower-division core social science requirements for the Bachelor of Arts in Integrative and Professional Studies or instructor's approval.

Spanish (SPAN)**SPAN 101B Spanish, Conversational I (3)**

Listening, reading, writing, and basic conversational skills. Building a vocabulary of Spanish-English words.

SPAN 102B Spanish, Conversational II (3)

A second semester of Conversational Spanish, designed to continue and improve the skills learned in the first semester. Prerequisite: SPAN 101B or instructor's approval.

SPAN 111 First Year Spanish I (3)

Development of language skills through practice in listening, speaking, reading, writing, and structural analysis. Language practice required.

SPAN 112 First Year Spanish II (3)

A continuation of SPAN 111. Language practice required. Prerequisite: SPAN 111.

SPAN 203 Second Year Spanish I (3)

Considers structural review, conversation and writing, and readings in modern literature. Prerequisites: SPAN 101B and SPAN 102B or SPAN 111 and SPAN 112.

SPAN 204 Second Year Spanish II (3)

A continuation of SPAN 204. Prerequisites: SPAN 111, 112, and SPAN 203.

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.

Technical Arts (TA)

TA 100B Shop Practices (1-4)
An introduction to hand tool identification and proper use, shop safety, and other topics including screw thread, hydraulic hose, fitting identification, and measuring devices. Also available as DM 100B.

TA 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 industrial plant mechanics. The theatre is an excellent opportunity for students from every discipline to experience the performing arts. For more information regarding theatre arts at GBC, call 775.753.2260.

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.

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

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.

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.

THA 259 Phonetics (2)
A practical course in the science of speech sounds with an emphasis on transcribing the International Phonetic Alphabet. Class also focuses on discovering and mastering the Standard American Stage Dialect. Formerly SPTH 259.

THA 299B Special Topics in Speech/Theatre (1-3)
Consideration of special topics and issues in speech. Selection will depend upon current interests and needs. An additional emphasis provides for a responsive class which allows student actors from GBC, area high schools, and community theatres to work together on particular theatrical challenges. Formerly SPTH 299B.

Transport Technology (TT)

TT 101B CDL Pre-program (1)
Course is designed to help students obtain the testing and the Commercial Drivers License learner's permit that is required by the State of Nevada.

TT 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. Course qualifies student as a Tractor/Trailer Operator. [P/W]

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.

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.

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.

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 advisor 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 advisor and it shall become the choice of the alleged victim to utilize or not utilize the independent advisor. The independent advisor 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 advisor 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 advisor 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 advisor, if any, and whether the advisor is an attorney, or else forfeit the right to have an advisor 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 advisor, 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 Advisors, Attorneys.

(a) The person charged may be accompanied by one advisor 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 advisor, and whether the advisor is an attorney, to the administrative officer no later than 5 college working days before the time set for the hearing. An advisor 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 advisor, the administrative officer may advise the general counsel of the System so that an attorney may be present at the hearing to act as advisor 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 advisor, the administrative officer and one advisor, 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 advisor, 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 advisor to the special hearing committee, but shall have no voting authority;
- (f) To prepare, at the conclusion of the hearing, a written report which shall contain, as to the person charged, the following:
 1. Findings of fact as determined by the special hearing officer together with a determination that the person charged did or did not commit the act or acts charged.
 2. A finding that the act or acts did or did not constitute one or more of the causes for discipline or suspension or termination for cause established in this Code or other applicable stated prohibition, policy, procedure, rule, regulation or bylaw of a System institution.
 3. Such further information as the special hearing officer may consider appropriate.

The special hearing officer's report shall be prepared and submitted to the president, with copies to each member of the special hearing committee, the person charged and the administrative officer, within a reasonable time after the conclusion of the hearing.

6.12.3 Appointment of the Special Hearing Committee.

- (a) A faculty-hearing panel, composed of at least fifteen faculty members, shall be selected by the faculty senate of each System institution. Both academic faculty and administrators shall be eligible to serve. The members of the faculty-hearing panel shall serve one-year terms and upon agreeing to serve shall commit themselves in writing to serve on a special hearing committee when needed. System institution administrators are obligated by the provisions of this subsection to grant special hearing committee members administrative leave or other assistance necessary to enable them to fulfill their responsibilities as members of special hearing committees. This might require providing teaching assistance from classes or other administrative relief from assigned duties. (B/R 8/92)
- (b) Except as provided in subparagraph (c) below, within 5 college working days after receipt from the president of notice of the president's decision to hold a hearing under Section 6.12 of the University and Community College System of Nevada Code, the faculty senate chair shall select the names of nine persons from among the faculty hearing panel, the selection to be made by lot, to serve on a special hearing committee and the faculty senate chair, within the above-referenced time period, shall inform the person charged and the administrative officer of the names of the persons selected. (B/R 8/92)

(c) If a hearing is to be held on a charge or charges of sexual harassment under Subsection 6.2.2(p) of the University and Community College System of Nevada Code and if a student or graduate student is involved in the charge as an alleged victim, within 5 college working days after receipt of notice of the president's decision to hold a hearing under Section 6.12 of the University and Community College System of Nevada Code, the faculty senate chair shall select the names of eight persons from among the faculty hearing panel, the selection to be made by lot, and the appropriate student government president shall nominate three students, to serve on a special hearing committee and the faculty senate chair and the appropriate student government president, within the above-referenced time period, shall inform the person charged and the administrative officer of the names of the persons selected or nominated. (B/R 8/92)

