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# 2013 - 2015 College Catalog



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**Western Nebraska  
Community College**

## **Discrimination, Harassment, or Retaliation Complaint Operating Procedure**

Illegal discrimination, harassment and retaliation are prohibited. As such, Western Nebraska Community College has established both formal and informal procedures to report complaints alleging discrimination, harassment, and retaliation on the basis of race, color, national origin, disability, sex, and age.

### **Prompt Reporting**

Discrimination, harassment or retaliation complaints are best resolved if addressed early. It may be difficult to substantiate the allegations made in a complaint brought after significant time has passed. The time lines set forth in this procedure are implemented in order to ensure that allegations are investigated and concluded in a timely fashion so that any ongoing conduct can be immediately halted and immediate discipline taken if warranted. Complaints under this procedure shall be made within thirty (30) days of the time the alleged conduct took place unless good cause is shown for the delay. The person alleged to have engaged in unlawful harassment, discrimination or retaliation shall be considered the “respondent” throughout this procedure. The person to whom the alleged unlawful harassment, discrimination or retaliation is directed shall be considered the “complainant” throughout this procedure.

### **Duty to Report**

If the complainant believes that he/she has been subjected to illegal discrimination, harassment or retaliation, it shall be the duty of that complainant to report such conduct as provided herein. All other persons with direct knowledge of such conduct are encouraged to report knowledge of any illegal conduct involving discrimination, harassment or retaliation. The procedure for reporting is described below.

### **Reporting Procedure**

The complainant who feels that he/she has been subjected to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the complainant does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the complainant, then the complainant should make a complaint as provided by this procedure.

A witness who directly observes illegal discrimination, harassment or retaliation may address it directly with the respondent through verbal or written communication that the behavior is inappropriate and should cease. If the witness does not feel comfortable in addressing this issue directly with the respondent, he/she may file a complaint as provided by this procedure. If the witness files the original complaint under this procedure, this person shall not be considered the complainant for purposes of this procedure.

Any complainant, person with direct knowledge of prohibited conduct, or witness may file a written complaint under this procedure. The written complaint shall be submitted to the Vice-President of Human Resources (College’s Institutional Civil Rights Officer: Mr. David Groshans, Vice President of Human Resources, WNCC, 1601 East 27th Street, Scottsbluff, NE, 6936-1815, (308) 635-6105, groshans@wncc.edu. This contact information will also be published in all appropriate student and employment publications). In instances where Title IX compliance may be involved, the College may include/assign the institutional Title IX Officer as an investigator or reviewer. When a written complaint is submitted, it must include a

specific description of the conduct complained of; identify the party or parties involved, and the date(s) and circumstances under which the alleged offensive or inappropriate conduct occurred. The complaint must also include an explanation of why the complainant or other reporting party believes that the alleged actions constitute discrimination, harassment or retaliation. The written complaint shall be dated and signed to acknowledge completeness and accuracy.

If a College supervisor receives an anonymous complaint from a student or employee either verbally or in writing, the College supervisor shall immediately send notice of the complaint to the Vice-President of Human Resources.

If the complaint is against the College President or a direct report to the President, the reporting party should make the report under this procedure directly to the Chair of the Board of Governors. If the complaint is against any member of the Board of Governors, the reporting party should make the report directly to the College President, the College's legal counsel, or any other member of the Board who is not the subject of the complaint.

For purposes of this procedure, it is assumed that a report recipient is not a respondent. In the event a person designated by this procedure to receive a report is a respondent in the complaint, the report shall be directed to another appropriate official.

## **Deadlines**

Due dates under this procedure shall be calculated based upon calendar days. If the due date specified falls on a weekend or holiday, the next business day will be the due date for the action. Either party may request a reasonable extension of time for any of the deadlines set forth in this procedure, including the time for making an initial complaint. While the intent of this procedure is to provide for the prompt reporting and investigation of claims of unlawful conduct, these deadlines are not meant to penalize. Therefore, failure to comply with the deadlines set forth herein will not invalidate a complaint, investigation or discipline.

## **Retaliation**

The College's commitment to eradication of any sort of illegal discriminatory or harassing conduct includes prohibiting actions taken in retaliation for complaining of violations of College policy. Retaliation includes taking any action which may have any adverse impact on the student's academic success or the learning environment of the student if such action is taken because of the student's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid; or taking any action which may have any adverse impact on the employment status or the work environment of the employee, if such action is taken because of the employee's filing of or participation in the review of a complaint, whether or not such complaint is determined to be valid. The complainant is assured that retaliation due to filing a complaint under this procedure is strictly prohibited by law and by college policy, and shall lead to discipline up to and including termination or expulsion. Any person believing that retaliation has taken or is taking place should immediately report the matter as provided herein.

It shall be considered a violation of College policy for any individual to knowingly file a false or malicious complaint of discrimination, harassment or retaliation. If the College believes that such a false or malicious complaint has been filed, the matter will be investigated under the Formal Procedure review process of this procedure.

## **Complaint Resolution Procedures**

Western Nebraska Community College has established both formal and informal procedures to resolve prohibited discrimination, harassment or retaliation complaints. Usually, complaints are most effectively addressed at the earliest possible stage. A student or employee who feels that he or she has been subjected

to illegal discrimination, harassment or retaliation should feel free to inform the respondent, either through verbal or written communication, that the behavior is unwelcome and should cease. If the student or employee does not feel comfortable in addressing this issue directly with the respondent or, if discussions do not produce a result acceptable to the student or employee, then the student or employee shall file a written complaint in compliance with the Reporting Procedure section of this procedure.

After the complainant has filed his/her complaint in compliance with the Reporting Procedure section of this procedure, a designated officer will meet with the complainant to review the options for resolving this complaint. At this initial meeting, the complainant can request that either the Informal Procedure or Formal Procedure be followed. Based on this interview or at any other time while the Informal Procedure is being pursued, the officer or complainant may elect to move the complaint to the Formal Procedure if circumstances are determined to merit a more complete investigation.

Under either the Informal Procedure or Formal Procedure review process, all involved parties have a duty to cooperate with the review or investigation and they are not to knowingly impede, obstruct or delay the progress of the review. In particular, both the complainant and the respondent have the responsibility to provide all relevant information and facts to the matter under review.

### **Informal Procedure**

If the Informal Procedure is elected, the Vice President of Human Resources will meet with the complainant to review the complaint, will discuss the allegation(s) with the respondent, and identify solutions to the complaint. If both parties to the complaint agree to a solution(s), this solution(s) shall be written, signed and dated by both parties to acknowledge that they agree with the solution and agree to maintain the confidentiality of the matter to the extent possible. The Informal Procedure review shall be concluded within a period of thirty (30) days of receipt of the complaint. If a written resolution is reached during the Informal Procedure review, the complaint review process ends at this point.

Within sixty (60) days and again within six (6) months following completion of an Informal Procedure review, the designated officer shall follow up with the complainant and the respondent to determine the status of the resolution. The designated officer will report the results of these follow-up inquiries in writing to the Vice-President of Human Resources.

During the Informal Procedure review process, all parties involved in processing the complaint, including but not limited to the designated officer, shall each serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the designated officer will be to communicate the issues and identify potential solutions. Legal counsel may be consulted by the designated officer as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

If the complainant does not agree with a solution reached during the Informal Procedure, the complainant shall, within ten (10) calendar days of the conclusion of the Informal Procedure review, request in writing that the complaint be investigated through the Formal Procedure.

### **Formal Procedure**

Under the Formal Procedure, the Vice-President of Human Resources should proceed under the following guidelines:

Upon receipt of a complaint, the Vice-President of Human Resources, or a designee, shall review the allegations provided in the complaint and may consult with legal counsel to determine the appropriate action required. If it is determined that the complaint has sufficient probable cause to be investigated



under the College's Discrimination, Harassment and Retaliation Prohibited Policy and Procedure, the Vice-President of Human Resources shall appoint an investigator to investigate the complaint. The appointed investigator may be a College employee, or a third party retained by the College to conduct the assigned investigation. Where appropriate, two parties may be appointed to conduct such investigation.

The investigator shall promptly initiate an investigation of the complaint by discussing the complaint with the complainant and by interviewing any witnesses with relevant information, including but not limited to parties participating in or observing the conduct.

The respondent shall be given a copy of the complaint and shall be given the opportunity to respond in writing to the allegations within seven (7) days of notification of the complaint. All parties in the investigation are to be advised that information surrounding the complaint is to be kept confidential. Witnesses and the respondent are to be advised that retaliation against a complainant is strictly prohibited and may lead to discipline up to and including termination or expulsion. Additionally, the respondent shall refrain from contacting potential witnesses until the investigation is complete.

The investigator shall summarize the findings in a report to the Vice-President of Human Resources within sixty (60) days from receipt of the complaint or from the closure of the Informal Procedure review, whichever is later. When is it not reasonably possible to complete the investigation within that time, the investigation period may be extended by up to an additional sixty (60) days upon approval of the Vice-President of Human Resources. If the extension is granted, the parties to the complaint will be so notified.

The Vice-President of Human Resources shall review the investigators report and shall, if warranted, take or recommend appropriate action. Not every complaint will necessarily warrant corrective action or discipline. However, if the investigation reveals that discrimination, harassment or retaliation has occurred, the respondent will be subject to discipline up to and including termination or expulsion.

During the Formal Procedure review process, the investigator and all other parties involved in processing the complaint shall serve in a neutral role in the process and shall not act in an advocate role for the complainant or the respondent. The role of the investigator will be to thoroughly investigate the issues as stated in the written complaint and to determine findings based on this review. Legal counsel may be consulted by the investigator as appropriate. In the event a person designated by this procedure to receive or review a report is the respondent or otherwise involved in the matter, he/she shall be recused from this process and another appropriate official shall be appointed to fulfill that person's role.

Within ten (10) days of receipt of the investigators report, the Vice-President of Human Resources shall notify the complainant and the respondent of the outcome of the investigation and provide them with a summary of the investigation report. The complainant and the respondent shall also be reminded that retaliation taken because of the filing of a complaint is prohibited and that any such retaliation should be reported immediately.

Should the complainant not be satisfied with the conclusions of the investigation then, within ten (10) days of the date of the notice of determination, he/she may request review of the determination. If the complaint was filed against an employee or student, other than the President, a direct report to the President, or a Board member, the request for review shall be submitted to the Office of the President. Upon receipt of the request for review, the President shall designate an officer of the College to review the investigator's report and determine what, if any, appropriate action is required as a result of the findings of the investigation. The reviewer may review the complaint, interview the complainant and the respondent, if necessary, and complete such other interviews as may be necessary to make a determination. The reviewer shall complete the review within fourteen (14) days. If additional time is needed to complete this review, the reviewing officer shall notify the complainant and the respondent that the review will be delayed, and indicate the

reasons for the delay. The reviewer of the investigator's report shall provide a report to the President with his/her findings. The President shall consider this report and shall inform the complainant of his/her findings and conclusions. The decision of the President will be final.

If the complaint was filed against the President, someone who reports directly to the President or a Board member, the request for review shall be submitted to the Chair of the Board of Governors. Upon receipt of the request for review, the Chairperson of the Board of Governors shall contact legal counsel and coordinate the appointment of an external third party who shall serve as an investigator to conduct a review pursuant to the Formal Procedure set forth herein. At the conclusion of this review, legal counsel shall provide the Board of Governors a report and an accompanying recommendation from the reviewer for the Board's consideration. Following completion of the review of this report, the Board of Governors shall take any necessary and appropriate action. The action of the Board of Governors will be final.

### **Confidentiality**

A student or employee seeking general information or guidance about harassment may be concerned about whether the information they share will be confidential. While the College desires to create an environment in which individuals can discuss concerns and make complaints, legal obligations may require the College to take action once it is informed that illegal discrimination, harassment or retaliation may be occurring. Therefore, although the confidentiality of the information received and the privacy of the individuals involved cannot be guaranteed, they will be protected to as great an extent as is possible while still allowing for appropriate and necessary investigation of the matter to occur. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the respondent to be informed concerning the charge.

### **Policy Enforcement Training**

Western Nebraska Community College shall provide appropriate training for all staff selected to investigate a complaint under the Formal Procedure review process. The College shall determine the appropriate training required of these College employees and shall provide for periodic, required training and updates. An investigator selected from outside the College shall have demonstrated expertise in conducting such investigations.

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## Message from the President



Thank you for your interest in Western Nebraska Community College. Whether you are starting your collegiate career, seeking to broaden your professional opportunities, or wanting to enhance your business acumen, WNCC has award-winning faculty and vast course selections to help you realize educational success, no matter how **you** define it.

At WNCC, student success is our priority. **Your** academic goals become **our** goals. Our faculty are not only masters in their fields, but they choose to teach at WNCC because they are committed to sharing their knowledge with students in a personable environment.

Our diverse student body takes advantage of WNCC's modern residence halls, state-of-the-art learning centers, and countless student organizations and activities. Cougar Athletics also provide nationally-recognized sports programs, enriching your collegiate experience. With classes offered at our campuses in Alliance, Scottsbluff, and Sidney, as well as an expanding number of online courses, there's no reason to put your academic goals on hold.

I look forward to seeing you on campus!

Sincerely,

A handwritten signature in black ink that reads "Todd R. Holcomb". The signature is written in a cursive, flowing style.

Dr. Todd R. Holcomb

# 2013-2015 Academic Calendar

## Fall Semester 2013

### August 2013

5-13 M-Tu ..... ESL Institute  
10-13 Sa-Tu ..... International Student Orientation  
14 W ..... New Student Orientation  
Alliance Campus  
15-17 Th-Sa ..... New Student Orientation  
Scottsbluff Campus  
15-16 Th-F ..... Fall Faculty In-Service  
16 F ..... **Last Day for New Students to Register  
for Fall Term & 1<sup>st</sup> 8-Week Classes**  
New Student Orientation  
Sidney Campus  
18 Su.... **Last Day for Returning Students to Register  
Online for Fall Term & 1st 8-Week Classes**  
19 M ..... **Fall Term & 1<sup>st</sup> 8-Week Classes Begin**  
19-21 M-W ..... No Penalty Drop/Add  
1<sup>st</sup> 8-Week Classes  
19-23 M-F ..... No Penalty Drop/Add  
16-Week Classes

### September 2013

2 M ..... **COLLEGE CLOSED**  
**Labor Day**  
20 F ..... Last Day to Drop 1<sup>st</sup> 8-Week Classes

### October 2013

11 F ..... Midterm of Semester, Classes Meet  
1<sup>st</sup> 8-Week Classes End  
12-15 Sa-Tu ..... **NO CLASSES - Fall Break**  
14 M ..... **NO CLASSES - Fall Break**  
Faculty & Staff General Assembly

### October 2013

15 Tu ..... **NO CLASSES - Fall Break**  
**Last Day to Register for 2<sup>nd</sup> 8-Week Classes**  
Faculty Grading Day  
16 W ..... **2<sup>nd</sup> 8-Week Classes Begin**  
16-18 W-F ..... No Penalty Drop/Add  
2<sup>nd</sup> 8-Week Classes  
25 F ..... Last Day to Drop 16-Week Classes

### November 2013

7 Th ..... **First Day to Register  
for Spring 2014 Classes**  
15 F ..... Last Day to Drop 2<sup>nd</sup> 8-Week Classes  
27 W ..... **NO CLASSES**  
28-30 Th-Sa ..... **COLLEGE CLOSED**  
**Thanksgiving Holiday**

### December 2013

1 Su ..... **COLLEGE CLOSED**  
**Thanksgiving Holiday**  
9 M ..... Fall Term Ends  
10-14 Tu-Sa ..... **FINALS**  
16-18 M-W ..... Faculty Completion  
17 Tu ..... Faculty Grades Due 4:00 p.m.  
25-31 W-Tu ..... **COLLEGE CLOSED**  
**Christmas Holiday Winter Break**

### January 2014

1 W ..... **COLLEGE CLOSED**  
**New Years day**  
8-12 W-Su ..... New Student Orientation  
Scottsbluff Campus

# 2013-2015 Academic Calendar

## January 2014

9-10 Th-F..... Faculty In-Service  
10 F..... **Last Day for New Students to Register  
for Spring Term & 1<sup>st</sup> 8-Week Classes**  
12 Su.... **Last Day for Returning Students to Register  
Online for Spring Term & 1<sup>st</sup> 8-Week Classes**  
13 M ..... **Spring Term & 1<sup>st</sup> 8-Week Classes Begin**  
13-15 M-W ..... No Penalty Drop/Add  
1<sup>st</sup> 8-Week Classes  
13-17 M-F ..... No Penalty Drop/Add  
16-Week Classes

## February 2014

13 Th.....Last Day to Drop 1<sup>st</sup> 8-Week Classes

## March 2014

7 F.....Midterm of Semester, Classes Meet  
1<sup>st</sup> 8-Week Classes End  
10-15 M-Sa .....**NO CLASSES - Spring Break**  
14 F..... **Last Day for New Students to Register  
for 2<sup>nd</sup> 8-Week Classes**  
16 Su.... **Last Day for Returning Students to Register  
Online for 2<sup>nd</sup> 8-Week Classes**  
17 M ..... **2<sup>nd</sup> 8-Week Classes Begin**  
17-19 M-W ..... No Penalty Drop/Add  
2<sup>nd</sup> 8-Week Classes  
28 F.....Last Day to Drop 16-Week Classes

## April 2014

7 M ..... **First Day to Register for  
Summer/Fall 2014 Classes**  
17 Th.....Last Day to Drop 2<sup>nd</sup> 8-Week Classes

## April 2014

18-20 F-Su..... **COLLEGE CLOSED**  
24 Th..... **NO DAYTIME CLASSES,  
Scottsbluff Campus Only**

## May 2014

10 Sa..... Spring Term & 2<sup>nd</sup> 8-Week Classes End  
12-16 M-F .....**FINALS**  
17 Sa ..... **GRADUATION**  
19-21 M-W ..... Faculty Completion  
20 Tu ..... Grades Due at 4:00 p.m.  
30 F..... **Last Day for New Students to Register  
for Summer Session**

## June 2014

1 Su..... **Last Day for Returning Students to Register  
Online for Summer Session**  
2 M ..... **Summer Session Begins**  
2-4 M-W ..... No Penalty Drop/Add  
Summer Session

## July 2014

3 Th..... Last Day to Drop Summer Classes  
4 F..... **COLLEGE CLOSED  
Independence Day**  
25 F..... Summer Session Ends  
28-31 M-Th .....**FINALS**

## August 2014

1 F.....**FINALS**  
5 Tu ..... Faculty Grades Due 4:00 p.m.

# 2013-2015 Academic Calendar

## Fall Semester 2014

### August 2014

9-12 Sa-Tu ..... ESL Institute  
9-12 Sa-Tu ..... International Student Orientation  
13-17 W-Su ..... New Student Orientation  
14-15 Th-F ..... Fall Faculty In-Service  
15 F ..... **Last Day for New Students to Register  
for Fall Term & 1<sup>st</sup> 8-Week Classes**  
17 Su .... **Last Day for Returning Students to Register  
Online for Fall Term & 1<sup>st</sup> 8-Week Classes**  
18 M ..... **Fall Term & 1<sup>st</sup> 8-Week Classes Begin**  
18-20 M-W ..... No Penalty Drop/Add  
1<sup>st</sup> 8-Week Classes  
18-22 M-F ..... No Penalty Drop/Add  
16-Week Classes

### September 2014

1 M ..... **COLLEGE CLOSED  
Labor Day**  
19 F ..... Last Day to Drop 1<sup>st</sup> 8-Week Classes

### October 2014

10 F ..... Midterm of Semester, Classes Meet  
1<sup>st</sup> 8-Week Classes End  
11-14 Sa-Tu ..... **NO CLASSES - Fall Break**  
13 M ..... **NO CLASSES - Fall Break**  
Faculty & Staff General Assembly  
14 Tu ..... **NO CLASSES - Fall Break**  
**Last Day for Students to Register  
for 2<sup>nd</sup> 8-Week Classes**  
Faculty Grading Day  
15 W ..... **2<sup>nd</sup> 8-Week Classes Begin**

### October 2014

15-17 W-F ..... No Penalty Drop/Add  
2<sup>nd</sup> 8-Week Classes  
24 F ..... Last Day to Drop 16-Week Classes

### November 2014

6 Th ..... **First Day to Register for  
Spring 2015 Classes**  
14 F ..... Last Day to Drop 2<sup>nd</sup> 8-Week Classes  
26 W ..... **NO CLASSES**  
27-30 Th-Su ..... **COLLEGE CLOSED  
Thanksgiving**

### December 2014

6 Sa ..... Saturday Classes End  
8 M ..... Fall Term Ends  
9-12 Tu-F ..... **FINALS**  
15-17 M-W ..... Faculty Completion Days  
16 Tu ..... Faculty Grades Due 4:00 p.m.  
25-31 Th-W ..... **COLLEGE CLOSED  
Christmas/Winter Break**

### January 2015

1-2 Th-F ..... **COLLEGE CLOSED  
New Years Day**  
7-11 W-Su ..... New Student Orientation  
8-9 Th-F ..... Faculty In-Service  
9 F ..... **Last Day for New Students to Register  
for Spring Term**  
11 Su .... **Last Day for Returning Students to Register  
Online for Spring Term & 1st 8-Week Classes**

# 2013-2015 Academic Calendar

## January 2015

12 M ..... **Spring Term & 1<sup>st</sup> 8-Week Classes Begin**  
12-14 M-W ..... No Penalty Drop/Add  
1<sup>st</sup> 8-Week Classes  
12-16 M-F ..... No Penalty Drop/Add  
16-Week Classes

## February 2015

12 Th ..... Last Day to Drop 1<sup>st</sup> 8-Week Classes

## March 2015

6 F ..... Midterm of Semester, Classes Meet  
1<sup>st</sup> 8-Week Classes End  
9-14 M-Sa ..... **NO CLASSES - Spring Break**  
13 F ..... **Last Day for New Students to Register  
for 2<sup>nd</sup> 8-Week Classes**  
15 Su .... **Last Day for Returning Students to Register  
Online for 2<sup>nd</sup> 8-Week Classes**  
16 M ..... **2<sup>nd</sup> 8-Week Classes Begin**  
16-18 M-W ..... No Penalty Drop/Add  
2<sup>nd</sup> 8-Week Classes  
27 F ..... Last Day to Drop 16-Week Classes

## April 2015

3-5 F-Su ..... **COLLEGE CLOSED**  
6 M ..... **First Day to Register for  
Summer/Fall 2015**  
17 F ..... Last Day to Drop 2<sup>nd</sup> 8-Week Classes

## May 2015

9 Sa ..... Spring Term & 2<sup>nd</sup> 8-Week Classes End  
11-15 M-F ..... **FINALS**  
16 Sa ..... **GRADUATION**  
18-20 M-W ..... Faculty Completion Days

## May 2015

19 Tu ..... Faculty Grades Due at 4:00 p.m.  
29 F ..... **Last Day for New Students to Register  
for Summer Session**  
31 Su .... **Last Day for Returning Students to Register  
Online for Summer Session**

## June 2015

1 M ..... **Summer Session Begins**  
1-3 M-W ..... No Penalty Drop/Add  
Summer Session

## July 2015

2 Th ..... Last Day to Drop Summer Classes  
3 F ..... **NO CLASSES  
COLLEGE CLOSED  
Observance of Independence Day**  
24 F ..... Summer Session Ends  
27-31 M-F ..... **FINALS**

## August 2015

4 Tu ..... Faculty Grades Due 4:00 p.m.  
3-11 M-Tu ..... ESL Institute  
8-11 Sa-Tu ..... International Student Orientation  
12-16 W-Su ..... New Student Orientation  
13-14 Th-F ..... Faculty In-Service  
14 F ..... **Last Day for New Students to Register  
for Fall Term & 1<sup>st</sup> 8-Week Classes**  
16 Su .... **Last Day for Returning Students to Register  
Online for Fall Term & 1<sup>st</sup> 8-Week Classes**  
17 M ..... **Fall Term & 1<sup>st</sup> 8-Week Classes Begin**

*Calendar dates may be  
subject to change.*



# History of WNCC

**1926** – Scottsbluff Junior College was established in Scottsbluff as an extension of the University of Nebraska. The College became inactive after only one year.



**1929** – Scottsbluff Junior College was reopened in September as part of the Scottsbluff Public School System. The College operated as part of that system until September 1932, when it became a public, two-year institution.

**1957** – The Alliance School of Practical Nursing began at St. Joseph's Hospital.

**1965** – Scottsbluff Junior College came under the auspices of Scotts Bluff County. In 1966, a bond issue was approved for the construction of a new campus.



Western Nebraska Vocational Technical School was founded by the State Legislature in Cheyenne County at the former Sioux Army Depot, located approximately 12 miles west of Sidney. Classes began in 1966.

**1967** – Scottsbluff Junior College is governed by a Board of Education separate from the City of Scottsbluff Public Schools

**1968** – Scotts Bluff College became Nebraska Western College.

**1969** – Nebraska Western College moved into its current facilities located at 1601 East 27th Street in Scottsbluff.

**1971** – Western Nebraska Vocational Technical School in Cheyenne County changed its name to Western Nebraska Technical College.



**1973** – The State Legislature formed the Western Technical Community College Area,

which included Nebraska Western College, Western Nebraska Technical College, and the Alliance School of Practical Nursing.

In the spring, Nebraska Western College was granted the initial accreditation by the North Central Association/Commission on Institutions of Higher Education.

**1978** – The Western Technical Community College Area Board of Governors placed all three entities into a single college, multiple campus setting.

**1979** – Alliance School of Practical Nursing hired a part-time coordinator and began offering a variety of general education and vocational classes in conjunction with Nebraska Western College in Scottsbluff.

**1982** – Alliance School of Practical Nursing merged with Nebraska Western College in Scottsbluff to become the Nebraska Western College of Practical Nursing Program.

**1983** – Western Nebraska Technical College in Cheyenne County became a candidate for Accreditation by the North Central Association of Colleges and Schools.

**1988** – The Western Technical Community College Area Board of Governors discontinued the separate campus names and changed the name of the College to Western Nebraska Community College – Scottsbluff Campus and Sidney Center.

**1991** – The State Legislature changed the Area name to Western Community College Area.

**1995** – The Scottsbluff Campus expanded its facilities to include computer and distance learning classrooms and the applied technology building, and the Sidney Center moved to new facilities located at 371 College Drive in Sidney.

**1997** – Classes for the Sidney Aviation program began in the new aviation facility that was made possible through a partnership between the College, the City of Sidney, the Cheyenne County Airport Authority and the Western Nebraska Endowment Association.

**1998** – The Alliance Center relocated to the new Alliance Learning Center constructed by the City of Alliance, adjacent to Alliance Public Schools. Previously, the Alliance Center

# History of WNCC

was located at Box Butte General Hospital and temporary downtown facilities.

**1999** – The Center for Business and Industry, located at the Scottsbluff Industrial Complex, opened to provide training for area businesses and industries.

**2000** – In the spring, Western Nebraska Community College was granted 10 years continued accreditation by the North Central Association/Commission on Institutions of Higher Education.



**2002** – The College purchased a former call center located south of the Scottsbluff Campus and remodeled the facility now known as the John N. Harms Advanced Technology Center of Nebraska. The Center for Business and Industry for Western Nebraska Community College moved into this facility and continues to provide business and individual training for local businesses and industries.

**2006** – Through the power of partnerships, the Alliance Center, City of Alliance, and the electrical distribution industry in the Panhandle collaborated to develop the Powerline Construction and Maintenance Technology program. A new facility was built to house the program, located on Highway 2 east of Alliance.

The Scottsbluff Campus broke ground on Conestoga Hall to serve the needs of students desiring to live on campus. The hall opened in 2007.

**2007** – In December 2007, the WCCA Board of Governors voted to change the designation of the Sidney Site from Sidney Center to Sidney Campus and change the designation of the Alliance Site from Alliance Center to Alliance Campus.

**2009** – An addition to the Harms Advanced Technology Center was completed as a joint partnership with ESU #13. This addition houses the Health Occupations and Criminal Justice programs on the Scottsbluff Campus, as well as a high and low bay for training purposes. ESU #13 houses their alternative high school program and several trainings for public school districts in the Panhandle.

**2011** – In the spring, Western Nebraska Community College was granted 10 years continued accreditation by the North Central Association/Commission on Institutions of Higher Education.



# Western Nebraska Community College

## Philosophy

Western Nebraska Community College is a comprehensive community college committed to serving the residents of western Nebraska with higher education and lifelong learning opportunities. The faculty, staff and the Board of Governors seek to provide leadership in education while responding to the identified needs of area residents by providing high quality educational programs and support services that are accessible to all who can benefit from them. In fulfilling our role and mission, we subscribe to the following philosophy:

- Belief in the inherent right of every person to an opportunity for education commensurate with the individual's potential and interest. We offer a comprehensive program, which includes academic and technical courses as well as general education for transfer to a baccalaureate-granting institution or preparation for entry to the job market.
- Responsibility for providing an environment that offers opportunities for developing quality in academic, technical and vocational disciplines. We are committed to helping students clarify goals by improving skills and providing guidance, encouragement and assistance in a positive atmosphere fostering personal growth and social responsibility.
- Commitment to lifelong learning. We provide area business and industry with vocational training for skilled employment, which encompasses in-service/pre-service training in addition to basic skills, continuing education and vocational interests.
- Awareness of the changing role of education. We are prepared to make adjustments in the curriculum and services to meet the diverse, unique needs of students.

## Role & Mission

Western Nebraska Community College shall be a student centered, open access institution primarily devoted to quality instruction and public service, providing counseling and other student services intended to promote the success of a diverse student population, particularly those who have been traditionally under served in other educational settings.

Western Nebraska Community College, individually and collectively, shall provide the following instructional and service priorities:

### Applied Technology Education

Including Associate of Applied Science degrees (AAS), Associate of Occupational Studies (AOS), diplomas, certificates, professional skills awards and coursework to qualify individuals for entry into employment or to enable individuals to remain current, to upgrade skills, or to acquire new skills;

### Transfer Education

Including liberal arts and sciences associate degrees (AA and AS) comprising of coursework which is comparable to the coursework of the first two years of a bachelor's degree program and applied technology degrees comprising coursework which may be applicable to the coursework of the first two years of a bachelor's degree program;

### Developmental Education

Including remedial programs, developmental programs, Adult Education (AE), General Education Development (GED) preparation, English Literacy Programs (ELP), and refresher courses;

### Adult Continuing Education

Including career related programs and services for professional certification or improvement, Economic and Community Development including customized training programs developed for businesses and communities to meet needs such as occupational assessment, job training and job upgrading, and other programs and services that are within the scope of the College's expertise;

### Public Service

Including vocational and personal development courses and activities not specifically identified in other priorities;

### Applied Research

Limited to the enhancement of the instructional programs, student achievement, institutional effectiveness, and public service activities or related to faculty professional development.

*Passed by ninety-third Legislature, State of Nebraska 1993 and (LB 239).*

## Statement of Purposes

### Primary Educational Purposes

- To provide Associate degree, diploma and certificate education for initial employment and for advancement in employment.
- To provide Associate degree-level education to enable students to transfer successfully to baccalaureate institutions with little or no loss of credit.
- To provide all students with general education appropriate to the degree sought.
- To provide students deficient in skill areas instruction that prepares them for college-level work.
- To provide educational opportunities that enhances the student's ability to achieve success in college-level work (tutoring, college success seminar, etc.).



- To assess and respond to specific educational program needs in the geographical region.

## Supplemental Educational Purposes

- To facilitate and foster an attitude of lifelong learning in students and to provide the means for them to achieve their goals.
- To provide current continuing education and skills training, retraining and upgrading for area business and industry professionals.
- To provide non-credit general interest courses to the community for vocational and recreational purposes.
- To provide current continuing education for professionals (certification, licensing, CEU's, etc.).
- To provide for area citizens specialized educational programs/ activities designed to improve their quality of life.
- To provide educational/career assessment and exploration for students, including necessary life skills, job placement and transfer placement assistance and hands-on/ work related experiences for those who can benefit.
- To provide adult educational opportunities, including General Education Development (GED) and English as Second Language (ESL) programs, to all persons in the community.
- To serve as a resource center for the community and contribute to the infrastructure that is necessary for community development and problem solving.

## Supporting Purposes

- To provide students and the community with information access skills.
- To provide quality information to the community regarding higher education programs and opportunities
- To articulate and form partnerships with other programs and institutions, as well as with business and industry, in order to maximize educational opportunities for students.
- To provide opportunities for students, staff, faculty and the community for personal growth and development.
- To complete applied research projects that improves instruction, develop new programs, improve institutional quality and assess student/customer satisfaction.

## Vision Statement

The following Vision Statement was developed to provide a future view and direction for Western Nebraska Community College.

*It is our vision that Western Nebraska Community College promotes and provides quality education, training opportunities and support services through a variety of media, sources and delivery methods. In our delivery of these instructional and educational services, we seek to meet the needs of the individual and to promote lifelong learning. As a*

*member of the global village, we are sensitive and responsive to the unique contributions of each individual and committed to the development of all persons. We desire to help our students to be ever aware of a larger, global environment and we seek to help them to understand their role in the larger community. We continually strive for leadership in instructional technology, student support and teaching and learning, while providing access to all who seek our assistance, whether within our walls or beyond.*

Adopted by the Board of Governors December 18, 1996

## Accreditation

The Higher Learning Commission of the North Central Association accredits Western Nebraska Community College. Inquiries regarding WNCC accreditation may be directed to the HLC by letter at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; or by phone at 312.263.0456.

Individual programs may be certified or accredited by other professional associations in addition to the Higher Learning Commission of the North Central Association.

## Primary Memberships

WNCC's primary memberships are to the American Association of Community Colleges, Council of North Central Community and Junior Colleges, League for Innovation in the Community College, Nebraska Community College Association, and the National League for Nursing. A complete listing of institutional memberships may be obtained from the WNCC Business Office.

## College Locale

Alliance, Scottsbluff, and Sidney are located near many summer and winter recreational areas. Winter activities are a few hours away in the Rocky Mountain areas of Wyoming and Colorado. Summer activities include the Black Hills of South Dakota, Chadron State Park, Lake Minatare, Lake McConaughy, Carhenge, and historic Fort Robinson, while hunting and fishing abound year-round.

## Alliance Campus

The Alliance Campus is located at 1750 Sweetwater Avenue, in the Alliance Learning Center along with the Alliance Public Library.

Residents of Alliance and the surrounding area have a number of programs from which to choose. General education, practical nursing, business, human services, criminal justice, office and information technology, Powerline Maintenance and Construction, and business technology classes are offered in addition to various business and industry training activities.

Practical nursing students receive clinical training experience through local health care providers and facilities and are prepared for licensing examination upon graduation.

All students may participate in Student Council and qualifying

students may join Phi Theta Kappa, the community college honors society.

The Learning Center has a variety of classrooms, which includes a science lab, a nursing lab, a state-of-the-art computer center, and two interactive television classrooms linking the campus to the other WNCC sites. Students find space for studying in the computer lab or in the adjoining Alliance Public Library and a place for socializing in the lower level lounge area.

Located on Nebraska Highway 2 southeast of Alliance, the Powerline facility houses the Powerline Maintenance and Construction Program's pole lab, equipment operations area, and equipment storage facility. This facility, constructed through a partnership with the City of Alliance, WNCC, and the electrical distribution industry in the panhandle, serves as a model for educational-industrial partnerships in the state.

### **Scottsbluff Campus**

The Scottsbluff Campus is located at 1601 East 27<sup>th</sup> Street. The main structure is comprised of classroom areas, an academic computing center, a theatre/music area, a 2,222-seat gymnasium and a comprehensive library with Internet access and interactive television classrooms.

WNCC Dining Services operates the Cougar Den Snack Bar, which is located on the ground floor of the main building and is available to students, faculty, and staff. The menu consists of hot and cold sandwiches, burgers, hot dogs, and other cook-to-order items, as well as grab-and-go items such as pop, chips, and candy. In addition, homemade breakfast and lunch specials are featured daily.

The Clark N. Williams Multicultural Learning Center houses student oriented services that assist students in their educational experiences. Among its programs are the TRIO Programs (Upward Bound, Veterans Upward Bound, Student Support Services), and Single Parent/Displaced Homemakers Program, and the Military/Veterans Affairs Office.

The John N. Harms Advanced Technology Center, located just south of the main campus in Scottsbluff, houses the Business and Community Education and Adult Education Divisions, WNCC Health Occupations Programs, University of Nebraska Medical Center, and Nebraska ESU #13.

Pioneer Hall is a circular, three-level residence hall for both male and female students. The residence hall accommodates 102 students and contains the Bishop Dining Hall. Attached to this facility is the Pioneer Activity Center, which includes a kitchen and a computer lab.

Conestoga Hall, the newest residence facility, accommodates 148 students in six communities. The rooms have suite-based bath facilities and are designed for students desiring more privacy. Also included are two computer labs, laundry facilities, music practice/study rooms, public gathering spaces, and security.

Immediately north of the main complex is the Applied Technology Building. This facility houses welding, automotive, and auto body technology programs. Additional buildings

north of the main facility include the Western Nebraska Child Development Center and a maintenance building. Recreational facilities include a basketball court, weight room, and sand volleyball court.

### **Sidney Campus**

The Sidney Campus is located off I-80 at 371 College Drive. The facility houses two computer classrooms, a library resource center with an education success lab, a computer lab with Internet access, and the latest software upgrades and statewide interactive television connections. Classrooms are available for classes and services including community education and business and industry programs.

The campus is proud to claim:

- The only public institution of cosmetology in the state of Nebraska;
- An FAA approved aviation maintenance program that provides "hands-on" training;
- General education courses with successful transferability to many four-year institutions.

The Aviation Maintenance program is located in a facility at the Sidney Municipal Airport southwest of town. The facility allows immediate access to a variety of aircraft. The program is enhanced with a computerized FAA testing site and an extensive aviation library.

WNCC, in partnership with the Sidney community, provides recreational and family activities. Students enrolled for six or more credits per semester may participate in activities at the Cheyenne County Community Center as well as "Way out West" theater productions at reduced prices.

All students may participate in Student Senate and qualifying students may join Phi Theta Kappa, the community college honors society.

## **College Organization**

Western Nebraska Community College is organized into six major areas: Educational Services, Student Services, Administrative Services, Human Resources, Public Relations and Marketing, and Intercollegiate Athletics. While each area boasts its own unique characteristics, the staff, faculty, and administrators work cooperatively across divisions to provide the widest range of programs and services to the students and campus community.

### **Educational Services**

The educational services component of the College is divided into seven academic divisions: Academic Enrichment; Applied Technologies; Business and Information Technology; Health Occupations; Language and Arts; Science, Mathematics, and Physical Education; and Social Sciences. Issues regarding curriculum development, administration, dual credit, class offerings, faculty/program evaluation, and student learning are primary focuses for Educational Services. In addition, this branch includes writing, math, and reading centers, library services, tutoring, and online and distance learning.



## Student Services

Student Services offers a broad array of co-curricular programs and experiences to provide students with opportunities for academic enrichment, personal growth, and development. Student Services includes: Enrollment, Retention, Registration and Records, the Cougar Bookstore, Financial Aid, Counseling/Advising, Cougar Den and Bishop Dining Hall, Student Diversity Programs and Services, Placement Testing, Residence Life, Student Activities, Intramurals, Student Support Services, Upward Bound, Veterans Upward Bound, Military/Veterans Affairs, Disability Services, Alcohol and Drug Prevention Education, Student Organizations, Career Assistance and Internship Center, Judicial issues, and Intercollegiate Athletics.

Intercollegiate Athletics provides students the opportunity to participate in men's baseball, men's and women's basketball, men's and women's soccer, women's softball, and women's volleyball.

## Administrative Services

The administrative services component of the College provides comprehensive auxiliary services to enhance students' college experience. While sometimes viewed as behind-the-scenes operations, these activities help to ensure the smooth daily operation of WNCC buildings and grounds, Business Office, Maintenance, Security, Parking, Facilities Reservations, Information Center, and Hazardous Materials Management comprise the functions supported by Administrative Services.

## Outreach Education

**Mission:** To provide lifelong-learning opportunities in anticipation of regional economic needs.

**Vision:** Improving lives by becoming a cohesive, unified team committed to excellence, innovation, superior service, and exemplifying progressive leadership.

The outreach services component offers a wide array of services such as: Business and Community Education, Community Coordinator Activities, Corporate Academies, Allied Health, Cisco Academies, Discovery Lab, Entrepreneurship Program, High School Outreach, Certified Testing Center, and Adult Education Programs. Outreach's mission is to provide lifelong learning opportunities in anticipation of regional economic needs. The service area is the entire panhandle, and the goal is to provide our constituents with a multitude of offerings delivered in a variety of methods. Many of our courses are offered with flexibility of scheduling and delivery. We offer instruction that is traditional face-to-face, online, distance learning, blended, on-site, or off-site.

## Additional Departments

Additional areas contribute to Western Nebraska Community College's multidimensional environment. The Human Resources Office maintains the personnel activities and safety issues; and the Public Relations and Marketing Department promotes the College's programs, services, and events to the public.

## Administrative Services

### Business Office

Students can receive assistance with questions regarding financial obligations from business office personnel at all three campuses. Itemized statements of students' financial obligations are mailed at the beginning of each semester of study. All prior financial obligations must be settled before students are allowed to register for additional semesters. The Business Office also provides other services for students' convenience. These include ticket sales for College events, sale of postage stamps, check cashing, and disbursement of checks for student employees and scholarship recipients. For more information about these services and NelNet payment plans, visit any of the WNCC locations or the Business Office's website at [wncc.edu/cost-aid/make-payment](http://wncc.edu/cost-aid/make-payment).