6.12.4 Duties of the Special Hearing Committee. The function of the special hearing committee shall be:

(a) Together with the special hearing officer, to hear evidence presented at a hearing held under this chapter during which the committee members may also question witnesses; and

(b) To make recommendations, after reviewing the report of the special hearing officer, to the president at the conclusion of a hearing for dismissal of charges or imposition of a sanction or sanctions. Such recommendations shall be in writing and shall be made by the committee within a reasonable time after reviewing the special hearing officer's report with copies sent to the person charged and the administrative officer. The full range of sanctions established by Section 6.3 of the University and Community College System of Nevada Code is available.

6.12.5 Hearings to be Recorded. A tape recording will be made of the hearing and kept in the president's office for at least one year before being destroyed, unless the matter is brought before the courts during which time the recording will be kept until the matter is decided in the courts. Except as provided herein or for purposes of appeal, a tape recording of a closed hearing shall be confidential. The person charged, on request of and at the charged person's expense may have or, under supervision may make, a copy of such recording. No tape recording by the person charged or by other persons at the hearing will be permitted. The person charged may, at the charged person's expense, provide for a certified court reporter. A copy of the court reporter's transcript shall also be made available to the president upon the president's request and at the System institution's expense.

6.12.6 Challenges.

(a) Within 7 college working days after the faculty senate chair, and the appropriate student government president under Subsection 6.12.3(c) of the University and Community College System of Nevada Code, has informed the person charged and the administrative officer of the identities of the persons selected from the faculty hearing panel or nominated by the student government president, the administrative officer and the person charged or the adviser of the person charged shall meet in person or by telephone to exercise, in alternate order, the peremptory challenges provided in subparagraph (c) of this subsection. The person charged or the adviser shall exercise the first peremptory challenge. Peremptory challenges not exercised at this time shall be waived. At this time, the person charged or the adviser shall also submit written challenges for cause, as provided in subparagraph (b) of this subsection. No challenge for cause may be exercised after this date. (B/R 8/92)

(b) The person charged may challenge the special hearing officer or the members of the special hearing committee for cause for the following reasons: (B/R 5/92)

1. The person challenged was a participant in the event out of which the alleged prohibited conduct arose; or

2. The person challenged bears a relationship to some party to the proceedings which may prejudice the charged person's ability to obtain a fair and impartial hearing and decision.

The person charged shall submit a written statement setting forth the allegations underlying the challenge to the administrative officer. The administrative officer shall send the written challenge to the president the same day it is received, with a copy to the person challenged. Within 7 college working days after receipt of the written challenge, the president or the president's designee shall determine whether the facts present grounds for disqualification. The decision of the president shall be final. A hearing shall not be held until the challenge is decided by the president. The special hearing officer or special hearing committee members may be disqualified on their own motions. (B/R 5/92)

(c) The administrative officer and the person charged each shall have the right to challenge: (B/R 8/92)

1. In the case of a hearing to be held to hear a charge of sexual harassment under Subsection 6.2.2(p) of the University and Community College System of Nevada Code in which a student or graduate student is an alleged victim, no more than two members of the faculty hearing panel selected by lot and no more than one student government nominee without cause; (B/R 8/92)

2. In all other cases, no more than two members of the faculty hearing panel selected by lot without cause. (B/R 8/92)

(d) In cases of consolidated hearings, the persons charged shall be limited to a total of the number of challenges without cause appropriate under either subparagraph (c)(1) or (c)(2) above. (B/R 8/92)

(e) Replacements for disqualified special hearing officers shall be made by the president within 3 college working days after the president's decision on a challenge for cause. Replacements for disqualified special hearing committee members shall be made by lot from the faculty hearing panel or shall be nominated by the appropriate student government president as the case may be within 3 college working days after the president's decision on a challenge for cause. No further challenges for cause of either a special hearing officer or members of a special hearing committee shall be permitted. (B/R 8/92)

(f) The special hearing committee shall consist of five members. In the event a member is unable to serve due to unavoidable reasons, the administrative officer may choose to have the vacancy filled by the procedure stated in subparagraph (e) of this subsection or proceed to a hearing with the remainder of the special hearing committee, provided that the special hearing committee shall consist of no fewer than three members. (B/R 8/92)

6.12.7 Hearing and Recommendation. A hearing shall be held and a recommendation made to the president no later than 6 months after the filing of the complaint with the administrative officer. (B/R 5/92)

6.12.8 Summary of Time Limits. For the sake of convenience, the time limits for procedures specified throughout this section are summarized as follows:

- (a) The complaint is filed.
- (b) Within 60 calendar days after receipt of the complaint, the administrative officer completes the investigation. During that time period, the administrative officer shall issue a charging letter to the person charged who then has 7 college working days after receipt of the charging letter to respond to it, if desired.
- (c) Within 7 college working days after the completion of the investigation, the administrative officer makes a recommendation to the president on whether to hold a hearing or not.
- (d) Within 7 college working days after receipt of the administrative officer's recommendation, the president makes a decision on whether to hold a hearing or not and informs the administrative officer and faculty senate chair of the decision.
- (e) Within 5 college working days after notification of the president's decision, the president shall choose a special hearing officer and the faculty senate chair shall choose nine names from the faculty hearing panel and each shall forward the names to the person charged and the administrative officer.
- (f) Within 7 college working days after the president and the faculty senate chair have forwarded the name of the special hearing officer and the names chosen from the faculty hearing panel, the administrative officer and the person charged or the adviser of the person charged meet to exercise peremptory challenges and to transmit challenges for cause.
- (g) The same day that challenges for cause are received by the administrative hearing officer, the administrative hearing officer shall send such challenges to the president.
- (h) Within 7 college working days after receipt of challenges with cause, the president shall make a decision on the challenges.
- (i) Within 3 college working days after the president's decision on challenges for cause, vacancies in the appointments of special hearing officer or members of a special hearing committee shall be filled.
- (j) Within six months after the filing of the complaint with the administrative officer, the hearing shall be held and a recommendation made to the president for action.
(B/R 8/92)

Section 6.13 President's Decision

6.13.1 Options Available. The president shall review the findings of fact and recommendations of the general hearing officer or the institutional hearing committee or, in cases heard before a special hearing officer and special hearing committee, the report of the special hearing officer and the recommendations of the special hearing committee. The president may:

- (a) Dismiss the charge;
- (b) Affirm the recommended sanction;
- (c) Impose a lesser sanction than recommended;
- (d) Impose a greater sanction than recommended; or
- (e) Order a new hearing. (B/R 5/92)

6.13.2 Decision and Notification. The president shall reach a written decision within a reasonable time after receipt of findings of fact and recommendations from the general hearing officer or institutional hearing committee or after receipt of reports and recommendations from the special hearing officer and the special hearing committee. The president shall notify the person charged and the administrative officer of the decision. If the action taken is reduction in pay, suspension, expulsion or termination, the person charged shall either be notified by personal delivery of the decision or shall be notified by certified or registered mail, return receipt requested. If a minor student is suspended or expelled, the minor's parents or legal guardian shall be notified of the action by certified or registered mail, return receipt requested, sent to the parents' or legal guardian's last known address posted on the records of the registrar of the member institution involved. If there is no appeal, the president's decision is final.

Section 6.14 Appeals

6.14.1 Requirements for Appeals.

- (a) Appeals from the decision of the president must be filed by the person charged within 10 college working days of the receipt of the decision. The appeal must be in writing and shall be directed to the administrative officer.
- (b) The facts set forth in the appeal must reasonably establish that:
 1. The procedures under which the person was charged are invalid or were not followed;

2. The person charged did not have adequate opportunity to prepare and present a defense to the charges;
3. The evidence presented at the hearing was not substantial enough to justify the decision; or
4. The sanction imposed was not in keeping with the gravity of the violation.

6.14.2 Decision on Appeal.

(a) Within 7 college working days after receipt, the administrative officer shall direct the appeal, together with any reply the administrative officer deems necessary provided a copy of the reply is sent to the person charged, to:

1. The president for reconsideration when the sanction imposed is suspension or reduction in pay or a lesser sanction.
2. To the Board of Regents for action when the sanction imposed is expulsion or termination.

(b) A decision on the appeal shall be made within a reasonable time after receipt of the appeal by the president or within a reasonable time after the next Board of Regents meeting during which the appeal was considered. For applicable appeals, the appeal shall be placed on the meeting agenda of the Board of Regents as soon as is legally possible under Nevada law after receipt of the appeal. The president or the Board of Regents, as the case may be, shall give notification of the decision in the same manner as is provided in Subsection 6.13.2 of the University and Community College System of Nevada Code.

(c) The president or the chair of the Board of Regents, as the case may be, may request a personal appearance of the person charged if the president or the chair of the Board of Regents, as the case may be, is of the opinion that justice will be served by such appearance. The appearance of the person charged shall be limited to the issues raised by the appeal as provided in Subsection 6.14.1 of the University and Community College System of Nevada Code. The person charged must be informed that an appearance is not compulsory and a nonappearance will not prejudice the appeal.

- (d) The president or the Board of Regents, as the case may be, may:
1. Dismiss the charge;
 2. Affirm the charge;

- 3. Impose a lesser sanction; or
- 4. Order a new hearing.

Section 6.15 Records

All reports and decision reached after hearings or appeals held under this chapter are declared to be public records subject to the provisions or exclusions of the public records laws of the Nevada Revised Statutes as they may be interpreted by the courts. (B/R 5/92)

Section 6.16 Dismissed Charges

Whenever charges against a person are dismissed, all documents relating to the case will be deposited with the president where they shall be retained for a period of one year, after which time they shall be released to the person who was charged if requested by that person, or shall be destroyed unless destroyed sooner pursuant to regulations, policies or procedures established by the System institution.

Section 6.17 Classified Employees and Research Technologists

(a) Employees of the System who are in the classified service of the State of Nevada shall be disciplined only under the procedures established by the Nevada Revised Statutes and the State Personnel Division Rules for Personnel Administration.