### Campus Security

The Scottsbluff Campus employs professional security personnel. The security officers are stationed in Pioneer and Conestoga Residence Halls and conduct regular rounds of the facilities. These officers have direct communication with City of Scottsbluff emergency personnel. Students are responsible for their personal items that are lost or stolen. The user assumes all risks when parking vehicles on College property.

### Reporting of Criminal Actions & Emergencies

Students are encouraged to report any campus crime or emergency in a timely manner. During regular working hours, students may report these occurrences to the Student Services Office or Information Center on the Scottsbluff Campus, or to the main office at the Sidney and Alliance Campuses. Students living in the residence halls should follow the procedures outlined in the Residence Life Manual. After-hours incidents should be brought to the attention of the appropriate local law enforcement agency.

### Facilities Use

The use of athletic facilities such as the gym and playing fields must comply with posted policies. Students interested in scheduling classrooms or meeting rooms for special events should consult the Administrative Services Office at each campus. Priority is always given to scheduled classes, intercollegiate athletics, and intramural sports.

### Information Center

Students, visitors, and newcomers seeking general assistance and information regarding WNCC can obtain answers at the Information Center in Scottsbluff or the front desks at the Sidney and Alliance Campuses.

## Maintenance, Buildings & Grounds

WNCC takes great pride in the condition of its physical internal and external environment. Grants have assisted in the planting of trees, shrubs, and flowers at both the Scottsbluff Campus and Sidney Campus to enhance the surroundings. Each building at WNCC receives daily custodial services and is part of an ongoing maintenance plan. Students who have a concern regarding WNCC facilities should contact the Administrative Services Office.

## Safety Glasses

In compliance with Nebraska statute 85-901, students at Western Nebraska Community College are required to obtain and wear appropriate industrial-quality eye protective devices while participating in or observing activities in designated areas of campus facilities, such as the welding instruction area. Eyewear is available through the Cougar Bookstore.

## Parking

Students at all campuses should park only in designated parking spaces. Special parking is available for students and visitors with disabilities who have a handicapped parking permit. The appropriate authority issues tickets for illegal parking in handicapped spaces, fire lanes, loading zones, and other areas not designated for parking.

The Scottsbluff Campus is in the city limits of the City of Scottsbluff. Scottsbluff city police patrol the campus and issue tickets for parking violations and other traffic offenses. Red curb areas are designated as "No Parking," and blue curb areas are designated as "Handicapped Parking Only," where a special sticker or license plate is required. The Scottsbluff police ticket all violators of red and blue curb parking and crosswalk areas.

The Sidney Campus is patrolled by the City of Sidney Police Department for that portion of the campus within the Sidney city limits. The Cheyenne County Sheriff's Department patrols the campus outside of the Sidney city limits. Red curb areas are designated as "No Parking" and blue curb areas are designated as "Handicapped Parking Only", where a special sticker or license plate is required. Violators are ticketed.

Alliance students should be aware of and obey all parking signs.

In the event of a vehicular accident at the College, those persons involved should notify the appropriate police/sheriff's department and Student Services.

## Smoking Regulations

The use of tobacco products, both smoking and smokeless, is prohibited in all buildings owned by the College, within all spaces leased by the College, in all College-owned vehicles, and all other designated areas. Limited, alternative smoking-permitted areas are identified by appropriate signage.

## Student Services

### Admission Information

Western Nebraska Community College has an open admissions policy. Anyone who can benefit from instruction has the right to pursue an education at WNCC.

### Requirements for Admission

A student must submit an application for admission. This can be done online at [wncc.edu](http://wncc.edu).

It is highly recommended that the student provide an official transcript from an approved or accredited high school or home school, or present an authorized transcript reflecting passing scores on the General Education Development test (GED). In the absence of a high school transcript, the student must submit eCOMPASS, ACT, or SAT scores completed within the past three years. Students can make arrangements to take the eCOMPASS on campus by contacting 308.635.6050 to schedule testing. For more details on eCOMPASS, see page 31.

Students meeting the above admission requirements are admitted regardless of age, sex, ethnic origin, national origin, or disability.

**Please note:** There may be additional requirements beyond those stated above for students to be eligible for certain financial aid benefits. In addition, the student must have passed the GED or have graduated from an accredited high school in order to be eligible for financial aid.

### Other Admission Considerations

#### Home Schooled

Students who were home schooled are requested to present a transcript from parents or a recognized home schooling organization showing courses completed and grades. Home schooled students need to be junior or senior level to take college courses. Any exceptions to these guidelines must be approved by the Vice President of Student Services. Pre-requisite basic skills assessment scores must be met prior to course entry. Students must complete the admissions application and registration form. The application can be completed online at [wncc.edu](http://wncc.edu). Students currently home schooled need the signature of a parent on the registration form when taking college courses. Home schooled students taking on-site college classes are asked to sign an "Authorization of Grade Disclosure" for parents or others who may need/want access to their grades.

#### Dual Credit/CollegeNOW!

Students taking college courses at the high school they are attending must be junior or senior level students. Any exceptions must be approved by the Vice President of Student Services. Students must complete the admissions application and registration form. The application can be completed online at [wncc.edu](http://wncc.edu). Registration forms need a parent's and high school counselor/principal's signature and registrations

are not entered until these signatures are obtained. Required eCOMPASS and/or ACT scores must be submitted to the College prior to registration.

## High School Students Taking College Courses On-Site

Students must be high school junior or senior level to take college courses. Any exceptions to this must be approved by the Vice President of Student Services. Pre-requisite basic skills assessment scores must be met prior to course entry. Students must complete the admissions application and registration form. The application can be completed online at **wncc.edu**. Students need the signature of a parent on the registration form. In cases where the course is scheduled during regular high school hours, a signature from the high school principal or counselor is also required. High school students taking on-site college classes are asked to sign an "Authorization Grade Disclosure" for parents or others who may need/want access to their grades.

## Students with Prior Degrees

Students who can document with an official transcript that they have received an Associate of Arts, Associate of Science, or bachelor's degree from an accredited higher education institution are exempt from the eCOMPASS placement requirements. However, students may still need to complete pre-requisite courses to satisfy program requirements as deemed necessary by their academic advisor and the Registrar.

## Admissions Procedures

- a. Complete an admissions application online at **wncc.edu**.
- b. Request that official transcripts be sent from your high school.
- c. Submit official transcripts for colleges previously attended to the Student Services Office in Scottsbluff.
- d. Submit a report of ACT, SAT, or eCOMPASS scores if available.
- e. Complete the eCOMPASS basic skills assessment unless exempt. Students can make arrangements to take the eCOMPASS on campus by contacting 308.635.6050. For more details on eCOMPASS, see page 31.
- f. Some programs have special admission requirements. See the catalog page of the program in which you are interested for further information.
- g. No fee is required for application or admission. A letter of acceptance is sent from the Admissions Office after your application is processed.
- h. Nebraska Residency Attainment. Students from the border states of Colorado, South Dakota, and Wyoming are authorized to receive in-state tuition. Other out-of-state students may obtain Nebraska residency if they meet any of the following criteria:
  1. Are married to a Nebraska resident.
  2. Have graduated from a Nebraska high school and have re-established a residence in the state of Nebraska.

3. Have lived for six consecutive months in Nebraska and can show proof of that fact (see below).
4. In addition to meeting any of the above requirements, documentation of three of the following six items must be supplied:
  - Employed in Nebraska;
  - Payment of State of Nebraska income taxes;
  - Voter registration;
  - Nebraska driver's license;
  - Registration of vehicle as a resident of Nebraska;
  - A checking or savings account with a Nebraska financial institution.

All applications must be filed with the Student Services Office before the second week of the semester in which the student wishes to claim residency. Further information is available in the Student Services Office.

## International Students

International students (non-U.S. citizens) have additional admission requirements. Immigration laws require international students to attend college on a full-time basis. To be admitted to Western Nebraska Community College, international students must complete all general admissions requirements and all special admission requirements listed below.

The issuance of the Certificate of Eligibility, Form I-20, is made only upon completion of all admission requirements. Under no circumstances should the applicant travel to the United States prior to granting of admission and receipt of the I-20. It is the responsibility of the applicant to make all necessary arrangements through official channels for entrance into the United States.

Applicants residing in a foreign country should make application six months prior to the anticipated enrollment date. Students in the United States should allow four months to complete the admission process. To meet all special admission requirements, international students should send the following to ATTN: Registrar, Student Services Office, Western Nebraska Community College, 1601 E. 27<sup>th</sup> Street, Scottsbluff, NE 69361.

- A completed Student Application (online).
- Certified copies of academic records with complete English translation.
- Official results of the "Test of English as a Foreign Language" (TOEFL) for each applicant whose passport is from a country where the primary language is other than English. The score for this test must be at least 500 (paper based) or 61 (Internet based).
- Written notification from a bank as evidence of an applicant's ability to financially maintain himself/herself while attending WNCC. (Normally this is at least \$12,000 in the applicant's name for each year of attendance.)



- Written verification from an American insurance company that the applicant is covered for physician's care, hospitalization, and major medical costs.
- A complete assessment test is required of all students after admission.

#### **In Addition:**

- Students must comply with all local, state, and federal laws of the United States of America, as well as College policies.
- Only international students with a student visa are admitted.
- International students present in the United States on temporary visas are considered non-residents for purposes of tuition payment. Length of stay, payment of taxes, ownership of property, etc., do not imply legal residency.
- Students who have acquired student visas through acceptance by another school or college are not considered for admission until they have successfully completed at least one term at the other institution and have a written release from that institution.
- International students for whom an I-20 form was submitted must maintain satisfactory academic progress as a fulltime student each term.

## **Registration**

Students are encouraged to register early as they are required to be registered prior to the start date of each term. Students not registered are encouraged and allowed to register for the next term. Completion of the eCOMPASS placement assessment may be required prior to registration. During advisement and registration, assessment results assist students and advisors with vocational decisions, academic guidance, and course placement. First-time entering students attend an orientation/registration program for their first semester enrollment of more than six credits. At registration, each student taking six credits or more is assigned to a faculty advisor who offers assistance in building an academic plan of study and arranging class schedules for future semesters. Continuing students meet with their faculty advisors prior to registration. To change intended program of study and faculty advisor, please contact the Counseling and Advising Office. Veterans and military connected students are advised to contact the Veterans Upward Bound or Military/Veterans Affairs Office prior to registration.

## **Drop/Add and Schedule Changes**

During the fall and spring semesters, the first five days after the initial meeting of the class are considered a period of schedule adjustment. For summer sessions and quarter classes, it is the first three days. During this period, students may drop courses without penalty, and, if they are already registered, they may add courses up to the second meeting of the course. These drops and adds may be accomplished by completing the Drop/Add form in the Student Services Office. Those receiving VA educational benefits need to notify WNCC VA certification officials.

After the "No Penalty Drop" period, students may drop a class by completing the appropriate form, having the instructor sign it and returning it to the Student Services Office. The student may or may not receive a refund, depending on the percent of time expended (See "Refund Policy").

To drop an online course, download the online drop form from the WNCC portal, complete it, and sign it. In addition, students must email the instructor with a request to drop. An explanation as to why the drop is needed is helpful. The instructor then responds to the student with a drop grade and the last date of attendance. The student should copy the instructor's response and email his or her request, along with the drop form, to **registrar@wncc.edu**. Students may also fax this information to 308.635.6732 or mail to the WNCC Student Services Office, 1601 E. 27<sup>th</sup> Street, Scottsbluff, NE 69361. The drop is processed according to the date when the student first contacted the instructor.

## **Withdrawal from College**

Students who find it necessary to totally withdraw from all classes from the College may do so by completing the following steps:

#### **During the official withdrawal period (until two weeks after midterm or 60 percent of the course time is completed):**

1. Fill out the WNCC Drop-Add Form available in the Student Services Office. Charges for courses continue to accrue in accordance with the published WNCC refund policy until the completed withdrawal form is received in the Student Services Office.
2. Students receiving financial aid must speak with a financial aid representative prior to withdrawing to understand the resulting implications. A complete withdrawal, whether official or unofficial, may result in a repayment obligation and/or loss of future eligibility.
3. Individuals receiving VA benefits need to contact the Veterans Upward Bound or Military/Veterans Affairs Office.

#### **After the official withdrawal period (beyond the last official date to withdraw).**

1. Fill out the WNCC Drop/Add Form available in the Student Services Office. The total drop must be for extenuating circumstances only. It cannot be used simply to avoid a series of failing grades.
2. The drop must be approved by the Vice President of Student Services and the Dean of Instruction or their designees. If approved, the status of the classes is listed as a "W." The instructors are notified that a total drop was issued.
3. Students receiving financial aid must speak with a financial aid representative prior to withdrawing to understand the resulting implications. A complete withdrawal, whether official or unofficial, may result in a repayment obligation and/or loss of future eligibility.
4. Individuals receiving VA benefits need to contact the Veterans Upward Bound or Military/Veterans Affairs Office.

## Student Classification

A full time student is defined as one taking 12 or more credits per semester.

## New Student Orientation

New Student Orientation is held prior to the beginning of spring and fall classes. The orientation is an exciting experience that gets students ready for both in class and out of classroom experiences. New students meet current students, staff, and faculty and begin long-lasting friendships. New Student Orientation helps students navigate the campus and introduces them to the resources they need to make informed decisions about majors, financial aid, books, student support services, housing, graduation, and student organizations.

## Cost of Attendance

The following tuition and fees are estimated costs at the time of publication. Please visit [wncc.edu](http://wncc.edu) for current cost of attendance figures. The College reserves the right to change the schedule of tuition, fees, and refunds without notice. Tuition and fees are payable before the first day of class unless other arrangements are made with the Financial Aid Office or Business Office. All financial obligations must be settled before the student is allowed to register for additional semesters. Students who take classes for audit are also charged tuition and fees.

## Tuition & Fees (2013-2014)

*These costs are subject to change. For current information, visit [wncc.edu](http://wncc.edu).*

### Nebraska Resident

Tuition per credit . . . . . \$83.00

### Border State Resident

(Colorado, Wyoming, South Dakota)

Tuition per credit . . . . . \$83.00

### Non-Resident

Tuition per credit . . . . . \$97.00

High School Partnership . . . . . \$41.50

### Adult and Continuing Education

Tuition per noncredit course. . . . . Varies

### Fees

Activity, facility use, instructional technology, scholarship

Resident (per credit hour) . . . . . \$16.50

Border State Resident (per credit hour) . . . . . \$16.50

Non-Resident (per credit hour) . . . . . \$16.50

Experiential Learning (per cr. hr.) . . . . . \$25.00

Applied Music . . . . . \$50.00

Photography (per credit hour) . . . . . \$15.00

Transcript (official copy) . . . . . e-copy \$6.00  
paper \$8.00

Assessment Fees/Vocational Assessment  
(Per day) . . . . . \$60.00

Resume Development . . . . . \$25.00

eCOMPASS retest . . . . . \$15.00

BNA or Medication Aide retest fee . . . . . \$50.00

GED or ESL Class Registration Fee . . . . . \$20.00

GED Testing . . . . . \$120.00

**Aviation Note:** Students should plan for approximately \$975.00 for FAA testing fees during the 3<sup>rd</sup> and 4<sup>th</sup> semesters.

**ACCT-2800 Note:** Certified Bookkeeper Certification Prep \$200.00, which covers the cost of the certification exam that is a course requirement.

**NOTE:** Consumable Material Flat Fee is associated with classes in the following areas: Associate Degree Nursing, Auto body, Automotive, Aviation, Biology, Chemistry, Licensed Practical Nursing, Emergency Medical Technician, Power line Construction & Maintenance Technology and Welding. Check with the program advisor for fee rates.

## Refund Policy—Tuition

Tuition refunds are based on the percent of course time that has elapsed. After the No Penalty Drop/Add Period ends, course fees are not subject to refund.

### Time Elapsed

### Percent Refunded

6.25% . . . . . 100%

12.50% . . . . . 50%

25% . . . . . 25%

More than 25% . . . . . None

\*To be eligible for a refund, students must complete and submit a signed copy of the WNCC Drop/Add Form.

**\*Military Note:** Military individuals called to active duty are to submit their orders to the Registrar and the Military/Veterans Affairs Office.

## Estimated Expenses for Fall & Spring Semesters 2013-2014

The following is an estimated budget for two semesters of study for full time, resident, unmarried students. Some areas may vary depending upon such items as (1) educational program, (2) personal spending habits and, (3) place of residence. Please visit our website at [wncc.edu/cost-aid](http://wncc.edu/cost-aid) for the current year's budget.



Tuition and Fees (24 credits) . . . . .	\$2,388.00
Books . . . . .	\$1,300.00
Personal Expenses. . . . .	\$1,570.00
Transportation . . . . .	\$1,695.00
Room and Board . . . . .	\$5,862.00
<b>Total. . . . .</b>	<b>\$12,815.00</b>

## Bookstore

WNCC operates the Cougar Bookstore in Scottsbluff. New and used books are sold at the beginning of each semester.

Books may also be purchased online at **bookstore.wncc.edu**. If the text is to be used again, books are purchased at the end of each semester for resale. General merchandise is also sold in the bookstore and online at **bookstore.wncc.edu**, such as art supplies, school supplies, novelties, greeting cards, and college clothing.

## Housing

### Alliance Campus

Non-college housing is available in the Alliance community. The Chamber of Commerce has information regarding available rooms and apartments. In making arrangements for off-campus housing, students should have a definite understanding with landlords regarding provisions of occupancy and services to be rendered. The College is not responsible for off-campus housing.

### Scottsbluff Campus

The College operates Pioneer Hall, which offers housing accommodations for 102 single students and Conestoga Hall, which offers housing accommodations for 148 single students.

Applications for residency may be found online at **wncc.edu**. Rooms in Pioneer Hall accommodate two students and are furnished with single beds, mattresses, chairs, dressers, study desks, and closets. Students supply their own linens, study lamps, and personal articles. Pioneer Hall includes a large student lounge area complete with a big-screen television, pool tables, comfortable furniture, a snack center with pop and food vending machines, tables and chairs, a computer lab with printers, and table space for quiet studying. Conestoga Hall includes a great room complete with big screen television, pool tables, comfortable furniture, a snack center with pop and food vending machines, tables and chairs, two computer labs with printers, and music practice/study rooms. Both residence halls have coin-operated laundry facilities.

Applications for residence hall housing should be submitted online. A \$180 deposit must accompany each application. This deposit includes a \$150 refundable deposit when a student vacates the hall at the conclusion of the contract period, if there are no charges for unnecessary wear or damage, and a \$30 non-refundable residence hall activity fee. There is a \$75 improper checkout fee. Students who relinquish a room in one of the residence halls, either voluntarily or at the request of the College, prior to the end of their contract do not receive any

refund from deposits or rent payments.

The College reserves the right to inspect rooms at any time in the interest of student health, college security, and upkeep performed by the physical plant.

## Dining Services

### Scottsbluff Campus

Diversity is one of the great things about the college experience and it's something we offer with your meal plan. Whether you are living on campus or commuting, WNCC Dining Services offers a great meal plan for you.

In Scottsbluff, all students living in Pioneer Hall and Conestoga Hall are required to participate in a 19- or 14-meal plan program. Our meal plans include two components to ensure you have flexible and fulfilling options: all-you-care-to-eat meals and Cougar Dollars. Cougar Dollars may be used for all menu items in the Cougar Den Snack Bar or to purchase a meal for visiting family or friends in the Bishop Dining Hall. Additional funds may be added to Cougar Dollars at any time.

Residential students have two options:

- 1. 19-Meal Plan** — 19 meals each week in Bishop Dining Hall and \$100 in Cougar Dollars each semester
- 2. 14-Meal Plan** — 14 meals each week in Bishop Dining Hall and \$75 in Cougar Dollars each semester

Non-resident students have three options:

- 1. 10-Meal Plan** — 10 meals each week in Bishop Dining Hall and \$50 in Cougar Dollars each semester
- 2. Pre-paid** declining balance of **Cougar Dollars** of denominations of your choice
- 3. Cash**

Cougar Dollars and cash are accepted in both Bishop Dining Hall and the Cougar Den.

All meal plans purchased for use in WNCC Dining Services at the Scottsbluff Campus are non-transferable. WNCC Dining Services meal plans are non-refundable and expire on the last day of the current semester or on the last day of enrollment or employment, as applicable.

### Bishop Dining Hall Hours of Operation

Hot Breakfast	7:30 – 9:00 a.m.
Lunch	11:15 a.m. – 1:15 p.m.
Dinner	5:15 – 6:45 p.m.
Weekend Brunch	12:00 – 1:00 p.m.
Weekend Dinner	5:00 – 6:00 p.m.

### Cougar Den Hours of Operation

M - F 7:30 a.m. – 2:00 p.m.

*Grill turned off at 1:30 p.m.*

Food options at the Alliance and Sidney campuses are limited to vending machines that offer a variety of snack foods, candy, and beverages, which you may purchase with cash.

## Student Financial Aid

### *[wncc.edu/cost-aid](http://wncc.edu/cost-aid)*

An important consideration for most students is financing a college education. This section provides information about the types of aid available, procedures for applying for financial aid, and the criteria used in selection of financial aid recipients. The student and his/her family have the primary responsibility for financing a college education. However, WNCC participates in a wide variety of federal, state, private, and institutional programs designed to assist families with college-related expenses when their own resources are insufficient. These programs include grants and scholarships, work programs, and low-interest loans. Financial aid packages are structured to meet the particular needs of each recipient and may vary according to financial resources available and the student's enrollment level. New applications are required for each academic year of enrollment for most types of aid.

### Types of Financial Aid

**Scholarships** do not have to be repaid. Criteria may include academic performance, special talents, activity participation, financial need, community service, and other factors. Funds are provided by WNCC, the WNCC Foundation, the Western Nebraska Education Endowment Association, as well as civic and community organizations, and others.

**Grants** generally do not have to be repaid. Awards are need-based, with funds provided by federal and state governments and WNCC.

#### Programs include:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Nebraska Opportunity Grant (NOG)
- VA educational benefits for qualified individuals

**Employment** — Part-time jobs pay at least minimum wage and provide flexible hours. Some jobs involve community service activities. The federal government and WNCC provide funds for the need-based federal work study program. WNCC also funds other part-time student employment that is not need-based and is not offered as part of the financial aid package. Half-time enrollment, at least six credit hours, is required.

**Stafford Loans** must be repaid with accrued interest. Half-time enrollment, at least six credit hours, is required. Payments to the principal may be deferred while enrolled half-time or more and there are several repayment plans from which to choose. The interest rates for the various loan programs are determined annually by Congress. See the Financial Aid Office for current interest rates. Funds are provided by and backed by the federal government.

- Subsidized Federal Stafford Loan (need-based)
- Unsubsidized Federal Stafford Loan (not need-based)
- Federal Parent Loan for Undergraduate Students (PLUS), for parents of dependent students; not need-based

Stafford and PLUS loan information is submitted to the National Student Loan Data System (NSLDS) and is accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. Students may access their student loan/grant amounts, outstanding balances, loan statuses, and disbursements through the National Student Loan Data System Student Access at [nslds.ed.gov](http://nslds.ed.gov).

## Application Forms

**Scholarship Application** — To be considered for WNCC institutional and endowed scholarships, students must complete the WNCC General Scholarship Application by March 1 prior to the start of each academic year. If scholarship funds remain, applications may be accepted again for the fall and spring terms. Check online for general eligibility requirements, deadlines, and availability.

Scholarships funded by outside community organizations usually require a separate application and may have different deadlines. Application forms and information about scholarships are available from the WNCC Financial Aid Office, the Alliance or Sidney Campuses, or the WNCC Web page: [wncc.edu/cost-aid](http://wncc.edu/cost-aid).

## Free Application for Federal Student Aid

(FAFSA) — To be considered for any of the federal or state grants, employment or loan programs listed above, applicants must complete a FAFSA for each academic year of study.

1. The recommended method of application is to apply online at [fafsa.gov](http://fafsa.gov). Students (and parents) who do not already have a federal Personal Identification Number (PIN) can apply for a PIN while completing a FAFSA online or can apply for a PIN at [pin.ed.gov](http://pin.ed.gov) before submitting the FAFSA application. The PIN is used to electronically sign the application; it also has many other uses that are described online. Online applicants who do not electronically sign their applications need to print a signature page, sign and date it, and mail it to the federal aid processor. This delays processing significantly.
2. Those who prefer to submit a paper application may obtain a FAFSA directly from the U.S. Department of Education at 1.800.4.FEDAID (800.433.3243).
3. Most students who completed an online FAFSA for the previous academic year receive information from the U.S. Department of Education on how to file a renewal FAFSA online.

**NOTE:** Regardless of the method of application, WNCC's Federal School Code **002560** must be listed on the FAFSA in order for the results to be sent to the WNCC Financial Aid Office.

**Summer Aid Application** — In addition to the FAFSA, WNCC uses a supplemental application form for students who wish to be considered for summer financial aid. This application is available online or from the WNCC Financial Aid Office beginning in April.

**Loan Application** — A separate loan application is required annually for the Federal Stafford Loan or the PLUS loan. First-time borrowers are required to complete online entrance counseling and a Master Promissory Note (MPN). The MPN remains active for 10 years and does not need to be renewed annually. The MPN and entrance counseling are completed at [studentloans.gov](http://studentloans.gov). Contact the WNCC Financial Aid Office for further information.

## When to Apply?

To receive the best financial aid package available, students are encouraged to apply as early as possible. WNCC's priority application date is March 1 prior to the academic year for which funding is requested. Limited-fund programs include NOG, FSEOG, Federal Work Study, and scholarships. Applications are generally processed in the order received and processing time may vary depending on the time of year and the volume of applications received. Unnecessary delays can be avoided by completing applications neatly and thoroughly, and by responding quickly to any requests for additional information. Students who wish to be considered for any available summer financial aid should complete the supplemental summer application by May 1.

**Note:** Individuals eligible for Veterans Administration (VA) educational benefits may apply at any time in the Veterans Upward Bound or Military/Veterans Affairs (MVA) Office.

## What Happens Next?

The applicant receives a Student Aid Report (SAR) after the federal processing center has completed processing the FAFSA. This is in the form of a hardcopy SAR mailed to the applicant or an email notification with instructions on how to obtain the SAR electronically. The applicant should carefully review the SAR data for accuracy and to ensure that WNCC is listed to receive the results.

- If the SAR data is accurate and no changes are necessary, the applicant should retain the document for his/her records.
- If changes to the SAR data are necessary, the applicant should make the corrections online or notify the Financial Aid Office. The student (as well as one parent, in the case of a dependent student) must sign both the SAR and any supporting documentation provided if corrections are submitted through the Financial Aid Office.

**Verification** — The U.S. Department of Education selects at least 30 percent of FAFSA applications nationwide to verify the accuracy of data reported on the FAFSA. The WNCC Financial Aid Office notifies students who are selected for verification of the documentation required. This process must be completed and any errors corrected before the student's financial aid eligibility

can be determined. Students have 30 days from the notification date to complete verification or their financial aid application is considered inactive.

**Notice of Eligibility** — After the application is reviewed and processed, the WNCC Financial Aid Office notifies the student of his/her financial aid eligibility. Students who are eligible for assistance receive notification indicating the financial aid programs and maximum award amounts. Award amounts are based on full-time enrollment (12 credit hours or more). Some awards can be prorated for enrollment in fewer credit hours. Students who do not qualify for federal or state grant assistance receive notification of ineligibility and options of alternative forms of aid.

## Special Circumstances

Students who have special circumstances should contact the WNCC Financial Aid Office:

- Dependent students unable to provide parental information on the FAFSA
- Students whose financial situation has changed since filing the FAFSA or have financial issues not taken into account on the FAFSA
- Students with excessive education expenses beyond what is included in the standard financial aid budget

## Federal Aid Eligibility Criteria

To receive aid from any of the federal student aid programs, an applicant must meet all of the following criteria:

- Have financial need, except for some loans
- Have a high school diploma, GED certificate, or have completed home schooling at the secondary level
- Be enrolled or accepted for enrollment in an approved program at WNCC for the purpose of obtaining a diploma, certificate, or degree\*
- Be a U.S. citizen, national, permanent resident, or eligible non-citizen
- Have a Social Security Number
- Be making satisfactory academic progress toward completion of a diploma, certificate, or degree
- Certify that financial aid funds are used only for educational purposes
- Not be in default on a federal student loan
- Not owe a repayment of a federal grant
- Be registered with Selective Service, if required

The U.S. Department of Education interfaces with other federal databases to confirm several of these criteria.

**\*Please note:** Only classes that count toward your degree (or as an allowable elective) can be funded by federal financial aid.



**How Need is Determined** — The basic need formula is represented by the following calculation:

$$\begin{array}{r} \text{Cost of Attendance} \\ - \text{Expected Family Contribution} \\ \hline = \text{Financial Need} \end{array}$$

The goal of the WNCC Financial Aid Office is to meet as much of the student's needs as possible with available funds for which the student qualifies.

**Cost of Attendance (COA)** — This is an estimate of the student's expenses for the period of enrollment. It includes allowances for:

- Tuition and fees
- Books and supplies
- Room and board
- Transportation
- Personal expenses

Please see the WNCC website at [wncc.edu/cost-aid](http://wncc.edu/cost-aid) for the current costs of attendance.

**Expected Family Contribution (EFC)** — The EFC is calculated by the federal processing center using the information reported on the FAFSA. It represents the amount the student and his/her family can reasonably contribute toward educational expenses.

## How Aid is Disbursed

The method and timing of disbursements depends upon the type of aid awarded, the status of the student's application and the enrollment level. Funds from financial aid sources must first be used to pay direct educational expenses (tuition, fees, campus room and board, and authorized bookstore charges) before being made available to students for other education-related expenses.

1. Funds from grants and scholarships are usually applied to the student's WNCC account the fourth week of each semester. If the amount of aid exceeds the amount owed to WNCC, a refund check for the difference is available to the student no earlier than the end of the fourth week of classes. Check the website for disbursement dates.
2. Students employed through the federal work study program receive a paycheck for hours worked each pay period. There are two pay periods per month.
3. Student loan funds are transmitted to WNCC electronically by the federal government. If the student has completed a loan request form before the beginning of the semester or year for which he/she is requesting aid, the loan funds should be available in the same manner as described in one (1) above. Other disbursement rules apply for first-year, first-time borrowers, and for students receiving a semester-only rather than academic year loan. Students must also complete Stafford Loan Entrance Counseling and a Master Promissory Note (MPN) online before loans are originated. Loans requested and originated later in the semester are available on the Friday after funds are received. Instructors must verify online the student's attendance in each class before the student can receive his/her first disbursement.

**Census Date:** A student's initial financial aid awards are based on full-time enrollment. However, the student's eligibility is adjusted to reflect his/her actual enrollment on the financial aid census date, which is typically during the third week of classes each semester.

## Satisfactory Academic Progress

In order to receive financial aid, students must be making satisfactory progress toward completion of a diploma, certificate, or degree. Academic progress is reviewed at the time awards are made and again at the end of each term. The WNCC financial aid requirements outlined below are designed to comply with federal regulations.

**Pace:** A student must progress through his/her educational program at a pace of 70 percent or higher. Pace is calculated by dividing the cumulative number of successfully completed credit hours by the cumulative number of attempted credit hours. Credits attempted are counted as of the census date as defined above. Transfer credits accepted count as both completed and attempted credits in the pace calculation.

**Minimum GPA:** A student must maintain at least a 2.0 cumulative GPA each semester.

**Maximum Time Frame:** A student risks losing financial aid eligibility if he/she attempts more than 150 percent of the credit hours required for completion of his/her program. These limits apply regardless of whether or not the student has changed majors or received federal funding. The maximum time frame includes transfer credits and credits attempted but not completed. The student's eligibility ends when the student has attempted 150 percent of credits required for his/her specific program of study. Official transcripts from all previous institutions attended must be submitted to WNCC's Registrar prior to disbursement of federal aid to determine credits for maximum time frame calculation.

**Warning:** Students who do not meet the pace requirement and/or who do not maintain a cumulative GPA of at least 2.0 are placed on warning for their next semester of enrollment. Students remain eligible for federal financial aid while in warning status. If progress requirements are met during the warning semester, the student is removed from warning status and restored to good standing. No federal financial aid is disbursed for the semester following a warning semester until the Financial Aid Office reviews final grades.

**Suspension:** Students who do not meet the academic progress requirements at the end of the warning semester are suspended from all federal financial aid. Students are placed on financial aid suspension without first being on warning status if their attempted credit hours exceed the 150 percent limits specified above.

**Regaining Eligibility:** Students whose eligibility is suspended may regain their eligibility by meeting certain conditions for reinstatement, or by appealing and documenting extenuating circumstances.

1. To qualify for reinstatement, the student may be required to enroll at his/her own expense and once again meet all the necessary academic progress requirements outlined above. Financial resources other than federal or state financial aid must be used to pay for educational expenses during this term. This may take one or more semesters, depending on how long it takes the student to be in compliance with this policy.
2. Students may file an appeal and document extenuating circumstances that prevented the student from meeting these requirements. Appeals should be submitted as soon as possible following notification of suspension, but no later than midterm of the semester for which the student is requesting aid. The student's appeal must include a statement explaining why the student failed to make satisfactory academic progress and what has changed to allow the student to meet progress standards at the next evaluation. If the student's appeal is approved, the student is placed on financial aid probation. The terms of approval may include complying with terms of an Academic Plan.
3. A student who is placed on financial aid probation subsequent to a successful appeal may receive federal student aid for one payment period. At the completion of the probationary semester, the student must meet financial aid satisfactory academic progress standards or the requirements of an individual Academic Plan incorporated into the appeal approval to continue to receive federal student aid beyond the probationary semester.

**Repeats:** All repeated courses are included in the student's cumulative attempted credit hours. A repeated course counts only once toward completed credits. Limits apply to the number of times a repeated course may qualify for federal aid.

**Remedial work:** Students may receive financial aid for a maximum of 30 credits of remedial work. Not all remedial classes qualify for federal aid. Please contact the Financial Aid Office if you have questions.

**Audited classes:** Audited classes are not eligible for federal student aid.

**Credits successfully completed:** For this policy, successful completion is defined as earning a grade of D- or higher, or a grade of P. Grades of NP, CR, F, W, WF, AU and I are not considered as successful completion under this policy.

**Incompletes:** A student placed on probation or suspension solely because of incomplete credits may request that the Financial Aid Office review his/her status once the course is completed and a passing grade issued.

## Impact of Withdrawals on Financial Aid

Financial aid recipients who officially withdraw from all their classes or cease attendance without notifying the school may be required to repay a portion of the federal funds they received for that term. This is determined on a pro-rata basis by multiplying the percentage of term not attended by the Title IV

aid received. Federal regulations specify the calculation used to determine if and how much repayment is required. All types of aid, including loans, are included in the calculation. Federal work study funds that have been earned are not included. If a student attended more than 60 percent of the term, no return of funds is required. After the amount of Title IV aid to be returned is calculated, a determination of how much must be returned by the institution and how much must be returned by the student is made. If a student owes a repayment, it is applied to the following programs in this order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other federal aid programs

Any loan funds required to be returned must be repaid by the student in accordance with the terms of the promissory note. Any amount of unearned grant funds that must be returned is considered an overpayment. The maximum amount of grant overpayment is half of the grant funds received or scheduled to be received.

Any return of Title IV funds required by the student must be paid prior to receiving additional financial aid at WNCC or any other institution. Any funds returned by WNCC on the student's behalf must be repaid by the student to WNCC prior to attempting to register for subsequent terms.

The requirements for Title IV program funds are separate from WNCC's refund policy. Therefore, students may still owe funds to WNCC for unpaid institutional charges.

Additional details regarding this policy are available from the Financial Aid Office.

## Transfers

If a student transfers from one school to another, financial aid does not automatically transfer. The amount and type of aid offered by the new school may differ due to variations in the school's cost of attendance, funding available, and academic requirements. A transferring student should contact the Financial Aid Offices at both schools for the correct procedures, deadlines, and policies. Annual aid limits apply if a transferring student received federal student aid during the academic year at their previous institution. Official transcripts from all previous institutions attended must be submitted to WNCC's Registrar prior to disbursement of federal aid to determine credits for maximum time frame calculation.

## Benefits for Veterans & Veterans' Dependents

WNCC has programs that are approved for the training of veterans and dependents of veterans. For further information about veterans' educational benefits, contact the WNCC Veterans Upward Bound Office.



## Other Financial Resources

There are many websites containing tips and information about applying for financial aid. Sites hosted by federal or state governmental agencies include:

- [studentaid.gov](http://studentaid.gov)
- [gibill.va.gov](http://gibill.va.gov)
- [vocrehab.state.ne.us](http://vocrehab.state.ne.us)
- [dol.nebraska.gov](http://dol.nebraska.gov)
- [fafsa4caster.ed.gov](http://fafsa4caster.ed.gov)

Other sites are hosted by private organizations that support higher education:

- [finaid.org](http://finaid.org)
- [educationquest.org](http://educationquest.org)
- [americorps.gov](http://americorps.gov)
- [nasfaa.org](http://nasfaa.org)
- [KnowHow2Go.org](http://KnowHow2Go.org)
- [nslp.org](http://nslp.org)

Students are advised to be careful of scholarship scams and any online or phone request for Social Security, credit card, or bank account numbers, or any other personal identification that could be used for identity theft. Contact the Financial Aid Office to check on scholarship or other aid legitimacy.

## Student Organizations

Student organizations at WNCC may vary from year-to-year in accordance with changes in student interests and needs. Some organizations are primarily social, while others are academic, professional and recreational or service oriented. All formal student organizations are required to have a constitution, that conforms to the educational objectives and administrative regulations of the College. Student Government, Student Senate, and Student Council are the chartering bodies for new organizations. To become officially recognized by the College, new organizations must submit their constitution to the student governing body of the appropriate campus, the Educational Services Council, and the College Council for approval. Any funds collected through the student organizations must be deposited and dispensed through the WNCC Business Office. All students can take advantage of the organizations that meet their own needs and interests.

### Alliance Campus

#### Phi Theta Kappa

Phi Theta Kappa is the national honorary scholastic society for community colleges. The Lambda Pi Chapter includes students whose cumulative GPA is 3.5 or higher.

#### Student Council

The Student Council of the Alliance Campus is composed of four elected officers (President, Vice President, Secretary, and Treasurer) and five representatives, and promotes social and scholastic activities that pertain to the student body. Council

officers and representatives are chosen by student election and meetings are open to all students. The Student Council voices student opinions, promotes student morale, and promotes positive community and collegiate relationships. Student Council members are selected to serve on various College councils and committees.

### Top of the Pole Club

The WNCC T.O.P. Club integrates education, community service, and recruitment into the WNCC Powerline Maintenance and Construction Program.

## Scottsbluff Campus

### Art Club

The Art Club assists in the exploration and appraisal of an artist's personal style, appreciation of the arts, and acts as an outreach to empower the community to love art. The Art Club is also an avenue to promote diversity throughout the community and become involved in the recruitment activities within the community. Membership is available to any student registered at WNCC who maintains a 2.0 GPA to actively participate in the Art Club.

### Campus Ventures

Campus Ventures is an interdenominational Christian organization composed of students, faculty, and staff. Membership is open to any student attending WNCC. Campus Ventures is the student ministry of the Foundation for Christian Discipleship of Laramie, Wyoming.

### College Democrats

The WNCC College Democrats is the recognized campus affiliate of the Nebraska Federation of College Democrats and the College Democrats National Committee. The purpose of this club is to promote the principles of the Democratic Party among members of the WNCC campus and the local community.

### College Republicans

The WNCC College Republicans is the recognized campus affiliate of the Nebraska Federation of College Republicans and the College Republican National Committee. The purpose of this club is to promote the principles of the Republican Party among members of the WNCC campus and the local community.

### Cougar Spirit Dance Club

The purpose of the Cougar Spirit Dance Club is to promote and uphold school spirit, to develop a sense of good sportsmanship among students and alumni, and to better relationships by performing at home athletic events.

### Criminal Justice Club

The Criminal Justice Club involves WNCC students in the criminal justice system through community education and community service programs. It gives students more knowledge of and insight into the field of criminal justice.

### Electronic Gaming Club (EGC)

The purpose of the Electronic Gaming Club is to provide the

students of WNCC an opportunity to connect with others in a relaxing environment away from regular school work. Although the club is not philanthropic in nature, it engages in community service and charity related activities whenever appropriate. While this club is not primarily educational in scope, it increases the awareness of the world of video gaming and all associated means thereof. The club also increases the community experience of gamers in the College, encourages social interaction, and fosters more involvement in activities.

### **Fellowship of Christian Athletes (FCA)**

FCA is an Interdenominational Christian organization composed of students, faculty, and staff at WNCC.

### **Health Professions Club**

The objective of this organization is to maintain a high quality of education, provide student services, and actively recruit and outreach to those interested in health care professions.

### **Math & Science Club**

The purpose of Mu Alpha Sigma Chi shall be to promote interest in, to stimulate study and research in, and to explore career options in mathematics and science.

### **Motorsports Club**

The Motorsports Club at WNCC brings together students with interests in automotive technology and gets them more involved in the applied technologies programs. Motorsports Club members are encouraged to participate in recruitment efforts.

### **Phi Theta Kappa**

Phi Theta Kappa is the national honorary scholastic society for community colleges. The Lambda Pi Chapter includes students whose cumulative GPA is 3.5 or higher.

### **Residence Hall Council**

This is a group of elected officers who represents residence hall students in the areas of hall policy, dining hall menus, judicial sanctions, and student activities.

### **Student Ambassadors**

The Admissions Ambassadors at Western Nebraska Community College are composed of a select group of students who serve the College in a variety of ways. Students assist with marketing and recruitment activities and serve as orientation leaders during New Student Orientation each semester.

Each student selected must be a full-time student and a 2.0 GPA must be maintained at all times. Students can expect to serve up to six hours per week in this capacity.

### **Student Government**

Each year, the students at the Scottsbluff Campus elect a governing body to represent them in campus affairs. The Student Government is composed of elected officers (President, Vice President, Secretary, and Treasurer), elected representatives of the freshman and sophomore classes, and designated representatives of all official campus organizations. Election of officers and sophomore representatives is held in the spring with freshmen representatives chosen each fall.

The Student Government sets up the College social calendar, charters other student organizations, participates on various college committees, and is charged with the responsibility of expressing student opinion and promoting student morale.

### **Student Veterans Organization (SVO)**

The purpose of the organization shall be, first and foremost, to ensure that veterans, active duty personnel, reservists and their families are receiving all benefits entitled to them, and to ensure a contact to readjustment counseling should they feel the need. Secondly, the purpose shall be to provide a fellowship of like-minded individuals in order to create a network of students and successful alumni in order to provide professional and leadership development.

### **Theatre Club**

The Theatre Club provides students the opportunity to cultivate, inspire creativity and obtain experience in artistic expression through theatrical activities.

### **United Leaders for Cultural Diversity (ULCD)**

The purpose of the United Leaders for Cultural Diversity (ULCD) is to gather and disseminate information in areas concerning students of diverse ethnic backgrounds. ULCD coordinates, assists, and cooperates with the efforts of WNCC departments, other student groups, community, and serves the academic and non-academic needs of students.

### **Sidney Campus**

#### **Cosmetology Club**

The Cosmetology Club was established to further the ongoing education of the cosmetology students. Members are provided opportunities to attend educational seminars as well as participate in social events.

#### **Phi Theta Kappa**

The Alpha Rho Omicron Chapter of Phi Theta Kappa was chartered in April 1990. Students who have accumulated 12 credits with a 3.5 GPA and who uphold the College's code of conduct are invited to join. Phi Theta Kappa promotes four hallmarks in its involvement with the College and community: scholarship, leadership, fellowship, and service.

#### **Student Senate**

The WNCC Student Senate of the Sidney Campus is comprised of student representatives voted or appointed to the Senate by fellow students and instructors. The Senate has three officers (President, Vice President, and a Secretary/Treasurer), chosen by the student body in an election held each spring. Meetings are open to all students. The Student Senate plans the social calendar, administers the student activities budget, voices student opinions, and promotes student morale. Student Senate members are selected to serve on various College councils and committees.

#### **Vocair Flying Club**

Vocair Flying Club provides opportunities to aviation maintenance students for flight training and other activities.

## Student Activities

Many of the most beneficial experiences and lasting impressions in college are those acquired in extracurricular activities. Student activities programs at WNCC are varied to appeal to the interests and meet the needs of every student. Any student activity must have the approval of the campus administration and be sponsored by a member of the faculty or staff. Faculty, staff, and students are invited to attend and participate in these programs.

### Dramatic Arts

Several dramatic productions are presented each year. All students are invited to participate both on-stage and behind the scenes. Participation in all-college plays can result in one academic credit or may be enjoyed as a non-credit activity.

### Intercollegiate Athletics

WNCC offers intercollegiate sports for women in volleyball, basketball, softball, and soccer. Men's sports include basketball, baseball, and soccer. The College is a member of the National Junior College Athletic Association, Region IX, which consists of colleges from Nebraska, Wyoming, Montana, and Colorado.

### Intramural Athletics

The participation of any interested students, faculty, or staff in intramural athletic activities is encouraged. Seasonal intramural events occur in a variety of individual and team sports.

### Music Activities

The Western Nebraska Community College Music Program offers music majors and minors associate degrees, plus numerous music classes for the general college student. Over 30 full and partial scholarships are awarded yearly to worthy vocal and instrumental musicians. Scholarships are available to both music and non-music majors. Classes are offered in music fundamentals, music appreciation, basic and advanced music theory, sight singing, ear training and all subject areas and levels of applied lessons, plus elementary music methods and humanities courses in music. The student musician is given the opportunity to study privately and is encouraged to participate in the various performing ensembles including concert choir and concert band, show choir, jazz band, men's barbershop/doo wop, and others.

## Student Publications

### The Spectator

WNCC students publish *The Spectator*, the campus newspaper. Its purpose is to provide a realistic and instructional experience for students interested in journalism. Any student who wishes to participate in news writing, editing, layout, design, photography, or advertising may register for one to three credits per semester without taking other journalism courses.

### Emerging Voices

WNCC's literary and art journal, *Emerging Voices*, provides an

opportunity for students and community members from across the College service area to have their poetry, prose, and artwork published. Submission guidelines are announced each fall and spring semester. The magazine is available free to students and contributors in May. Students also have the opportunity to participate on staff. Student staff members help select, edit, and publish the journal. A student editor oversees the staff.

### Visual Arts

The Division of Language and Arts sponsors an exhibition of students' works each spring. The student body, faculty, staff, and community are invited to review the works on display.

## General Information & Services

### Family Educational Rights & Privacy Act (FERPA)

It is the policy of Western Nebraska Community College to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended by the Higher Education Amendments of 1998 (34 CFR Part 99). A copy of this law is on file in Student Services Office. The law provides three fundamental rights to students who attend postsecondary institutions:

- Right to inspect and review education records
- Right to request amendment of education records
- Right to limit disclosure of "personally identifiable information" contained in education records

Additionally, students have the right to file a complaint with the U.S. Department of Education:

#### Family Policy and Compliance Office

#### U.S. Department of Education

4000 Maryland Avenue, SW  
Washington, DC 20202-4605

In compliance with FERPA, the following items are considered directory information:

1. Student's name
2. Address
3. Telephone listing
4. Email address
5. Date and place of birth
6. Major field of study
7. Enrollment status (e.g., undergraduate or graduate; full-time or part-time)
8. Grade level
9. Dates of attendance
10. Degrees, honors, and awards
11. Most recent previous educational agency attended or institution attended
12. Participation in officially recognized activities and sports
13. Weight and height of members of athletic teams



In the event a student does not want the directory information released, he/she must submit, in writing, the specific information to be withheld to the Student Services Office. This must be done each semester that the exclusion is to apply.

The FERPA revisions of 1998 permit schools to notify parents of students who are under the age of 21 if such student is found responsible for violating institutional policies regarding alcohol and other drugs.

### **Authorization for Release of Information**

Students who wish to provide confidential information (such as grades, academic progress reports, financial aid information, etc.) to specified individuals may make this authorization online through their WNCC portal. Alternatively, students may complete a form in the Student Services Office at any of the three campuses to make this authorization.

### **Student Right to Know & Campus Security Act**

In compliance with federal regulations, WNCC annually compiles reports that indicate the College's graduation rates and the institution's current security program and crime statistics.

The Campus Security Act of 1994 (34 CFR Part 668) requires the College to report campus crime statistics for the following categories: murder/non-negligent manslaughter, forcible sex offenses, non forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and negligent manslaughter.

The campus crime statistics reports are available from Student Services or online through the Office of Postsecondary Education at [ope.ed.gov/security](http://ope.ed.gov/security).

The graduation completion rate report is available from Student Services.

Western Nebraska Community College encourages all students to exercise their right to vote. Visit [sos.state.ne.us/elec/election\\_forms.html](http://sos.state.ne.us/elec/election_forms.html) to download a voter registration form.

### **Drug Free College Policy**

The College affirms its responsibility and commitment to maintain a drug free workplace and environment strictly according to the terms and conditions of the Drug Free Workplace Act of 1988. The College is obligated to provide a drug free, safe, healthy, secure workplace, and environment for students and employees. Any student or employee of the College who violates this policy is subject to disciplinary action.

### **Sex Offender Registration Act**

Western Nebraska Community College is committed to creating a community free from violence and fear. To assist in this effort, the following information is being made available to the campus community.

Nebraska State Statute, §29-4002 declares that sex offenders present a high risk to commit repeat offenses and that efforts of

law enforcement agencies to protect the communities, conduct investigations and quickly apprehend sex offenders are impaired by the lack of available information about individuals who have pleaded guilty to or have been found guilty of sex offenses and who live in their jurisdiction. Because of that, the Legislature determined that state policy should assist efforts of local law enforcement agencies to protect their communities by requiring sex offenders to register with local law enforcement agencies. As provided by the Sex Offender Registration Act. This information may be accessed at the Nebraska State Patrol website [sor.nebraska.gov](http://sor.nebraska.gov).

At this website you are given the opportunity to search by last name, first name, city, county, or zip code.

This information is to be used to provide public notice and information about a registrant so a community can develop and construct a plan to prepare themselves and their families. Sex offenders have "always" been in our communities. The notification process removes their ability to act secretly.

Sex offender registry information is not used to retaliate against the registrants, their families, or their employers in any way. Vandalism and verbal or written threats of harm are illegal and may result in arrest and prosecution.

## **Online Learning & Services**

### **Online Catalog Information**

Western Nebraska Community College maintains a website that provides catalog information including academic calendars, program information, and regularly updated class schedules at [wncc.edu](http://wncc.edu).

### **Online Learning**

Online and blended courses are listed in the class schedules and in the Online Learning section of [wncc.edu](http://wncc.edu). WNCC's learning management system is also routinely utilized to facilitate the distribution of on-campus class materials. Tutorials for the learning management systems are available on the website. Many online and blended courses include a "live lecture" component delivered through web conferencing technology.

### **MyWNCC Portal**

The WNCC Portal provides students with access to their own class schedules (including instructor name and classroom number), program information, faculty advisor information, midterm/final grades, and transcript access. Students' faculty advisors have online access to personalized degree-audit information (including course and grade history) to assist with schedule planning.

### **Online Advising & Registration**

Details about the two-step online advising and registration process (planning, advising, and registration) can be found at [my.wncc.edu](http://my.wncc.edu). WNCC email addresses follow the format of [username@wncc.edu](mailto:username@wncc.edu).

## Online Resources

Textbooks can be purchased online from the Cougar Bookstore at [bookstore.wncc.edu](http://bookstore.wncc.edu). Library databases can be accessed at [libguides.wncc.edu/library](http://libguides.wncc.edu/library). Tuition and fees can be paid and payment plans can be arranged online through the WNCC Business Office website at [wncc.edu/cost-aid/make-payment](http://wncc.edu/cost-aid/make-payment).

## Student Health

Each residence life student is requested to submit a self-reporting medical history at the time of initial enrollment. It is further requested that the student update this history each semester if there is a change in any condition.

The College does not provide medicine, hospitalization, or surgical services. The College, likewise, assumes no responsibility for students who are injured when taking part in intramural sports, Physical Activity courses, class activities, or student activities. Students excused from a physical education activity for reasons of health must submit a letter from their physician to the Registrar. The physical education requirement may be met by taking wellness courses offered through WNCC.

## Immunization Policy

With the continued growth of WNCC, there is an increasing population of domestic and international students residing in campus housing. We believe it is in the best interest of the College to adopt a proactive stance in regard to student immunizations.

The following recommendations are based on CDC ([cdc.gov](http://cdc.gov)) and the American College Health Association ([acha.org](http://acha.org)) guidelines:

WNCC REQUIRES proof of childhood immunizations for students residing in on-campus housing including:

- Polio series
- DPT series plus appropriate boosters
- Two MMRs or proof of titer
- Hepatitis B titer demonstrating proof of immunity
- Meningococcal tetravalent injection
- \*For all international students, a TB test is required

Students may also want to consider the following (*not required*):

- Varicella (Chicken pox vaccine)
- Flu and Pneumonia shot
- HPV vaccine

## Student Insurance

It is the responsibility of students to provide their own health and accident insurance, as well as insurance on personal items in student housing if so desired. The College does not carry such insurance. Although the College does not endorse any particular company, the College attempts to offer the option of student health insurance each semester. Application forms and a statement of coverage and costs are available in the Student Services Office.

## Transcript Requests

Students are able to access an unofficial academic history of their courses and grades at any time through their online portal. To request official transcripts, go to [my.wncc.edu/general/registrar/transcripts](http://my.wncc.edu/general/registrar/transcripts) and follow the instructions. In most cases the transcripts are sent electronically and a fee applies. No transcript is released until all financial obligations to the College have been satisfied. Transcripts are processed within one or two business days for students who submit the requested information.

## Transfer of Credits to Other Colleges

WNCC makes every effort to assist students wishing to transfer to other colleges and universities. Most four-year colleges accept up to 66 credits of freshman and sophomore level credit earned at a community college. The generally accepted requirements for transfer to another institution include a minimum of “C” grades in coursework and a program taken at WNCC, which corresponds with the program at the institution to which the student is transferring. The student works with a faculty advisor and transfer advisor to plan a course of study, which enables the student to meet the requirements of the four-year institution. Most four-year institutions recommend that the student complete general educational requirements and lower division courses at the community college level.

## Counseling & Advising Services

Wellness is a way of life, a positive state of mind. It is a lifestyle that maximizes human potential. Wellness involves striving for growth—socially, physically, emotionally, intellectually, spiritually, and in a career. The Western Nebraska Community College counseling department wants to help students achieve their highest potential. The counseling staff provides short-term counseling services to all students upon request and at no additional charge. The counselors and advisors are available to discuss personal, academic, and career questions or problems. The staff of the Counseling Department strives to give each student the opportunity for a successful educational experience at WNCC.

## Academic Advising

Western Nebraska Community College wants to help students achieve their academic goals. Counselors and advisors are available to assist students with planning their programs of study. They can help students draft an academic plan outlining the courses students need to complete in order to meet the requirements for graduation; the academic plan can be modified each semester based upon course offerings and student progress. Counselors and advisors are also available to assist students who are considering changing their programs or who need information regarding transfer to other colleges. Information on time management, study skills, test taking, and stress management is offered to help a student toward academic success.

Each student is assigned a faculty advisor who has special training and experience in the student's academic field of

interest. Faculty advisors provide their advisees with ongoing information and assistance in meeting educational goals. The faculty advisors can be of assistance to students in their efforts to achieve satisfactory academic and social adjustment. Questions concerning work in a particular course should be discussed with the course instructor. The student's faculty advisor can answer general questions on scheduling and planning the academic program at any time and particularly during registration advising sessions. The faculty advisor's signature is required on the registration form each semester before processing student registration through the Student Services Office.

## **Career Counseling**

Many students need help in making career decisions. Career counseling is available to assist students in identifying career goals and selecting appropriate programs of study.

## **Personal Counseling**

The Counseling and Advising Department serves as a comprehensive resource for the personal growth and life skills development of students. Personal counseling is available to students, by appointment, to discuss concerns about school, relationships, parents, gender issues, substance use and abuse, divorce, or other personal issues. An experienced professional counselor offers assistance in a variety of personal development areas, such as stress management, acquaintance rape education, wellness education, and improved self-image. The counseling director may refer students to appropriate community agencies, which can offer additional assistance, treatment programs, or long-term counseling. Personality and interest inventories are available to facilitate personal growth and understanding. Confidential counseling sessions are scheduled with the licensed professional counselor with no extended waiting period for appointments.

It is often beneficial for persons dealing with similar issues to help each other, resulting in the formation of a support group. Support groups are formed at Western Nebraska Community College based upon demand. Students should inform a counselor of ideas or concerns if they wish to join or form a support group.

## **Transfer Advising**

The transfer advisor is available to assist students who are planning to transfer to a four-year or other institution. The transfer advisor can provide information regarding transfer procedures and deadlines, contact people at the receiving institution, applications, catalogs, and other general information. The transfer advisor can assist the student in selecting an institution and coursework necessary to transfer to that institution. It is strongly recommended that students meet with the transfer advisor as early as their first semester of enrollment at WNCC.

## **Disability Services**

Western Nebraska Community College is committed to providing support for all students so that they may achieve their academic potential. Services are provided to give students

with disabilities an equal opportunity for success. Students with disabilities may enroll in regular courses and participate fully in the services and activities of the College. There are no special classes or fees for students with disabilities. Reasonable accommodations may be provided to enable students with disabilities to learn, to receive information, and to demonstrate learned information. Such modifications to the learning environment are provided to assist the student in meeting the academic standards of the College.

It is the student's responsibility to inform the College of a disability that may affect academic performance or access to the College and to make specific requests for accommodations in a reasonable and timely manner. The accommodation process is an interactive one and requires full participation on the part of the student. Accommodations must be requested through the WNCC counseling director each semester that they are needed.

Students requiring or requesting assistance must contact the WNCC Counseling Director. Documentation verifying a student's disability is required in order to make reasonable accommodations. Such documentation must be provided by a qualified health professional and must indicate the applicable diagnosis, must describe the impact of the disability on academic performance, and must support the need for the requested accommodations. The College reserves the right to have the documentation reviewed by appropriate professionals. Failure to submit appropriate and complete documentation in a timely manner results in a delay in the accommodation process.

Copies of the policies and procedures for disability services are available from the Counseling Director; the Student Services Offices in Alliance, Scottsbluff, and Sidney; and by accessing the WNCC website.

## **Single Parent/Displaced Homemaker Services**

Single parents and displaced homemakers are invited to join SPIN for monthly networking/educational/support group meetings in the Williams Building. Qualified students may also receive nominal financial assistance and educational materials. All students who are parents are welcome to attend the monthly meetings. Interested students should contact a Student Services Advisor at any of the three campuses for more information and an application.

## **Child Development Center**

The Western Nebraska Child Development Center (WNCDC), a joint venture of Community Actions Partnerships of Western Nebraska and Western Nebraska Community College, opened on the Scottsbluff Campus in August 1993 to provide child care for WNCC credit students. It is licensed by the State of Nebraska to care for children between the ages six weeks and five years old. In August 2000, the center became accredited through The National Association for the education of Young Children (NAEYC) to ensure a quality environment for children. Head Start Centers are also located at the center.



Children must be enrolled in advance, once the student has registered for classes. A nutritious breakfast, lunch, and an afternoon snack are served to children who are at the center during those times. Students are asked to seek reimbursement through the Nebraska Department of Health and Human Services (HHS) to help with the cost of childcare. Students who do not qualify for Health and Human Services assistance may seek financial assistance through Student Services. For current information on center hours, cost and availability contact Western Nebraska Child Development Center at 308.635.3231.

## Identification Card

The Student Services Office in Alliance, Scottsbluff, and Sidney issues WNCC ID cards at the beginning of each semester. They are needed for admittance to College activities such as athletic events, dances, etc. Charges for activities are set individually but often the ID card provides no-charge admission or reduced rates. IDs in Sidney allow access to the Cheyenne County Community Center.

## Student Conduct

WNCC expects students to conduct themselves as responsible law-abiding citizens. After determination of misconduct, a student may be disciplined in accordance with the sanctions of the "Judicial Codes and Appeals" available in the Student Services Office and online.

Examples of misconduct for which students are subject to disciplinary action include but are not limited to the following:

1. Dishonesty in any form, such as cheating, plagiarism, misuse of identification cards, furnishing false information to the College, or misuse of College funds.
2. Obstruction or disruption of any College academic, social, or administrative activity.
3. Threats, physical harm, or verbal abuse of any person on College property or at College-sponsored activities.
4. Theft of or damage to property of the College or property of College personnel or students or guests.
5. Unauthorized entry to, or use of, any College facilities.
6. Violation of rules governing College facilities.
7. Disorderly conduct or lewd, indecent, or obscene conduct or expression on College property or at a College-sponsored function.
8. Use, possession, sale, or distribution of narcotics or illegal drugs or stimulants.
9. Drunkenness, use, possession, sale, or distribution of alcoholic beverages on College property, whether leased or owned and on the specified premises of a College-sponsored off-campus function.
10. Gambling on College property.
11. Unauthorized possession or use on College property of explosives or firearms.
12. Failure to comply with the directions of College official(s) acting in the performance of official duties.

Theft, abuse, or other misuse of computer time or facilities, including but not limited to:

- a. Unauthorized entry into a file or program to use, read, or change the contents or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Unauthorized use of another individual's identification and password.
- d. Use of computing facilities to interfere with the work of another student, faculty member, or staff member.
- e. Use of computing facilities to send abusive messages.
- f. Use of computing facilities to interfere with the normal operation of the College computing system.

## TRIO Programs

TRIO programs are federally funded under Title IV of the Higher Education Act of 1965. Student financial aid programs help students overcome financial barriers to higher education, but TRIO Programs are educational opportunity programs that help students overcome class, social, and cultural barriers to postsecondary education. The programs are designed to assist qualified college students, high school students, and military veterans.

**TRIO Student Support Services/Y.E.S. – Your Educational Success** helps qualified college students persist toward completion of a certificate, diploma or associates degree, and encourages transfer and four-year college graduation.

### Eligibility Requirements:

- Income eligibility and/or first generation (neither parent has a four-year degree)
- Citizenship or legal residence in the United States
- Need for academic support
- Disability as defined by Section 504 of the ADA

### Free Services Include:

- Study skills assistance
- Lunch workshop series (goal-setting, test-taking, career information, etc.)
- Supplemental Instruction – peer assisted study sessions
- Financial literacy education
- Financial aid and scholarship assistance
- Academic and transfer advising
- Parent support group
- Supplemental grant aid
- Visits to four-year college campuses
- Educational and cultural enrichment activities
- Referral to four-year campus services and community agencies

For more information about the TRIO SSS-Y.E.S. program, visit [wncc.edu/student-life/student-success/trio-programs/yessss](http://wncc.edu/student-life/student-success/trio-programs/yessss).

**TRIO Upward Bound** helps generate the skills and motivation necessary for success in postsecondary education among qualified high school students.

#### **Eligibility Requirements:**

- Income eligibility and/or first generation (neither parent has a four-year degree)
- Citizenship or legal residence in the United States
- Between ages 13 and 19
- Need for academic support

#### **Free Services Include:**

- Tutoring in support of participant's current high school classes
- Guidance and support in selecting educational opportunities
- Career inventories and exploration
- Workshops on study skills and life skills
- Academic advising
- Enrichment activities
- College visits
- Educational and cultural field trips
- Summer academic program
- Bridge program for graduated seniors

For more information about the TRIO Upward Bound program, visit [wncc.edu/student-life/student-success/trio-programs/upward-bound-trio-program](http://wncc.edu/student-life/student-success/trio-programs/upward-bound-trio-program).

**TRIO Veterans Upward Bound** provides educational help to qualified veterans for the improvement of their educational skills as they prepare for success in postsecondary education programs. Veterans Upward Bound is an approved site for VA work study.

#### **Eligibility Requirements:**

- Income eligibility and/or first generation (neither parent has a four-year degree)
- 181 days of active service
- Medical or anything other than dishonorable discharge
- Citizenship or legal residence in the United States
- Need for academic support

#### **Free Services Include:**

- Certification for VA educational programs
- Academic refresher courses
- Tutoring and study skills
- Career exploration
- Personal advising
- Preparation for college

- Financial aid/scholarship application assistance
- Educational, career and cultural field trips
- Academic advising and assistance
- Referral to veteran's support agencies and resources
- Student Veterans Organization
- Student Veterans Center area for veterans

For more information about the TRIO Veterans Upward Bound, visit [wncc.edu/student-life/student-success/trio-programs/veterans-upward-bound](http://wncc.edu/student-life/student-success/trio-programs/veterans-upward-bound).

#### **Military and Veterans Affairs Office**

The Military and Veterans Affairs Office at WNCC is the certification site for Veterans Administration educational benefits including Montgomery G.I. Bill (Chapter 30); Vocational Rehabilitation (Chapter 31); Post 9/11 G.I. Bill (Chapter 33); Dependents Benefits (Chapter 35); Veterans Opportunity to Work (VOW); Hire Heroes Act of 2011 (VRAP); National Guard and Reservists (1606 and 1607); and the MyCAA Program (active duty military spouses). Contact this office for assistance.

### **Career Assistance & Internship**

The Career Center maintains up-to-date job search and job market resources. Students can research various occupational areas in the Career Center utilizing print and online resources.

The goal of the Career Center is to provide students with comprehensive career services to help supplement their classroom experience, make wise vocational choices, and assist in their search for employment. Here are some of the ways the Career Center can help students:

- Part-time and full-time job listings-openings are posted on bulletin boards in the main building and on the College website at [wncc.edu/student-life/student-services/career-center/external-job-listings](http://wncc.edu/student-life/student-services/career-center/external-job-listings)
- Career and lifestyle exploration and assessment – a personality and interest inventory are given and interpreted on an individual or group basis, job shadowing is available
- Job search skills
- Networking and using resources to get the job you want
- Résumé and cover letter writing assistance
- Interviewing techniques, including video-recorded practice interviews
- Hands-on internship/cooperative education and service learning opportunities

The Career Center has a resource room full of excellent materials: computer programs, books, videos, etc., to help students research careers, job market information, and employability skills.

In Sidney, the Career Center is located in the library. In Alliance, the Career Center is located in the administrative area.

# Academic Information

## Assessment Philosophy & Purpose

As an institution, WNCC has a tradition of assessing student learning. As the College looks to the future, it seeks to improve academic achievement. As a part of the College's role and mission, WNCC believes that the philosophy and purpose of assessing student academic achievement is to accomplish the following:

- Improve student learning
- Involve all members of the College community and appropriate advisory committees
- Measure student learning in all phases of the academic program, but especially the competence of graduates
- Implement quality improvement based on data collection, analysis, planning, and allocation of resources

## eCOMPASS Basic Skills Assessment

WNCC strives to assist students in the successful pursuit of educational and career goals. In order to best serve the needs of students and contribute to their success, it is necessary that WNCC know the characteristics of its students both as individuals and as a group. To assist in effective advising, a pre-enrollment assessment called the eCOMPASS is used. The eCOMPASS measures basic skills in the areas of writing, reading, and mathematics and helps determine placement in courses with an assessment score prerequisite.

### The eCOMPASS is administered to:

- Students enrolling in English, Reading, or Mathematics courses;
- Students enrolling in courses with English, Reading, or Math prerequisites; or
- Students who have accumulated 12 credits of coursework.

**Note:** The eCOMPASS requirement is waived for students who already possess a college degree from an accredited higher education institution. Official transcripts verifying the degree must be received by the registrar prior to enrollment.

A required degree of performance is necessary prior to enrolling in English, reading and mathematics courses. Successful completion of English Composition, Reading Techniques, and/or College Algebra (or a higher-level math course) exempts the student from the corresponding eCOMPASS requirement. Completion of such courses at an institution other than WNCC must submit official copies of academic transcripts to the Student Services Office for the eCOMPASS requirement to be waived.

Students are exempt from taking part or all of the eCOMPASS if they provide the College with an official copy of the ACT or SAT scores or an official high school transcript listing the scores of their ACT or SAT test. ACT and/or SAT scores qualify a student for equivalent levels of the eCOMPASS and can be utilized for course placement. However, to register for college-level courses, the ACT, SAT, or eCOMPASS score must meet or exceed the criteria presented in the table below.

## eCOMPASS Writing Skills Equivalent Scores:

ACT English	SAT Verbal	eCOMPASS	Possible Course Placement
19	>550	Writing Skills 65-100	ENGL-1010 English Composition 1*
*Reading Skills Needed As Well			

## eCOMPASS Reading Skills Equivalent Scores:

ACT Reading	SAT Verbal	eCOMPASS	Possible Course Placement
18	>550	Reading Skills 76-100	ENGL-1010 English Composition 1* Courses requiring reading prerequisites.
*Reading Skills Needed As Well			

## eCOMPASS Math Skills Equivalent Scores:

ACT Math	SAT Math	eCOMPASS	Possible Course Placement
22	>550	College Algebra 66-100	MATH-1150 College Algebra or MATH-1170 Math Applications or MATH-1180 Math for Elementary Teachers or STAT-1100 Applied Statistics

\*A STUDENT DOES NOT NEED TO TAKE THE eCOMPASS IF ACT and/or SAT scores meet or exceed the scores listed below.

exception to the Vice President of Student Services. This appeal must be made prior to the start of the term in which graduation is expected to occur.

\*Students need to complete the eCOMPASS Intermediate Algebra Assessment and College Algebra Assessment if they wish to register for MATH-1210 Trigonometry or MATH-1600 Calculus 1.

The eCOMPASS, ACT, and SAT results are valid for a maximum period of three years from date of administration. Students who do not enroll at WNCC within three years from the initial date of the assessment are required to retake the eCOMPASS, ACT, or SAT. The highest eCOMPASS, ACT or SAT score within the current three-year active period can be used for course placement.

**Note:** With a nominal retest fee, the student may retake the eCOMPASS. However, it is recommended that the student wait two weeks and complete 15 contact hours of documented intervening instruction before retesting. Study guides are available at [act.org](http://act.org). For further information regarding the eCOMPASS, contact 308.635.6050.

### Other Outcomes Assessment

Assessment is an ongoing process that provides information about student learning through the measurement of knowledge, skills, or abilities against defined competencies or learning outcomes. As the Assessment program at WNCC evolves in response to findings acquired through various projects and activities, it is necessary that all members of the College community, including faculty, students, staff, and administration assist the institution in its effort to improve teaching and learning.

### Degrees and Formal Awards

WNCC offers two-year programs of study leading to one of four associate degrees: Associate of Arts, Associate of Science, Associate of Applied Science, and Associate of Occupational Studies. One-year certificate, two-year certificate, and diploma options are available in selected fields, as well as professional skill awards.

### Associate Degrees

1. All degrees require a minimum of 60 credits.
2. Courses with fifth (xxxx0xxx) or sixth (xxxx00xx) character zeros do not count as part of the total credits for Associate of Arts or Associate of Science degrees.
3. Courses with fifth and sixth (xxxx00xx) character zeros do not count as part of the total credits for the Associate of Applied Science or Associate of Occupational Studies degree.
4. While AAS and AOS degrees are designated as being earned in a specific program, the AA and AS degrees are generalist in nature and not awarded "IN" a field.

Students are expected to successfully complete all graduation requirements as stated in the catalog in effect during the term of graduation, or from the College catalog in effect at the time of initial entry if the student is continuously enrolled. Under certain unusual circumstances, students may appeal for an

### Degree Requirements

To qualify for the **Associate of Applied Science Degree (AAS)**, the following specific minimum requirements must be included in each program. Students must successfully complete College-approved curriculum within an emphasis area.

English (ENGL-1010 or ENGL-0500)	3 credits
Communication (SPCH-1200 or SPCH-1390)	3 credits
Social science elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.	3 credits
Science (Any BIOS, CHEM, or PHYS Lab or CSMO-1010 Cosmetology Science, or INFO-1200 Intro to Computer Science, or LPNR-1110 Body Structure and Function, or INFO-1220 Intro to Information Technology, or PHYS-1050 Technical Physics)	4-5 credits
Mathematics (MATH-0150 or MATH-0160 or BSTC-1500 or higher)	3-4 credits
General Education Subtotal	15 credits
Required Program Specific Coursework	45 credits
<b>Total</b>	<b>60 credits</b>

To qualify for the **Associate of Occupational Studies Degree (AOS)**, the following specific minimum requirements must be included in each program. Students must also successfully complete an academic-advisor approved curriculum.

Writing*	3 credits
Mathematics*	3-4 credits
Additional General Education*	9 credits
General Education Subtotal	15-16 credits
* *Refer to individual AOS programs for specific required General Education courses.	
Required Program Specific Coursework (varies among programs)	45 credits minimum
<b>Total</b>	<b>60 credits minimum</b>

To qualify for the **Associate of Arts Degree (AA)**, the following specific requirements must be satisfactorily completed:

English (ENGL-1010 and ENGL-1550)	6 credits
Communication (SPCH-1200 or SPCH-1390)	3 credits
Social sciences elective courses from any of the two following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI	6 credits
Science (Any BIOS, CHEM, or PHYS Lab Science)	4 credits



Mathematics (MATH-1150 or MATH-1170 (or higher). . . . . 3–4 credits  
Humanities. . . . . 6 credits

(Three credits each in two different disciplines chosen from art, foreign language, humanities, literature, music, philosophy, religion, or theatre. The courses marked with an asterisk (\*) in the course description section meet the WNCC humanities requirement for the Associate of Arts degree.)

Computer Applications (INFO-1100 or Higher level computer class) . . . . . 3 credits  
Physical Education Activity (PHED) . . . . . 2 credits  
General Education Subtotal . . . . . 33-34 credits  
**Total. . . . . 60 credits**

To qualify for the **Associate of Science Degree (AS)**, the following specific requirements must be satisfactorily completed:

English (ENGL-1010 and ENGL-1550) . . . . . 6 credits  
Communication (SPCH-1200 or SPCH-1390). . . . . 3 credits  
Social science electives are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI. Some programs require TWO elective courses from TWO different disciplines; see academic advisor for specific recommendations. . . . . 3 credits  
Science (Minimum 4 credits from any BIOS, CHEM or PHYS Lab Science) Mathematics (Minimum 3 credits MATH-1150 or MATH-1170 or higher)  
From Math and Science combined . . . . . 16 credits  
Physical Education Activity (PHED courses marked with (\*) in course description). . . . . 2 credits  
General Education Subtotal . . . . . 30 credits  
Area of Emphasis . . . . . 27-30 credits  
**Total. . . . . 60-63 credits**

Diploma

- 1.Diplomas require a minimum of 42 credits of courses from a suggested curriculum list appearing in the College catalog. Related education is defined as coursework outside the student’s vocational field; i.e., including but not limited to communication, mathematics, social sciences, or microcomputer applications. Related education coursework is specified in each unique program.
- 2.Demonstration of competency in writing and mathematics by assessment (eCOMPASS) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or BSTC-1500 and ACFS-0050W) is required.
- 3.Courses numbered xxxx000x do not count as part of the total credits.

Certificate

- 1.Certificates require completion of 24 to 36 credits of required courses from a curriculum list in the College catalog.
- 2.Demonstration of competency in writing and mathematics by assessment (eCOMPASS) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or BSTC-1500 and ACFS-0050W) or by passing a federal, national or state recognized industry certification test for the following programs: Cosmetology, Aviation, Automotive, Auto Body, and Welding.
- 3.Courses numbered xxxx-00xx does not count as part of the total credits.

Professional Skills Award

Professional Skills Awards require completion of 6 to 12 credits of skill specific courses and division-level approval.

Associate Degree Graduation Requirements

In order to be accepted as a degree candidate, the student must file a written application for candidacy with the Registrar one semester prior to his/her expected date of graduation and meet the following minimum qualifications:

- All entrance requirements must be fulfilled
- All financial obligations to the College must be paid
- A minimum of 60 credits must be earned with a grade point average of at least “C” on all WNCC credits

Student participation in the commencement exercises is required unless excused for a valid reason by the Vice President of Student Services. Commencement exercises are held each year at the close of the spring semester.

Residency Requirements for Graduation

Residency requirements must be met in one of the following ways:

- Thirty credits must be earned at WNCC, or
- The last 15 credits must be taken at WNCC

Any exceptions to the residency requirements must meet with the express approval of the Vice President of Educational Services.

The Nebraska Transfer Initiative

The Nebraska Transfer Initiative is a cooperative effort by Nebraska’s public and private higher education institutions to facilitate the transfer of students who have earned an Associate of Arts degree into baccalaureate-level programs. The core of this initiative is a common general education cluster of courses. The student, in consultation with the assigned faculty advisor, the transfer advisor, and the institution to which the student is

transferring, should select the remainder of credits required for the Associate of Arts degree.

The initiative provides a smooth transition with a minimum loss of time and credit when the baccalaureate granting institution in Nebraska accepts it. Effectively, through this initiative, associate's and baccalaureate-granting institutions are equal partners in providing the first two years of a baccalaureate degree.

Essentially, any student who has successfully completed the courses identified in the articulated Associate of Arts General Education Core curriculum (below) with an equivalent of a "C" (2.0 on a 4.0 scale) or higher and is admitted in transfer to a participating institution is:

- Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate level degree; and
- Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/ baccalaureate institution as first-time freshmen.

Participating institutions in this initiative include:

- Bellevue University
- Central Community College Area
- Chadron State College
- Clarkson College
- College of Saint Mary
- Concordia College
- Grace University
- Hastings College
- Little Priest Tribal College
- Metropolitan Community College Area
- Midland Lutheran College
- MidPlains Community College Area
- Nebraska Christian College
- Nebraska Methodist College
- Nebraska Wesleyan University
- Northeast Community College Area
- Peru State College
- Southeast Community College Area
- Union College
- University of Nebraska
- Wayne State College
- Western Nebraska Community College
- York College

To view the Nebraska Transfer Initiative Associate of Arts degree courses matrix, visit [cccneb.edu](http://cccneb.edu).

For more information on this Initiative and specific institutional requirements, please contact the transfer advisor and the institution to which you are transferring.

## General Education

### Program Review

All instructional programs offered by Western Nebraska Community College are formally reviewed on a seven-year cycle, using a process developed by the Nebraska Coordinating Commission for Postsecondary Education (CCPE), as constitutionally required. In addition, all instructional programs are reviewed, as required, by internal departments and committees. Finally, advisory committees comprised of business and industry representatives provide recommendations regarding program content. A listing of the College's advisory committees appears at the end of the catalog.

## Academic Policies

### Non-Traditional or Experiential

#### Learning Credit

Students whose special study or other unique experiences have given them proficiency equal to that ordinarily attained by students completing the course may be granted credit in that course in accordance with the following regulations:

- Non-traditional credit may not be acquired in college courses in which the student is previously enrolled or in academic disciplines where credit has already been earned in a more advanced course.
- WNCC participates in the College Level Examination Program (CLEP) in both subject and general areas. Satisfactory scores in the general examination of CLEP may be used to earn up to 25 credits. Details concerning the earning of credit by this method can be obtained directly from the Independent Learning and Assessment Center.
- Credit may be awarded for those courses covered by the College Board's Advanced Academic Information Placement Program (AP) examinations. An official report must be submitted to the Registrar's Office documenting that the student has completed the examination with a rating of at least "3" in order for credit to be awarded.
- Credits by Advanced Placement or CLEP examinations earned by persons not enrolled at WNCC are held pending subsequent enrollment. A grade of "P" is listed. Failures are not recorded.
- WNCC accepts Military Training credit as recommended by the American Council on Education.

**A maximum of 12 credits** of Experiential Learning Credit may be earned in subject areas included in the College catalog. Inquire with the Registrar for further information.

**Note:** Not all colleges accept credits by advanced placement or experiential learning. Students earn those credits at their own risk.

## Transfer of Credits to WNCC

Students wishing to transfer into WNCC credits earned at other accredited post secondary institutions must have an official transcript sent directly from that institution to the WNCC registrar for evaluation. The Registrar and the applicable departmental faculty determine whether courses requested for transfer are equivalent to WNCC courses. As part of that determination, the College evaluates the depth and breadth of course content. Only courses that are similar in content are applied toward a WNCC degree, diploma, or certificate. Nontraditional coursework (CLEP, Experiential Learning Credit, etc.) must be documented and is subject to review by the registrar and the appropriate division. Transfer credit is given for classes in which a grade of "C-" or better is earned from a regionally accredited institution. Transfers of courses from non-accredited institutions are subject to division approval.

## Directed Study

Directed study is designed to allow regularly enrolled students to pursue, for college credit, subject areas of interest outside of the existing college course structure. Directed study pursued by the individual student is intended to provide valuable experience in self-education, with faculty assistance in planning and evaluation.

Once arranged and approved, directed study courses become part of the student's course load and are subject to regular tuition and fee rates. Specific limitations and required conditions for directed study include the following:

- The student must enroll at WNCC. Regular tuition and fees are paid for directed study credits.
- An individual student must demonstrate interest in and need for the study and arrange for a qualified instructor to sponsor it.
- Registration must be approved by the instructor, division chair, and dean of instruction.
- Each credit of directed study requires student effort at least equivalent to that expected in a regular course involving fifteen (15) contact hours per semester.
- The student may not receive credit for more than a total of 12 credits of directed study while at WNCC.

## Cooperative Education

The purpose of cooperative education at Western Nebraska Community College is, in part, to provide a linkage between various outside businesses, industrial, or agency elements that might better enhance the student's achievement while the student is pursuing a specific program of study. The cooperative education makes on campus studies more meaningful and stimulating by giving students an opportunity to apply classroom theory to real world situations. Cooperative education provides a realistic situation for the development of good work habits, attitudes, responsibility, initiative, and the ability to work harmoniously with others. The student obtains first hand appraisal of their capabilities, interests, and preferences.

Cooperative education consists of three elements:

- On-the-job training
- Internships
- Practicums

Cooperative education is arranged through the coordinating instructor, and the student must demonstrate an interest in and a need for this type of training. Certain programs of study at WNCC have cooperative education included as part of the regular curriculum.

Cooperative education is available during fall, spring, or summer semesters and is open to regular students. It is considered part of the student's regular course load; standard tuition and fees must be paid. Cooperative education may be incorporated as part of the required courses in a program. The student is awarded one college credit per 60 hours of on-the-job-training, practicum, or internship. Cooperative credit awarded must be in conjunction with an approved program of study of the College. The student should be enrolled for a minimum number of hours in order to be eligible to receive college credit for the cooperative activity.