(b) Research technologists of the Desert Research Institute shall be disciplined only under the procedures established in the DRI Personnel Manual for Research Technologists, as authorized by the Board of Regents.

Section 6.18 Lie Detector Tests

Lie detector tests shall not be required in conjunction with System personnel proceedings nor in relation to System personnel matters.

Section 6.19 Applicability to Others

In the event any person who is not a member of the System community should engage in conduct prohibited by this chapter, the president or the president's designee shall inform that person that the person is not authorized to remain on the premises owned or occupied by the System and shall direct such person to leave the premises. In the event such person fails to leave the premises after being ordered to do so, the president or the president's designee may cause such

person to be ejected. Nothing herein shall be so construed as to authorize or prohibit the presence of any such person prior to such violation nor to affect such person's liability for trespass or loitering as prescribed by law.

FACULTY AND ADMINISTRATION

Anderson, Pat2001
Environmental Health and Safety Officer
AA — Diablo Valley College
BS — UC Davis

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

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

Barton, Richard1995
Welding Professor
AAS — Northwest Community College

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

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

Byram, Robert1996
Electrical Technology Professor

Byrnes, Julie2000
Director of Enrollment Management/
Housing Coordinator
BS — Boise State University
MCOUN — Idaho State University

Carter, Linda2001
Assistant to the President

Collins, Pat1989
Director, Career 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 Network Manager
BS — Utah State University

Daniels, Frank1995
Mathematics/Computing/Science Professor
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
BS — College of Great Falls
MS — Montana State University

Eikenberry, Shenghong (Connie)2000
Computer Operations Supervisor
BA — Shanghai Physical Education College, 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

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

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

Fisk, Allan2001
Interactive Video Technician/Coordinator and
Lab Tutor Supervisor
BS — Oregon State University

Fisk, Walter2000
Computer Technician
AAS — Ricks College

Ford, Carol2000
Child and Family Center Teacher/Coordinator
BS — San Jose State

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

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

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

Goicoechea, Genie1983
English Professor
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

Hanington, Gary2000
Chemistry/Physics Instructor
BS/MS — SUNY at Stony Brook
PhD — University of California, San Diego

Heberer, Garry1998
Executive Dean, Extended Studies and Special
Projects
BA — William Penn College
MA — University of South Dakota
PhD — Ohio University

Hecht, William1995
Facilities Manager

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

- Hyslop, Larry**1991
Computer Office Technology Professor
BA, MA — University of Montana
- Josey, Patricia**1997
Computer Office Technology Professor
BS — William and Mary
MEd — University of Arizona
- Kampf, Richard**1991
Mathematics Professor
BS, MS — New Mexico Institute of
Mining and Technology
- Karr, Juanita**1974
Director, Library
BS — Northern Montana College
MEd — Washington State University
EdS — University of Nevada, Reno
- Kempster, Janice**1999
Learning Center Coordinator/
Developmental English Instructor
BS — Lewis-Clark State College
MA — Northern Arizona University
- Kern, Beth**2001
Student Financial Services Specialist
BS — University of Wyoming
- Killpatrick, Paul**2002
President
- King, Janice**2001
Admissions and Records Officer
BA — University of California, Los Angeles
MA — California State University, San Diego
- Kuhl, Marilee**1989
Nursing Professor
BSN — South Dakota State University
MSN — Idaho State University
- Larson, E. Jay**2001
Management Instructor
BS/Phd — University of Idaho
MBA — St. Mary's University
- LaSalle, Meachell**2000
ABE/ESL Workplace Literacy Coordinator
BA — University of Idaho
MA — University of Texas
- Licht, Jon**1997
Welding Technology Professor
BS — Northern Montana College
- Mahlberg, Lynn**1991
Vice President, Student Services
Affirmative Action Officer
AA — Yuba Community College
BS — California State University, Chico
MBA — Golden Gate University, San Francisco
- Martin, Karen**1975
Social Sciences Professor
BS — Utah State University
MS — Oregon State University
- McFarlane, Michael**1983
Physical Sciences Professor
AB — Humboldt State University
MS — University of Nevada, Reno
PhD — University of Nevada, Reno
- McMullen, Cyd**1983
English/History Professor
BA — University of Colorado
MA — University of Utah
- McNally, Richard**1987
English Professor
BA, MA — University of Nevada, Las Vegas
- Molyneux, Greg**2000
Computer Technician
Certified Novell Engineer
A+ Certified Service Technician
- Mowrey, Karen**2001
Nursing Instructor
- Murphy, Bret**1984
Diesel Technology Professor
BT — Northern Montana College
MEd — University of Nevada, Reno
- Myrhow, Michael**1996
Computer Office Technology Professor
BA — University of Montana
MS — Kansas State University
- Nickel, Ed**1989
Computer Office Technology Professor
BA — Kansas State University
MLS — Emporia State University
- Nielson, Scott**2000
Assistant Controller
BS — Brigham Young University
- O'Hanahan, Patrick**2000
Computer Office Technology and
Computer Information Technology Instructor
Certificate — Technical Trades Institute
MCSE Certification
- Owens, Lynne**1997
Mathematics Professor
BS, MS — Montana State University
- Popeck, Stan**1987
Director, Occupational Education
BS — University of Wyoming
- Ports, Mark**1983
Life Sciences Professor
BS — Oklahoma State University
MS — Ft. Hays State University
- Pryor, John**1980
Director, Small Business
Development Center Business Administration and
Business Administration Professor
BA — Williams College
MBA — Babson Institute
- Puccinelli, Margaret**1998
Nursing Instructor
BSN, MSN — University of California,
San Francisco
- Reber, Linda**1991
Computer Office Technology
BS — Brigham Young University
MEd — University of Nevada, Reno
- Remington, Lynette**2000
Director, Mark H. Dawson Child and Family Center
AA — Great Basin College
BA — Sierra Nevada College
- Remington, Nancy**1999
Elementary Education Professor
BS — University of Nebraska
MEd — Utah State University
- Rennie, Christiana**2000
Education/English Instructor
Student Adviser
BA — Westmont College
MA — California State, Sacramento
- Rice, John**1996
Speech and Theatre Professor/
Special Events Coordinator
BA — Viterbo College (WI)
MFA — University of Wisconsin, Milwaukee
- Robertson, Bob**1999
Instrumentation Instructor
BS — University of Utah
MS — Brigham Young University