By working through the student's coordinating instructor, a training agreement is developed with the employer, College, and student prior to beginning cooperative education. The coordinating instructor, after consulting with the employer and the student, determines the number of credits to be awarded, depending on the length of employment and hours worked.

The employer must complete attendance and evaluation reports. The student receives a grade from the coordinating instructor for the cooperative education activity. The coordinating instructor also makes periodic visits or phone calls to the training station for evaluation and advising. A maximum of 12 internship/on-the-job training credits may be applied to a degree.

**Note:** A veteran may not be eligible to receive VA benefits and participate in cooperative education. Please check with the Military and Veterans Affairs Office before proceeding.

## Attendance

Western Nebraska Community College expects students to attend every meeting of the classes in which they are enrolled. Class attendance is essential to academic success. The College's attendance policy is as follows:

"When the number of 50-minute periods of absences equals the number of credit hours of the course, the instructor notifies the student and Student Services in writing. Authorized absences due to direct involvement in College-sponsored activities are excluded. After one more absence, the student may be administratively dropped from the course. The instructor may elect to inform the student and Student Services of this action in writing. Absences incurred during the 48 hours immediately preceding or following an official college holiday is treated as a double absence."

Instructors may use the above stated policy or one that is more lenient. It is the responsibility of the instructor to inform students of any attendance policy, which is implemented.



**It is the student's responsibility to understand and follow the instructor's attendance policy.**

## Tests and Examinations

Tests and examinations are an integral part of education in that they provide motivation for study, are used as learning assessments, and are useful in evaluating the achievement of educational objectives. Tests and examinations may be administered in all courses at the discretion of the instructor.

## Academic Integrity

WNCC expects students to conduct themselves as responsible, law-abiding citizens. Misconduct as a result of cheating, plagiarism, misuse of identification cards, or furnishing false information to the College may result in disciplinary action in accordance with the sanctions of the Judicial Code and Appeals. Acts of cheating and plagiarism may result in sanctions ranging from a student receiving a failing grade on an assignment or for a course up to and including expulsion from the College. Any form of academic dishonesty represents a grave breach of personal integrity and of the rules governing Western Nebraska Community College's community of learners. Students with questions about Western Nebraska Community College's policy affirming academic integrity should clarify their understanding by talking to College administrators and/or faculty members and they should consult the Student Handbook, which contains specific definitions of offenses that constitute cheating, plagiarism, and academic dishonesty. Students are expected to know and understand the College's policies relating to academic integrity and are held accountable for doing so.

## Grading Policies

### Audit

Students who choose to audit a class must pay regular tuition but are not required to complete course requirements unless they so desire. Credits are not included on the student's total of completed courses. This option must be declared in the first two weeks of each regular semester (*i.e.*, fall or spring) after consulting with the instructor.

#### For summer and eight-week classes:

1. The option to audit a class must be declared in the first three days of the semester.
2. The official withdrawal period begins after the first three days of the semester and ends when 60 percent of the class is expended.

## Incomplete Work

Students who are unable to complete a course because of unusual circumstances may request a status of "Incomplete" after consulting with the instructor. If approved, coursework requirements must be completed satisfactorily no later than 90 days after the last day to enter grades for the semester or the incomplete status reverts to an "F." This applies to all courses, including online, directed study, and Independent Learning and Assessment Center (ILAC) courses. Instructors have the right to extend the course completion period beyond 90 days

if necessary. A status of Incomplete is counted as a failing grade in the student's grade point average.

## Withdrawal from Class

The official withdrawal period begins after the first five class days of each regular semester and ends when 60 percent of the term has expired as outlined in the official WNCC calendar. (The official withdrawal period for eight-week courses begins after the first three class days). Students who wish to drop any class during this period must officially withdraw from the class by securing the instructor's signature on the required form and completing the withdrawal procedure through the Student Services Office. Procedures for withdrawing from online courses are provided on the WNCC website.

Based on a student's performance at the time of withdrawal, the instructor issues a grade of "W" or "WF." Those grades can be given only during the semester in which the student officially withdraws; they cannot be given retroactively. Posted grades of "W" or "WF" cannot be changed to another grade at a later time.

Students who fail to withdraw officially receive a grade of "F." Withdrawal from individual classes after the official withdrawal period is not permitted unless a student withdraws from the College.

## Non-Regularly Scheduled Classes

While all other stated grading policies and time limits apply for classes other than regularly scheduled classes, the following two exceptions are necessary:

1. The option to audit a class must be declared before 10 percent of the class meeting time has passed.
2. The official withdrawal period begins after 10 percent of the class time has passed and ends upon completion of 60 percent of the class time.





## GPA Computation

Grade point averages (GPA) are computed on all credits taken at WNCC excluding those courses awarded through nontraditional credit, or taken on a Pass/No Pass basis.

## Grading System

Grade	Description	Effect on GPA
A+		4.00
A	Highest achievement	4.00
A-		3.67
B+		3.33
B	Above average achievement	3.00
B-		2.67
C+		2.33
C	Average achievement	2.00
C-		1.67
D+		1.33
D	Below average, but passing	1.00
D-		0.67
F	Failure to meet minimum requirements	0.00
P	Passing, credit granted	No effect
NP	Not passing, no credit granted	No effect
CR	Non-traditional credit	No effect
I	Incomplete (open until 90 days after grades are posted and then changes to F)	0.00
W	Official withdrawal, not failing	No effect
WF	Official withdrawal, failing	0.00

## Academic Honors

A Dean's List is issued at the end of each regular semester and contains the names of all students who have completed at least 12 credits of college-level courses (numbered 100 or higher) and other degree-required courses (courses required for the AA, AS, ADN, AOS, and AAS degrees) with a 3.4 to 3.99 Grade Point Average. A President's List, issued at the end of each regular semester, contains the names of all students who have completed at least 12 credits of college-level courses (numbered 100 or higher) and other degree-required courses (courses required for the AA, AS, ADN, AOS, and AAS degrees) with a 4.0 Grade Point Average.

## Graduation Honors

Students graduating with a Grade Point Average of 3.4 to 3.99 in college-level courses (numbered 100 or higher) and other degree-required courses are recognized as Graduating with Honors. Students graduating with a Grade Point Average of 4.0 in college-level courses (number 100 or higher) or other degree-required courses are recognized as Graduating with High Honors. Students receiving graduation honors are acknowledged during the commencement ceremony each year.

## Grade Appeals

Every student has the right to appeal the **final grade** in a course in accordance with the stipulations outlined below. The student must initiate such an appeal no later than three weeks after the day final grades are posted.

A student who questions a final course grade must adhere to the following steps in the order presented:

**Step 1:** Discuss the matter with his/her instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student shall then go to step 2;

**Step 2:** Visit with the appropriate academic supervisor to discuss the issue. If the concern still remains unresolved, the student may continue to step 3;

**Step 3:** Elect to file a written Grade Appeal at the Dean of Instruction's Office for referral to the peer Review Committee.

A formal Grade Appeal may not be filed until steps 1 and 2 above have been completed.

### A formal Grade Appeal may be filed if:

1. There is a dispute over the numerical calculation of the grade; or
2. The grade assigned appears arbitrary and not indicative of the student's performance.
3. Students who question an instructor's personal treatment of the student may discuss the matter with the Vice President of Student Services as described in the Western Nebraska Community College Judicial Codes and Appeals – Article VII – Student Rights Grievances.

## Academic Amnesty

A student returning to Western Nebraska Community College may petition the Vice President of Student Services to have a maximum of two semesters of courses removed from the calculation of grade point average and degree credit provided the following conditions apply:

1. At least three years have elapsed since the time of the semester(s) being petitioned;
2. Since returning, the student has completed at least 12 consecutive credit hours of college-level courses with a GPA of 2.75 or above, or 24 consecutive credit hours with a GPA of 2.25 or above.

If approved, the courses and grades of the semester(s) affected appear on the transcript with the notation that academic amnesty was granted. All credits and grades taken during the semester(s) are included in the amnesty. A student may receive academic amnesty only once and it is irrevocable. Since academic amnesty may affect financial aid awards, students receiving financial aid should contact the Financial Aid Office prior to applying for amnesty.

## Academic Probation & Suspension

The purpose of academic probation is to warn students of their unsatisfactory academic progress. A student is placed on academic probation when progress toward educational objectives is considered inadequate. A student's WNCC Grade Point Average (GPA) is used to evaluate a student's progress. Students are considered to be making satisfactory progress if they have a WNCC GPA of 2.0 or higher.

Students who have attempted or have accumulated nine or more credits and whose GPA falls below 2.0 are placed on academic probation for the following semester. They are recommended to visit with the College's counseling department staff to seek assistance.

The College reserves the right to limit the course load of any student experiencing academic difficulty and to recommend changes in the curriculum assigned.

Students on academic probation who achieve a GPA above 2.0 for the subsequent semester, but whose cumulative GPA is still below 2.0, are placed on extended probation. Extended probation remains in effect for those students until their cumulative GPA is 2.0 or higher as long as they continue to make satisfactory academic progress.

Students who have been on academic probation or extended academic probation are automatically placed on academic suspension if their term GPA falls below 2.0. A student who is suspended may not register for at least one regular semester (summer term not counted) immediately following the suspension. This means that a student placed on suspension after the fall semester is not able to enroll again until the next fall semester. Likewise, a student placed on suspension after spring semester is not able to enroll until the following spring. The suspended student has the opportunity of petitioning the Vice President of Student Services for special consideration within five school days after receipt of the suspension letter. Response is given within five school days after receipt of the appeal.

After a non-enrolled period of at least one semester, students on academic suspension who desire to return must complete the "Academic Reinstatement Appeal" form and submit it to the Vice President of Student Services no later than five school days before the start of a semester. Financial aid and athletic eligibility rules are not equivalent to the above rules of academic eligibility.

## General Information & Services

The primary role of Western Nebraska Community College is to deliver career-technical and comprehensive, lower-division academic instruction that culminates in associate degrees, diplomas, certificates, and professional skills awards. However, the College also provides services and instruction, both credit and non-credit, for various segments of the community including agencies, businesses, and industries. WNCC also sponsors programs to expand opportunities for students in the public schools and to provide literacy instruction for adults. The following information explains how this role is specifically realized.

## Adult Education

WNCC offers Adult Education opportunities for those who are Nebraska residents 18 years of age or older (16 and 17 year olds can be served under restricted circumstances) and not enrolled in school and wish to pursue any of the following objectives:

- Improve basic academic or literacy skills.
- Achieve the General Educational Development High School Equivalency Diploma (GED).
- Learn to speak, read and write English as a second language.
- Improve job-seeking and life skills.
- Prepare for citizenship or permanent residence status.

Instructors or tutors are available in Cheyenne, Dawes, Garden, Kimball, Morrill, Sheridan and Scotts Bluff counties. Regularly scheduled classes in writing, science, social sciences, and math are offered at the John N. Harms Advanced Technology Center on the Scottsbluff Campus to help individuals prepare for the GED exam.

## Allied Health

Allied Health professionals are involved with the delivery of health or related services pertaining to the identification, evaluation and prevention of diseases and disorders. Allied Health professionals, to name a few, include dental hygienists, dietitians, medical technologists, occupational therapists, physical therapists, radiographers, respiratory therapists, and speech language pathologists, phlebotomists, nurse aides, medication aides, or any other of the diverse health care professions including medical record personnel. It does not include physicians, nurses, dentists, or podiatrists. Western Nebraska Community College Allied Health prepares health care practitioners with certificates, certifications, and/or credit classes in allied health disciplines to promote quality care, interdisciplinary communication and collaboration, and increase the efficient use of resources by a variety of health care providers in order to improve health care.

## Business and Community Education

The Business and Community Education staff provide credit and non-credit education and training opportunities for businesses, industries, and individuals. This includes services such as needs assessments, customized training, technical assistance, workforce development, grant funded training, continuing education, certified testing, continuing education, and professional development. Many of the courses offered have flexibility in scheduling and delivery. We offer instruction that is traditional face-to-face, on-line, distance learning, blended, on-site, or off-site. Providing this type of education and training strengthens our area businesses, supports economic development throughout the panhandle, and provides the resources, tools, and skills required of our changing and evolving workforce.

Community education offerings are an important aspect of meeting the needs of our constituents. We offer courses such as summer camps for youth grades kindergarten through high school and workshops for senior citizens (also known as Gold Card members). WNCC provides lifelong learning through a variety of short courses, workshops and seminars in arts and crafts, personal development and enrichment, recreation, culture, health and wellness, and much more. Programs are designed to meet the needs of the general public and are offered in numerous locations throughout the panhandle.

WNCC has a dedicated business incubator program housed at the John N. Harms Advanced Technology Center.

## Learning Resource Center

### Library

***libguides.wncc.edu***

The WNCC Library is located on the main campus in Scottsbluff with a branch location at Sidney. The Alliance Public Library shelves WNCC materials and welcomes students at that site.

The WNCC library offers a large selection of electronic and print resources that support the curriculum and student learning. Electronic resources are available across all three of WNCC's campuses. Off-campus access is available to current students, faculty, and staff. The libraries are also open to the public.

Library materials can be searched and accessed through the library web page. The library also offers magazines, newspapers, and DVD's as well as laptop and tablet computers that are available for student, faculty, and staff check out. Interlibrary loan is available to students, faculty, and staff for items not found in the library collection.

The libraries in Scottsbluff and Sidney have computer labs that offer a range of software as well as printing. Quiet study is encouraged throughout the library.

Librarians are available to assist students with research, citations, and using the library's resources. Support is also available by email, chat, SMS text messaging, and phone.

For more information, email us at **library@wncc.edu**, call us at 308.635.6068, or text us at 308.225.5015.

### eHelp Center

***libguides.wncc.edu/ehelp***

The eHelp Center assists students with technical problems using the online services at WNCC. The eHelp Center is located in the Learning Resource Center at the Scottsbluff campus, but assistance is available by phone, chat, text, or through an ever expanding online knowledge base. The eHelp Center's services are available to Scottsbluff, Sidney, and Alliance students as well as to WNCC's online students.

## Academic Testing and Tutoring

***wncc.edu/academics/learning-resource-center/academic-testing-and-tutoring***

The Academic Testing & Tutoring Center (AT&TC) provides make-up testing services and classroom proctoring for WNCC faculty, as well as proctoring tests for other educational institutions. Tutorial services, certified through the College Reading and Learning Association (CRLA) are provided in the AT&TC for a variety of subjects. The AT&TC also offers College Level Examination Program (CLEP) testing to allow students to receive college credit by demonstrating subject mastery through an exam. The AT&TC offers certain independent study courses as an alternative to traditional college course enrollment by allowing students to enter credit courses at times other than the beginning of the three college terms. Electives to enhance study in an Associate Degree program, as well as academic foundation courses to prepare students for college-level classes, are available. For specific information concerning these services, contact the staff of the AT&TC at 308.635.6070.

## Testing and IT Certifications

Western Nebraska Community College (WNCC) acts as a testing center for the American College Test (ACT) and Scholastic Aptitude Test (SAT and SAT Subject Test). Students entering directly from high school are encouraged to take the ACT or SAT during their senior year. The ACT is administered six times yearly at WNCC. Five regular SAT sessions are offered with special testing available at other times during the year. For further information about these tests, contact the Academic Testing & Tutoring (AT&T) Coordinator at 308.635.6070. The College also offers the paper-based PRAXIS Series (subject and PPST test). For information about pre-professional and professional paper-based testing, contact the Institutional Research Director at 308.635.6033.

Additionally, the College offers a wide range of computer-based pre-professional and professional tests. Examples of computer-based tests include the Nebraska Real Estate exam, Microsoft, GRE, PRAXIS, CPA, EMT, and many other information technology, financial, medical, and technical trade's certifications. WNCC has an approved academic testing center located at the John N. Harms Advanced Technology Center for information technology certifications. This makes it possible for information technology students to take industry certification exams at the completion of specific courses. Certifications are internationally recognized and reflect a student's ability to troubleshoot and maintain the latest technologies. For further information on any computer-based testing opportunities, contact the John N. Harms Advanced Technology Center at 308.635.6700.

## Education Success Center

The Education Success Center (ESC) is located within the Sidney Campus library. The ESC provides academic support services outside of the classroom setting.

Free tutoring services are available to all WNCC students. Professional and student tutors provide assistance on



an appointment basis. Study groups are also highly recommended. Services are open to all students, regardless of their educational abilities and experiences.

## Authorized Laser Grade – Sidney

The Sidney Campus serves as 1 of 500 FAA testing sites. All offer immediate score reports-no waiting for results.

## WNCC in the High School

Western Nebraska Community College is a postsecondary partner in the Western Nebraska Distance Learning Consortium (WNDLC) through the Educational Service Unit #13 which serves as the managing agent. The WNDLC allows for the offering of a variety of college level classes to Western Nebraska secondary consortium schools utilizing the interactive television (ITV) learning system. Based on class need by the high school partners, the delivery locations and actual classes vary across semesters. A parallel system connects the three WNCC campuses to offer courses throughout the College service area.

WNCC offers college-credit courses to qualified high school students at various locations in cooperation with the district high schools.

## NASA Nebraska Space Grant

WNCC is an academic affiliate of the NASA Nebraska Space Grant consortium. Through NASA's National Space Grant College and Fellowship Program, WNCC faculty, staff, and students have opportunities for funding to promote aerospace-related research, education, and public service programs to encourage a Diverse Workforce. The Nebraska Space Grant offers several Funding Opportunities, including fellowships for students, mini-grants, and travel grants.

# Program Offerings

## General Education Philosophy Statement

### General Education Purposes

The general education program at Western Nebraska Community College is designed to broaden the student as a person. The general education experience for students in Associate of Arts (AA) and Associate of Science (AS) Degree programs is composed of a comprehensive set of choices in communications, mathematics, sciences, social science, humanities, and physical education/wellness, preparing students for citizenship in a diverse, global environment; for taking their roles in society as citizens and professionals; and for transfer to other colleges.

Students in Associate of Applied Science Degree (AAS), Associate of Occupational Studies (AOS), Diploma and Certificate programs take transferable and nontransferable general education courses designed to prepare them for their roles in society as citizens, technicians, and professionals.

Their avenues for employment are enhanced by the general education experience.

## General Education Philosophy

WNCC recognizes that student-learning goals may change during a lifetime; therefore, the general education requirement for all degrees is collegiate in nature and, as such, should provide an academic foundation for lifelong learning.

Additionally, the general education experience prepares students for the lifelong learning required for success, enriches the student's general life perspectives, and promotes competence in and understanding various fields of knowledge.

Since not all students come to college prepared for this level of endeavor, developmental courses are provided to assist the student in gaining the requisite skills.

## WNCC's Goals of the General Education Program

As a result of the general education experience, award seeking students develop and improve the following skills and abilities to college-level performance:

1. Communication – including effective written and oral skills
2. Critical Thinking and Problem Solving – including mathematical and scientific inquiry
3. Computer and Information Literacy – including an ability to access and utilize information from a variety of sources to organize, store and retrieve information effectively
4. Cultural and Civic Awareness – including ethics, diversity and an appreciation of the arts and humanities
5. Personal Development – including mental and physical wellness, leadership, teamwork, and lifelong learning skills

This key describes linkages between the General Education Core and course descriptions. Students should consult with the receiving college/institution regarding course transferability.

CODE	DESCRIPTION
*	Humanities
MT	Math Transfer
SP	Speech Transfer
SS	Social Science
ST	Science Transfer
WT	Writing Transfer



# General Education Requirements

CERTIFICATE	
	<b>Total Credits:</b> No general education courses are required if competence is shown on placement exam or industry certification test.
<b>English</b>	Competence: ACFS-0050W Developmental Writing (3) or Placement or Industry Certification
<b>Math</b>	Competence: MATH-0160 Introductory Algebra (4) or MATH-0150 Technical Mathematics (3) or BSTC-1500 Business Mathematics (3) or Placement

DIPLOMA	
	<b>Total Credits: 6</b> From any two of the five categories below or Related Education, plus English and Math competence.
<b>English</b>	ENGL - 1010 English Composition 1 (3) or ENGL-0500 Workplace Writing (3)
<b>Speech</b>	SPCH-1200 Human Communication (3) or SPCH-1390 Public Speaking (3)
<b>Math</b>	MATH-0160 Introductory Algebra (4) or MATH-0150 Technical Mathematics (3) or BSTC-1500 Business Mathematics (3) or higher
<b>Science</b>	Any BIOS Biological Lab Science (4) or any CHEM Chemistry Lab Science (4) or PHYS Physical Lab Science (4) or CSMO-1010 Cosmetology Science (4) or INFO-1200 Intro to Computer Science (4) or INFO-1220 Intro to Info Technology (3) or LPNR-1110 Body Structure & Function (3)
<b>Social Science</b>	Any social science, choose from: Anthropology (3) Economics (3) Geography (3) History (3) Political Science (3) Psychology (3) Sociology (3)



ASSOCIATE OF APPLIED SCIENCE	
	<b>Total Credits: 15/17</b> One course from each of the five categories below.
<b>English</b>	ENGL-1010 (WT) English Composition 1 (3) and ENGL-1550 (WT) English Composition 2 (3)
<b>Speech</b>	SPCH-1200 (SP) Human Communication (3) or SPCH-1390 (SP) Public Speaking (3)
<b>Math</b>	MATH-0160 Introductory Algebra (4) or MATH-0150 Technical Mathematics (3) or BSTC-1500 Business Mathematics (3) ( <i>not accepted as a math requirement for the Practical Nursing Program</i> ) or MATH-1150 (MT) College Algebra (4) ( <i>required for Info Technology</i> ) or higher
<b>Science</b>	Any BIOS (ST) Biological Lab Science (4) or Any CHEM (ST) Chemistry Lab Science (4) or Any PHYS (ST) Physical Lab Science (4) or CSMO-1010 Cosmetology Science (3) or INFO-1200 Intro to Computer Science (4) or INFO-1220 Intro to Info Technology (3) or LPNR-1110 Body Structure & Function (4)
<b>Social Science</b>	Any social science, choose from: ANTH (SS) Anthropology (3) ECON (SS) Economics (3) GEOG (SS) Geography (3) HIST (SS) History (3) POLI (SS) Political Science (3) PSYC (SS) Psychology (3) SOCI (SS) Sociology (3)

ASSOCIATE OF SCIENCE	
	<b>Total Credits: 30</b>
<b>English</b>	<b>6 Credits</b> ENGL-1010 (WT) English Composition 1 (3) and ENGL-1550 (WT) English Composition 2 (3)
<b>Speech</b>	<b>3 Credits</b> SPCH-1200 (SP) Human Communication (3) or SPCH-1390 (SP) Public Speaking (3)
<b>Math</b>	<b>3 Credits Minimum</b> • 16 credit hours of math and science combined MATH-1150 (MT) College Algebra (4) or MATH-1170 Math Applications (3) or higher
<b>Science</b>	<b>4 Credits</b> • 16 credit hours of math and science combined Any BIOS (ST) Biological Lab Science (4) or Any CHEM (ST) Chemistry Lab Science (4) or Any PHYS (ST) Physical Lab Science (4)
<b>Social Science</b>	<b>3 Credits</b> Any Social Science, choose from: • ANTH (SS) Anthropology (3) or • ECON (SS) Economics (3) or • GEOG (SS) Geography (3) or • HIST (SS) History (3) or • POLI (SS) Political Science (3) or • PSYC (SS) Psychology (3) or • SOCI (SS) Sociology (3)
<b>PE</b>	<b>2 Credits</b> Any PHED Activity below 1700



ASSOCIATE OF ARTS	
	<b>Total Credits: 33/34</b>
<b>English</b>	<b>6 Credits</b> ENGL-1010 (WT) English Composition 1 (3) and ENGL-1550 (WT) English Composition 2 (3)
<b>Speech</b>	<b>3 Credits</b> SPCH-1200 (SP) Human Communication (3) or SPCH-1390 (SP) Public Speaking (3)
<b>Math</b>	<b>3/4 Credits</b> MATH-1150 (MT) College Algebra (4) or MATH-1170 Math Applications (3) or higher
<b>Science</b>	<b>4 Credits</b> Any BIOS (ST) Biological Lab Science (4) or any CHEM (ST) Chemistry Lab Science (4) or any PHYS (ST) Physical Lab Science (4)
<b>Social Science</b>	<b>6 Credits - One each from two disciplines</b> Any Social Science, choose from: ANTH (SS) Anthropology (3), ECON (SS) Economics (3), GEOG (SS) Geography (3), HIST (SS) History (3), POLI (SS) Political Science (3), PSYC (SS) Psychology (3), SOCI (SS) Sociology (3)
<b>Humanities</b>	<b>6 Credits - One each from two different disciplines</b> Choose from: Art*(3) Foreign Languages* (3) Humanities* (3) Literature* (3) Music* (3) Philosophy* (3) Religion* (3) or Theatre* (3)
<b>Computer</b>	<b>3 Credits</b> INFO-1100 Microcomputer App (3) or any higher level computer course
<b>PE</b>	<b>2 Credits</b> Any PHED Activity below 1700



ASSOCIATE OF OCCUPATIONAL STUDIES	
	<b>Total Credits: 15/17 Students should work closely with their faculty advisor when pursuing this degree.</b>
<b>English</b>	<b>3 Credits</b> BSTC-1210 Business Communications (3) or ENGL-1010 English Composition 1 (3) or ENGL-0050 Workplace Writing (3)
<b>Math</b>	<b>3-4 Credits</b> BSTC-1500 Business Mathematics (3) or MATH-0150 Technical Mathematics (3) or MATH-0160 Introductory Algebra (4) or higher
<b>9 Credits Additional General Education from the Following:</b>	
<b>Speech</b>	<b>3 Credits</b> SPCH-1200 (SP) Human Communication (3) or SPCH-1390 (SP) Public Speaking
<b>Science</b>	<b>3-4 Credits</b> Any BIOS (ST) Biological Lab Science (4) or any CHEM (ST) Chemistry Lab Science (4) or any PHYS (ST) Physical Lab Science (4) or General education elective (3)
<b>Social Science</b>	<b>3 Credits</b> Any social science, choose from: ANTH (SS) Anthropology (3), ECON (SS) Economics (3), GEOG (SS) Geography (3), HIST (SS) History (3), POLI (SS) Political Science (3), PSYC (SS) Psychology (3), SOCI (SS) Sociology (3)
<b>Additional Courses</b>	BSTC-2400 Career Development (3) or Internship (AUTB/AUTO/WELD/AVIA/UTIL) (1-3) BSAD-2450 Business Ethics (3) BSTC-1100 Personal Finance (3) INFO-1220 Intro to Info Technology (3) or INFO-1200 Intro to Comp Science (3) MNGT-2050 Small Business Mgt (3) BSTC-2330 Records Mgt (3) BSTC-2340 Office Mgt (3) INFO-1100 Micro Computer App (3)

The general education requirements for associate degrees at Western Nebraska Community College are consistent with the College's philosophy statement and role and mission statement, which state that all students should demonstrate competencies which would allow them to seek higher education, participate as an active member in society, or achieve responsible careers in a contemporary work environment. More specifically, students in career-oriented areas should be able to communicate, to calculate, evaluate, and to understand the social and scientific implications of the world around them. Students seeking transfer to a baccalaureate program should complete a general education requirement, which is broad in scope and requires an in-depth level of inquiry.

Western Nebraska Community College uses the following standard abbreviations for academic subject areas as part of its course designations and descriptions. The first four characters, as presented below, represent the specific academic subject area.

- ACCT Accounting
- ACFS Academic Foundations
- ADNR Associate Degree Nursing
- ALHL Allied Health
- ANTH Anthropology
- ARTS Art
- ATHC Physical Education/Coaching
- ATHT Athletic Training
- AUTB Auto Body Technologies
- AUTO Automotive Technologies
- AVIA Aviation Technologies
- BIOS Biological Sciences
- BSAD Business Administration
- BSTC Business Technology
- CHEM Chemistry
- CRIM Criminal Justice
- CSMO Cosmetology
- DRAF Drafting Technologies
- ECED Early Childhood Education
- ECON Economics
- EDUC Education
- EMTL Emergency Medical Technician
- ENER Wind Energy Technician
- ENGL English
- ENGR Engineering Technologies
- ENTR Entrepreneurship
- ESLX English as a Second Language
- FACS Public Affairs
- FREN French
- GEOG Geography
- HIMC Health Information Management Services
- HIST History
- HLTH Health Occupations
- HUMS Humanities
- HUSR Human Services
- INFO Computer and Information Technologies
- INSU Insurance
- JOUR Journalism
- LPNR Practical Nursing
- MATH Mathematics
- MNGT Management
- MRKT Marketing
- MUSC Music
- NATS Nail Technician/Specialist
- NURA Nursing Assistant/Aide
- NURS Nursing
- PHED Physical Education
- PHIL Philosophy
- PHOT Photography
- PHYS Physical Sciences
- POLS Political Science
- PRDV Personal Development
- PSYC Psychology
- REES Real Estate
- RNEW Renewable Energy
- SFTX Safety
- SOCI Sociology
- SPAN Spanish
- SPCH Speech
- STAT Statistics
- THEA Theatre Arts
- TRUK CDL Truck Driving
- UTIL Powerline Construction and Maintenance
- WELD Welding Technologies



Social Science Courses		
Course #	Course Title	Cr.
ANTH-2100	Introduction to Cultural Anthropology	3
ANTH-2130	Mexican-American and Native-American	3
ECON-1230	General Economics	3
ECON-2230	Principles of Economics (MICRO)	3
ECON-2260	Principles of Economics (MACRO)	3
GEOG-1120	Physical Geography	3
GEOG-2060	Cultural Geography	3
HIST-2010	American History I	3
HIST-2020	American History II	3
HIST-2050	Special Topics (ST) in History	3
HIST-2060	History of Nebraska	3
HIST-2100	World Civilization (4000 BC-1500 AD)	3
HIST-2110	World Civilization (1500 AD-Present)	3
HIST-2580	History of the American West	3
POLS-2350	American Government and Politics	3
POLS-2390	International Relations	3
PSYC-1810	Introduction to Psychology	3
PSYC-2030	Introduction to Counseling Skills	3
PSYC-2060	Psychology of Learning (Educational Psychology)	3
PSYC-2090	Abnormal Psychology	3
PSYC-2100	Child Growth and Development	3
PSYC-2140	Social Psychology	3
PSYC-2150	Life Span: Human Growth and Development	3
SOCI-1010	Introduction to Sociology	3
SOCI-2050	Special Topics (ST) in Sociology	3
SOCI-2150	Living in a Diverse Society	3
SOCI-2250	Marriage and Family	3

HUMANITIES COURSES		
Course #	Course Title	Cr.
ARTS-1710	Art Appreciation: Western	3
ARTS-1715	Art Appreciation: Non-Western	3
ENGL-2050	American Literature, 1620-1865	3
ENGL-2070	American Literature, 1865-Present	3
ENGL-2100	Children's Literature	3
ENGL-2120	Introduction to English Literature	3
ENGL-2130	Survey English Literature 1	3
ENGL-2160	Survey of English Literature 2	3
ENGL-2190	The Novel	3
FREN-1100	Elementary French 1	5
FREN-1150	Elementary French 2	5
FREN-2100	Intermediate French 1	3
FREN-2150	Intermediate French 2	3
HUMS-1100	Introduction to the Humanities	3
HUMS-1200	Introduction to World Religion	3
HUMS-1500	Current Cultures	3
MUSC-1400	Music Appreciation	3
MUSC-1420	American Popular Music	3
PHIL-1010	Introduction to Philosophy	3
PHIL-1060	Introduction to Ethics & Current Issues in Philosophy	3
SPAN-1300	Elementary Spanish 1	5
SPAN-1350	Elementary Spanish 2	5
SPAN-2300	Intermediate Spanish 1	3
SPAN-2350	Intermediate Spanish 2	3
THEA-1500	History of Film	3
THEA-1790	Introduction to Theatre	3

**Note:** Students planning to attend UNMC. UNMC accepts Speech and/or Human Communications as a humanities credit.

Start here. Get there.



**Western Nebraska  
Community College**



# Course Numbering

Courses offered at Western Nebraska Community College have an eight-character number used for coding purposes. This information is grouped in three sections.

1. The first four characters (NNNNxxxx) represent the academic subject area in which the course is normally taught
2. The fifth character (xxxxNxxx) represents the level of the course
3. The sixth, seventh, and eighth characters (xxxxxNNN) represent the specific course number.

This system of course coding provides identification of courses by discipline and level as well as transferability with other institutions.

1. If both the fifth and sixth characters are "zero" (xxxx00xx) these courses are developmental in nature. Developmental courses do not meet graduation requirements for associate degrees, diplomas, or certificates.
2. If only the fifth character is a "zero" (xxxx0xxx) the courses are not transferable and do not meet graduation requirements for AA or AS degrees, but meets graduation requirements for the AAS and AOS degree.
3. If the fifth character is "one" (xxxx1xxx) it is a freshman level course offering; and if "two" (xxxx2xxx) a sophomore level course offering.
4. The sixth and seventh characters are assigned to identify each specific course.
5. All special topics seminars end in "980" (xxxxx980) and directed independent studies in "990" (xxxxx990).

## Course Offerings

The College reserves the right to select the courses to be offered during any semester. This offering is announced in the official schedule for the semester and is contingent on sufficient enrollment levels and staff availability. Course scheduling is subject to change without prior notification.

**Note:** The following courses may be taken more than once for credit:

- MUSC-1160 Band
- MUSC-1200 Collegiate Chorale
- MUSC-1220 Fort Sidney Centennial Band
- MUSC-1230 Fire in the Pan Swingers
- MUSC-1240 Varsity Vocalise
- MUSC-1260 WNCC Studio Band
- SPCH-1210 Forensic Activities
- THEA-1760 All College Play

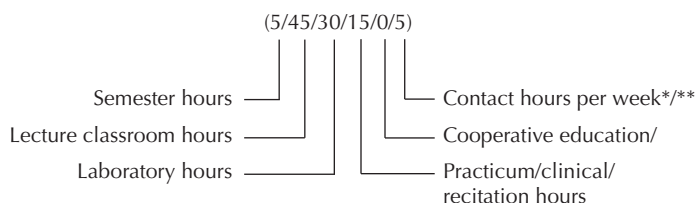
## Credit

The unit of measure for a course is a credit; one credit is earned in a course that is scheduled for one class hour per week for a 15-week semester, except for laboratory where two or three class hours in the laboratory are required for a single credit. Credits for each course are indicated after the

course title and are awarded in accordance with the following minimum requirements:

- a. Classroom: A supervised lecture (15 contact hours per credit).
- b. Laboratory: A supervised laboratory experience (30 contact hours per credit).
- c. Vocational Laboratory: A supervised laboratory experience in a vocational field. (45 contact hours per credit).
- d. Clinical: A supervised experience in a clinical setting either on or off campus (45 contact hours per credit).
- e. Cooperative Education: An outside work experience governed by the College (60 contact hours per credit).

\*See diagram for additional information:



\*contact hours are calculated based on a 15-week semester, actual length of class may vary

\*\*V=variable

## Academic Transfer

### Associate of Arts (AA)

### Associate of Science (AS)

Prepares students for transfer to a four-year college/university.

### Requirements for Graduation:

**Associate of Arts Degree:** 60 credits minimum

**Associate of Science Degree:** 60 credits minimum

To receive a degree from Western Nebraska Community College, a student must meet the requirements stated in this catalog. AA and AS degrees are based on the requirements listed here, and the emphasis area listings that follow are recommended courses of study. It is the student's responsibility to know the requirements for the degree.

Four-year colleges and universities have their own requirements for a bachelor's degree. Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.

Any student planning to transfer to the University of Wyoming who would be taking American Government and Politics should be aware that the course transfers; however, the student needs to take a test in Wyoming History and Government to fulfill the Wyoming requirement.

A student who lacks a high school diploma or GED and is enrolled in academic transfer courses may take a maximum

of 15 credits. Enrolling in further academic transfer courses requires a high school diploma or GED. Additionally, students accumulating 12 credits of coursework must take the eCOMPASS or provide documentation verifying an eCOMPASS exemption before enrolling in more courses.

## **Associate of Arts Degree (AA)**

The AA degree prepares students for careers and advanced study in the following arts and sciences and pre-professional areas: Anthropology, Art, Biology/Ecology, Business Administration, Criminal Justice, Early Childhood Education, Economics, Education (Art) Elementary Education, English, Foreign Languages, General Studies, Geography, History, Human Services, Information Technology, Journalism, Law (Pre), Mathematics, Music Education, Physical Therapy (Pre), Physics, Political Science, Psychology, Secondary Education, Social Work, Sociology and Theatre Arts. Students may be required to complete developmental courses prior to taking certain other courses. Course descriptions can be found in the back of the catalog. Degree requirements may be found on page 42.

### **Associate of Arts Emphasis Areas**

The emphasis areas are listed below by division, followed by an alphabetical listing of each emphasis area and its suggested curriculum.

#### **BUSINESS**

- Business Administration Accounting Options
- Business Administration Options
- Business Information Systems (BIS)
- Computer Science (Pre)

#### **LANGUAGE AND ARTS**

- Art
- Communication Studies
- Education (Art)
- Foreign Languages (French or Spanish)
- Journalism
- Education (Music)
- Theatre Arts
- Vocal Performance

#### **SOCIAL SCIENCES**

- Anthropology
- Criminal Justice
- Economics
- Education (Early Childhood)
- Education (Elementary)
- Education (Secondary)
- Geography
- History
- Human Services (Transfer)
- Law (Pre)
- Political Science
- Psychology
- Social Work
- Sociology

## **Associate of Science Degree (AS)**

The AS degree prepares students for careers and/or advanced study in the following areas: Biology/Ecology, Business Administration, Chemistry, Computer Science (Pre), Dentistry (Pre), Dietetics, Engineering (Pre), Forestry/Wildlife Management (Pre), Mathematics, Medical Technology (Pre), Medicine (Pre), Nursing (Pre-Professional), Pharmacy (Pre), Physical Education (Pre), Physical Therapy (Pre), Physics, Radiologic Technology (Pre), and Veterinary Medicine (Pre). Students may be required to complete developmental courses prior to taking certain other courses. Course descriptions can be found in the back of the catalog. General education degree requirements are found on page 42.

### **Associate of Science Emphasis Areas:**

The emphasis areas are listed below by division, followed by an alphabetical listing of each emphasis area and its suggested curriculum.

#### **BUSINESS**

- Business Administration Accounting Option
- Business Administration Option
- Business Information Systems (BIS) Option
- Computer Science (Pre)

#### **HEALTH OCCUPATIONS**

- Radiologic Technology (Pre)
- Nursing (Pre-Professional)
- Nursing (Associate's Degree)

#### **MATHEMATICS, SCIENCE & P.E.**

- Agriculture Science (Pre)
- Athletic Training (Pre)
- Biology/Ecology
- Biomedical Research (Pre)
- Chemistry
- Dental Hygiene (Pre)
- Dentistry (Pre)
- Dietetics
- Engineering (Pre)
- Food Science (Pre)
- Forestry/Wildlife Management (Pre)
- General Studies
- Mathematics
- Medical Technology (Pre)
- Medicine (Pre)
- Pharmacy (Pre)
- Physical Education/Coaching
- Physical Education/Sports Administration
- Physical Therapy (Pre)
- Physics
- Rangeland Management
- Veterinary Medicine/Comprehensive Medicine (Pre)

## **Associate of Applied Science (AAS) Diploma, Certificate**

The Associate of Applied Science degree primarily prepares students for careers in a variety of technical and vocational areas: applied technologies, business, health, physical education, and social sciences. In most instances students are also able to transfer all or part of an AAS program to a bachelor degree-granting institution. Listed below are the specific programs that offer the AAS; as noted, some also offer a diploma, a certificate and/or professional skill awards. Students may be required to complete developmental courses prior to taking certain other courses, particularly in general education. Course descriptions can be found in the back of the catalog. General education requirements for the AAS, diploma and certificate are found on pages 41 and 42.

### **Business/Office/Information Technology**

- Business Technology
  - AAS (Options)
    - \* Accounting Specialist
    - \* Marketing Specialist
    - \* Medical Office Management
    - \* Retail Management Specialist
    - \* Computer Technical Support Specialist
  - Certificates
    - \* Accounting Assistant
    - \* General Business
    - \* Management Assistant
    - \* Marketing Assistant
    - \* Information Processing
- Cosmetology Instructor Training Certificate

### **Health Occupations**

- Health Information Technology
  - AAS
  - Diploma
    - \* Coding Technician
- Nursing (Practical) Diploma

### **MATHEMATICS, SCIENCE & P.E.**

- Physical Education/Coaching AAS

### **SOCIAL SCIENCES**

- Criminal Justice
  - AAS
  - Certificate
- Early Childhood Education
  - AAS
  - Diploma
  - Certificate
- Human Services
  - AAS
- Law Enforcement
  - Certificate

## **Associate of Occupational Studies (AOS) Diploma, Certificate & Professional Skill Awards**

The Associate of Occupational Studies degree prepares students for careers in technical and vocational areas. The AOS is not intended to be a transfer degree; however, courses within certain programs transfer to bachelor degree-granting institutions. Therefore, it is important for students to work closely with their individual faculty advisors. Listed below are the specific programs that offer the AOS. Some also offer diplomas, certificates and/or professional skill awards. General education requirements for the AOS degrees, diplomas and certificates listed below are specified within each unique program. Students may be required to complete developmental courses prior to taking certain courses. Course descriptions can be found in the back of the catalog.

**NOTE:** The Associate of Occupational Studies (AOS) degree is a terminal degree and is not intended to be a transfer degree. However, certain courses within the program may transfer to bachelor degree-granting institutions. Transfer acceptance of credits toward a bachelor's degree is the decision of the receiving institution. Students intending to transfer should work closely with WNCC and the transfer institution to identify appropriate college coursework while at WNCC.

### **Applied Technologies**

- Auto Body Technology (Paint and Refinish/Body and Frame)
  - AOS
  - Diploma
  - Certificate
  - Professional Skill Awards
- Automotive Technology
  - AOS
  - Diploma
  - Certificate
  - Professional Skill Awards
- Aviation Maintenance
  - AOS
  - Diploma
  - Certificate
  - Professional Skill Awards
- Powerline Construction & Maintenance Technology
  - AOS
  - Diploma
- Welding Technology
  - Diploma
  - Certificate
  - Professional Skill Awards

### **Business & Office/Information Technology**

- Business Technology
  - AOS
  - Diploma
  - Certificate

- Information Technology
  - AOS
  - Diploma
  - Certificate
- Cosmetology
  - AOS
  - Diploma
  - Certificate
- Nail Technician
  - Professional Skill Award

## Health Occupations

- Emergency Medical Technician (EMT)
  - AOS
  - Certificate
  - Professional Skill Awards

## Corporate Academy

- AOS
- Diploma
- Certificate
- Professional Skill Awards

## Corporate Academy

A corporate academy is a formal agreement between the college and a company or organization to develop and delivery customized training and professional development. In an academy, WNCC is designated as and functions as the training partner for the company or organization. The training delivered may be non-credit courses to update employees in areas such as compliance, safety, or other training, and to develop new skills.

If desired by the corporate partner, training can be developed for college credit. Courses offered for credit can be grouped into skill awards which are groupings of related courses totaling 6 to 12 credits. Skill Awards can then be combined with general education courses, electives and other specifically designed courses for credit which could lead to a corporate academy Associate of Occupational Studies (AOS) degree. This program can be customized around a corporation's needs and specifications, maximizing flexibility in the delivery of instruction and designed for working adults.

## Achievement Ladder

WNCC documents credits earned (a student transcript) and offers the following "Achievement Ladder" for the Corporation's employees:

- **Professional Skill Award** – Each skill award is composed of skill-specific courses totaling 12 credits. Skill awards are customized for corporations to address identified educational plans and professional growth needs of its employees. Course curriculum is approved by WNCC and clustered into planned skill awards for each corporate academy partner.
- **Certificate** – The certificate consists of 28 credits of customized coursework, including 6 credits of general

education requirements (math and writing), 10 credits of the Corporate Core Courses and one of the 12-credit skill awards.

- **Diploma** – The diploma consists of 46 credits of customized coursework, including 9 credits of general education (math, writing, and one additional general education course), 13 credits of the Corporate Core Courses and two of the 12-credit skill awards plus additional courses as needed to total at least 24 credits.
- **AOS Degree** – The WNCC Associate of Occupational Studies Degree consists of 66 credits of customized coursework, including 15 credits of general education coursework, 15 credits of the Customized Corporate Core and the completions of three skill awards totaling 36 credits.

All customized credits designed by/for the corporation and earned by enrollees are performance-based, built on competency requirements identified by the corporation that add value and are applicable to employee and corporate success. The Corporate AOS is designed as a terminal degree; however, transfer options exist with specific partner institutions. To enroll in the Corporate AOS Degree Program, students must be employed and sponsored by one of WNCC's corporate partners. For further information on the Corporate AOS Degree, please contact the AOS Advising/Marketing Director at 308.635.6743.

## Gainful Employment (GE) Program Disclosures

Regulations published in the *Federal Register* on October 29, 2010 require institutions to report certain information to students who enroll in Title IV-eligible education programs that lead to gainful employment in a recognized occupation. Those regulations also provide that institutions must disclose to prospective students certain information about the institution's GE programs.

WNCC has identified the following programs as meeting the requirement for GE programs. Although the Department of Education is still in the process of providing parameters for the regulatory disclosures of the GE programs, WNCC has provided the information below to help our students and future students make informed decisions regarding their educational goals.

- Auto Body Technology
- Automotive Technology
- Aviation Airframe Maintenance
- Aviation Power Plant Maintenance
- Coding
- Cosmetology
- Cosmetology Instructor Training
- Emergency Medical Technician (EMT - Paramedic)
- Information Technology
- Nursing (Practical)
- Powerline Construction & Maintenance Technology
- Welding
- Wind Energy Technicians



# Programs of Study

AS.0100 (61 credits)

## AGRICULTURAL SCIENCE (PRE)

Associate of Science  
Scottsbluff

The Agricultural Science (Pre) emphasis area is designed to provide the student with a course of study that allows him/her the opportunity to complete an A.S. degree at WNCC as well as provide the first two years of course work for articulation with the College of Agricultural Sciences and Natural Resources at the University of Nebraska, Lincoln, toward a Bachelor's of Applied Science degree.

The Bachelor's-level work through UNL is offered through on-site and online options, affording site-bound students an opportunity to complete a bachelor's degree program at home.

### Objectives

- Provide a basic knowledge of the natural sciences so that the student can develop an understanding of biological, physical, and chemical nature of agriculture and agriculturally related fields.
- Provide basic knowledge of economics and the role of agribusiness in the global economy.
- Provide the student with a foundation of communication skills and working background in social sciences that allows the student to work collaboratively.

### Notes

- Students who plan to transfer to UNL should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum. Careful consideration should be given the course requirements of the Applied Science program at UNL to which the student is seeking admission.
- Social science electives that satisfy WNCC social science requirements may be chosen from the following disciplines: ANTH, GEOG, HIST, POLS, PSYC, or SOCI.
- UNL equivalent course numbers appear in parenthesis.

### Advising Notes

- UNL prefers SPCH-1390 Public Speaking.
- UNL accept 60 credit hours toward the eventual Bachelors of Applied Science. College Algebra transfers as three hours rather than four, Trigonometry transfers as two hours rather than three, the Physical Education credits do not transfer to UNL but are required by WNCC for the A.S. degree.
- UNL requires additional ACE electives. These can be taken through UNL as soon as students apply for and are accepted for admission to UNL. These can also be taken while at WNCC. Courses offered at WNCC that satisfy the UNL ACE 9 requirement are GEOG-2060 (GEOG-140), HIST-2100 (HIST-120), HIST-2110 (HIST-121), and POLS-2390 (POLS-160).
- Students who intend to transfer to UNL should be encouraged to apply for admission early in their program. ACE elective classes can be taken through UNL during their time at WNCC to lessen the credit load in the fourth semester and additionally guarantee maximum credit transfer.

### Recommended Additions to the Program (should time allow)

- INFO-1098 Introduction to Online Learning (one credit hour)
- BIOS-2000 Introduction to Scientific Research (one credit hour)
- BIOS-1401 Biological Sciences Internship 1 (one credit hour) – any available opportunity that would exist at the UNL Extension Services

## Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology (101/101L - see notes)	4
PHED-XXXX	Physical Education elective	1
ENGL-1010	English Composition 1 (151 - see notes)	3
ECON-2230	Principles of Economics (MICRO) (212 - see notes)	3
PRDV-1000	Achieving College Success	1
MATH-1150	College Algebra (101 - see notes)	4
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
SPCH-1200	Human Communications (COMM-109 - see notes)	
or		
SPCH-1390	Public Speaking (COMM-209 - see notes)	3
BIOS-1380	General Zoology (112/112L - see notes)	4
BIOS-2460	Microbiology (111 - see notes)	4
MATH-1210	Trigonometry (102 - see notes)	3
PHED-XXXX	Physical Education elective	1
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
PHYS-1300	Physics 1 (141 - see notes)	5
ENGL-1550	English Composition 2 (101 - see notes)	3
CHEM-1600	General Chemistry (109 - see notes)	4
BIOS-2120	Genetics (206 - see notes)	4
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
STAT-1100	Applied Statistics (218 - see notes)	3
ECON-2260	Principles of Economics (MACRO) (211 - see notes)	3
CHEM-1640	General Chemistry II (110 - see notes)	4
BIOS-1300	General Botany (109 - see notes)	4
<b>Total Credits</b>		<b>14</b>

AA.4502 (60 Credits)

## ANTHROPOLOGY

Associate of Arts  
Alliance \* Scottsbluff \* Sidney

The Anthropology emphasis area provides students with a general understanding of the role of culture as well as a comparison of different cultures. The study of anthropology tends to develop non-judgmental attitudes toward less technologically developed societies and reduce ethnocentrism.

### Objectives

- Develop an understanding of the central concepts and terminology of the study of anthropology.
- Develop knowledge of different cultures.
- Develop an understanding of inter-relationships between society and culture.
- Develop a better comprehension of American culture and us.

### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum. If the transferring institution does not require foreign language, the student may take other social science or elective courses.

- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Classes

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
MATH-1150	College Algebra or higher	4
ENGL-1010	English Composition 1	3
ANTH-2100	Introduction to Cultural Anthropology	3
INFO-1100	Microcomputer Applications	3
XXXX-XXXX	Social sciences elective course (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>
2 <sup>nd</sup> Semester		Credits
GEOG-2060	Cultural Geography (fall)	3
ENGL-1550	English Composition 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	6
<b>Total Credits</b>		<b>16</b>
3 <sup>rd</sup> Semester		Credits
GEOG-1120	Physical Geography (Spring)	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>14</b>
4 <sup>th</sup> Semester		Credits
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	5
XXXX-XXXX	Other approved electives	6
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>14</b>

## AA.5007 (61 Credits)

### ART

#### Associate of Arts

Alliance \* Scottsbluff \* Sidney

The art department provides a two-year emphasis area designed to meet the professional and avocation needs of students. The suggested course of study is designed to meet the requirements for the Associate of Arts degree awarded by WNCC as well as to meet requirements for junior standing at four-year colleges, where students may continue toward an advanced degrees. This emphasis area equally applies to those students whose interest is more avocation than vocational, those who desire to broaden themselves in the visual arts, or those who find in the artistic experience personal enjoyment and satisfaction. Academic courses in general areas of study are also included to correspond with the philosophy and purposes of education at WNCC and to fulfill transfer needs.

#### Objectives

- Provide students with the first two years of courses in the visual arts, together with co-curricular courses, which lead to an Associate of Arts degree and are prerequisite to advanced study.
- Advance knowledge and develop skills of performance and attitudes, which may have either vocational or avocational application.
- Provide students with opportunities for creative self-expression in the visual arts.
- Increase students perception, appreciation, and enjoyment of the visual arts and of the world about them.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum. This specifically applies to the requirement of foreign language, which may not be required or may have been fulfilled by courses taken in high school.
- Students are required to purchase their art supplies for courses in drawing, painting, and design. It is particularly important for evening and Saturday classes that students bring whatever art supplies they may have to the first class meeting to ascertain their use for the course or inquire of the instructor what materials may be necessary for the first class meeting.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Classes

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ARTS-1550	Drawing 1	3
ARTS-1650	Design Fundamentals 1	3
ENGL-1010	English Composition 1	3
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
ART-XXXX	Art elective	3
Total Credits		16

2 <sup>nd</sup> Semester		Credits
ARTS-1580	Drawing 2	3
ARTS-2400	Painting 1	3
ENGL-1550	English Composition 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHED-XXXX	Physical Education	1
ARTS-XXXX	Art elective	3
Total Credits		16

3 <sup>rd</sup> Semester		Credits
ARTS-1710	Art Appreciation: Western	3
ARTS-2430	Painting 2	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	6
Total Credits		16

4 <sup>th</sup> Semester		Credits
ARTS-1715	Art Appreciation: Non-Western	3
MATH-1150	College Algebra or higher	4
XXXX-XXXX	Humanities (other than Art) elective (see Notes on choosing your elective)	3
ARTS-XXXX	Art elective	3
Total Credits		13

AS.5109 (60 Credits)

ATHLETIC TRAINING (PRE)

Associate of Science  
Scottsbluff

This program is designed for students wishing to transfer into a four-year institution and complete their Bachelor's degree in Athletic Training.

Objectives

- To provide students the basic core courses for transfer into a four-year institution to complete a degree in Athletic Training.
- To provide the skills for the care of athletic injuries.
- To provide education on the prevention of athletic injuries.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
BIOS-1540	Physiology & Anatomy 1	4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
Total Credits		14

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
BIOS-1620	Physiology & Anatomy 2	4
ATHT-1780	Introduction to Athletic Training	3
BIOS-2050	Nutrition and Diet Therapy	3
ATHC-1700	First Aid	2
PHED-XXXX	Activity Class	1
Total Credits		16

3 <sup>rd</sup> Semester		Credits
CHEM-1600	General Chemistry 1	4
PSYC-1810	Introduction to Psychology	3
PHYS		
or		
BIOS		4
ATHT-2010	Athletic Practicum 1	3
PHED-XXXX	Activity Class	1
Total Credits		15

4 <sup>th</sup> Semester		Credits
CHEM-1640	General Chemistry 2	4
PHED-1235	Wellness	2
ATHT-2020	Athletic Training Practicum 2	3
ATHC-1790	Personal Health	3
ATHC-1710	Intro to Physical Education	3
Total Credits		15

AOS.BF.4706 (62 Credits)

AUTO BODY TECHNOLOGY - BODY & FRAME

Associate of Occupational Studies  
Scottsbluff

The auto body service field offers virtually unlimited opportunity for the interested person who possesses ability, aptitude, training, and practical experience. This program is designed to offer the necessary laboratory and technical information to train students in all areas of the auto body field. Students must complete 15-17 credits of the required General Education Core, five credits of the required Basic Auto Body Technology Core, and a minimum of three skill awards areas to total at least 62 credit hours. All electives used to fulfill graduation requirements for this AOS must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair.

Objectives

- Develop in each student safe, clean work habits, attitudes, and skills.
- Provide the student an opportunity to learn by doing under conditions similar to those in an auto body shop.
- Develop habits of good customer relations.
- Train students in metal work, painting, front-end alignment, framework, and other related activities.
- Develop knowledge of correct shop techniques and equipment usage.

Notes

May enroll in Internship after maintaining a 3.0 in 12 or more credits of Auto Body Technology.

Required General Education (Choose any 15-17 Credits)		Credits
BSTC-1500	Business Mathematics	
or		
MATH-0150	Technical Mathematics (or higher)	3-4

BSTC-1210 or ENGL-0500 or ENGL-1010 BSTC-2400 or AUTB-2500	Business Communications Work Place Writing English Composition 1 (or higher) Career Development Capstone Internship 1	3     3
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**Plus 6-7 Credits from the following:**

XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI; see academic advisor for specific recommendation)	3
BSAD-2450	Business Ethics	3
SPCH-1200 or SPCH-1390 BSTC-1100 XXXX-XXXX	Human Communications Public Speaking Personal Finance General education (lab science or general education elective)	 3 3 3-4
<b>Total Credits</b>		<b>15-17</b>

**1<sup>st</sup> Semester**

		<b>Credits</b>
AUTB-1150	Non-Structural Analysis and Damage Repair I	6
AUTB-1170	Paint and Refinish I	6
WELD-1070	Auto Body Welding	3
AUTO-1150	Automotive Internet and Computer Skills	3
<b>Total Credits</b>		<b>18</b>

**2<sup>nd</sup> Semester**

		<b>Credits</b>
AUTB-2150	Non-Structural Analysis and Damage Repair II	6
AUTB-2170	Paint and Refinish II	6
AUTO-1240	Automotive Suspension, Steering and Alignment	3
AUTB-1270	Collision Estimating and Management	3
<b>Total Credits</b>		<b>18</b>

**3<sup>rd</sup> Semester**

		<b>Credits</b>
AUTO-1235	Automotive Brake Systems	4
AUTB-1400	Structural Analysis and Damage Repair I	6
AUTB-1220	Electrical and Mechanical Components	3
XXXX-XXXX	General education (see Notes on choosing a general education class)	6
<b>Total Credits</b>		<b>19</b>

**4<sup>th</sup> Semester**

		<b>Credits</b>
AUTB-2400	Structural Analysis and Damage Repair II	6
AUTB-1200	Plastics and Adhesives	3
AUTO-1350	Automotive Heating and Air Conditioning	3
XXXX-XXXX	General education (see Notes on choosing a general education class)	6
<b>Total Credits</b>		<b>18</b>

**AOS.PR.4706 (62 Credits)**

**AUTO BODY TECHNOLOGY - PAINT & REFINISH**

*Associate of Occupational Studies*

Scottsbluff

The auto body service field offers virtually unlimited opportunity for the interested person who possesses ability, aptitude, training, and practical experience. This program is designed to offer the necessary laboratory and technical information to train students in all areas of the auto body field. Students must complete 15-17 credits of the required General Education Core, five credits of the required

Basic Auto Body Technology Core, and a minimum of three skill awards areas to total at least 62 credit hours. All electives used to fulfill graduation requirements for this AOS must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair.

**Objectives**

- Develop in each student safe, clean work habits, attitudes, and skills. Provide the student an opportunity to learn by doing, under conditions similar to those in an auto body shop.
- Develop habits of good customer relations.
- Train students in metal work, painting, front-end alignment, framework, and other related activities.
- Develop knowledge of correct shop techniques and equipment usage.

**Notes**

May enroll in Internship after maintaining a 3.0 in 12 or more credits of Auto Body Technology.

**Required General Education  
(Choose any 15-17 Credits)**

		<b>Credits</b>
BSTC-1500 or MATH-0150	Business Mathematics Technical Mathematics (or higher)	3-4
BSTC-1210 or ENGL-0500 or ENGL-1010 BSTC-2400 or AUTB-2500	Business Communications Work Place Writing English Composition 1 (or higher) Career Development Capstone Internship 1	     3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI; see academic advisor for specific recommendation)	3
BSAD-2450	Business Ethic	3
SPCH-1200 or SPCH-1390 BSTC-1100 XXXX-XXXX	Human Communications Public Speaking Personal Finance General education (lab science or general education elective)	 3 3 3-4
<b>Total Credits</b>		<b>15-17</b>

**1<sup>st</sup> Semester**

		<b>Credits</b>
AUTB-1150	Non-Structural Analysis and Damage Repair I	6
AUTB-1170	Paint and Refinish I	6
WELD-1070	Auto Body Welding	3
AUTO-1150	Automotive Internet and Computer Skills	3
<b>Total Credits</b>		<b>18</b>

**2<sup>nd</sup> Semester**

		<b>Credits</b>
AUTB-2150	Non-Structural Analysis and Damage Repair II	6
AUTB-2170	Paint and Refinish II	6
AUTO-1240	Automotive Suspension, Steering and Alignment	3
AUTB-1270	Collision Estimating and Management	3
<b>Total Credits</b>		<b>18</b>



3 <sup>rd</sup> Semester		Credits
AUTO-1235	Automotive Brake Systems	4
AUTB-1400	Structural Analysis and Damage Repair I	6
AUTB-1220	Electrical and Mechanical Components	3
XXXX-XXXX	General education (see Notes on choosing your elective)	6
<b>Total Credits</b>		<b>19</b>

4 <sup>th</sup> Semester		Credits
AUTB-2400	Structural Analysis and Damage Repair II	6
AUTO-1200	Plastics and Adhesives	3
AUTO-1350	Automotive Heating and Air Conditioning	3
XXXX-XXXX	General education (see Notes on choosing your elective)	6
<b>Total Credits</b>		<b>18</b>

## D2.4706 (50 Credits)

### AUTO BODY TECHNOLOGY

#### Diploma

Scottsbluff

Students must complete six credits of the required General Education Core, five credits of the required Basic Auto Body Technology Core, one Auto Body elective, and a minimum of three skill awards areas to total at least 50 credit hours. All electives used to fulfill graduation requirements for this Diploma must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair. This Diploma is designed to fulfill 50 credit hours of the Auto Body AOS Degree.

#### Objectives

- Develop in each student safe, clean work habits, attitudes, and skills.
- Provide the student an opportunity to learn by doing under conditions similar to those in an auto body shop.
- Develop habits of good customer relations.
- Train students in metal work, painting, front-end alignment, framework, and other related activities.
- Develop knowledge of correct shop techniques and equipment usage.

Required General Education (Choose any 6-8 Credits)		Credits
BSTC-1500	Business Mathematics	3-4
or		
MATH-0150	Technical Mathematics or higher	
BSTC-1210	Business Communications	3
or		
ENGL-0500	Work Place Writing	
or		3
ENGL-1010	English Composition I or higher	
BSTC-2400	Career Development Capstone	
or		3
AUTO-2500	Internship I	
XXXX-XXXX	Any social science elective	
BSAD-2450	Business Ethics	3-4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
BSTC-1100	Personal Finance	3
XXXX-XXXX	Lab Science or General Education elective	3-4
<b>Total Credits</b>		<b>6-8</b>

#### Notes

May enroll in Internship after maintaining a 3.0 in 12 or more credits of Auto Body Technology.

1 <sup>st</sup> Semester		Credits
AUTB-1150	Non-Structural Analysis & Damage Repair I	6
AUTB-1170	Paint & Refinish I	6
WELD-1070	Auto Body Welding	3
<b>Total Credits</b>		<b>15</b>

2 <sup>nd</sup> Semester		Credits
AUTB-2150	Non-Structural Analysis & Damage Repair II	6
AUTB-2170	Paint & Refinish II	6
<b>Total Credits</b>		<b>12</b>

3 <sup>rd</sup> Semester		Credits
AUTO-1150	Automotive Internet & Computer Skills	2
AUTB-1400	Structural Analysis & Damage Repair I	6
XXXX-XXXX	General education (see Notes on choosing your elective)	3
AUTB-XXXX	Auto body elective	3
<b>Total Credits</b>		<b>14</b>

4 <sup>th</sup> Semester		Credits
AUTB-2400	Structural Analysis & Damage Repair II	6
AUTB-1200	Plastics and Adhesives	3
XXXX-XXXX	General education (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>9</b>

## C2.4706 (29 Credits)

### AUTO BODY TECHNOLOGY

#### Certificate

Scottsbluff

Students must meet general education requirements according to current catalog requirements, five credits of the required Basic Auto Body Technology Core, one auto body elective, and a minimum of two skill award areas to total at least 32 credit hours. All electives used to fulfill graduation requirements for this certificate must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the faculty advisor and the Applied Technologies division chair. This certificate is designed to fulfill 29 credit hours of the Auto Body AOS Degree.

#### Objectives

- Develop in each student safe, clean work habits, attitudes, and skills.
- Provide the student an opportunity to learn by doing under conditions similar to those in an auto body shop.
- Develop habits of good customer relations.
- Train students in metal work, painting, front-end alignment, framework, and other related activities.
- Develop knowledge of correct shop techniques and equipment usage.

#### Notes

- No general education courses are required if competence is shown on placement exam or industry certification test.
- May enroll in Internship after maintaining a 3.0 in 12 or more credits of Auto Body Technology.

1 <sup>st</sup> Semester		Credits
AUTB-1150	Non-Structural Analysis & Damage Repair I	6
AUTB-1170	Paint & Refinish I	6
WELD-1070	Auto Body Welding	3
AUTO-1150	Automotive Internet & Computer Skills	2
<b>Total Credits</b>		<b>17</b>

2 <sup>nd</sup> Semester		Credits
AUTB-2150	Non-Structural Analysis & Damage Repair II	6
AUTB-2170	Paint & Refinish II	6
AUTB-1200	Plastics and Adhesives	3
<b>Total Credits</b>		<b>15</b>

## PSA.4706M (6-12 Credits)

### AUTO BODY TECHNOLOGY

*Professional Skill Award*  
Scottsbluff

The auto body service field offers virtually unlimited opportunity for the interested person who possesses ability, aptitude, training, and practical experience. The program is designed to offer the necessary laboratory and technical information to train students in all areas of the auto body field.

## AOS.4706D (67 Credits)

### AUTOMOTIVE TECHNOLOGY

*Associate of Occupational Studies*  
Scottsbluff

Upon completion of this program, the student possesses skills and knowledge required for employment in the automotive industry. Much of the Automotive Technology curriculum is an adaptation of the General Motors design developed for the Automotive Service Educational Program (ASEP), the Ford Motor Company Automotive Student Service Education Training program, and includes information on a variety of other manufacturers. The program is further enhanced by frequent factory training and donations of vehicles, training aids, and parts from General Motors, Ford Motor Company, and others. This close relationship with industry guarantees students the latest in technical training at all times through workshops or regularly scheduled courses. Students must complete 15-17 credits of the General Education Core, 5 credits of the required Basic Automotive Technology Core, and a minimum of six skill awards areas to total at least 67 credit hours. All electives used to fulfill graduation requirements for this AOS must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair.

#### Objectives

- Develop in each student safe, clean work habits, attitudes, and skills.
- Provide information concerning the vocational opportunities offered in this area of technological development.
- Provide the student the opportunity to learn by doing under high quality conditions similar to those found in advanced automotive industry settings.
- Assist the student to learn to work effectively with others.
- Develop in each student, knowledge of correct lab techniques and equipment usage, resulting in an intelligent and effective application of these skills in the performance of assigned duties.

- Develop in each student a technical and academic knowledge necessary to expand on life long learning as the automotive industry continually updates.

#### Technical Standards

Upon successful completion of a course of study in one of the aspects of the automotive maintenance and repair, students are able to:

- Demonstrate safe, clean work habits, attitudes, and proficiencies required in the area of automotive maintenance, problem diagnosis, repair, function/appearance restoration, or paint and refinishing. [GE Goal: 2]
- Demonstrate a professional work ethic and cooperative attitude necessary for successful employment in a service industry. [GE Goal: 4, 5]
- Perform repairs under conditions similar to those found in the automotive industry. [GE Goal: 2]
- Work effectively with others in order to accomplish tasks requiring collaboration or teamwork to complete the job. [GE Goal: 5]
- Research shop manuals and Internet sites for correct repair procedures or specifications and write a descriptive work order upon completion of repairs. [GE Goals: 1, 3]
- Identify, select, and utilize correct tools, workshop techniques, and equipment to accomplish complete projects commonly found in the automotive industry. [GE Goal: 2]
- Apply individual and clustered skill sets listed in the competency task lists relating to various aspects of automotive industry maintenance and repair. [GE Goal: 2]

These overall performance standards link to an extensive set of subject-area criteria which cover not only knowledge levels but skills demonstrations verified through the required completion of specified tasks established by the National Association of Automotive Technicians Education Foundation (NATEF) in accordance with expectations from the National Institute for Automotive Service Excellence (ASE).

#### Notes

- Because of the highly technological content of some Automotive Technology coursework, the proper placement in general education courses is a must. (Please see General Education Requirements and Associate of Occupational Studies requirements on page 42-43). The following outline of required courses is a suggested sequence that could be followed in order to complete the AOS award.
- Students are strongly urged to contact any Automotive Technology instructor before final registration.
- May enroll in Internship after maintaining a 3.0 in 12 or more credits of Automotive Technology. Offered fall or spring semester.

Required Basic Applied Technology Core		Credits
AUTO-1150	Automotive Internet & Computer Skills	2
<b>Total Credits</b>		<b>2</b>

Fall Semester Only		Credits
AUTO-1150	Automotive Internet & Computer Skills	2
AUTO-1160	Engine Rebuilding I	6
AUTO-1170	Electrical Tune-Up	6
AUTO-1235	Automotive Brake Systems	4
AUTO-1320	Automotive Electrical Systems	6
AUTO-1360	Automotive Air Conditioning R-134A	1
AUTO-2500	Internship (see Notes)	1-3

Spring Semester Only		Credits
AUTO-1180	Fuel Systems & Carburetion	6
AUTO-1240	Automotive Suspension, Steering, and Alignment	3
AUTO-1270	Automatic Transmissions/Transaxles & Manual Transaxles	6
AUTO-1290	Manual Transmissions & Differential Axles	3
AUTO-1350	Automotive Heating & Air Conditioning	4
AUTO-1380	Automotive Anti-Lock Brake Systems	0.5
AUTO-2010	Engine Rebuilding II	6
AUTO-2500	Internship (see Notes)	1-3

#### ASE Skill Sets

Completion of a skill set or combination of skill sets allows for the awarding of a PSA (Professional Skill Award).

	ASE Test Skill #A1	Credits
AUTO-1160	Engine Rebuilding I	6
AUTO-2010	Engine Rebuilding II	6
	<b>Total Credits</b>	<b>12</b>

	ASE Test Skill #A2 & A3	Credits
AUTO-1270	Automatic Transmissions/Transaxles & Manual Transaxles	6
AUTO-1290	Manual Transmissions & Differential Axles	3
	<b>Total Credits</b>	<b>9</b>

	ASE Test Skill #A4 & A5	Credits
AUTO-1240	Automotive Suspension, Steering, and Alignment	3
AUTO-1235	Automotive Brake Systems	4
AUTO-1380	Automotive Anti-Lock Brake Systems	0.5
	<b>Total Credits</b>	<b>7.5</b>

	ASE Test Skill #A6	Credits
AUTO-1320	Automotive Electrical Systems	6
	<b>Total Credits</b>	<b>6</b>

	ASE Test Skill #A7	Credits
AUTO-1350	Automotive Heating & Air Conditioning	4
	<b>Total Credits</b>	<b>4</b>

	ASE Test Skill #A8	Credits
AUTO-1170	Electrical Tune-Up	6
AUTO-1180	Fuel Systems & Carburetion	6
	<b>Total Credits</b>	<b>12</b>

	Automotive Technology Skill Electives	Credits
AUTO-1240	Automotive Suspension, Steering, and Alignment	3
AUTO-1235	Automotive Brake Systems	4
AUTO-1380	Automotive Anti-Lock Brake Systems	0.5
	<b>Total Credits</b>	<b>7.5</b>

General Education classes should be taken throughout the 4 semesters to complete an AOS degree.

	Required General Education (Choose any 15-17 Credits)	Credits
BSTC-1500	Business Mathematics	
or		
MATH-0150	Technical Mathematics or higher	3-4
BSTC-1210	Business Communications	
or		
ENGL-0500	Work Place Writing	
or		
ENGL-1010	English Composition 1 or higher	3

BSTC-2400	Career Development Capstone	
or		
AUTO-2500	Internship 1	1-3
	Required Basic Automotive Technology Core	
<b>Plus 6-7 Credits from the following:</b>		
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI; see academic advisor for specific recommendation)	3
BSAD-2450	Business Ethics	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
BSTC-1100	Personal Finance	3
XXXX-XXXX	Lab science or general education elective	3-4
	<b>Total Credits</b>	<b>15-17</b>

#### D2.4706D (47 Credits)

### AUTOMOTIVE TECHNOLOGY

#### Diploma

#### Scottsbluff

Students must complete 6-8 credits of the required General Education Core, 5 credits of the required Basic Automotive Technology Core, and a minimum of four skill award areas to total at least 47 credit hours. All electives used to fulfill graduation requirements for this Diploma must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair. This Diploma is designed to fulfill 47 credit hours of the Automotive Technology AOS Degree. May enroll in Internship after maintaining a 3.0 in 12 or more credits of Automotive Technology. Offered fall or spring semester.

#### Technical Standards

Upon successful completion of a course of study in one of the aspects of the automotive maintenance and repair, students are able to:

- Demonstrate safe, clean work habits, attitudes, and proficiencies required in the area of automotive maintenance, problem diagnosis, repair, function/appearance restoration, or paint and refinishing. [GE Goal: 2]
- Demonstrate a professional work ethic and cooperative attitude necessary for successful employment in a service industry. [GE Goal: 4, 5]
- Perform repairs under conditions similar to those found in the automotive industry. [GE Goal: 2]
- Work effectively with others in order to accomplish tasks requiring collaboration or teamwork to complete the job. [GE Goal: 5]
- Research shop manuals and Internet sites for correct repair procedures or specifications and write a descriptive work order upon completion of repairs. [GE Goals: 1, 3]
- Identify, select, and utilize correct tools, workshop techniques, and equipment to accomplish complete projects commonly found in the automotive industry. [GE Goal: 2]
- Apply individual and clustered skill sets listed in the competency task lists relating to various aspects of automotive industry maintenance and repair. [GE Goal: 2]

These overall performance standards link to an extensive set of subject-area criteria which cover not only knowledge levels but skills demonstrations verified through the required completion of specified tasks established by the National Association of Automotive Technicians Education Foundation (NATEF) in accordance with expectations from the National Institute for Automotive Service Excellence (ASE).

Required Basic Applied Technology Core		Credits
AUTO-1150	Automotive Internet & Computer Skills	2
<b>Total Credits</b>		<b>2</b>

Fall Semester Only		Credits
AUTO-1150	Automotive Internet & Computer Skills	2
AUTO-1160	Engine Rebuilding 1	6
AUTO-1170	Electrical Tune-UP	6
AUTO-1235	Automotive Brake Systems	4
AUTO-1320	Automotive Electrical Systems	6
AUTO-1380	Automotive Air Conditioning R-134A	1
AUTO-2500	Internship (see Notes)	1-3

Spring Semester Only		Credits
AUTO-1180	Fuel Systems & Carburetion	6
AUTO-1240	Automotive Suspension, Steering, and Alignment	3
AUTO-1270	Automatic Transmissions/Transaxles & Manual Transaxles	6
AUTO-1290	Manual Transmissions & Differential Axles	3
AUTO-1350	Automotive Heating & Air Conditioning	4
AUTO-1380	Automotive Anti-Lock Brake Systems	0.5
AUTO-2010	Engine Rebuilding II	6
AUTO-2500	Internship (see Notes)	1-3

#### ASE Skill Sets

Completion of a skill set or combination of skill sets allows for the awarding of a PSA (Professional Skills Award).

	ASE TEST SKILL #A1	Credits
AUTO-1160	Engine Rebuilding I	6
AUTO-2010	Engine Rebuilding II	6
<b>Total Credits</b>		<b>12</b>

	ASE TEST SKILL #A2 & A3	Credits
AUTO-1270	Automatic Transmissions/Transaxles & Manual Transaxles	6
AUTO-1290	Manual Transmissions & Differential Axles	3
<b>Total Credits</b>		<b>9</b>

	ASE TEST SKILL #A4 & A5	Credits
AUTO-1240	Automotive Suspension, Steering, and Alignment	3
AUTO-1235	Automotive Brake Systems	4
AUTO-1380	Automotive Anti-Lock Brake Systems	0.5
<b>Total Credits</b>		<b>7.5</b>

	ASE TEST SKILL #A6	Credits
AUTO-1320	Automotive Electrical Systems	6
<b>Total Credits</b>		<b>6</b>

	ASE Test Skill #A7	Credits
AUTO-1350	Automotive Heating & Air Conditioning	4
<b>Total Credits</b>		<b>4</b>

	ASE Test Skill #A8	Credits
AUTO-1170	Electrical Tune-Up	6
AUTO-1180	Fuel Systems & Carburetion	6
<b>Total Credits</b>		<b>12</b>

Required General Education (Choose any 6-8 Credits)		Credits
BSTC-1500	Business Mathematics	
or		
MATH-0150	Technical Mathematics or higher	3-4

BSTC-1210	Business Communications	
or		
ENGL-0500	Work Place Writing	
or		
ENGL-1010	English Composition I or higher	3
BSTC-2400	Career Development Capstone	
or		
AUTO-2500	Internship I	3
XXXX-XXXX	Any social science elective	3
BSAD-2450	Business Ethics	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
BSTC-1100	Personal Finance	3
XXXX-XXXX	Lab Science or General Education elective	3-4
<b>Total Credits</b>		<b>6-8</b>

Automotive Technology Skill Electives		Credits
AUTO-1200	Auto Parts & Service Advisor Specialist	3
AUTO-1450	Specialized Electronics	4

#### C2.4706D (29 Credits)

### AUTOMOTIVE TECHNOLOGY

Certificate  
Scottsbluff

Students must meet General Education requirements according to current catalog requirements, 5 credits of the required Basic Automotive Technology Core, and a minimum of three skill award areas to total at least 29 credit hours. All electives used to fulfill graduation requirements for this Certificate must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair. This certificate is designed to fulfill 29 credit hours of the Automotive Technology AOS Degree or the Automotive Technology Diploma.

#### Objectives

- Develop in each student safe, clean work habits, attitudes, and skills.
- Provide information concerning the vocational opportunities offered in this area of technological development.
- Provide the student the opportunity to learn by doing under high quality conditions similar to those found in advanced automotive industry settings.
- Assist the student to learn to work effectively with others.
- Develop in each student, knowledge of correct lab techniques and equipment usage, resulting in an intelligent and effective application of these skills in the performance of assigned duties.
- Develop in each student a technical and academic knowledge necessary to expand on life long learning as the automotive industry continually updates.

#### Technical Standards

Upon successful completion of a course of study in one of the aspects of the automotive maintenance and repair, students are able to:

- Demonstrate safe, clean work habits, attitudes, and proficiencies required in the area of automotive maintenance, problem diagnosis, repair, function/appearance restoration, or paint and refinish-ing. [GE Goal: 2]



- Demonstrate a professional work ethic and cooperative attitude necessary for successful employment in a service industry. [GE Goal: 4, 5]
- Perform repairs under conditions similar to those found in the automotive industry. [GE Goal: 2]
- Work effectively with others in order to accomplish tasks requiring collaboration or teamwork to complete the job. [GE Goal: 5]
- Research shop manuals and Internet sites for correct repair procedures or specifications and write a descriptive work order upon completion of repairs. [GE Goals: 1, 3]
- Identify, select, and utilize correct tools, workshop techniques, and equipment to accomplish complete projects commonly found in the automotive industry. [GE Goal: 2]
- Apply individual and clustered skill sets listed in the competency task lists relating to various aspects of automotive industry maintenance and repair. [GE Goal: 2]

These overall performance standards link to an extensive set of subject-area criteria which cover not only knowledge levels but skills demonstrations verified through the required completion of specified tasks established by the National Association of Automotive Technicians Education Foundation (NATEF) in accordance with expectations from the National Institute for Automotive Service Excellence (ASE).

Notes

- Because of the highly technological content of some Automotive Technology coursework, the proper placement in General Education courses is a must. (Please see General Education Requirements page 41). The following outline of required courses is a suggested sequence that could be followed in order to complete the Certificate award. Students are strongly urged to contact any Automotive Technology instructor before final registration.
- May enroll in Internship after maintaining a 3.0 in 12 or more credits of Automotive Technology. Offered fall or spring semester.

Fall Semester Only		Credits
AUTO-1150	Automotive Internet & Computer Skills	2
AUTO-1160	Engine Rebuilding I	6
AUTO-1170	Electrical Tune-Up	
AUTO-1235	Automotive Brake Systems	4
AUTO-1320	Automotive Electrical Systems	6
AUTO-1360	Automotive Air Conditioning R-134A	1
AUTO-2500	Internship (see Notes)	1-3

Spring Semester Only		Credits
AUTO-1180	Fuel Systems & Carburetion	6
AUTO-1240	Automotive Suspension, Steering, and Alignment	6
ATUO-1270	Automatic Transmissions/Transaxles	6
AUTO-1290	Manual Transmissions & Differential Axles	3
AUTO-1350	Automotive Heating & Air Conditioning	4
AUTO-1380	Automotive Anti-Lock Brake Systems	0.5
AUTO-2010	Engine Rebuilding II	6
AUTO-2500	Internship (see Notes)	1-3

ASE Skill Sets

Completion of a skill set or combination of skill sets allows for the awarding of a PSA (Professional Skill Award(s)).

ASE Test Skill #A1		Credits
AUTO-1160	Engine Rebuilding I	6
AUTO-2010	Engine Rebuilding II	6
Total Credits		12
ASE Test Skill #A2 & A3		Credits
AUTO-1270	Automatic Transmissions/Transaxles & Manual Transaxles	6
AUTO-1290	Manual Transmissions & Differential Axles	3
Total Credits		9
ASE Test Skill #A4 & A5		Credits
AUTO-1240	Automotive Suspension, Steering, and Alignment	3
AUTO-1235	Automotive Brake Systems	4
AUTO-1380	Automotive Anti-Lock Brake Systems	0.5
Total Credits		7.5
ASE Test Skill #A6		Credits
AUTO-1320	Automotive Electrical Systems	6
Total Credits		6
ASE Test Skill #A7		Credits
AUTO-1350	Automotive Heating & Air Conditioning	4
Total Credits		4
ASE Test Skill #A8		Credits
AUTO-1170	Electrical Tune-Up	6
AUTO-1180	Fuel Systems & Carburetion	6
Total Credits		12
Required Basic Automotive Technology Core		Credits
AUTO-1150	Automotive Internet & Computer Skills	2
Total Credits		2
Automotive Technology Skill Electives		Credits
AUTO-1200	Auto Parts & Service Advisor Specialist	3
AUTO-1450	Specialized Electronics	4

PSA.4706K (6-12 Credits)

AUTOMOTIVE TECHNOLOGY

Professional Skill Award  
Scottsbluff

Required curriculum for Professional Skills Award is 6-12 credits of any AUTO Automotive Technology courses with Division approval.