Rombough, Shirley2001
Sociology/Social Sciences Instructor
BA — California State University at Long Beach
MSW/PhD — Louisiana State University

Rosenthal, Jeannie2001
Grants Writer/Manager

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

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

Shaw, Joyce1991
Graphic Designer/Editor
Media Services Manager
BS — University of Nevada, Reno

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

Siler, Ralph1989
Industrial Plant Mechanics Professor
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 Professor
BA, MA, PhD — University of Utah

Smith, Julie2000
Student Development Coordinator
BA/MA — University of Nevada, Reno

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

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

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

Stevenson, John "Steve"2000
Commercial Drivers License Instructor

Sweetwater, Sarah1975
Art Professor/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 Professor
BS — Arizona State University
MS — Western International University

Thompson, Sean2000
Information Technician — Webmaster
Certified Internet Webmaster — New Horizons
Technical Training School
Microsoft Certified Professional
Certified Web Professional

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

Uhlenkott, Linda2001
English Instructor
BS — Lewis-Clark State College
MA — University of Nevada, Las Vegas
PhD — University of Nevada, Reno

Warren, Pat1986
Coordinator, Continuing Education
BS — California State Polytechnic University,
San Luis Obispo
MEd — University of Nevada, Reno

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

Youngs, Lynn2001
Foundation Director

EMERITUS

Aiazzi, StanVice President Emeritus
Student Services
BS, MA — University of Nevada, Reno

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

A GBC QUICK REFERENCE GUIDE

QUICK REFERENCE

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 N. 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, 775.753.2175

Campus Tours
Berg Hall, 775.753.2282

Career Center
Berg Hall, 775.753.2343

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, 775.753.2221

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

Deferred Registration Payments
Student Financial Services,
Berg Hall, 775.753.2399

Distance Education
McMullen Hall, 775.753.2240

Dorms — See Resident Housing

Elementary Education
Berg Hall, 775.753.2177

Ely Branch Campus
2115 Bobcat Drive
Ely, NV 89301
775.289.3589

English
Lundberg Hall, 775.753.7081

English as a Second Language
Adult Learning Center, 775.753.2109

Facility Scheduling
Berg Hall, 775.753.2101

Faculty Offices
Student Central,
775.738.2304

Financial Aid Information
Student Financial Services,
Berg Hall, 775.753.2239

Fine Arts
Lundberg Hall, 775.753.7081

Fitness Center
775.753.2113

Food Service
Cafe X, Community Center, 775.753.2261

Foundation Office
Community Center, 775.753.2246

GBC Online Information
www.gbcnv.edu
Available Monday, Wednesday, Friday 1-5 p.m.

GED Testing

Adult Learning Center, 775.753.2273

Grants, Special Programs

Berg Hall, 775.753.2317

Housing Program — See Student Housing**Humanities/History**

Berg Hall, 775.753.7081

Human Resources

Berg Hall, 775.753.2265

Individualized Study

McMullen Hall, 775.753.2240

Information Desk

High Tech 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, 775.753.3511

Jobs (On and Off Campus)

Berg Hall, 775.753.2255

KENV — TV Station, NBC Affiliate

775.777.8500

KNCCMedia Services,
Lundberg Hall, 775.753.2181**Library**

McMullen Hall, 775.753.2222

Life Sciences

Lundberg Hall, 775.753.2278

Lost and Found

High Tech Center, 775.738.8493

Mailing Address1500 College Parkway
Elko, NV 89801**Manpower Training Cooperative — MTC**

Lundberg Hall, 775.753.2303 or 775.738.8493

Marketing

Berg Hall, 775.738.8493

Mathematics

Lundberg Hall, 775.753.2278

Media Services

Lundberg Hall, 775.777.8864

Microsoft Training and Certification

High Tech Center, 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 Beta Lamda