AOS.AF.4901 (60-62 Credits)

AVIATION AIRFRAME MAINTENANCE

Associate of Occupational Studies  
Sidney

The Aviation Maintenance Technician Program is approved by the Federal Aviation Administration (FAA). The program prepares students for entry-level aviation maintenance technician positions; the AOS degree is designed to increase student opportunities in the field. The total program is broken down into three phases for a minimum total of 1150 clock hours. The General Phase is required for both the Aviation Airframe and Powerplant Maintenance Programs. The General Phase requires 400 contact hours. The Aviation Airframe Maintenance Phase requires 750 contact hours. The Aviation Powerplant Maintenance Phase requires 750 contact hours. Upon successful completion, the student is eligible to take the FAA

examinations for the Airframe and Powerplant license. Students must successfully complete the required AOS General Education Core (15-17 credits), required basic aviation maintenance core (18 credits), and a minimum of one skill award area for a total of 60-62 credits. All electives used to fulfill graduation requirements for this AOS must be pre-approved by the assigned faculty advisor and the Applied Technologies Division Chair must approve each student's final plan.

### Objective

- Develop in each student safe, clean work habits, attitudes, and skills.
- Develop a thorough knowledge of Federal Aviation Regulations.
- Develop knowledge and skills of all phases of aviation repair.
- Allow students to acquire, develop, and apply both academic knowledge and practical skills.
- Provide students the opportunity to explore aviation technology careers.
- Allow students to individualize their plan of study, (with parameters and with the help of their assigned faculty advisor).
- Allow students to incorporate business and industry courses into their individual plan of study.
- Prepare students for the FAA Exams.
- Provide students the opportunity to progress from a certificate to a diploma to an AOS degree in the field of Aviation Maintenance.

### Technical Standards

Technical standards for the aviation maintenance program at Western Nebraska Community College are promulgated upon an extensive set of subject-area criteria which cover not only knowledge levels but skills demonstration established by the Federal Aviation Administration in in Subpart D of Part 65 of the Federal Aviation Regulations (FAR's), part of Title 14 of the Code of Federal Regulations. The criteria can be found at [rgl.faa.gov/Regulatory\\_and\\_Guidance\\_Library/rgAdvisoryCircular.nsf/list/AC%20147-3/\\$FILE/AC147-3chapter.pdf](http://rgl.faa.gov/Regulatory_and_Guidance_Library/rgAdvisoryCircular.nsf/list/AC%20147-3/$FILE/AC147-3chapter.pdf) and should be carefully reviewed by prospective students in the program in order to best understand the scope and demands of training. The curriculum for the program is specified in Part 147—Aviation Maintenance Technician Schools.

### Notes

- Course availability may differ from semester to semester. See advisor prior to registration.
- Credit for previous courses and military training can be applied toward the program requirements.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

### Required General Education

(Choose any 15-17 Credits)

1 <sup>st</sup> Semester		Credits
MATH-0150	Technical Math	
or		
BSTC-1500	Business Mathematics (or higher)	3
BSTC-1210	Business Communications	
or		
ENGL-0500	Work Place Writing	
or		
ENGL-1010	English Composition 1 (or higher)	3
BSTC-2400	Career Development Capstone or Internship	3

### Plus 6-7 credits from the following:

XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
BSAD-2450	Business Ethics	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
BSTC-1100	Personal Finance	3
XXXX-XXXX	General education elective (see Notes on choosing your elective)	3-4
<b>Total Credits</b>		<b>15-17</b>

### Required Aviation Maintenance Core & Skill Awards

2 <sup>nd</sup> Semester		Credits
AVIA-1060	General Phase I	6
AVIA-1070	General Phase II	6
AVIA-1080	General Phase III	6
<b>Total Credits</b>		<b>18</b>

### Aviation Airframe Skill Curriculum

3 <sup>rd</sup> Semester		Credits
AVIA-1110	Airframe I	6
AVIA-1120	Airframe II	6
AVIA-1130	Airframe III	6
AVIA-1140	Airframe IV	3
AVIA-1150	Airframe V	3
AVIA-1160	Airframe VI	3
<b>Total Credits</b>		<b>27</b>

### D2.AF.4901 (51 Credits)

#### AVIATION AIRFRAME MAINTENANCE

#### Diploma

Sidney

1 <sup>st</sup> Semester		Credits
AVIA-1060	General Phase I	6
AVIA-1070	General Phase II	6
AVIA-1080	General Phase III	6
<b>Total Credits</b>		<b>18</b>

2 <sup>nd</sup> Semester		Credits
AVIA-1110	Airframe Phase I	6
AVIA-1120	Airframe Phase II	6
AVIA-1130	Airframe Phase III	6
<b>Total Credits</b>		<b>18</b>

3 <sup>rd</sup> Semester		Credits
AVIA-1140	Airframe Phase IV	3
AVIA-1150	Airframe Phase V	3
AVIA-1160	Airframe Phase VI	3
XXXX-XXXX	General education elective (see Notes on choosing your elective)	6
<b>Total Credits</b>		<b>15</b>

### C2.AF.4901 (45 Credits)

#### AVIATION AIRFRAME MAINTENANCE

#### Certificate

Sidney

1 <sup>st</sup> Semester		Credits
AVIA-1060	General Phase I	6
AVIA-1070	General Phase II	6
AVIA-1080	General Phase III	6
<b>Total Credits</b>		<b>18</b>

2 <sup>nd</sup> Semester		Credits
AVIA-1110	Airframe Phase I	6
AVIA-1120	Airframe Phase II	6
AVIA-1130	Airframe Phase III	6
<b>Total Credits</b>		<b>18</b>

3 <sup>rd</sup> Semester		Credits
AVIA-1140	Airframe Phase IV	3
AVIA-1150	Airframe Phase V	3
AVIA-1160	Airframe Phase VI	3
<b>Total Credits</b>		<b>9</b>

## AOS.PP.4901 (60-62 Credits)

### AVIATION POWER PLANT MAINTENANCE

*Associate of Occupational Studies*  
Sidney

The Aviation Maintenance Technician Program is approved by the Federal Aviation Administration (FAA). The program prepares students for entry-level aviation maintenance technician positions; the AOS degree is designed to increase student opportunities in the field. The total program is broken down into three phases for a minimum total of 1150 clock hours. The General Phase is required for both the Aviation Airframe and Powerplant Maintenance Programs. The General Phase requires 400 contact hours. The Aviation Airframe Maintenance Phase requires 750 contact hours. The Aviation Powerplant Maintenance Phase requires 750 contact hours. Upon successful completion, the student is eligible to take the FAA examinations for the Airframe and Powerplant license. Students must successfully complete the required AOS General Education Core (15-17 credits), required basic aviation maintenance core (18 credits), and a minimum of one-skill award area for a total of 60-62 credits. All electives used to fulfill graduation requirements for this AOS must be pre-approved by the assigned faculty advisor and the Applied Technologies Division Chair must approve each student's final plan.

#### Objectives

- Develop in each student safe, clean work habits, attitudes, and skills.
- Develop a thorough knowledge of Federal Aviation Regulations.
- Develop knowledge and skills of all phases of aviation repair.
- Allow students to acquire, develop, and apply both academic knowledge and practical skills.
- Provide students the opportunity to explore aviation technology careers.
- Allow students to individualize their plan of study, (with parameters and with the help of their assigned faculty advisor).
- Allow students to incorporate business and industry courses into their individual plan of study.
- Prepare students for the FAA Exams.
- Provide students the opportunity to progress from a certificate to a diploma to an AOS degree in the field of Aviation Maintenance.

#### Notes

- Course availability may differ from semester to semester. See advisor prior to registration.
- Credit for previous courses and military training can be applied toward the program requirements.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from

TWO different disciplines; see your academic advisor for specific recommendations.

#### Required General Education (Choose any 15-17 Credits)

1 <sup>st</sup> Semester		Credits
MATH-0150	Technical Math	
or		
BSTC-1500	Business Mathematics (or higher)	3
BSTC-1210	Business Communications	
or		
ENGL-0500	Work Place Writing	
or		
ENGL-1010	English Composition 1 (or higher)	3
BSTC-2400	Career Development Capstone or Internship	3
	Plus 6-7 Credits from the following:	
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
BSAD-2450	Business Ethics	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
BSTC-1100	Personal Finance	3
XXXX-XXXX	General education elective (see Notes on choosing your elective)	3-4
Total Credits		15-17

#### Required Aviation Maintenance Core & Skill Awards

2 <sup>nd</sup> Semester		Credits
AVIA-1060	General Phase I	6
AVIA-1070	General Phase II	6
AVIA-1080	General Phase III	6
<b>Total Credits</b>		<b>18</b>

#### Aviation Powerplant Skill Curriculum

3 <sup>rd</sup> Semester		Credits
AVIA-1210	Powerplant Phase I	3
AVIA-1220	Powerplant Phase II	3
AVIA-1230	Powerplant Phase III	3
AVIA-1240	Powerplant Phase IV	6
AVIA-1250	Powerplant Phase V	6
AVIA-1260	Powerplant Phase VI	6
<b>Total Credits</b>		<b>27</b>

## D2.PP.4901 (51 Credits)

### AVIATION POWER PLANT MAINTENANCE

*Diploma*  
Sidney

1 <sup>st</sup> Semester		Credits
AVIA-1060	General Phase I	6
AVIA-1070	General Phase II	6
AVIA-1080	General Phase III	6
<b>Total Credits</b>		<b>18</b>

2 <sup>nd</sup> Semester		Credits
AVIA-1210	Powerplant Phase I	3
AVIA-1220	Powerplant Phase II	3
AVIA-1230	Powerplant Phase III	3
XXXX-XXXX	General education elective (see Notes on choosing your elective)	6
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
AVIA-1240	Powerplant Phase IV	6
AVIA-1250	Powerplant Phase V	6
AVIA-1260	Powerplant Phase VI	6
<b>Total Credits</b>		<b>18</b>

**AVIATION POWER PLANT MAINTENANCE**

Certificate

Sidney

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
AVIA-1060	General Phase I	6
AVIA-1070	General Phase II	6
AVIA-1080	General Phase III	6
<b>Total Credits</b>		<b>18</b>
<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
AVIA-1210	Powerplant Phase I	3
AVIA-1220	Powerplant Phase II	3
AVIA-1230	Powerplant Phase III	3
<b>Total Credits</b>		<b>9</b>
<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
AVIA-1240	Powerplant Phase IV	6
AVIA-1250	Powerplant Phase V	6
AVIA-1260	Powerplant Phase VI	6
<b>Total Credits</b>		<b>18</b>

**AS.2601A (68 Credits)****BIOLOGY/ECOLOGY**

Associate of Science

Scottsbluff

This emphasis area provides the student with comprehensive coverage of the natural world. This course of study is designed to meet the needs of those wishing to gain technical knowledge for entry into other related areas as well as those seeking a general acquaintance with the field.

**Objectives**

- Provide a basic understanding of the life processes while affording the opportunity to become better acquainted with the natural world.
- Stimulate interest in the biological sciences as a possible career goal.
- Provide the necessary knowledge, understanding, and techniques to manage better and conserve the environment.
- Instill a sense of appreciation for the often-unseen beauty in the living world.
- Teach the fundamental techniques necessary to employ the scientific method to perform further investigations in the biological sciences.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Recommended electives: BIOS-2460, INFO-1220, INFO-1098, MATH-1600, PHYS-1300, and PHYS-1350.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

**Recommended Plan of Study**

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
CHEM-1600	General Chemistry 1	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>
<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
BIOS-1300	General Botany	
or		
BIOS-1380	General Zoology	4
ENGL-1550	English Composition 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
CHEM-1640	General Chemistry 2	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Electives	3
<b>Total Credits</b>		<b>18</b>
<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
BIOS-2120	Genetics	4
CHEM-2340	Organic Chemistry 1	4
XXXX-XXXX	Social sciences elective course (see Notes on choosing your elective)	3
MATH-1210	Trigonometry	3
XXXX-XXXX	Electives	3
<b>Total Credits</b>		<b>17</b>
<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
BIOS-1300	General Botany	
or		
BIOS-1380	General Zoology	4
CHEM-2370	Organic Chemistry 2	4
BIOS-2460	Microbiology	4
XXXX-XXXX	Electives	5
<b>Total Credits</b>		<b>17</b>

**AS.2601 (61 Credits)****BIOMEDICAL RESEARCH (PRE)**

Associate of Science

Scottsbluff

The Pre-Biomedical Research emphasis area is designed to provide the student with a course of study that allows him/her the opportunity to be admitted to and to successfully complete a degree program in Biomedical Research. This degree of study provides one student per year the opportunity to be accepted into the INBRE {Nebraska Biomedical Research Program} and attend one of six universities in Nebraska that participate in the program.

**Objectives**

- To provide the basic science and general education courses needed to transfer to a biomedical research program at a four-year college/university.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.



## Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
CHEM-1600	General Chemistry 1	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
PHED-XXXX	Activity Class	1
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
BIOS-1380	General Zoology	4
CHEM-1640	General Chemistry 2	4
ENGL-1550	English Composition 2	3
MATH-1210	Trigonometry	3
PHED-XXXX	Activity Class	1
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
BIOS-2120	Genetics	4
CHEM-2340	Organic Chemistry 1	4
SPCH-1390	Public Speaking	
or		
SPCH-1200	Human Communications	3
BIOS-1540	Physiology & Anatomy 1	4
<b>Total Credits</b>		<b>15</b>

4 <sup>th</sup> Semester		Credits
BIOS-2460	Microbiology	4
CHEM-2370	Organic Chemistry 2	4
BIOS-1620	Physiology & Anatomy 2	4
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective class)	3
<b>Total Credits</b>		<b>15</b>

**AA.A.5202E (62 Credits)**

**AA.B.5202E (62 Credits)**

**AA.C.5202E (62 Credits)**

## BUSINESS ADMINISTRATION

*Associate of Arts*

Alliance \* Scottsbluff \* Sidney

The Business Administration program offers courses in the areas of accounting, marketing, business law, management, and management information systems, along with specific general education courses to provide students with the first two years of a baccalaureate degree in business. The suggested curriculum meets the requirements for admission as a junior to degree programs in business administration and accounting at many colleges and universities. Students are also provided the opportunity to combine business administration with an area of emphasis in management information systems.

### Objectives

- Provide coursework for the first two years of a baccalaureate degree in accounting, business, or management information systems.
- Promote and help students develop lifelong learning skills needed for professional and personal growth.
- Provide a basis for student understanding of the principles, concepts, and theories that affect business by offering specific accounting, business, and management information systems courses.

### Notes

- These AA program options are also available online. (Some optional courses within the programs may not be available online.)

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and their transfer advisor early in their WNCC enrollment to determine their curriculum.
- Students pursuing the online Business Administration program options are not required to take BSAD-1000 Freshman Seminar but should take INFO-1098 Intro to Online Learning.
- Students who plan to transfer to University of Wyoming should take INFO-2260 Information Management.
- Students may enroll in an Internship after completing 30 or more credits of the Business Administration program with a 3.0 or higher GPA. All Internships must be pre-approved by the Internship Instructor.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. This program requires a minimum of TWO social science courses from TWO different social science disciplines. See your academic advisor for specific recommendations.
- Recommended social science courses: ECON-2230, ECON-2260, POLS-2350, POLS-2390, and SOCI-2630.

## OPTIONS: ACCOUNTING, BUSINESS ADMINISTRATION, AND BUSINESS INFORMATION SYSTEMS (BIS)

Pre-requisite Course Work	Credits
BSAD-1000 Freshman Seminar (Succeeding in College)	1
INFO-1098 Intro to Online Learning	
(or equivalent experience)	1
INFO-1094 Intro to Database (Access)	1
<b>Total Credits</b>	<b>0-3</b>

### Required A.A. General Education (30 Credits)

Required Business Core	Credits
ACCT-1200 Principles of Accounting I	3
ACCT-1210 Principles of Accounting II	4
BSAD-2540 Principles of Management	3
BSAD-2520 Principles of Marketing	3
BSAD-2500 Business Law I	3
<b>Total Credits</b>	<b>16</b>

**Suggested Business Options 12**

**Student should select ONE option from the following:**

### AA.A.5202E (62 credits)

#### ACCOUNTING OPTION - AA

ACCT-2150	Intermediate Accounting I	3
ACCT-2200	Cost-Managerial Accounting	3
<b>Plus 3 credits from the following</b>		
ACCT-2500	Accounting Internship	3
ACCT-2800	National Certified Bookkeeper Prep	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
ACCT-2250	Individual Income Tax	3
<b>Plus 3 credits from the following</b>		
INFO-1030	Spreadsheets (Excel)	3
INFO-2260	Information Management	3
BSTC-2100	Managerial Finance	3
ECON-2230	Principles of Economics (MICRO)	3
ECON-2260	Principles of Economics (MACRO)	3
<b>Total Credits</b>		<b>12</b>

**AA.B.5202E (62 credits)****BUSINESS ADMINISTRATION OPTION - AA****Choose 12 credits from the following:**

BSAD-2550	Business Law 2	3
BSTC-2100	Managerial Finance	3
INFO-1030	Spreadsheets (Excel)	3
ACCT-2200	Cost/Managerial Accounting	3
ACCT-2150	Intermediate Accounting I	3
ECON-2230	Principles of Economics (MICRO)	3
ECON-2260	Principles of Economics (MACRO)	3
INFO-2260	Information Management	3
BSAD-2450	Business Ethics	3
MNGT-2300	Project Management Principles	3
BSTC-1210	Business Communications	3
	<b>Total Credits</b>	<b>12</b>

**AA.C.5202E (62 credits)****BUSINESS INFORMATION SYSTEMS (BIS) OPTION - AA**

INFO-1030	Spreadsheets (Excel)	3
INFO-1040	Database (Access)	3
INFO-2260	Information Management	3

**Plus 3 credits from the following:**

BSTC-2100	Managerial Finance	3
ACCT-2310	Accounting: computer Applications (QuickBooks)	3
INFO-2270	Project Management (MS Project)	3
ECON-2230	Principles of Economics (MICRO)	3
ECON-2260	Principles of Economics (MACRO)	3

**Suggested Curriculum****1<sup>st</sup> Semester**

	Pre-Requisite Course work	Credit
ACCT-1200	Principles of Accounting I	3
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
ENGL-1500	English Composition 1	3
MATH-1150	College Algebra	4
SPCH-1200	Speech Communications	
or		
SPCH-1390	Public Speaking	3
	<b>Total Credits</b>	<b>16-19</b>

**2<sup>nd</sup> Semester**

		Credits
ACCT-1210	Principles of Accounting II	4
ENGL-1550	English Composition 2	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	*Business Option Course	3
	<b>Total Credits</b>	<b>14</b>

**3<sup>rd</sup> Semester**

		Credits
BSAD-2520	Principles of Marketing	3
BSAD-2540	Principles of Management	3
ECON-2230	Principles of Economics (MICRO)	3
XXXX-XXXX	Humanities	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	*Business Option Course	3
	<b>Total Credits</b>	<b>16</b>

**4<sup>th</sup> Semester**

		Credits
BSAD-2500	Business Law 1	3
XXXX-XXXX	Humanities	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
PHED-XXXX	Physical Education	1
ECON-2260	Principles of Economics (MACRO)	
or		
XXXX-XXXX	*Business Option Course	3-6
	<b>Total Credits</b>	<b>16</b>

\*Students should choose a course from selected *Business Option*:

Accounting, Business Administration, or Business Information Systems (BIS)

**AS.A.5202F (61 Credits)****AS.B.5202F (61 Credits)****AS.C.5202F (61 Credits)****BUSINESS ADMINISTRATION**

*Associate of Science*

Alliance \* Scottsbluff \* Sidney

The Business Administration program offers courses in the areas of accounting, marketing, business law, management, and management information systems, along with specific general education courses to provide students with the first two years of a baccalaureate degree in business. The suggested curriculum meets the requirements for admission as a junior to degree programs in business administration and accounting at many colleges and universities. Students are also provided the opportunity to combine business administration with an area of emphasis in management information systems.

**Objectives**

- Provide coursework for the first two years of a baccalaureate degree in accounting, business, or management information systems
- Promote and help students develop lifelong learning skills needed for professional and personal growth
- Provide a basis for student understanding of the principles, concepts, and theories that affect business by offering specific accounting, business, and management information systems courses

**Notes**

- Students who plan to transfer to a four-year college or university should consult their faculty advisor and the Transfer Advisor early in their WNCC enrollment to determine their curriculum
- Students pursuing online Business Administration program options are not required to take BSAD-1000 Freshman Seminar but should take INFO-1098 Intro to Online Learning
- Students who plan to transfer to Chadron State College should follow the Associate of Arts degree program
- Students who plan to transfer to University of Wyoming should take INFO-2260 Information Management
- Students may enroll in an internship after completing 30 or more credits of the Business Administration program with a 3.0 or higher GPA; all internships must be pre-approved by the internship instructor
- Recommended social science courses: ECON-2230, ECON-2260, POLS-2350, POLS-2390, SOCI-2150 and SOCI-2630

**OPTIONS: ACCOUNTING, BUSINESS ADMINISTRATION, AND BUSINESS INFORMATION SYSTEMS (BIS)**

Required Pre-requisite Course Work		Credits
BSAD-1000	Freshman Seminar (Succeeding in College)	1
INFO-1098	Intro to Online Learning (or equivalent experience)	1
INFO-1094	Intro to Database (Access)	1
	<b>Total Credits</b>	<b>0-3</b>

**Required A.S. General Education (30 Credits)**

Required Business Core		Credits
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	4
BSAD-2540	Principles of Management	3
BSAD-2520	Principles of Marketing	3
BSAD-2500	Business Law I	3

INFO-1100	Microcomputer Applications	
or		
INFO-2000	Adv Microcomputer Applications	3
	<b>Total Credits</b>	<b>19</b>

**Suggested Business Options 12 Credits**

**Student should select ONE option from the following:**

#### AS.A.5202F (61 Credits)

##### ACCOUNTING OPTION - AS

ACCT-2150	Intermediate Accounting I	3
ACCT-2200	Cost/Managerial Accounting	3
<b>Plus 3 credits from the following:</b>		
ACCT-2500	Accounting Internship	3
ACCT-2800	National Certified Bookkeeper Prep	3
ACCT-2310	Accounting Computer Applications (QuickBooks)	3
ACCT-2250	Individual Income Tax	3
<b>Plus 3 credits from the following:</b>		
INFO-1030	Spreadsheets (Excel)	3
INFO-2260	Information Management	3
BSTC-2100	Managerial Finance	3
ECON-2230	Principles of Economics (MICRO)	3
ECON-2260	Principles of Economics (MACRO)	3
	<b>Total Credits</b>	<b>12</b>

#### AS.B.5202F (61 Credits)

##### BUSINESS ADMINISTRATION OPTION - AS

**Choose 12 credits from the following:**

INFO-1030	Spreadsheets (Excel)	3
BSAD-2550	Business Law 2	3
ACCT-2150	Intermediate Accounting I	3
ACCT-2200	Cost/Managerial Accounting	3
INFO-2260	Information Management	3
BSAD-2450	Business Ethics	3
MNGT-2300	Project Management Principles	3
BSTC-2100	Managerial Finance	3
BSTC-1210	Business Communications	3
ECON-2230	Principles of Economics (MICRO)	3
ECON-2260	Principles of Economics (MACRO)	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>12</b>

#### AS.C.5202F (61 Credits)

##### BUSINESS INFORMATION SYSTEMS (BIS) OPTION - AS

**Choose 12 credits from the following:**

INFO-2260	Information Management	3
INFO-1310	Visual Basic	3
INFO-1200	Introduction to Computer Science	4
ACCT-2310	Accounting Computer Applications (QuickBooks)	3
INFO-2270	Project Management (MS Project)	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1040	Database (Access)	3
ECON-2230	Principles of Economics (MICRO)	3
ECON-2260	Principles of Economics (MACRO)	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>12</b>

#### 4-SEMESTER SUGGESTED CURRICULUM FOR ACCOUNTING, BUSINESS ADMINISTRATION, AND BUSINESS INFORMATION SYSTEMS (BIS) OPTIONS

1 <sup>st</sup> Semester		Credits
	Pre-Requisite Course work	0-3
ACCT-1200	Principles of Accounting I	3
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3

SPCH-1200	Speech Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1500	English Composition 1	3
MATH-1150	College Algebra	
or		
MATH-1210	Trigonometry	3-4
	<b>Total Credits</b>	<b>15-19</b>

#### 2<sup>nd</sup> Semester

ACCT-1210	Principles of Accounting II	4
ENGL-1550	English Composition 2	3
MATH-1210	Trigonometry	
or		
MATH-1600	Calculus 1	3-5
BSAD-2520	Principles of Marketing	3
XXXX-XXXX	Business Option course	3
	<b>Total Credits</b>	<b>16-18</b>

#### 3<sup>rd</sup> Semester

BSAD-2540	Principles of Management	3
MATH-XXXX	Mathematics	
or		
XXXX-XXXX	BIOS, CHEM, or PHYS Lab Science	4-5
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI (See academic advisor for specific recommendation)	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Business Option Course	3
	<b>Total Credits</b>	<b>14-15</b>

#### 4<sup>th</sup> Semester

ACCT-2200	Cost/Managerial Accounting	3
BSAD-2500	Business Law 1	3
XXXX-XXXX	Science (Any BIOS, CHEM, or PHYS Lab Science)	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Business Option course	3
	<b>Total Credits</b>	<b>14</b>

#### AAS.AC.5201B (63-66 Credits)

#### AAS.5204M (64-66 Credits)

#### AAS.MK.5214 (64-65 Credits)

#### AAS.MN.5201B (64-65 Credits)

#### AAS.1199B (67 Credits)

##### BUSINESS TECHNOLOGY

*Associate of Applied Science*  
Alliance \* Scottsbluff \* Sidney

The Business Technology Program prepares the student for entry into entry-level to mid-level business technology positions. The curriculum is intended for students desiring to enter the workforce immediately after graduation. Program options included in the Business Technology AAS are Accounting Specialist, Medical Office Management, Marketing Specialist, Retail Management Specialist, and Computer Technical Support Specialist.

#### Objectives

- Provide business technology career options for students who desire to enter the labor market immediately upon graduation with an associate degree.
- Provide theory, concepts, and procedures in the areas of business, accounting, and computer technology.
- Provide general education courses that supplement the major area of study.
- Allow students to acquire, develop, and apply both academic knowledge and practical skills.
- Provide students an opportunity to learn basic skills in areas of

business, accounting, and computer technology as a foundation for further studies.

- Provide students with an opportunity to participate in an internship that integrates theoretical concepts with practical experience.
- Provide one-year business technology certificates for those students who desire to enter the labor market with a minimum of thirty to thirty-six (30-36) credits of selected courses.

#### Notes

- **All of these programs are also available online** (some optional courses may not be available online).
- Students should consult their faculty advisor early in their WNCC enrollment.
- Students pursuing the Accounting Option should take ACCT-1200 in their first semester (if possible).
- MATH-0160 Introduction to Algebra or higher may be taken instead of BSTC-1500.
- Any lab science or INFO-1200 may be taken instead of INFO-1220.
- Students following one of the certificate options must demonstrate competence in writing and mathematics by assessment (eCOMPASS) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or BSTC-1500 and ACFS-005W) This is in addition to the required curricula for the certificate options.
- Students may enroll in an internship after completing 30 or more credits of the Business Technology program with a 3.0 or higher GPA. All internships must be pre-approved by the Internship Instructor.
- All internships require 60 contact hours per credit hour. For example: a minimum of 180 contact hours per semester is required to receive 3 credits for an internship).
- Some options may not be available at all sites.

**Business Technology AAS students must complete any deficiency in the basic computer skill requirements plus complete the required general education and business technology curriculum.**

#### Basic Computer Skill Requirements

Keyboarding skills and INFO-1050 using Windows or equivalent skills

Required General Education		Credits
ENGL-1500	English Composition 1	3
INFO-1200	Intro to Computer Science	
or		
INFO-1220	Introduction to Information Technology	
or		
XXXX-XXXX	Any lab science	3-4
BSTC-1500	Business Mathematics	
or		
MATH-1060	Introduction to Algebra or higher*	3-4
SPCH-1200	Speech Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI; see academic advisor for specific recommendation)	3
<b>Total Credits</b>		<b>15-17</b>

**\*MATH-0210 Intermediate Algebra or higher is required for INFO-1200 Intro to Computer Science**

Required Business Technology Core		Credits
BSAD-1000	Freshman Seminar (Succeeding in college) — not required for online degree students	0-1
INFO-1098	Intro to Online Learning (or equivalent online experience*)	1
BSAD-1050 or HIMS-1250	Introduction to Business Administration	
ACCT-1200	Intro to Health Information Management (Medical Office Management Option)	3
ACCT-1210	Principles of Accounting I**	3
INFO-1100	Principles of Accounting II	4
or	Microcomputer Applications	
INFO-2000	Advanced Microcomputer Applications	3
INFO-1094	Intro to Database (Access)	1
BSAD-2450 or HIMS-1500	Business Ethics	
BSTC-2400	Legal and Ethical Aspects of Health Information Management (Medical Office Management Option)	3
or	Career Development Capstone	
<b>Medical Office Management Option students may substitute from the following:</b>		
MNGT-2500	Management Internship	
or		
BSTC-2500	Office Internship I	3
<b>Total Credits</b>		<b>22</b>

**\*Equivalent online experience must be approved by the faculty advisor or the Business Division Chair**

**\*\*Students following the Accounting option should take ACCT-1200 their first semester**

#### Select ONE of the following Business Technology Options:

##### AAS.AC.5201B (63-66 Credits)

##### ACCOUNTING SPECIALIST OPTION - AAS

ACCT-2500	Individual Income Tax	3
ACCT-2200	Cost Accounting	3
ACCT-2150	Intermediate Accounting I	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
INFO-1030	Spreadsheets (Excel)	3
BSAD-2540	Principles of Management	3
ACCT-2800	National Certified Bookkeeper Prep	3
ACCT-2500	Accounting Internship	
or		
<b>Select 3-6 credits from the following:</b>		
BSAD-2500	Business Law 1	3
BSAD-2550	Business Law 2	3
INFO-2270	Project Management (MS Project)	3
MNGT-2300	Project Management Principles	3
MNGT-2050	Small Business Management	3
BSAD-2520	Principles of Marketing	3
BSAD-2650	E-Commerce	3
INFO-2260	Information Management	3
INFO-1040	Database (Access)	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>27-30</b>

##### AAS.5204M (64-66 Credits)

##### MEDICAL OFFICE MANAGEMENT OPTION - AAS

HLTH-1060	Medical Terminology	2
HIMS-1245	Insurance for the Medical Office	3
HIMS-1350	Health Care Delivery Systems	2
HIMS-2100	Coding ICD	4
HIMS-2150	Coding CPT	4
BSAD-2540	Principles of Management	
or		
MNGT-2220	Supervisory Management	3



BSAD-2520	Principles of Marketing	3
ACCT-2800	National Certified Bookkeeper Prep	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1040	Database (Access)	
or		
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>30</b>

#### AAS.MK.5214 (64-65 Credits)

##### MARKETING SPECIALIST OPTION - AAS

BSAD-2520	Principles of Marketing	3
BSAD-2120	Advertising	3
BSAD-2110	Retailing	3
BSAD-2070	Salesmanship	3
BSTC-1210	Business Communications	3
BSAD-2540	Principles of Management	
or		
MNGT-2050	Small Business Management	3
INFO-1020	Word Processing (Word)	3
<b>Plus 6 credits from the following:</b>		
INFO-1040	Database (Access)	3
MRKT-2310	Marketing Internship I	3
BSAD-2650	E-Commerce	3
MNGT-2220	Supervisory Management	3
INFO-1250	HTML	3
INFO-1275	Web Design (Dreamweaver)	3
ARTS-1740	Graphic Design	3
INFO-2270	Project Management (MS Project)	3
INFO-1030	Spreadsheets (Excel)	3
BSAD-2500	Business Law 1	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>27</b>

#### AAS.MN.5201B (64-65 Credits)

##### RETAIL MANAGEMENT SPECIALIST OPTION - AAS

MRKT-2340	Principles of Marketing	3
BSAD-2540	Principles of Management	
or		
MNGT-2050	Small Business Management	3
MNGT-2220	Supervisory Management	3
BSAD-2110	Retailing	3
BSAD-2070	Salesmanship	3
BSAD-2120	Advertising	3
MNGT-2300	Project Management Principles	
or		
INFO-2270	Project Management (MS Project)	3
<b>Plus 6 credits from the following:</b>		
MRKT-2310	Marketing Internship I	3
MNGT-2500	Management Internship	3
BSAD-2500	Business Law 1	3
BSAD-2550	Business Law 2	3
BSAD-2650	E-Commerce	3
INFO-1040	Database (Access)	3
INFO-1030	Spreadsheets (Excel)	3
INFO-2260	Information Management	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>28</b>

#### AAS.1199B (67 Credits)

##### COMPUTER TECHNICAL SUPPORT SPECIALST OPTION - AAS

INFO-1240	Operating Systems	3
INFO-1400	Networking Essentials	3
INFO-1420	Advanced Operating Systems	3
INFO-2411	Desktop Support	3
INFO-1250	HTML	3
INFO-1275	Web Design (Dreamweaver)	3
INFO-1310	Visual Basic	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1040	Database (Access)	3
<b>Plus 3 credits from the following:</b>		
INFO-1260	JavaScript	3
INFO-2270	Project Management (MS Project)	3

INFO-2030	Advanced Database Systems	3
INFO-1461	Cisco Networking 1	3
INFO-2430	Network Administration: Network Infrastructure Configuration	3
INFO-2510	IT Internship	3
INFO-2260	Information Management	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>30</b>

#### C1.5203C (33 Credits)

#### C1.5202B (32-33 Credits)

#### C1.5214 (35-36 Credits)

#### C1.5201 (31-34 Credits)

#### C1.5204 (29-30 Credits)

##### BUSINESS TECHNOLOGY

##### Certificate

Alliance \* Scottsbluff \* Sidney

##### Basic Computer Skill Requirements

Keyboarding skills and INFO-1050 using Windows or equivalent skills

#### C1.5203C (36 Credits)

##### ACCOUNTING ASSISTANT CERTIFICATE

BSAD-1000	Freshman Seminar (Succeeding in College)	
or		
INFO-1098	Intro to Online Learning	1
BSAD-1050	Introduction to Business Administration	3
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
BSTC-1500	Business Mathematics	3
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
INFO-1094	Intro to Database (Access)	1
INFO-1030	Spreadsheets (Excel)	3
BSTC-1210	Business Communications	3
<b>One management course from the following:</b>		
BSAD-2540	Principles of Management	3
MNGT-2050	Small Business Management	3
MNGT-2220	Supervisory Management	3
BSTC-2340	Office Management	3
<b>Plus 3 credits from the following:</b>		
ACCT-2250	Individual Income Tax	3
ACCT-2800	National Certified Bookkeeper Prep	3
	<b>Total Credits</b>	<b>33</b>

#### C1.5202B (32-33 Credits)

##### MANAGEMENT ASSISTANT CERTIFICATE

BSAD-1000	Freshman Seminar (Succeeding in College)	
or		
INFO-1098	Intro to Online Learning	1
BSAD-1050	Introduction to Business Administration	3
ACCT-1200	Principles of Accounting I	3
BSAD-2500	Business Law 1	3
BSTC-1500	Business Mathematics	3
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
INFO-1030	Spreadsheets (Excel)	3
INFO-1094	Intro to Database (Access)	1
BSTC-1210	Business Communications	3
BSTC-2330	Records Management	3

**One management course from the following:**

BSAD-2540	Principles of Management	3
MNGT-2050	Small Business Management	3
MNGT-2220	Supervisory Management	3
BSTC-2340	Office Management	3

**Plus 3-4 credits from the following:**

ACCT-1210	Principles of Accounting II	4
BSAD-2520	Principles of Marketing	3
MNGT-2300	Project Management Principles	3
INFO-2270	Project Management (MS Project)	3
INFO-2260	Information Management	3
INFO-1020	Word Processing (Word)	3
ACCT-2300	Computerized Accounting	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
ACCT-2800	National Certified Bookkeeper Prep	3
<b>Total Credits</b>		<b>32-33 Credits</b>

**C1.5214 (35-36 Credits)****MARKETING ASSISTANT CERTIFICATE**

BSAD-1000	Freshman Seminar (Succeeding in College)	
or		
INFO-1098	Intro to Online Learning	1
ACCT-1200	Principles of Accounting I	3
BSAD-1050	Introduction to Business Administration	3
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
INFO-1094	Intro to Database (Access)	1
INFO-1020	Word Processing (Word)	3
INFO-1030	Spreadsheets (Excel)	3
BSTC-1500	Business Mathematics	3
BSTC-1210	Business Communications	3
BSAD-2520	Principles of Marketing	3
ACCT-1210	Principles of Accounting II	
XXXX-XXXX	Business elective	3-4
<b>Plus 3 credits from the following:</b>		
BSAD-2120	Advertising	3
BSAD-2070	Salesmanship	3
BSAD-2110	Retailing	3
INFO-2270	Project Management (MS Project)	3
<b>Plus 3 credits from the following:</b>		
MNGT-2050	Small Business Management	3
BSAD-2540	Principles of Management	3
MNGT-2220	Supervisory Management	3
BSTC-2340	Office Management	3
<b>Total Credits</b>		<b>35-36</b>

**C1.5201 (31-34 Credits)****GENERAL BUSINESS CERTIFICATE**

BSAD-1000	Freshman Seminar (Succeeding in College)	
or		
INFO-1098	Intro to Online Learning	1
BSAD-1050	Introduction to Business Administration	3
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	
or		
XXXX-XXXX	Business elective	3
ENGL-1500	English Composition 1	3
BSTC-1500	Business Mathematics	
or		
MATH-0160	Introduction to Algebra or higher*	3-4
INFO-1200	Intro to Computer Science*	
or		
INFO-1220	Intro to Information Technology	
or		

BIOS-1000	Basic Nutrition**	
or		
XXXX-XXXX	Any lab science	3-4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI; see academic advisor for specific recommendation)	3
XXXX-XXXX	Business or INFO electives	3
<b>Total Credits</b>		<b>31-34</b>

**\*MATH-0210 Intermediate Algebra or higher is required for INFO-1200 Intro to Computer Science.**

**\*\*BIOS-1000 Basic Nutrition is required for the Food Service Management Program.**

**C1.5204 (29-30 Credits)****INFORMATION PROCESSING CERTIFICATE**

BSAD-1000	Freshman Seminar (Succeeding in College)	
or		
INFO-1098	Intro to Online Learning	1
ACCT-1200	Principles of Accounting I	3
BSTC-1500	Business Mathematics	3
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
INFO-1094	Intro to Database (Access)	3
INFO-1030	Spreadsheets (Excel)	3
BSTC-1210	Business Communications	3
BSTC-2330	Records Management	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
<b>Plus 6-7 credits from the following:</b>		
INFO-1040	Database (Access)	3
INFO-2270	Project Management (MS Project)	3
ACCT-1210	Principles of Accounting II	4
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>29-30</b>

**AOS.5201 (66 Credits)\*\*****D2.5201 (48 Credits)\*\*****C2.5201 (30 Credits)\*\*****BUSINESS TECHNOLOGY**

*Associate of Occupational Studies*

*Diploma*

*Certificate*

Alliance \* Scottsbluff \* Sidney

This program prepares students for entry-level to mid-level business technology positions. It is designed to provide students flexibility in pursuing a career in business technology. The curriculum is intended for students desiring to enter the workforce immediately after graduation. It is not recommended for those intending to transfer.

**\*\*Program Options Also Available Online****Objectives**

- Provide a program of study to provide students with an opportunity to acquire, develop, and apply both academic knowledge and practical skills for entry-level to mid-level business technology positions.
- Promote and help students develop lifelong learning skills needed for professional and personal growth.
- Provide students with an opportunity to participate in an internship that integrates theoretical concepts with practical experience.

- Provide students the opportunity to individualize their plan of study (within parameters and with the help of their assigned faculty advisor) to progress from a certificate to a diploma to an AOS degree in the field of business technology.

Notes

- These program options are also available online (some skill award options and some optional courses may not be available online)
- This program is an individualized program. Therefore, it is important that students consult their assigned faculty advisor early in their WNCC enrollment (first semester).
- Students pursuing an online program option are not required to take BSAD-1000 Freshman Seminar but are required to take INFO-1098 Intro to Online Learning.
- Students pursuing an Accounting Option should take ACCT-1200 in their first semester (if possible).
- Students may enroll in an internship after completing 30 or more credits of the Business Technology program with a 3.0 or higher GPA. All Internships must be pre-approved by the Internship Instructor.
- All electives used to fulfill graduation requirements for the Business Technology AOS, diploma, and certificate must be pre-approved by the assigned faculty advisor.
- Students may use one skill award from another AOS in this degree program. If the skill award originates from another division, the use of the skill award must be approved in advance by the chairs of both divisions.
- Each student's final plan of study must be approved in advance by the assigned faculty advisor and the Business Division Chair.
- Some skill award options may not be available at all sites and some skill award options may not available online.

AOS.5201 (66 Credits)\*\*

BUSINESS TECHNOLOGY

Associate of Occupational Studies

Degree Requirements

Students must complete any deficiency in the basic computer skill requirements plus complete the required AOS General Education Core, the required Business Technology Core, and a minimum of three Professional Skill Awards to total at least 66 credit hours.