Greenhaw Technical Arts, 775.753.2125

Phi Theta Kappa

McMullen Hall, 775.753.2144

Physical Science

Lundberg Hall, 775.753.2278

Placement Testing

Berg Hall, 775.753.2102

Public Information

Berg Hall, 775.738.8493

President's Office

Berg Hall, 775.753.2265

Re-entry Center

Berg Hall, 775.753.2243

RefundsController's Office,
Berg Hall, 775.753.2110**Registration Information**Admissions and Records Office,
Berg Hall, 775.753.2102**Report on Acquiring Degree (RAD)**Admissions and Records Office,
Berg Hall, 775.753.2102**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**Services for Students with Disabilities**

Counseling, Berg Hall, 775.753.2279

Sexual Harassment

Berg Hall, 775.753.2282

Short Term Employment Program — STEP

Lundberg Hall, 775.753.2303

Small Business Development

Greenhaw Technical Arts, 775.753.2245

Social Sciences

Lundberg Hall, 775.753.2278

Special Programs

Berg Hall, 775.753.2202

Student Central

Berg Hall, 775.753.2304 or 775.753.2182

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 Housing

Berg Hall, 775.753.2271

Student Recruitment

Berg Hall, 775.753.2282

Student Services

Berg Hall, 775.753.2184

Technical and Occupational Education

Lundberg Hall, 775.753.2303

QUICK REFERENCE

Telecourses

McMullen Hall, 775.753.2240

Testing

Admissions and Records Office,
Berg Hall, 775.753.2102

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 Klunicy 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

Barnes and Noble Bookstore,
775.753.2277

Buildings and Grounds,
775.753.2356

Child and Family Center,
775.777.8862

Controller's Office,
775.777.1809

Electrical Technology,
775.753.3509

Ely Branch Campus,
775.289.3599

Employment Services,
775.753.2163

Foundation, Elko,
775.738.9321

Greenhaw Technical Arts
775.753.2322

Health Sciences,
775.753.2151

High Tech Center
775.753.2160

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

Winnemucca Branch Campus,
775.623.1812

Satellite Center Fax Directory

Battle Mountain Center,
775.635.0340

Eureka District Office
775.237.5014

Jackpot
775.755.2291

McDermitt
775.532.80.17

Owyhee
775.757.3025

Wells Center,
775.752.3590

Wendover
775.753.644.3944

A GBC GLOSSARY OF TERMS

Words and acronyms used in this catalog and other college publications are unique to GBC and postsecondary education. Some of the more frequently used terms are explained to help you understand us better.

Academic Adviser

A faculty member who is responsible for providing guidance to students in course or college program issues.

Academic Affairs

Issues that relate to instruction and administered by the Office of Academic Affairs.

AA — Associate of Arts

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

AAS — Associate of Applied Science

A two-year degree program which emphasizes occupational/technical preparation.

ABE — Adult Basic Education

An instructional program in basic skills for undereducated adults who need to become literate to function as citizens in American society.

AGS — Associate of General Studies

The Associate of General Studies (AGS) degree is designed for individuals who have acquired previous education in a diversity of subjects and wish to acquire a degree. This degree is not designed to transfer into baccalaureate programs.

AS — Associate of Science

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

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 degree program consisting of four years of required study in the liberal arts and humanities.

BAS — Bachelor of Applied Science

A degree program consisting of four years of required study in the applied sciences. Concurrently, two emphases are available: Management in Technology and Instrumentation.

BAIPS — Bachelor of Arts in Integrative and Professional Studies

A degree program consisting of four years of required study. The program consists of two concentration areas: Social Sciences and Resource Management.

Campus

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

Campus Environment Committee

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

CEHSO — Center for Education and Health Services Outreach

Includes the services of the Area Health Education Center, which analyzes needs for health education programs and schedules continuing education for health professionals, and the Office of Rural Health. Located on the GBC campus in the 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.

Corequisite

Concurrent enrollment in an additional class required.

Credits/Credit Hour

A standard measure of instructional time required to complete a course. For example, ENG 101, Composition I, is a three-credit-hour course, which usually means that it will meet three hours each week over a semester. A two-credit-hour course usually meets two hours weekly for a semester.

Curriculum

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

Department Chair

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

Departments

The college organizational pattern from the point of view of instruction. At GBC, these include mathematics, science, business and computing; humanities and social sciences; occupational and technical education; health science; and community education.

ESL

English as a Second Language is an instructional program operated by GBC for the benefit of people with limited ability in speaking, reading, and writing the English language.

FTE

Full-time equated student, statistically speaking. One full-time equated student is equal to 15 semester credit hours. For many purposes, however, an actual full-time student may be enrolled for as few as 12 semester credit hours or as many as 21 in certain cases.

Full-time Student

A student enrolled in minimum of 12 credits for Fall/Spring semesters or 6 credits for summer semester.

GBC Online Information Resource

You can receive instant answers through the GBC Online Information Resource at www.gbcnv.edu. The service is available Monday, Wednesday, Friday 1-5 p.m.

GED

General Educational Development. The term refers to instruction which prepares students to take the tests for General Educational Development. Successful completion of the GED tests is often equated with high school equivalency preparation.

General Education Requirements

A prescribed set of courses required for completion of a degree or certificate program. Includes selections from English/Communications, U.S. and Nevada Constitutions, Mathematics, Science, Social Sciences, Arts/Fine Arts, Human Relations, and Emphasis Requirements.