Basic Computer Skill Requirements

Keyboarding skills and INFO-1050 using Windows or equivalent skills

Required AOS General Education Core		Credits
BSTC-1500	Business Mathematics	3-4
or		
MATH-0150	Technical Mathematics	
or		
MATH-0160	Introductory Algebra or higher	3
BSTC-1210	Business Communications	
or		
ENGL-1500	English Comp. I or higher	
BSTC-2400	Career Development Capstone	3
<b>Plus 6-8 credits from the following:</b>		
BSAD-2450	Business Ethics*	3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI; see academic advisor for specific recommendation)	3
SPCH-1200	Human Communications	3
or		
SPCH-1390	Public Speaking	3

INFO-1220	Introduction to Information Technology	3-4
or		
INFO-1200	Intro to Computer Science	
ECON-2230	Principles of Economics (MICRO)	
or		3
ECON-2260	Principles of Economics (MACRO)	
or		
BSTC-1100	Personal Finance	
XXXX-XXXX	Any science or general education elective (see Notes on choosing your elective)	3-4
<b>Total Credits</b>		<b>15-18</b>

**\*BSAD-2450 Business Ethics cannot be counted as a General Education course if it is used as a Professional Skill Award course.**

Business Technology Core

BSAD-1000	Freshman Seminar (Succeeding in College)	0-1
INFO-1098	Intro to Online Learning (or equivalent experience)	0-1
INFO-1050	Using windows or equivalent skills	0-1
BSAD-1050	Intro to Business Administration (or equivalent background)	0-3
ACCT-1200	Principles of Accounting I*	3
ACCT-1210	Principles of Accounting II	4
INFO-1100	Microcomputer Applications	3
or		
INFO-2000	Advanced Microcomputer Applications	
INFO-1030	Spreadsheets (Excel)	
INFO-1094	Intro to Database (Access)	1
<b>Total Credits</b>		<b>15-19</b>

**\*Students taking an Accounting Skill Award option should take ACCT-1200 their first semester.**

**Degree Professional Skill Award Requirements:**  
**Students must select three Professional Skill Award options.**

D2.5201 (48 Credits)\*\*

BUSINESS TECHNOLOGY

Diploma

Alliance \* Scottsbluff \* Sidney

Requirements

Students must complete any deficiency in the basic computer skill requirements plus complete the required Diploma General Education Core, the required Business Technology Core, and a minimum of two Professional Skill Award options to total at least 48 credit hours.

Basic Computer Skill Requirements

Keyboarding skills and INFO-1050 using Windows or equivalent skills

Required Diploma General Education Core		Credits
OFFT-1500	Business Mathematics	3-4
or		
MATH-0150	Technical Mathematics	
or		
MATH-0160	Introductory Algebra or higher	3-4
BSTC-1210	Business Communications	
or		
ENGL-1500	English Composition I or higher	3
<b>Plus 3-4 credits from the following:</b>		
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI; see academic advisor for specific recommendation)	3
SPCH-1200	Human Communications	3
or		
SPCH-1390	Public Speaking	3
BSAD-2450	Business Ethics**	3
INFO-1220	Intro to Information Technology	4
or		
INFO-1200	Intro to Computer Science	4

ECON-2260	Principles of Economics (MACRO)	
or		
ECON-2230	Principles of Economics (MICRO)	
or		
BSTC-1100	Personal Finance	3
XXXX-XXXX	Any science or general education elective (see Notes on choosing your elective)	3-4
<b>Total Credits</b>		<b>9-11</b>

**\*\*BSAD-2450 Business Ethics cannot be counted as a General Education course if it is used as a Professional Skill Award course.**

<b>Required Diploma Business Technology Core</b>		<b>Credits</b>
BSAD-1000	Freshman Seminar (Succeeding in College)	1
INFO-1098	Intro to Online Learning (or equivalent experience)	0-1
INFO-1050	Using windows	1
BSAD-1050	Intro to Business Administration (or equivalent background)	0-3
ACCT-1200	Principles of Accounting I*	3
ACCT-1210	Principles of Accounting II	4
INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
INFO-1094	Intro to Database (Access)	1
INFO-1030	Spreadsheets (Excel)	3
<b>Total Credits</b>		<b>15-19</b>

**\*Students taking an Accounting Skill Award option should take ACCT-1200 their first semester.**

#### Diploma Professional Skill Award Requirements

Students must select **two** Professional Skill Award options.

#### C2.5201 (30 Credits)\*\*

### BUSINESS TECHNOLOGY

#### Certificate

Alliance \* Scottsbluff \* Sidney

#### Requirements

Students must complete any deficiency in the basic computer skill requirements plus complete the required Certificate General Education Courses, the required Certificate Business Core, and a minimum of one Professional Skill Award option to total at least 30 credit hours.

#### Basic Computer Skill Requirements (or equivalent skills)

Keyboarding skills and INFO-1050 using Windows or equivalent skills

<b>Required Certificate General Education Courses</b>		<b>Credits</b>
BSTC-1500	Business Mathematics	
or		
MATH-0150	Technical Mathematics	
or		
MATH-0160	Introductory Algebra or higher	3-4
BSTC-1210	Business Communications	
or		
ENGL-1500	English Composition I or higher	3
<b>Total Credits</b>		<b>6-7</b>

<b>Required Certificate Business Core</b>		<b>Credits</b>
BSAD-1000	Freshman Seminar (Succeeding in College)	
or		
INFO-1098	Intro to Online Learning	1
INFO-1050	Using Windows	1
BSAD-1050	Intro to Business Administration (or equivalent background)	0-3
ACCT-1200	Principles of Accounting I*	3

INFO-1100	Microcomputer Applications	
or		
INFO-2000	Advanced Microcomputer Applications	3
INFO-1094	Intro to Database (Access)	1
ACCT-1210	Principles of Accounting II*	
or		
INFO-1030	Spreadsheets (Excel)*	3-4
<b>Total Credits</b>		<b>11-15</b>

**\*Students taking an Accounting Skill Award option should take ACCT-1200 their first semester. Students should consult with their faculty advisor before choosing between ACCT-1210 and INFO-1030. Some skill awards require ACCT-1210 and some skill awards require INFO-1030.**

#### Certificate Professional Skill Award Requirements

Students must select **one** Professional Skill Award option.

#### Professional Skill Awards (\*\*Indicates skill awards available online)

<b>Accounting**</b>		
ACCT-2250	Income Tax	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
<b>Plus 6 hrs. from the following:</b>		
ACCT-2200	Cost/Managerial Accounting	3
ACCT-2150	Intermediate Accounting	3
ACCT-2500	Accounting Internship	3
ACCT-2800	National Certified Bookkeepers Prep	3
<b>Total Credits</b>		<b>12</b>

#### Accounting: Advanced\*\*

ACCT-2150	Intermediate Accounting	3
ACCT-2200	Cost/Managerial Accounting	3
ACCT-2250	Income Tax	3
ACCT-2800	National Certified Bookkeepers Prep	3
<b>Plus 3 hrs. from the following:</b>		
BSAD-2450	Business Ethics	3
BSAD-2500	Business Law 1	3
BSAD-2550	Business Law 2	3
<b>Total Credits</b>		<b>12</b>

#### Business/Computer Support

INFO-1240	Operating Systems	3
INFO-1400	Networking Essentials	3
INFO-1420	Advanced Operating Systems	3
<b>Plus 3 hrs. from the following:</b>		
INFO-1310	Visual Basic or any Programming	3
INFO-1040	Database (Access)	3
<b>Total Credits</b>		<b>12</b>

#### Business/Office Operations\*\*

BSTC-2230	Records Management	3
<b>Plus 3 hrs. from the following:</b>		
BSAD-2540	Principles of Management	3
MNGT-2220	Supervisory Management	3
BSTC-2340	Office Management	3
MNGT-2050	Small Business Management	3
<b>Plus 6 hrs. from the following:</b>		
ACCT-2300	Integrated Accounting Systems	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
INFO-1040	Database (Access)	3
INFO-2270	Project Management (MS Project)	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>12</b>

#### Legal and Ethical Studies\*\*

BSAD-2500	Business Law 1	3
BSAD-2550	Business Law 2	3
BSAD-2450	Business Ethics	3
<b>Plus select one course from the following:</b>		
BSAD-2600	International Business	3
REES-2800	Real Estate Law	3
HIMS-1300	Legal Aspects of Health Information Management	2
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>11-12</b>



**Management\*\***

BSAD-2540	Principles of Management	3
BSAD-2520	Principles of Marketing	3
BSAD-2500	Business Law 1	3

**Plus 3 credits from the following:**

MNGT-2220	Supervisory Management	3
BSTC -2340	Office Management	3
MNGT-2050	Small Business Management	3
<b>Total Credits</b>		<b>12</b>

**Retail Management\*\***

BSAD-2110	Retailing	3
BSAD-2070	Salesmanship	3

**Choose 3 hrs from the following:**

MNGT-2220	Supervisory Management	3
MNGT-2050	Small Business Management	3
BSAD-2540	Principles of Management	3

**Choose 3 hrs from the following:**

BSAD-2120	Advertising	3
BSAD-2650	E-Commerce	3
BSAD-2500	Business Law 1	3
MNGT-2500	Management Internship	3
MRKT-2310	Marketing Internship 1	3
<b>Total Credits</b>		<b>12</b>

**Small Business and Office Management**

BSTC -2340	Office Management	3
BSTC-2230	Records Management	3
MNGT-2050	Small Business Management	3

**Plus 6 hrs. from the following:**

BSAD-2540	Principles of Management	3
MNGT-2220	Supervisory Management	3
BSTC-2500	Office Internship 1	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>12</b>

**Office Management: Medical Office\*\***

HLTH-1060	Medical Terminology	2
HIMS-1300	Legal Aspects of Health Information Management	2
HIMS-1245	Insurance for the Medical Office	3

**Choose 3 hrs. from the following:**

BSTC-2340	Office Management	3
MNGT-2220	Supervisory Management	3
BSAD-2540	Principles of Management	3

**Plus 3 hrs. from the following:**

HIMS-1450	Medical Transcription 1	3
BSTC-2330	Records Management	3
ACCT-2310	Accounting: Computer Applications (QuickBooks)	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>13</b>

**Real Estate**

REES-1600	Real Estate Principles	3
REES-2800	Real Estate Law	3

**Plus select 6 credits from the following:**

BSAD-2500	Business Law 1	3
BSAD-2070	Salesmanship	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>12</b>

**Web Design**

INFO-1275	Web Design (Dreamweaver)	3
INFO-1250	HTML	3
INFO-1260	JavaScript	3

**Plus 3 credits from the following:**

INFO-2235	Flash Animation	3
INFO-2226	Web Graphics (Photoshop)	3
<b>Total Credits</b>		<b>12</b>

**Individualized Skill Award**

The Individualized Skill Award consists of courses/seminars related to the student's plan of study. These related courses/seminars must

be pre-approved by the assigned faculty advisor and the Business Division Chair. If any of these related courses/seminars originate from another division, the use of that course/seminar in this Skill Award must also be approved in advance by the originating Division.

**12 credits****PSA.4902****CDL TRUCK DRIVING***Professional Skill Award*

Sidney

The program is offered so students can complete the professional skill award in six weeks and then would be ready to take the test for industry certification and receive the CDL license. Industry has approved the curriculum and given full support for this program.

**AS.4005 (68-70 Credits)****CHEMISTRY***Associate of Science*

Scottsbluff

This emphasis area presents chemical concepts, problem-solving methods and laboratory experiences intended to upgrade persons working in scientific fields, to provide training for technical scientific employment, and to give pre-professional science students a suitable chemistry background for college transfers.

**Objectives**

- Provide chemical information necessary to understand the various areas of chemistry and how each relates to today's technical world.
- Demonstrate problem-solving techniques to enable the student to solve such problems in his/her college work or career.
- Present laboratory experiments that demonstrate chemical concepts and allow the student to develop laboratory skills.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Students not prepared for MATH-1600 should start at the appropriate step in the mathematics sequence.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
FREN-XXXX	Any FREN Foreign Language	
or		
SPAN-XXXX	Any SPAN Foreign Language	5
ENGL-1010	English Composition 1	3
CHEM-1600	General Chemistry 1	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Electives	3-5
<b>Total Credits</b>		<b>16-18</b>
<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
FREN-XXXX	Any FREN Foreign Language	
or		
SPAN-XXXX	Any SPAN Foreign Language	5
ENGL-1550	English Composition 2	3
MATH-1600	Calculus 1	5

CHEM-1640	General Chemistry 2	4
<b>Total Credits</b>		<b>17</b>
<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
MATH-2150	Calculus 2	5
PHYS-2400	Physics 1 with Calculus	5
CHEM-2340	Organic Chemistry 1	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>18</b>
<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
MATH-2200	Calculus 3	5
PHYS-2450	Physics 2 with Calculus	5
CHEM-2370	Organic Chemistry 2	4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
<b>Total Credits</b>		<b>17</b>

<b>Spring Semester Only</b>		<b>Credits</b>
HIMS-1500	Legal & Ethical Aspects of HIMS	3
HIMS-2400	Disease Process 2	3
HIMS-2100	Coding ICD	4
INFO-1094	Intro to Database (Access)	1
<b>Total Credits</b>		<b>11</b>

<b>Fall Semester Only</b>		<b>Credits</b>
HIMS-2180	Reimbursement Methodologies	4
HIMS-2200	Information Systems in Healthcare	2
PSYC-1810	Introduction to Psychology	3
<b>Total Credits</b>		<b>9</b>

<b>Spring Semester Only</b>		<b>Credits</b>
HIMS-2390	Coding and Reimbursement Applications	3
HIMS-2360	Coding & Reimbursement PPE	2
HIMS-2650	Employment	1
<b>Total Credits</b>		<b>6</b>

## DI.5107B (49-54 Credits)

### CODING TECHNICIAN

#### Diploma

Alliance \* Scottsbluff \* Sidney

The program is designed to prepare the student to enter the health information field with either a diploma or Associate of Applied Science degree. Students receiving a diploma are prepared to work in entry level positions as a medical transcriptionist or coding technician in a variety of health care settings. Those receiving an Associate of Applied Science degree are able to work in a variety of entry level positions because of greater clinical and didactic preparation. The program is a partnership between Western Nebraska Community College and Central Community College with some classes being taught using the distance learning format. The programs at Western Nebraska Community College and Central Community College are accredited by the Commission on Accreditation of the Allied Health Educational Programs (CAAHEP) in cooperation with the Council on Accreditation of the American Health Information Management Association. Students graduating from the program are eligible to take the national qualifying examination for certification as an RHIT (Registered Health Information Technician).

<b>Required General Education Core</b>		<b>Credits</b>
INFO-1100	Microcomputer Applications (or possess equivalency skills as specified by Business Division)	3
HLTH-1060	Medical Terminology (or prove competency by passing WNCC Standardized test with a score of 75 percent or higher)	2
BIOS-1160	Human Anatomy & Physiology	
or		
LPNR-1110	Body Structure and Function	4
INFO-1098	Introduction to Online Learning	1
ENGL-1010	English Composition 1	3
	Intermediate Algebra ready	
<b>Total Credits</b>		<b>8-13</b>

<b>Fall Semester Only</b>		<b>Credits</b>
HIMS-1250	Introduction to HIMS	3
HIMS-1350	Health Care Delivery Systems	2
HIMS-1400	Disease Process 1	3
HIMS-2150	Coding-CPT	4
INFO-1220	Introduction to Information Technology	3
<b>Total Credits</b>		<b>15</b>

## AA.0601 (60 Credits)

### COMMUNICATION STUDIES

#### Associate of Arts

Alliance \* Scottsbluff \* Sidney

Communication classes teach research, critical thinking, problem-solving, interpersonal communication, teamwork, and presentation skills. The Speech emphasis prepares students for communication-related careers in education, business, public services, broadcasting and journalism, politics, and public relations.

#### Objectives

Upon completion of this program of study, the student is able to

- Demonstrate the ability to comprehend, evaluate, and apply basic communication theories (GE 1 oral, GE 2, GE 3)
- Analyze the communication interactions (verbal and nonverbal) that take place in society (GE 1 oral, GE 2, GE 4, GE 5)
- Communicate effectively with others in interpersonal, small group, and public speaking situations (GE 1 oral, GE 2, GE 4, GE 5)

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
ENGL-1010	English Composition 1	3
SPCH-1200	Human Communications	3
PRDV-1000	Achieving College Success	1
MATH-1150	College Algebra or higher	4
INFO-1098	Introduction to Online Learning	1
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>15</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
SPCH-1390	Public Speaking	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
PHED-XXXX	Physical Education	1
PSYC-1810	Introduction to Psychology	3
<b>Total Credits</b>		<b>14</b>

3 <sup>rd</sup> Semester		Credits
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
PSYC-2140 or PSYC-2150	Social Psychology Life Span: Human Growth & Development	3
SPCH-1220	Interpersonal Communication	3
THEA-1790 or THEA-2660	Introduction to Theatre Acting 1	3
JOUR-2150	News Writing & Reporting	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
SPCH-1250	Oral Interpretation	3
SOCI-2150	Living in a Diverse Society	3
SOCI-2250 or SOCI-2350	Marriage and Family American Government and Politics	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Elective (STAT-1100 recommended)	3
<b>Total Credits</b>		<b>15</b>

## AS.1199A (66 Credits)

### COMPUTER SCIENCE

*Associate of Science*

Alliance \* Scottsbluff \* Sidney

This program provides students with a technological basis for further study in information technology, typically leading to a baccalaureate degree in computer science, management information systems, or a related field. This program acquaints students with the principles and practices of algorithmic design, programming, programming languages, and operating systems. These principles prepare students with practical knowledge to apply to the remainder of a baccalaureate degree program.

#### Objectives

- Provide coursework for the first two years of a baccalaureate degree in information technology or management information systems.
- Promote and help students develop lifelong learning skills needed for professional and personal growth
- Provide a basis for student understanding of the principles, concepts, and theories that affect information technology by offering specific application, programming, and management information systems courses.

#### Notes

- This program option is also available online (some optional courses may not be available online)
- Students who plan to transfer to a four-year college/university should consult their faculty advisor early in their WNCC enrollment to determine their curriculum.

- Students who plan to transfer to a four-year college/university as an education major should take EDUC-1830 Introduction to Education and PSYC-1810 Introduction to Psychology.
- Students who plan to transfer to a four-year college/university as a business major should take ACCT-1200 Principles of Accounting I and ACCT-1210 Principles of Accounting II.

Required General Education		Credits
ENGL-1010	English Composition 1	3
ENGL-1550	English Composition 2	3
SPCH-1200	Speech Communications	
or		
SPCH-1390	Public Speaking	3
MATH-1150	College Algebra (or higher)	4
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS - Lab Science)	4
XXXX-XXXX	Humanities	6
PHED-XXXX	Physical Education	2
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	6
INFO-1100	Microcomputer Applications (or higher)	3
Total Credits		34

### INFORMATION TECHNOLOGY OPTION

Suggested Information Technology Courses		Credits
INFO-1001	SITE Seminar	
or		
BSAD-1000	Freshman Seminar	1
INFO-1240	Operating Systems	3
INFO-1040	Database (Access)	3
INFO-1310	Visual Basic	3
INFO-1400	Networking Essentials	3
INFO-2260	Information Management	3
INFO-2801	Information Technology	
XXXX-XXXX	Capstone	1
Total Credits		17

*Plus 15-16 credits from the following option:*

#### ELECTIVES

INFO-1030	Spreadsheets (Excel)	3
INFO-2030	Advanced Database (Access)	3
INFO-2280	Systems Analysis and Design	3
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	4
INFO-2270	Project Management (MS Project)	3
INFO-1250	HTML	3
INFO-1260	JavaScript	3
INFO-2000	Advanced Microcomputer Applications	3
INFO-1200	Introduction to Computer Science	4
INFO-1355	Computer Science 1	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>32</b>

#### Suggested Information Technology Option by Semester

1 <sup>st</sup> Semester		Credits
INFO-1100	Microcomputer Applications	3
INFO-1240	Operating Systems	3
INFO-1400	Networking Essentials	3
INFO-1310	Visual Basic	3
INFO-1001	SITE Seminar	
or		
BSAD-1000	Freshman Seminar	1
MATH-1150	College Algebra (or higher)	4
	<b>Total Credits</b>	<b>17</b>
2 <sup>nd</sup> Semester		Credits
ENGL-1010	English Composition 1	3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI; see academic advisor for specific recommendation)	3
XXXX-XXXX	Humanities	3
PHED-XXX	Physical Education	1
INFO-1200	Introduction to	
XXXX-XXXX	Computer Science	4
XXXX-XXXX	Option elective courses	3
	<b>Total Credits</b>	<b>17</b>

3 <sup>rd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
INFO-1040	Database (Access)	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
SPCH-1200 or SPCH-1390	Speech Communications	
PHED-XXX	Public Speaking	3
XXXX-XXXX	Physical Education	1
XXXX-XXXX	Option elective course	3
<b>Total Credits</b>		<b>17</b>
4 <sup>th</sup> Semester		Credits
INFO-2801	Information Technology Capstone	1
INFO-2260	Information Management	3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI; see academic advisor for specific recommendation)	3
XXXX-XXXX	Humanities	3
XXXX-XXXX	Option elective courses	6
<b>Total Credits</b>		<b>16</b>

	see academic advisor for specific recommendation)	3
PHED-XXXX	Physical Education	1
	<b>Total Credits</b>	<b>17</b>
<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
INFO-2260	Information Management	3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI; see academic advisor for specific recommendation)	3
XXXX-XXXX	Humanities	3
INFO-2801	Information Technology Capstone	1
XXXX-XXXX	Business & Statistics elective courses	6
	<b>Total Credits</b>	<b>16</b>

## AOS.1204 (72-73 Credits)

### COSMETOLOGY

*Associate of Occupational Studies*  
Sidney

The Cosmetology program prepares the student to become a licensed cosmetologist within the State of Nebraska. The program educates students in all facets of Cosmetology as stipulated by the Registration and Licensure Credentialing Division of the Nebraska Health and Human Services Department. The Cosmetology Associate of Occupational Studies (AOS) degree program adds business and management to increase the students' opportunities in the field of cosmetology. Students wishing to pursue an Associate of Occupational Studies (AOS) degree in Cosmetology must complete the required Cosmetology Curriculum (2100 contact hours/60 credits) and complete the required additional General Education courses to total at least 72 credit hours.

#### Objectives

- Prepare students to pass the State Board Exams to become a licensed cosmetologist within the State of Nebraska.
- Provide students the opportunity to learn by actually working under conditions similar to those in a cosmetology salon.
- Allow students to acquire, develop, and apply both academic knowledge and practical skills.
- Provide relevant general education and business courses that broaden the students' opportunities in the field of cosmetology and provide students the opportunity to progress from a Certificate, to a Diploma, to an AOS degree in the field of cosmetology.
- Provide students the opportunity to pursue a Nail Technology Professional Skill Award.

#### Technical Standards (Apply to Diploma and Certificate Cosmetology Options)

Western Nebraska Community College Cosmetology students are expected to meet the following technical standards as outlines in the State of Nebraska regulations 172 and the program's curriculum.

- Upon successful completion of a course of study in cosmetology at WNCC, students should acquire and apply the skills, abilities, and attitudes to:
- Cultivate and practice technical and customer service skills commonly found in salon environments
- Use industry software for appointment scheduling and inventory control
- Understand and perform sufficient business and office technology skills to assist in the daily operations of an independent salon and/or a small business environment

## MANAGEMENT INFORMATION SYSTEMS OPTION

Suggested Information Technology Courses		Credits
INFO-1001	SITE Seminar	
or		
BSAD-1000	Freshman Seminar	1
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	4
INFO-1240	Operating Systems	3
INFO-1400	Networking Essentials	3
INFO-1310	Visual Basic	3
INFO-1040	Database (Access)	3
INFO-2030	Advanced Database (Access)	3
INFO-2260	Information Management	3
INFO-2801	Information Technology Capstone	1
<b>Total Credits</b>		<b>27</b>
<b>Plus 6 credits of suggested Business &amp; Statistics courses:</b>		
BSAD-2540	Principles of Management	3
INFO-2270	Project Management (MS Project)	3
STAT-1100	Applied Statistics	3
<b>Total Credits</b>		<b>33</b>

Suggested Management Information Systems Courses		Credits
1 <sup>st</sup> Semester		
INFO-1001	SITE Seminar	
or		
BSAD-1000	Freshman Seminar	1
INFO-1100	Microcomputer Applications	3
INFO-1040	Database (Access)	3
INFO-1240	Operating Systems	3
XXXX-XXXX	BIOS, CHEM, or PHYS Lab Science	4
MATH-1150	College Algebra (or higher)	4
<b>Total Credits</b>		<b>18</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1010	English Composition 1	3
ACCT-1200	Principles of Accounting I	3
INFO-2030	Advanced Database (Access)	3
SPCH-1200 or SPCH-1390	Speech Communications	
XXXX-XXXX	Public Speaking	3
XXXX-XXXX	Humanities	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>

3 <sup>rd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
ACCT-1210	Principles of Accounting II	4
INFO-1310	Visual Basic	3
INFO-1400	Networking Essentials	3
XXXX-XXXX	Any social science (ANTH, ECON, GEOG, HIST, POLS, PSYC, or SOCI;	



- Articulate the importance of Nebraska cosmetology rules and regulations in the advancement of the profession
- Appreciate and adopt an ethic of continuous learning and updating skills connected with industry trends and developments
- Practice applicable sanitary and safety standards, including regulations concerning the use, storage, and disposal of hazardous chemicals
- Demonstrate proper technique for applying facials, eyebrow arching, body waxing, lash and eyebrow tinting, and make-up and massage
- Effectively utilize shears, razors, and thinning shears for haircutting
- Select and use proper rollers and thermal curling tools to perform hairstyling, braiding, and comb out sets
- Demonstrate proper technique for permanent waving and chemical relaxing
- Demonstrate proper technique for scalp treatments, and model and explain the use of shampoos and conditioners, along with the application of hair color and bleach
- Demonstrate proper technique for manicures and pedicures, including the application of artificial nails and/or massage

#### Notes

- Special Admission standards are as follows: 1. Furnish the College with a photocopy of birth certificate. 2. Furnish the College with a photocopy of high school diploma or GED. 3. Must be 17 years of age.
- Students pursuing an AOS degree may take their General Education courses prior to entering the Cosmetology program or as a fifth semester student. Students may also take their General Education courses on Tuesday and Thursday mornings throughout the entire program. Students may also complete the additional General Education courses after completing the certificate program.
- All electives used to fulfill graduation requirements for the Cosmetology AOS must be pre-approved by the assigned faculty advisor.
- This program is an individualized program. Therefore, it is important that students consult their assigned faculty advisor early in their WNCC enrollment.
- Each student's final plan of study must be approved in advance by the assigned faculty advisor and the Business Division Chair.

1 <sup>st</sup> Semester		Credits
CSMO-1010	Cosmetology Science	3
CSMO-1500	Cosmetology Theory 1	5
CSMO-1520	Cosmetology Related Theory 1	5
CSMO-1540	Cosmetology Practicum 1	5
	<b>Total Credits</b>	<b>18</b>

2 <sup>nd</sup> Semester		Credits
CSMO-1600	Cosmetology Theory 2	5
CSMO-1620	Cosmetology Related Theory 2	2.5
CSMO-1640	Cosmetology Practicum 2	8.5
	<b>Total Credits</b>	<b>16</b>

3 <sup>rd</sup> Semester (Summer Only)		Credits
<b>SUMMER</b>		
CSMO-2110	Cosmetology Theory Summer	3
CSMO-2120	Cosmetology Related Theory Summer	1.5
CSMO-2130	Cosmetology Practicum Summer	5.5
	<b>Total Credits</b>	<b>10</b>

4 <sup>th</sup> Semester		Credits
CSMO-2140	Cosmetology Theory 3	5
CSMO-2150	Cosmetology Related Theory 3	2.5
CSMO-2160	Cosmetology Practicum 3	8.5
	<b>Total Credits</b>	<b>16</b>

5 <sup>th</sup> Semester		Credits
BSTC-1500	Business Mathematics	
or		
MATH-0160	Introductory Algebra (or higher)	3-4
BSTC-1210	Business Communications	
or		
ENGL-1010	English Composition 1 (or higher)	3
XXXX-XXXX	General Education Courses	6
	<b>Total Credits</b>	<b>12-13</b>

#### D2.1204 (63 Credits)

##### COSMETOLOGY

*Diploma*  
Sidney

#### Technical Standards

Refer to AOS Cosmetology.

#### Notes

- Students following the diploma option must demonstrate competency in writing and mathematics by assessment (eCOMPASS), or by passing the appropriate mathematics and writing courses, and complete the required diploma curriculum.

1 <sup>st</sup> Semester		Credits
CSMO-1010	Cosmetology Science	3
CSMO-1500	Cosmetology Theory 1	5
CSMO-1520	Cosmetology Related Theory 1	5
CSMO-1540	Cosmetology Practicum 1	5
	<b>Total Credits</b>	<b>18</b>

2 <sup>nd</sup> Semester		Credits
CSMO-1600	Cosmetology Theory 2	5
CSMO-1620	Cosmetology Related Theory 2	2.5
CSMO-1640	Cosmetology Practicum 2	8.5
	<b>Total Credits</b>	<b>16</b>

3 <sup>rd</sup> Semester		Credits
CSMO-2110	Cosmetology Theory Summer	3
CSMO-2120	Cosmetology Related Theory Summer	1.5
CSMO-2130	Cosmetology Practicum Summer	5.5
BSTC-1500	Business Mathematics (or competency)	

or		
XXXX-XXXX	General Education Courses	3
	<b>Total Credits</b>	<b>13</b>

4 <sup>th</sup> Semester		Credits
CSMO-2140	Cosmetology Theory 3	5
CSMO-2150	Cosmetology Related Theory 3	2.5
CSMO-2160	Cosmetology Practicum 3	8.5
	<b>Total Credits</b>	<b>16</b>

#### C2.1204 (60 Credits)

##### COSMETOLOGY

*Certificate*  
Sidney

#### Technical Standards

Refer to AOS Cosmetology.

## Notes

Students following the certificate option must complete the required curriculum (60 credits/2100 contact hours) and demonstrate competency in writing and mathematics by assessment (eCOMPASS), or by passing the appropriate mathematics and writing courses, or the State Board Exams.

1 <sup>st</sup> Semester		Credits
CSMO-1010	Cosmetology Science	3
CSMO-1500	Cosmetology Theory 1	5
CSMO-1520	Cosmetology Related Theory 1	5
CSMO-1540	Cosmetology Practicum 1	5
<b>Total Credits</b>		<b>18</b>

2 <sup>nd</sup> Semester		Credits
CSMO-1600	Cosmetology Theory 2	5
CSMO-1620	Cosmetology Related Theory 2	2.5
CSMO-1640	Cosmetology Practicum 2	8.5
<b>Total Credits</b>		<b>16</b>

3 <sup>rd</sup> Semester		Credits
CSMO-2110	Cosmetology Theory Summer	3
CSMO-2120	Cosmetology Related Theory Summer	1.5
CSMO-2130	Cosmetology Practicum Summer	5.5
<b>Total Credits</b>		<b>10</b>

4 <sup>th</sup> Semester		Credits
CSMO-2140	Cosmetology Theory 3	5
CSMO-2150	Cosmetology Related Theory 3	2.5
CSMO-2160	Cosmetology Practicum 3	8.5
<b>Total Credits</b>		<b>16</b>

## C1.1204A (30 Credits)

### COSMETOLOGY INSTRUCTOR TRAINING

Certificate  
Sidney

This program provides the appropriate training for a licensed cosmetologist to become a licensed cosmetology instructor. Advanced training is provided in materials, skills, and techniques as well as teaching methods.

## Objectives

- To provide teacher educators with well-planned, basic course material and to train competent individuals to teach in schools of cosmetology.

## Notes

- A minimum of two years work experience within the last three years is required for admittance into this program.
- Students must provide the College with their current valid Cosmetologists license.
- Students must demonstrate competency in writing and mathematics by assessment (eCOMPASS) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or BSTC-1500 and ACFS-0050W). This is in addition to the required curriculum for the certificate.

1 <sup>st</sup> Semester		Credits
CSMO-2420	Teacher Orientation 1	1
CSMO-2430	Sterilization and Sanitation 1	3
CSMO-2440	Curriculum Development 1	5
CSMO-2460	Student Evaluation 1	1
CSMO-2480	Classroom Management and Clinical Supervision 1	5
<b>Total Credits</b>		<b>15</b>

2 <sup>nd</sup> Semester		Credits
CSMO-2520	Teacher Orientation 2	1
CSMO-2530	Sterilization and Sanitation 2	3
CSMO-2540	Curriculum Development 2	5
CSMO-2560	Student Evaluation 2	1
CSMO-2580	Classroom Management and Clinical Supervision 2	5
<b>Total Credits</b>		<b>15</b>

## AA.4301 (60-64 Credits)

### CRIMINAL JUSTICE STUDIES

Associate of Arts

Alliance \* Scottsbluff \* Sidney

The Criminal Justice emphasis area provides the student with a broad academic and multi-disciplinary background that prepares the student for professional Criminal Justice careers in Law Enforcement, Corrections, Private Security, Court, Parole, and Probation. The Criminal Justice emphasis area also provides the student with an interdisciplinary curriculum that prepares the student for advance studies.

## Objectives

- Illustrate the inter-dependent operations of the three general criminal justice components – police, courts, and corrections
- Determine how criminal justice organizations function in relation to the political, legal, and socioeconomic environments in which they operate.
- Demonstrate basic qualitative and quantitative criminal justice research techniques, methodology, skills, and analysis.
- Summarize criminal law, constitutional law, and the law of criminal justice.
- Analyze criminological theories and their implication to contemporary criminal justice policies.
- Communicate, both orally and through writing, in a manner appropriate for criminal justice.
- Produce work that demonstrates the ability to effectively search, read, and critically evaluate professional literature in criminal justice.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Humanities elective courses are chosen from any of the following disciplines: ARTS\*, ENGL\*, THEA\*, foreign languages, HUMS, MUSC\* or PHIL). This program requires a minimum of TWO humanities elective courses from TWO different humanities disciplines. \*Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations).
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. This program requires a minimum of TWO social sciences elective courses from TWO different social science disciplines.
- The Division of Social Sciences also offers an Associate of Applied Science Degree in Criminal Justice. Individuals considering a degree or employment in the criminal justice profession must be aware of strict qualifications for each degree.
- Students may substitute a criminal justice course(s) for humanities or social science course(s) with an advisor's approval, beyond the courses required for the AA degree.

- Students who are already certified law enforcement at the time of their enrollment at Western Nebraska Community College, may be awarded the following credits upon certification verification and active enrollment:

CRIM-1010	Introduction to Criminal Justice	3
CRIM-2000	Criminal Law	3
CRIM-2030	Police & Society	3
CRIM-2260	Criminal Investigation	3

#### Required Courses

- English Comp I
- English Comp II
- Public Speaking or Human Communication
- Science course with a lab
- Two social science courses each from a different discipline (see Notes above)
- Two humanities each from a different discipline (see Notes above)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

#### Recommended Electives

- CRIM-2200 Criminology (Spring only)
- CRIM-2900F Police Community Relations (Spring only)
- CRIM-2350 Security and Loss Prevention  
or
- Any humanities or social science courses

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra or higher	4
PSYC-1810	Introduction to Psychology	3
CRIM-1010	Introduction to Criminal Justice	3
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1550	English Composition 2	3
CRIM-1020	Introduction to Corrections	3
CRIM-2260	Criminal Investigation	3
POLS-2350	American Government and Politics	3
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
CRIM-2000	Criminal Law	3
CRIM-2230	Police and Society	3
SOCI-2150	Living in a Diverse Society	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	
or		
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	6
<b>Total Credits</b>		<b>15</b>

4 <sup>th</sup> Semester		Credits
CRIM-2110	Juvenile Justice	3
CRIM-2180	Criminal Justice Organization and Management	3
PHED-XXXX	Physical Education	2
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>

#### AAS.4301A (60-61 Credits)

#### CRIMINAL JUSTICE STUDIES

*Associate of Applied Science*

Alliance \* Scottsbluff \* Sidney

The Criminal Justice Program provides the student with a broad academic and multi-disciplinary background that prepares the student for professional criminal justice careers in Law Enforcement, Corrections, Private Security, Court, Parole, and Probation.

#### Objectives

- Illustrate the inter-dependent operations of the three general criminal justice components – police, courts, and corrections
- Determine how criminal justice organizations function in relation to the political, legal, and socioeconomic environments in which they operate.
- Demonstrate basic qualitative and quantitative criminal justice research techniques, methodology, skills, and analysis.
- Summarize criminal law, constitutional law, and the law of criminal justice.
- Analyze criminological theories and their implication to contemporary criminal justice policies.
- Communicate, both orally and through writing, in a manner appropriate for criminal justice.
- Produce work that demonstrates the ability to effectively search, read, and critically evaluate professional literature in criminal justice.

#### Notes

- Criminal Justice is experiencing growth that requires additional well-trained employees in law enforcement and corrections.
- Internships with various organizations are available for advanced students in criminal justice.
- Individuals considering a degree or employment in the criminal justice profession must be aware of strict qualifications.
- Students may substitute a criminal justice course(s) for social science course(s) with an advisor's approval, beyond the courses required for the AAS degree.
- Students who are already certified law enforcement at the time of their enrollment at Western Nebraska Community College, may be awarded the following credits upon certification verification and enrollment:

CRIM-1010	Introduction to Criminal Justice	3
CRIM-2000	Criminal Law	3
CRIM-2030	Police & Society	3
CRIM-2260	Criminal Investigation	3

#### Required Courses

- English Comp I or Workplace Writing
- Public Speaking or Human Communication
- Science course with a lab
- One social science course each from a different discipline (see Notes above)
- Business Math or Introduction to Algebra or higher

#### Recommended Electives

- CRIM-2200 Criminology (Spring only)
- CRIM-2900F Police Community Relations (Spring only)
- CRIM-2350 Security and Loss Prevention  
or any humanities or social science courses:
- POLS-2350 American Gov. & Politics
- SOCI-1010 Introduction to Sociology

- ANTH-2130 Mexican-Native American Cultures
- SOCI-2150 Living in a Diverse Society
- INFO-1100 Microcomputer Applications
- ATHC-1790 Personal Health (2 credits)
- PHED-1235 Wellness (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition	1
or		
ENGL-0500	Workplace Writing	3
BSTC-1500	Business Mathematics	3
PSYC-1810	Introduction to Psychology	3
CRIM-1010	Introduction to Criminal Justice	3
CRIM-2030	Police & Society	3
<b>Total Credits</b>		<b>15</b>
2 <sup>nd</sup> Semester		Credits
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
CRIM-1020	Introduction to Corrections	3
CRIM-2200	Criminology	3
CRIM-2260	Criminal Investigation	3
XXXX-XXXX	Criminal Justice elective	3
<b>Total Credits</b>		<b>15</b>
3 <sup>rd</sup> Semester		Credits
XXXX-XXXX	Social science electives	9
CRIM-2000	Criminal Law	3
CRIM-2180	CJ Organization/Management	3
<b>Total Credits</b>		<b>15</b>
4 <sup>th</sup> Semester		Credits
CRIM-2110	Juvenile Justice	3
XXXX-XXXX	Social science elective	3
PHED-XXXX	Physical Education	
or		
INFO-XXXX	See recommended elective	2-3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
CRIM-XXXX	Criminal Justice elective	3
<b>Total Credits</b>		<b>15-16</b>

## C1.4301 (30-31 Credits)

### CRIMINAL JUSTICE STUDIES

#### Certificate

Alliance \* Scottsbluff \* Sidney

The Criminal Justice Certificate is a one-year program designed to prepare graduates for entry-level employment opportunities or for current field practitioners to enhance their knowledge and skills. Students choosing to continue their education after the Criminal Justice Certificate may continue into either the Associate of Applied Science degree program or the Associate of Arts degree program in Criminal Justice. Graduates of the Certificate in Criminal Justice program are prepared to:

- Effectively work in the areas of law enforcement, corrections, juvenile justice, and emergency management
- Maintain the proper attitude required of criminal justice professionals
- Recognize and evaluate criminal law
- Analyze theories for committing crime
- Interview subjects and suspects, complete basic investigations,

and present investigative findings to administrative and local law enforcement and judicial bodies

#### Objectives

- Develop an understanding of the criminal justice system.
- Learn about the causes of criminal behavior.
- Understand the correctional responses to criminal behavior.
- Understand basic psychological theories as applied to criminal behavior.
- Develop proper communication techniques useful to those employed in the field of criminal justice.

#### Notes

Students who are already certified law enforcement at the time of their enrollment at Western Nebraska Community College, may be awarded the following credits upon certification verification and enrollment:

CRIM-1010	Introduction to Criminal Justice	3
CRIM-2000	Criminal Law	3
CRIM-2030	Police & Society	3
CRIM-2260	Criminal Investigation	3

#### Required General Education Courses

ENGL-1010	English Composition I	3
PSYC-1810	Introduction to Psychology	3
INFO-1100	Microcomputer Applications	3
BSTC-1500	Business Mathematics	
or		
MATH-1150	College Algebra	3-4
<b>Total Credits</b>		<b>12-13</b>

#### Required Criminal Justice Core Courses

CRIM-1010	Introduction to Criminal Justice	3
CRIM-1020	Introduction to Corrections	3
CRIM-1030	Courts & the Judicial Process	3
<b>Total Credits</b>		<b>9</b>

#### Criminal Justice Elective Courses

CRIM-XXXX	Criminal Justice electives	9
<b>Total Credits</b>		<b>9</b>

## AS.5106 (65 Credits)

### DENTAL HYGIENE (PRE)

Associate of Science  
Scottsbluff

The Pre-Dental Hygiene emphasis area is designed to provide the student with a course of study that allows him/her the opportunity to be admitted to and to complete the degree program at an accredited college of dental hygiene.