Good Standing

Students accepted to the Bachelor degree programs at GBC must maintain *Good Standing* with the program in order to continue to progress toward obtaining their degree. For more information, refer to each program's application handbook or call the Admissions and Records Officer at 775.753.2361.

GLOSSARY OF TERMS

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 mechanics technology.

Off-campus Centers

A site in the GBC service area where the college holds classes. Ely, Winnemucca, and Battle Mountain are branch campuses. Other sites are referred to as satellite centers.

Part-time Student

An individual who is enrolled for fewer than twelve credits in a semester.

Prerequisite

A skill or course required before a student is permitted to enter a class or program.

Phi Beta Lambda

Phi Beta Lambda is the Future Business Leaders of America business organization for colleges. For more information, call 753.2125.

Report on Acquiring Degree — RAD

An automated process that tracks a student's academic progress toward completing a degree or certificate. Request for progress reports are available at Admissions and Records Office in Berg Hall.

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.

Student Central

An area in which students will find the student development coordinator, student aides, the college recruiter, and student ambassadors. This program offers a number of services to GBC students, faculty, and staff consisting of several interrelated activities and services. Student Central's goal is to empower all students to accomplish their academic goals, facilitate success, and attain their individual potential. Located in Berg Hall, you are always welcome and no appointments are necessary.

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

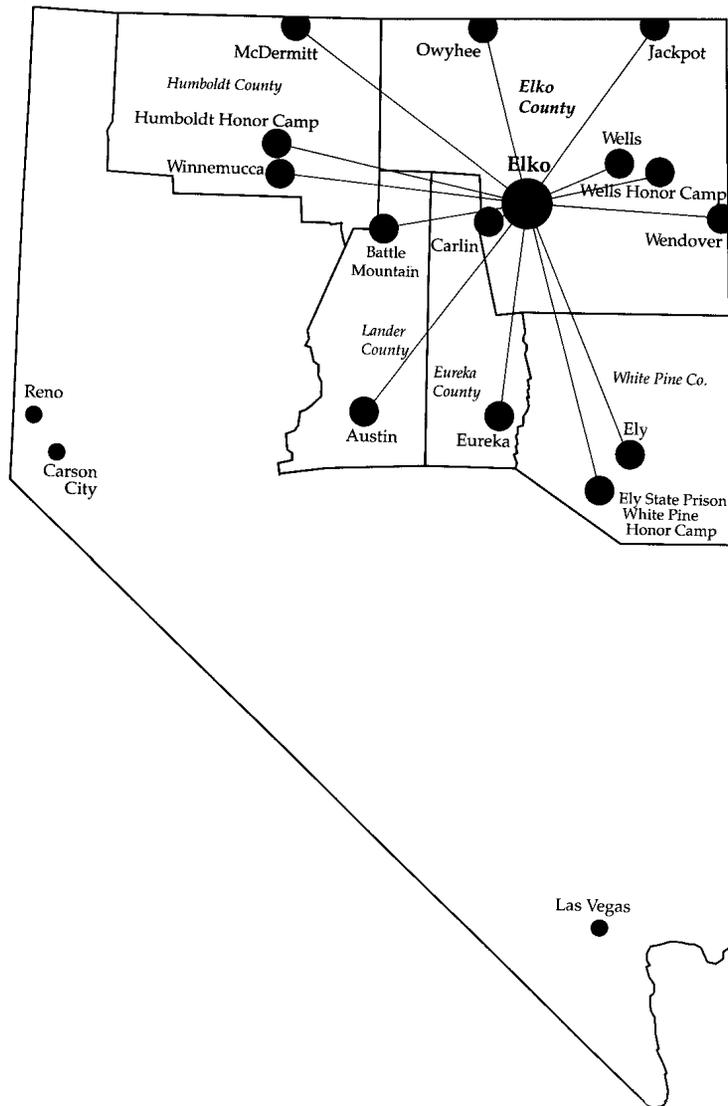
The University and Community College System of Nevada, which is made up of four community colleges, two state universities, and the Desert Research Institute.

GBC SERVICE AREA

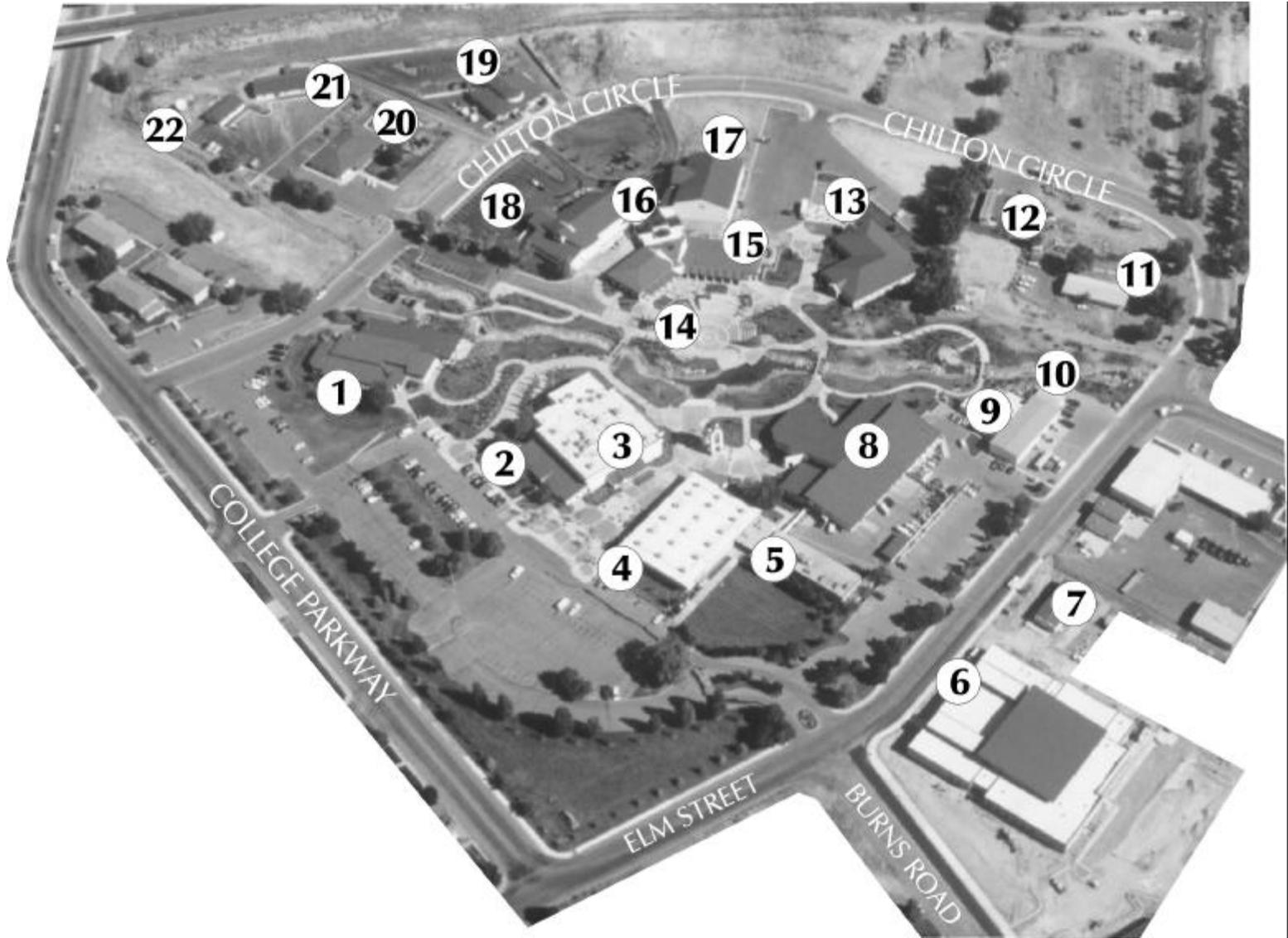
GBC Service Area – 45,000 square miles in five counties

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



GBC MAP



1. **Berg Hall**
Academic Affairs
Admissions and Records Office
Administrative Offices
Computer Operations
Conference Room
Controller's Office
Counseling
Faculty Offices
Marketing
Phon-a-thon Headquarters
Re-entry Center
Student Central
Student Employment Services
Student Financial Services
Student Housing/Resident Hall
Student Recruitment
2. **McMullen Hall Annex**
CEHSO (Center for Education and Health Services Outreach)
AHEC (Area Health Education Center)
Office of Rural Health
Cooperative Extension University of Nevada, Elko Office of Continuing Education
Writing Center
English Department
3. **McMullen Hall**
ABE/ESL
Classrooms
Faculty Offices
Interactive Video Office
Off-Campus Satellite Centers Office
Library
Computer Lab Tutor Office
4. **Lundberg Hall**
Academic Computing Center
Faculty Offices
Life Sciences Laboratory
Media Services
Physical Sciences Laboratory
5. **Welding Shop**
6. **High Tech Center**
Chemistry Lab
Computer Classrooms
Distance Education Classrooms
Elementary Education Resource Center
Faculty Offices
Interactive Learning Center
IAV Center
Microbiology Lab
Microsoft Training Center
Webmaster Office
7. **Adult Learning Center**
8. **Greenhaw Technical Arts Center**
Auto/Diesel Shops
Classrooms
Computing Center
Faculty Offices
Small Business Development
9. **Industrial Plant Mechanics (Mill)**
Classrooms
Faculty Offices
Laboratories
10. **Buildings and Grounds/Security**
11. **Animal Disease Laboratory**
Brand Inspector
12. **JOIN (Job Opportunities in Nevada)**
13. **Health Sciences Classroom Building**
Nursing Faculty Offices
Classrooms
Faculty Offices
14. **Amphitheatre**
15. **College Community Center**
ASB Offices
Bookstore
Food Service
Foundation Offices
Game/Recreation Room
Social Room
16. **Solarium**
17. **Fitness Center**
Gym/Weight Room
18. **GBC Theatre**
Green Room
Stage
Theatre
19. **KENV Television Studio**
20. **Mark H. Dawson Child/Family Center**
21. **Arts Annex**
22. **PBS Television**
KNCC Radio
Music Annex
Storage

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

Resident Hall

High Desert Inn
3015 Idaho Street

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