#### Objectives

- To provide an education that includes basic sciences including Microbiology, Chemistry, Pathology, Anatomy and Physiology to help develop the skills needed to become a Dental Hygienist.
- To prepare them for transfer to a degree program from an accredited college of Dental Hygiene.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- If entering the Dental Hygiene program at the University of Nebraska-Lincoln, a twelve-hour series must be completed in a specific area of study. The courses taken in the 12-hour



series must have the same course prefix for all courses being considered.

- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Courses listed with an asterisk are required to obtain an Associate of Science degree from Western Nebraska Community College. It is not a requirement for transfer directly into the University of Nebraska-Lincoln Dental Hygiene program.

#### Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
XXXX-XXXX	Humanities/Arts	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
PHED-XXXX	Physical Education	1
MATH-1150	College Algebra	4
<b>Total Credits</b>		<b>17</b>
2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
XXXX-XXXX	First of 12 Hour Series	3
XXXX-XXXX	Second of 12 Hour Series	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
PHED-XXXX	Physical Education	1
BIOS-1010	General Biology/Lab	4
<b>Total Credits</b>		<b>17</b>
3 <sup>rd</sup> Semester		Credits
BIOS-1540	Physiology & Anatomy 1/Lab	4
CHEM-1600	General Chemistry 1/Lab	4
XXXX-XXXX	Social Science: Social & Behavioral Science	3
BIOS-2050	Nutrition & Diet Therapy	3
XXXX-XXXX	Third of 12 Hour Series	3
<b>Total Credits</b>		<b>17</b>
4 <sup>th</sup> Semester		Credits
BIOS-1620	Physiology & Anatomy 2/Lab	4
CHEM-1640	General Chemistry 2/Lab	4
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Fourth of 12 Hour Series	3
<b>Total Credits</b>		<b>14</b>

#### AS.5111 (62-63 Credits)

##### DENTISTRY (PRE)

*Associate of Science*  
Scottsbluff

This emphasis area constitutes the first two years of the pre-professional study required for admission to a college of dentistry.

##### Objectives

- Provide the knowledge and skills required for a student to continue upper division pre-dental studies at a four-year college or university.

- Provide course work basic to a variety of curricula. Students can change their educational goals to other areas, especially in the life sciences, with little or no lost time.

##### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
CHEM-1600	General Chemistry 1	4
MATH-1150	College Algebra	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>
2 <sup>nd</sup> Semester		Credits
BIOS-1380	General Zoology	4
ENGL-1550	English Composition 2	3
CHEM-1640	General Chemistry 2	4
PHED-XXXX	Physical Education	1
MATH-1210	Trigonometry	3
<b>Total Credits</b>		<b>15</b>
3 <sup>rd</sup> Semester		Credits
BIOS-2120	Genetics	4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHYS-1300	Physics 1	5
CHEM-2340	Organic Chemistry 1	4
<b>Total Credits</b>		<b>16</b>
4 <sup>th</sup> Semester		Credits
PHYS-1350	Physics 2	5
CHEM-2370	Organic Chemistry 2	4
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Electives	3-4
<b>Total Credits</b>		<b>15-16</b>

#### AS.1905 (68-69 Credits)

##### DIETETICS

*Associate of Science*  
Alliance \* Scottsbluff \* Sidney

The Dietetics emphasis area allows students to complete two years of study at WNCC and then continue their studies leading toward a Bachelor of Science degree in Human Resources and Family Science with a major in Dietetics at the University of Nebraska-Lincoln. The "Transfer with Ease" brochure is available from a WNCC counselor or advisor.

##### Objective

- Provide the first two years of study toward a Bachelor of Science degree in Dietetics.
- Provide students the first two years of study toward becoming practitioners in clinical, community, and food service.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Recommended elective: HLTH-1060.
- Humanities elective courses are chosen from any TWO of the following disciplines; ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

## Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
CHEM-1600	General Chemistry 1	4
PSYC-1810	Introduction to Psychology	3
ENGL-1010	English Composition 1	3
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>17</b>

2 <sup>nd</sup> Semester		Credits
CHEM-1640	General Chemistry 2	4
MATH-1150	College Algebra	
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1550	English Composition 2	3
XXXX-XXXX	Electives	2-3
<b>Total Credits</b>		<b>16-17</b>

3 <sup>rd</sup> Semester		Credits
PSYC-2150	Life Span: Human Growth and Development	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
BIOS-1540	Human Physiology & Anatomy 1	4
BIOS-2050	Nutrition and Diet Therapy	3
PHED-XXXX	Physical Education	2
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>18</b>

4 <sup>th</sup> Semester		Credits
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
STAT-1100	Statistics	3
BIOS-1620	Human Physiology & Anatomy 2	4
BSAD-2540	Principles of Management	3
BIOS-2460	Microbiology	4
<b>Total Credits</b>		<b>17</b>

## AA.4506 (60 Credits)

### ECONOMICS

Associate of Arts

Alliance \* Scottsbluff \* Sidney

The science of common sense, economics deals with fundamental problems involved in the social process of utilizing scarce resources. The goal is to promote an understanding of economic aspects of society and to develop each student's ability to reason about economic issues — that is, to provide a basis for intelligent, responsible participation in modern society.

## Objectives

- Consider the important areas of applied economics at a level accessible to all students. The tools of economic analysis are systematically developed in these basic courses, which are recommended to all students who expect to make use of economics in their studies, careers or avocations.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- If the transferring institution does not require foreign language, the student may take other social science or elective courses.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

## Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

## Recommended Electives

- American Government and Politics
- World Civilization
- Principles of Accounting

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1010	English Composition 1	3
POLS-2350	American Government and Politics or other social science elective	3
INFO-1100	Microcomputer Applications	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Science (Any BIOS, CHEM, or PHYS Lab Science)	4
<b>Total Credits</b>		<b>17</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
MATH-1150	College Algebra or equivalent	4
HIST-2110	World Civilization (1500 A.D.-Present)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	5-6
<b>Total Credits</b>		<b>15-16</b>

3 <sup>rd</sup> Semester		Credits
ECON-2230	Principals of Economics MICRO	3
HIST-XXXX	Any History	3
ACCT-1200	Principles of Accounting 1	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>

4 <sup>th</sup> Semester		Credits
ECON-2260	Principals of Economics MACRO	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	6
PHED-XXXX	Physical Education	1
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>13</b>

## AA.1313 (61 Credits)

### EDUCATION (ART)

*Associate of Arts*

Alliance \* Scottsbluff \* Sidney

This emphasis area offers the first two years of study for the art education major, preparatory to further study at a four-year college, university, or art school, leading to a baccalaureate degree with teaching certification. The emphasis area applies primarily to elementary education, though students interested in secondary education may also pursue the course of study, taking the necessary courses in secondary education during their upper division years. The art education emphasis area applies equally to those students interested in only a two-year program to prepare themselves better for work dealing with children, such as in day care centers and preschools. Academic courses in general areas of study are also deemed important to correspond with the College's philosophy and purposes of education, as well as provide the prerequisites in general areas required at baccalaureate institutions.

### Objectives

Provide students with the first two years of courses in the visual arts, together with co-curricular and education courses, which lead to an Associate of Arts degree at WNCC and which are prerequisite to more advanced study.

- Provide students with advanced knowledge and develop skills of performance and attitudes that are necessary to pursue a vocation in education.
- Provide students with opportunities for creative self expression in the visual arts.
- Increase students perception, appreciation, and enjoyment of the visual arts and the world about them.
- Contribute toward certification requirements of public school teachers.

### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum. Because of their significance to art education, the following elective courses are recommended: BIOS-1160, BIOS-1010, ENGL-2230, and ENGL-2260.
- ARTS-2500 and ARTS-2520 are offered on alternate years. Students should consult with their faculty advisor when registering to determine when to take this full year course. Freshmen entering the year this course is offered need to take it at that time.

- Students are required to purchase their art supplies for courses in drawing, painting, and design. It is particularly important for evening and Saturday classes that students bring whatever art supplies they may have to the first class meeting to ascertain their use for the course or inquire of the instructor what materials may be necessary for the first class meeting.
- Humanities elective courses are chosen from any TWO of the following disciplines: ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations).

### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ARTS-1550	Drawing 1	3
ARTS-XXXX	Art elective	3
ENGL-1010	English Composition 1	3
PSYC-1810	Introduction to Psychology	3
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
ARTS-1580	Drawing 2	3
ARTS-XXXX	Art elective	3
ENGL-1550	English Composition 2	3
EDUC-1110	Introduction to Professional Education	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>

3 <sup>rd</sup> Semester		Credits
ARTS-2400	Oil Painting	3
MATH-1150	College Algebra or higher	4
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	3
EDUC-1700	Professional Practicum	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
<b>Total Credits</b>		<b>17</b>

4 <sup>th</sup> Semester		Credits
EDUC-2890	Art Education for Elementary Teachers	3
ARTS-1710	Art Appreciation: Western	3
PSYC-2060	Psychology of Learning	3
XXXX-XXXX	Humanities elective other than art (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>12</b>

**EDUCATION (EARLY CHILDHOOD)**

Associate of Arts

Alliance \* Scottsbluff \* Sidney

The Early Childhood Education emphasis area is for education majors interested in working with young children birth through age eight. This course work enhances careers in the field through a variety of employment opportunities including public school paraprofessionals in early education, early childhood special education, Head Start programs, family child care homes, nanny, child care centers, and other positions related to young children. The courses offered through this emphasis area are part of a transfer agreement with many four-year colleges and universities in Nebraska. The transfer agreement with Chadron State College (CSC) specifically, supports the smooth transition of course work to three degree options. Students may choose to continue their studies pursuing a Nebraska Teaching Certificate through a Bachelor of Science degree in Elementary Education with an Endorsement in Early Childhood or with an Early Childhood Unified Endorsement. A third option is a Bachelor of Arts degree in Family & Consumer Sciences-Child Development option. The courses provide students with current information related to best practice, supporting participants in their continued development as early childhood professionals.

**Objectives**

- Work collaboratively with families and agencies/organizations to meet childrens needs and to encourage the community's involvement with early care and education.
- Establish a learning environment that provides learning experiences that meet each child's needs, capabilities, and interests.
- Promote childrens development socially/emotionally, physically, and cognitively based on developmentally appropriate practice.
- Establish and maintain an environment that ensures childrens healthy development, safety, and nourishment.
- Serve children and families in a professional manner, establish professional relationships with colleagues and co-workers, and participate in the community as a representative of early childhood care and education.
- Plan learning experiences that promote physical, cognitive, and social/emotional development, and language and literacy skills in young children.
- Define and implement procedures for collecting, organizing and communicating children's progress and learning outcomes. Respect confidentiality of children and family information.
- Establish supportive relationships with families to promote social/emotional development.

**Technical Standards (Apply to Certificate and Diploma degree options)**

- Differentiate lesson plans/activities to fit the needs of children of varying ages and stages of development.
- Create an environment to maintain physical and mental health and safety of all children at varying ages and stages of development.
- Create the environment to maximize learning of all children.
- Implement lesson plans/activities that integrate core curriculum.
- Integrate technology into lesson plans/activities to fit the needs of all children.
- Communicate with all families in a manner that addresses family diversity.
- Include all families in a family-school partnership.

- Maintain an encouraging classroom for all children.
- Observe and document each child regularly, to accurately assess strengths and weaknesses and record progress.
- Plan the program to meet the needs of all children and families.
- Incorporate professional development activities into a personal growth plan.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their advisor and their transfer advisor early in their WNCC enrollment to determine their curriculum.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
ECED-1150	Introduction to Early Childhood Education (Fall)	3
ECED-1060	Observation, Assessment and Guidance	3
ECED-1110	Infant Toddler Development	3
ECED-1050	Expressive Arts	3
ENGL-1010	English Composition 1	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>

<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
ECED-1220	Pre-Practicum	1
ECED-1221	Infant Toddler Practicum	2
ECED-1120	Preschool Child Development	2
ENGL-1550	English Composition 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
INFO-1100	Microcomputer Applications (or higher)	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
ECED-1160	Early Language and Literacy	3
ECED-1230	School-Age Child Development	2
MATH-1150	College Algebra	
or		
MATH-1170	Mathematical Applications (or higher)	3-4
ENGL-2100	Childrens Literature (humanities)	3
PSYC-1810	Introduction to Psychology	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>17-18</b>

<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
ECED-1240	Preschool and School-Age Practicum	2
ECED-2060	Early Childhood Education Curriculum Planning	3
ECED-2050	Children with Exceptionalities (Spring)	3
ECED-2070	Family and Community Relationships (Spring)	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
SOCI-2150	Living in a Diverse Society	3
<b>Total Credits</b>		<b>18</b>



**C1.1312D (24 Credits)****EDUCATION (EARLY CHILDHOOD)***Certificate*

Alliance \* Scottsbluff \* Sidney

The certificate program in Early Childhood Education is designed for students who are working with young children. This program prepares students to work in entry-level positions in family child care homes and child care centers, Head Start programs, and other positions working with young children. This is accomplished through a combination of general education and behavioral science courses, observation and application of child development knowledge and best practices in early childhood classrooms. The student can continue with their third semester to complete the Diploma program in Early Childhood Education.

**Objectives**

- Understand that children's physical health, mental health, and safety are the foundations for development and learning in children.
- Establish an environment that provides learning experiences to meet each child's needs, capabilities, and interests.
- Plan and provide an integrated curriculum that can build on each child's current abilities and interests to expand their skills in all developmental domains.
- Observe, measure, and assess children's learning outcomes to promote learning activities that meet their developmental needs.

**Technical Standards**

Refer to AA or AAS degree option.

**Notes**

- Students following the certificate option must demonstrate competency in writing and mathematics by assessment (eCOMPASS) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or BSTC-1500 and ACFS-0050W). This is in addition to the required curriculum for the certificate option.
- It is recommended to begin course work for an Early Childhood Education degree or certificate with ECED-1150 Introduction to Early Childhood Education.
- Electives may be taken in place of general education courses if competence is shown on placement exam. Please see your Faculty Advisor for options.
- Completion of the Certificate is designed to meet a majority of the course requirements for the first year of the Diploma

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
ECED-1010	CDA Preparatory Seminar I	3
ECED-1150	Introduction to Early Childhood Education	3
ECED-1220	Pre-Practicum	1
ECED-1110	Infant/Toddler Development	3
ENGL-1221	Infant/Toddler Practicum	2
<b>Total Credits</b>		<b>12</b>

<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
ECED-1060	Observation, Assessment, and Guidance	3
ECED-1120	Preschool Child Development	2
ECED-1230	School-Age Children Development	2
ECED-1160	Early Language & Literacy	3
ECED-1240	Preschool and School-Age Practicum	2
<b>Total Credits</b>		<b>12</b>

**DI.1312 (42-43 Credits)****EDUCATION (EARLY CHILDHOOD)***Diploma*

Alliance \* Scottsbluff \* Sidney

The Diploma program is designed for Early Childhood Education students who are working with young children. The Diploma program is three semesters in length and meets General Education requirements, according to current catalog criteria, and all specialty courses in early childhood education. The Diploma program prepares students to assume a lead teacher position in a child care center or family child care home, Head Start, or other positions working with young children. The student may choose to take a fourth semester of work to achieve the AAS degree in Early Childhood Education and extend their employment opportunities in a paraprofessional position in public schools from preschool through third grade.

**Objectives**

- Understand how children develop across early learning domains, factors that influence development, and how to maximize learning for all children.
- Plan and provide an integrated curriculum that can build on each child's current abilities and interests to expand their skills in all developmental domains.
- Use their knowledge of family and social systems to create reciprocal productive interpersonal relationships that recognize and enhance the contributions of family, programs, and community participants to the development, learning, and well-being of children and their families.

**Technical Standards**

Refer to AA or AAS degree option.

**Notes**

- It is recommended to begin course work for an Early Childhood Education degree or certificate with ECED-1150 Introduction to Early Childhood Education.
- Completion of the Certificate is designed to meet a majority of the course requirements for the first year of the Diploma and the Diploma program of study is designed to meet the majority of courses required for the Associate degree.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
ECED-1010	CDA Preparatory Seminar I	3
ECED-1150	Introduction to Early Childhood Education	3
ECED-1220	Pre-Practicum	1
ECED-1110	Infant/Toddler Development	3
ECED-1221	Infant/Toddler Development	2
<b>Total Credits</b>		<b>12</b>

<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
ECED-1060	Observation, Assessment, and Guidance	3
ECED-1120	Preschool Child Development	2
ECED-1230	School-Age Child Development	2
ECED-1160	Early Language & Literacy	3
ECED-1240	Preschool and School-Age Practicum	2
MATH-0160	Introductory to Algebra	
or		
MATH-0150	Technical Mathematics	
or		
BSTC-1500	Business Mathematics	3-4
<b>Total Credits</b>		<b>15-16</b>

3 <sup>rd</sup> Semester		Credits
ENGL-1010	English Composition 1	3
SPCH-1200	Human Communications	2
or		
SPCH-1390	Public Speaking	3
ECED-2060	Early Childhood Education Curriculum Planning	3
ECED-2070	Family & Community Relationships	3
ECED-1050	Expressive Arts	3
<b>Total Credits</b>		<b>15</b>

### AAS.1312 (62 Credits)

#### EDUCATION (EARLY CHILDHOOD)

*Associate of Applied Science*

Alliance \* Scottsbluff \* Sidney

The Early Childhood emphasis area is for education majors interested in working with young children birth through age eight. This course work enhances careers in the early childhood field through a variety of employment opportunities including public school paraprofessionals in early education, early childhood special education, Head Start programs, family child care homes and child care centers, and other positions working with young children. These courses provide students with current information related to evidence-based practices and supports participants in their continued development as early childhood professionals.

#### Objectives

- Understand how children develop across early learning domains, factors that influence development, and how to maximize learning for all children.
- Understand that children's physical health, mental health, and safety are the foundations for development and learning in children.
- Establish an environment that provides learning experiences to meet each child's needs, capabilities, and interests.
- Plan and provide an integrated curriculum that can build on each child's current abilities and interests to expand their skills in all developmental domains.
- Plan activities that encourage growth in prosocial behaviors and self-regulation and interactions that provide children with skills to resolve conflicts, solve problems, and develop a sense of connectedness with other children and adults.
- Observe, measure, and assess children's learning outcomes to promote learning activities that meet their developmental needs.
- Use their knowledge of family and social systems to create reciprocal productive interpersonal relationships that recognize and enhance the contributions of family, programs, and community participants to the development, learning, and well-being of children and their families.
- Make decisions and base program planning on the best professional standards and information available and follow ethical standards of behavior.

#### Technical Standards

- Differentiate lesson plans/activities to fit the needs of children of varying ages and stages of development.
- Create an environment to maintain physical and mental health and safety of all children at varying ages and stages of development.
- Create the environment to maximize learning of all children.
- Implement lesson plans/activities that integrate core curriculum.

- Integrate technology into lesson plans/activities to fit the needs of all children.
- Communicate with all families in a manner that addresses family diversity.
- Include all families in a family-school partnership.
- Maintain an encouraging classroom for all children.
- Observe and document each child regularly, to accurately assess strengths and weaknesses and record progress.
- Plan the program to meet the needs of all children and families.
- Incorporate professional development activities into a personal growth plan.

#### Notes

- It is recommended to begin course work for an Early Childhood Education Degree, Diploma, or Certificate with ECED-1150 Introduction to Early Childhood Education.

1 <sup>st</sup> Semester		Credits
ECED-1010	CDA Preparatory Seminar I	3
ECED-1150	Introduction to Early Childhood Education	3
ECED-1220	Pre-Practicum	1
ECED-1110	Infant/Toddler Development	3
ECED-1221	Infant/Toddler Practicum	2
<b>Total Credits</b>		<b>12</b>

2 <sup>nd</sup> Semester		Credits
ECED-1060	Observation, Assessment, and Guidance	3
ECED-1120	Preschool Child Development	2
ECED-1230	School-Age Child Development	2
ECED-1160	Early Language & Literacy	3
ECED-1240	Preschool and School-Age Practicum	2
MATH-0160 or MATH-0150 or BSTC-1500 or XXXX-XXXX	Technical Mathematics  Business Mathematics  Elective (see Notes)	   3-4
<b>Total Credits</b>		<b>15-16</b>

3 <sup>rd</sup> Semester		Credits
ENGL-1010	English Composition 1	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ECED-2060	Early Childhood Education Curriculum Planning	3
ECED-2070	Family & Community Relationships	3
ECED-1050	Expressive Arts	3
<b>Total Credits</b>		<b>15</b>

4 <sup>th</sup> Semester		Credits
ECED-2050	Children With Exceptionalities	3
XXXX-XXXX	Science elective (See advisor)	3-4
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	3
INFO-1100	Microcomputer Applications	3
XXXX-XXXX	Elective	6
<b>Total Credits</b>		<b>18-19</b>

**AA.1312A (64 Credits)****EDUCATION (ELEMENTARY)***Associate of Arts*

Alliance \* Scottsbluff \* Sidney

This emphasis area includes all course work necessary to complete the general graduation requirements for the Associate of Arts degree. Emphasis is placed on course work in the field of elementary education required by baccalaureate degree-issuing institutions. The course work in elementary education meets the academic description and content necessary to fulfill program requirements of four-year institutions and teacher certification requirements of the State of Nebraska.

**Objectives**

- Provide students with a sequential course structure that fulfills general graduation requirements for the Associate of Arts degree.
- Provide the student, upon completion of the field of study, easy entry into elementary education programs that lead to the baccalaureate degree in elementary education and Nebraska teacher certification.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Students need to consult with their advisors and their proposed transfer institution to determine if Cultural Anthropology or Cultural Geography is required by their transfer institution.
- It is recommended that electives come from an area of interest, such as literature, mathematics, science, or social science.
- ENGL-2100 fulfills one humanities requirement.
- EDUC-2860 is strongly suggested for elementary education students of sophomore standing or higher. It is not recommended for first semester students.

**Required Courses**

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra, Mathematical Applications or higher
- Microcomputer Applications
- Physical Education (2 credits)

**Suggested Program Courses**

- Introduction to Professional Education
- Art Education for Elementary Teachers
- Music Education for Elementary Teachers
- Child Growth and Development
- Math for Elementary Teachers
- Psychology of Learning
- Children's Literature

**Recommended Electives (See note above)**

- Professional Practicum
- American Government and Politics
- General Economics
- Any History

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
EDUC-1110	Introduction to Professional Education	3
SPCH-1200 or SPCH-1390	Human Communications Public Speaking	3
ENGL-1010	English Composition 1	3
INFO-1100	Microcomputer Applications	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>17</b>
<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
ATHC-1790 or XXXX-XXXX	Personal Health Elective in your area of interest	3
EDUC-2890	Art Education for Elementary Teachers	3
ENGL-1550	English Composition 2	3
MATH-1180	Math for Elementary Teachers	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Elective in your area of interest	3
<b>Total Credits</b>		<b>17</b>
<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
PSYC-1810 or SOCI-1010	Introduction to Psychology Introduction to Sociology	3
ECON-1230 or XXXX-XXXX	General Economics Elective in your area of interest	3
EDUC-2860	Music Education for Elementary Teachers	3
HIST-XXXX or XXXX-XXXX	Any History Elective in your area of interest	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>
<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
ENGL-2100	Children's Literature	3
PSYC-2100	Child Growth and Development	3
PSYC-2060	Psychology of Learning	3
POLS-2350 or XXXX-XXXX	American Government and Politics Elective in your area of interest	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>

**AA.1313A (66 Credits)****EDUCATION (MUSIC)***Associate of Arts*

Scottsbluff

This emphasis area offers the first two years of basic music requirements for the baccalaureate degree in Music Education. The non-music courses that are suggested meet the College's requirements for the Associate of Arts degree.

## Objectives

- Provide the music requirements in Music Theory and Ear Training.
- Provide music requirements in applied music major area and keyboard.
- Provide ensemble participation.
- Provide related education courses.
- Provide options in related areas of study.
- Provide options for music minor participation.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- EDUC-2860 is strongly suggested for Elementary Education students of sophomore standing or higher. It is not recommended for first semester students.
- Applied Music: Keyboarding 3 and 4 are strongly suggested for the program but not required.
- MUSC-2455 may not be offered every year. Students should check with their advisors. Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

## Required Course

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
MUSC-1160	Band	
or		
MUSC-1200	Collegiate Chorale	1
MUSC-1410	Music Fundamentals	3
ENGL-1010	English Composition 1	3
MUSC-XXXX	Applied Music: Major Area	1
MUSC-XXXX	Applied Music: Minor Area	1
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
EDUC-1110	Introduction to Professional Education	3
<b>Total Credits</b>		<b>16</b>
2 <sup>nd</sup> Semester		Credits
MUSC-1160	Band	
or		
MUSC-1200	Collegiate Chorale	1
MUSC-1455	Music Theory 1	3
MUSC-1455L	Music Theory Lab 1	1

EDUC-1700	Professional Practicum	3
ENGL-1550	English Composition 2	3
MUSC-XXXX	Applied Music: Major Area	1
MUSC-XXXX	Applied Music: Minor Area	1
PHED-XXXX	Physical Education	1
PSYC-1810	Introduction to Psychology	3
<b>Total Credits</b>		<b>17</b>

3 <sup>rd</sup> Semester		Credits
MUSC-1160	Band	
or		
MUSC-1200	Collegiate Chorale	1
MUSC-1475	Music Theory 2	3
MUSC-1475L	Music Theory Lab 2	1
MUSC-XXXX	Applied Music: Major Area	1
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Social Sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
MUSC-1160	Band	
or		
MUSC-1200	Collegiate Chorale	1
MUSC-2455	Music Theory 3	3
MUSC-2455L	Music Theory Lab 3	1
MUSC-1400	Music Appreciation	3
MATH-1150	College Algebra or higher	4
MUSC-XXXX	Applied Music: Major Area	1
MUSC-2130	Applied Music: Keyboard 4	1
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
<b>Total Credits</b>		<b>17</b>

## AA.1312B (61-62 Credits)

### EDUCATION (SECONDARY)

#### Associate of Arts

Alliance \* Scottsbluff \* Sidney

The Secondary Education emphasis area provides the first two years of training in the field of secondary education and includes all course work necessary to complete the general requirements for the Associate of Arts degree. Emphasis is placed on course work required in the field of education and initial course work in one's chosen teaching field. This field of study meets requirements of a baccalaureate four-year institution. The course work in secondary education meets all academic description and content necessary to fulfill program requirements of four-year institutions and teacher certification requirements of the State of Nebraska.

## Objectives

- Provide students with a sequential course structure that fulfills general graduation requirements for the Associate of Arts degree.
- Provide students, upon completion of the field of study, easy entry into secondary education programs that lead to the baccalaureate degree in their chosen field and Nebraska teacher certification.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Humanities elective courses are chosen from any TWO of the



following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.

- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Students should select area of teaching emphasis for their elective.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra, Mathematical Applications or higher
- Microcomputer Applications
- Physical Education (2 credits)

#### Recommended Elective Courses

- Introduction to Professional Education
- American or English Literature
- Sociology course
- American Government and Politics

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	
or		
MATH-1170	Mathematical Applications (or higher)	3-4
EDUC-1110	Introduction to Professional Education	3
Science	CHEM or PHYS Lab Science	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>14-15</b>
2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PSYC-1810	Introduction to Psychology	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Any electives	4
<b>Total Credits</b>		<b>16</b>
3 <sup>rd</sup> Semester		Credits
ATHC-1790	Personal Health	
or		
XXXX-XXXX	Elective in your area of interest	3
ENGL-XXXX	American or English Literature	
or		
XXXX-XXXX	Any elective	3
SOCI-2150	Living in a Diverse Society	
or		
SOCI-XXXX	Sociology Course	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3

XXXX-XXXX	Elective in your area of interest	3
<b>Total Credits</b>		<b>16</b>
4 <sup>th</sup> Semester		Credits
PSYC-2060	Psychology of Learning	
or		
XXXX-XXXX	Any elective	3
POLS-2350	American Government and Politics	
or		
XXXX-XXXX	Any elective	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Elective in your area of emphasis	6
<b>Total Credits</b>		<b>15</b>

#### AOS.5109 (74 Credits)

#### EMERGENCY MEDICAL TECHNICIAN (EMT)

*Associate of Occupational Studies*  
Scottsbluff

This program is designed to prepare emergency personnel in handling medical emergencies. Included is training in response to burns, emergencies including but not limited to: cardiovascular, obstetric, pediatric, geriatric and others, infections, diseases, and drug administration. Advanced Life Support (ACLS) and Pediatric Advanced Life Support (PALS) are also covered.

#### Objectives

Upon completion of these levels the students are able to:

- Respond to medical and traumatic emergencies utilizing skills learned at the Basic, Intermediate, and Paramedic levels involving newborn infants, pediatric, geriatric and mentally ill clients.
- Administer medications to a variety of clients in a variety of situations.
- Perform life support, advanced life support, and other emergency responses.

#### Notes

- Upon completion of the EMT-Basic course (EMT-Basic 1, and 2), students wishing to continue in the Emergency Medical Technician program must take the eCOMPASS/ASSET placement exam as per WNCC policy.
- All students must maintain EMT-Basic certification throughout the AEMT-Advanced course. Upon completion of the AEMT-Advanced course all students MUST take the AEMT-Advanced Exam if they wish to enroll in the EMT-Paramedic course.
- Students wanting to get an AOS degree must complete the advanced levels and the required General Education Core of 16 credits.
- Students need to keep in mind there are a significant number of clinical/field hours in the advanced levels (AEMT-Advanced and EMT-Paramedic) that need to be completed in order to successfully complete those courses/levels. All clinical/field hours are scheduled and coordinated through the Clinical/Course Coordinator.
- All students need to have a physical exam, provide proof of immunizations, including Hepatitis B, CPR-Health Care provider (must be maintained throughout the program), and proof of liability insurance. The Medical Director of the program and Clinical/Course Coordinator insure that the student is in compliance with all health requirements prior to the student beginning any of the clinical hours.

- Students receive a Certificate of Completion at the completion of each level as required by National Registry.
- Each section, within each level, and each course in the required General Education Core must be completed with a C (75 percent) or higher. While a grade of C- or D may be considered passing in other college classes, it is not considered a passing grade in the EMT program.
- Students must successfully complete the clinical hours to pass the course. If the student fails to complete the required clinical hours even though they have a passing didactic grade, they fail the course.
- If a student is terminated or fails a section of an EMT course (EMT Basic 1 and 2, AEMT-Advanced 1 and 2), they may register to retake the terminated or failed section on a space available basis only. Previous clinical hours are not carried over. If a student waits longer than a year to retake the terminated or failed section, they need to retake the entire course.
- To ensure students receive the best possible classroom experiences, the offering of the EMT courses is dependent on student numbers. While the College makes every attempt to offer each level of the EMT program on a regular basis, it can not always guarantee each level is offered on an annual basis.
- Students need to be aware that additional fees are assessed in each course.

#### Technical Standards

Emergency Medical Services is a profession which requires not only the accumulation of knowledge, but the development of technical skills, professional attitudes, and professional behavior. These established technical standards are provided to the prospective student as a guide to the expected level of competency during the completion of an emergency medical services program in preparation for a career in nursing.

Graduates of the WNCN Emergency Medical Services programs will be able to:

- **Critical Thinking**
  - o Apply knowledge and experience in the determination of appropriate emergency patient care.
  - o Evaluate and monitor patient's objective and subjective responses to emergency care.
  - o Interpret, prioritize, problem solve, and demonstrate critical thinking in emergency protocols
- **Direct Care**
  - o Apply knowledge and experience in the assessment of patients and emergency scene to provide appropriate and safe patient care.
  - o Utilize equipment according to squad protocols.
  - o Perform direct patient care based on evaluation of specific emergency situation utilizing established squad protocols.
  - o Perform CPR and other basic life support functions.
  - o Transport and transfer patients/clients.
- **Collection of Patient Information**
  - o Apply knowledge and experience in the assessment of patients in order to perform emergency care.
  - o Maintain accurate medical records.
- **Communication**
  - o Effectively communicate in English both verbally and in written form with patients, patient families, and other health care professionals.
- **Professional Attitude and Behavior**
  - o Demonstrate a commitment to an environment of mutual respect, trust, integrity, and reliability in interactions with patients, their families and other healthcare professionals.

- **Safety**
  - o Apply knowledge and experience in the assessment of safety in patient care treatment and environment.
  - o Demonstrate proficiency in and strict adherence to squad protocols for the provision of care.
  - o Perform quality control procedures
  - o Ensure infection control.

Upon completion of the EMT-Basic course (EMT-Basic 1, and 2), students wishing to continue in the Emergency Medical Technician program must take the eCOMPASS/ASSET placement exam as per WNCN policy. All students must maintain EMT-Basic certification throughout the AEMT-Advanced course. Upon completion of the AEMT-Advanced course all students MUST take the AEMT-Advanced Exam if they wish to enroll in the EMT-Paramedic course.

Students wanting to get an AOS degree must complete the advanced levels and the required General Education Core of 16 credits.

Students need to keep in mind there are a significant number of clinical/field hours in the advanced levels (AEMT-Advanced and EMT-Paramedic) that need to be completed in order to successfully complete those courses/levels. All clinical/field hours are scheduled and coordinated through the Clinical/Course Coordinator.

All students need to have a physical exam, provide proof of immunizations, including Hepatitis B, CPR-Health Care.

Required General Education Core		Credits
ENGL-0500	Work Place Writing or higher	3
BIOS-1160	Anatomy and Physiology or higher (BIOS-1540 & BIOS-1620 must be taken to meet the higher level A&P)	4
MATH-0160	Introductory Algebra or higher	4
HLTH-1060	Medical Terminology	2
PSYC-1810	Introduction of Psychology	3
<b>Total Credits</b>		<b>16</b>

Fall/Spring Semester		Credits
EMTL-1120	EMT-Basic 1	6.5
EMTL-1130	EMT-Basic 2	6.5
<b>Total Credits</b>		<b>13</b>

EMT-Paramedic 1 (Spring only)		Credits
EMTL-2320	Paramedic 1	7
<b>Total Credits</b>		<b>7</b>

EMT-Paramedic 2 (10 weeks summer session only)		Credits
EMTL-2330	EMT-Paramedic 2 Clinical/field time only	10
<b>Total Credits</b>		<b>10</b>

EMT-Paramedic 3 (Fall only)		Credits
EMTL-2340	EMT-Paramedic 3	7
<b>Total Credits</b>		<b>7</b>

#### PSA.5109 (13 Credits)

#### EMERGENCY MEDICAL TECHNICIAN (EMT-BASIC)

Professional Skill Award  
Scottsbluff

Fall/Spring Semester		Credits
EMTL-1120	EMT-Basic 1	6.5
EMTL-1130	EMT-Basic 2	6.5
<b>Total Credits</b>		<b>13</b>

**C2.5109A (24 Credits)****EMERGENCY MEDICAL TECHNICIAN (EMT-PARAMEDIC)**

Certificate  
Scottsbluff

**1<sup>st</sup> Semester**

EMT-Paramedic 1 (Spring only)		Credits
EMTL-2320	EMT-Paramedic 1	7
<b>Total Credits</b>		<b>7</b>

**2<sup>nd</sup> Semester**

EMT-Paramedic 2 (Summer only) (10 weeks summer session only)		Credits
EMTL-2330	EMT Paramedic 2 (clinical/field time only)	10
<b>Total Credits</b>		<b>10</b>

**3<sup>rd</sup> Semester**

EMT-Paramedic 3 (Fall only)		Credits
EMTL-2340	EMT-Paramedic 3	7
<b>Total Credits</b>		<b>7</b>

**PSA.5109A (11.5 Credits)****EMERGENCY MEDICAL TECHNICIAN (AEMT-ADVANCED)**

Professional Skill Award  
Scottsbluff

Fall/Spring Semester		Credits
EMTL-1500	Advanced EMT1	8
EMTL-1510	Advanced EMT2	3.5
<b>Total Credits</b>		<b>11.5</b>

**AS.1401 (62 Credits)****ENGINEERING (PRE)**

Associate of Science  
Scottsbluff

The Pre-Engineering emphasis area is designed for those students who are interested in the field of engineering. This emphasis area offers knowledge and skills in science, mathematics, engineering, and general education that are common to many engineering disciplines and normally required of freshman and sophomore engineering students. This program is in alignment with the STEP program for direct transfer with the University of Nebraska-Lincoln.

**Objectives**

- Permit the student to explore various courses of mathematics and sciences that may lead to a major in a specialized emphasis.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Students following the Engineering (Pre) option should take technical electives ENGR-1010, ENGR-1020, ENGR-1070, ENGR-2010, ENGR-2020, and should consult with their faculty advisor before selecting science, math, and elective courses.
- Substitutions in the science/math courses listed can be made depending on the area of interest. Please see a faculty advisor and/or the Division Chair of Science, Math and Physical Education for possible substitutions.
- Social science elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from

TWO different disciplines; see your academic advisor for specific recommendations.

**Recommended Technical Electives**

- CHEM-1600 General Chemistry 1 (1)
- ENGR-2020 Engineering Statics (2)
- MATH-2210 Applied Differential Equations (3)

**Technical Electives**

Technical electives should come from the following list or be approved by the Division Chair.

Class	Description	Credits	Lab
BIOS-1010	General Biology	4	Y
BIOS-1540	Physiology and Anatomy 1	4	Y
BIOS-1620	Physiology and Anatomy 2	4	Y
BIOS-2120	Genetics	4	Y
BIOS-2460	Microbiology	4	Y
CHEM-1600	General Chemistry 1	4	Y
CHEM-1640	General Chemistry 2	4	Y
CHEM-2340	Organic Chemistry 1	4	Y
CHEM-2370	Organic Chemistry 2	4	Y
ENGR-2010	Introduction to Circuits and Electronics	3	N
ENGR-2020	Engineering Statics	3	N
INFO-1200	Intro to Computer Science	3	N
MATH-2210	Applied Differential Equations	3	N
PHYS-1070	Astronomy	4	Y
PHYS-2400	Physics 1 with Calculus	5	Y
PHYS-2450	Physics 2 with Calculus	5	Y

1 <sup>st</sup> Semester	Credits
ENGL-1010	English Composition 1
MATH-1600	Calculus
XXXX-XXXX	Technical elective (1)
ENGR-1010	Introduction to Engineering Design
<b>Total Credits</b>	<b>15</b>

2 <sup>nd</sup> Semester	Credits
ENGL-1550	English Composition 2
MATH-2150	Calculus 2
ENGR-1070	Graphics for Engineers
ENGR-1020	Programming and Problem Solving
PHED-XXXX	Physical Activity course
<b>Total Credits</b>	<b>15</b>

3 <sup>rd</sup> Semester	Credits
PHYS-2400	Physics 1 with Calculus
MATH-2200	Calculus 3
SPCH-1390	Public Speaking
or	
SPCH-1200	Human Communications
XXXX-XXXX	Elective
<b>Total Credits</b>	<b>16</b>

4 <sup>th</sup> Semester	Credits
PHYS-2450	Physics 2 with Calculus
XXXX-XXXX	Technical elective (2)
XXXX-XXXX	Technical elective (3)
XXXX-XXXX	Social science elective (see Notes on choosing your elective)
PHED-XXXX	Physical Activity course
<b>Total Credits</b>	<b>15</b>

**AA.2301 (61 Credits)****ENGLISH***Associate of Arts*

Alliance \* Scottsbluff \* Sidney

Through a course study which includes a variety of composition and literature courses, students can satisfy the requirements for the Associate of Arts degree and prepare themselves to finish the baccalaureate degree at a four-year institution. In addition, the field of study can help students meet the academic, vocational, and avocational goals of better writing and more effective communication.

**Objectives**

- Become more aware of communications, both oral and written, as they pertain to vocational and avocational achievements.
- Broaden the awareness of ones environment through the introduction and exploration of some of the worlds great literature.
- Discover and relate aspects of culture as they evolve from language and literature.
- Improve ones listening and reading skills.
- Achieve basic course work prerequisite to more advanced study in language arts.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and their transfer advisor early in their WNCC enrollment to determine their curriculum. If a transferring institution does not require foreign language, the student may take other English courses or other electives.
- Students may choose any of the following literature courses to fill the literature or elective course slots: ENGL-2050 and ENGL-2070; ENGL-2130, ENGL-2190, and ENGL-2170.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

**Required Courses**

- English Composition 1
- English Composition 2
- Public Speaking or Human communications
- Science course with lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3

INFO-1100	Microcomputer Applications	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>14</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
PSYC-1810	Introduction to Psychology	3
MATH-1150	College Algebra	
PHED-XXXX	Physical Education	1
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>17</b>

3 <sup>rd</sup> Semester		Credits
SOCI-1010	Introduction to Sociology	3
ENGL-XXXX	Literature (Humanities)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Electives	6
<b>Total Credits</b>		<b>15</b>

4 <sup>th</sup> Semester		Credits
ENGL-XXXX	Literature (Humanities)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Electives	6
<b>Total Credits</b>		<b>15</b>

**AS.0110 (66 Credits)****FOOD SCIENCE (PRE)***Associate of Science*

Scottsbluff

The Food Science emphasis area allows students to complete two years of study at WNCC and then continue their studies leading toward a Bachelor of Science degree in Food Science and Technology at the University of Nebraska-Lincoln.

**Objectives**

- Provide the first two years of study toward a Bachelor of Science degree in Food Science.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
CHEM-1600	General Chemistry 1	4
ENGL-1010	English Composition 1	3
MATH-1210	Trigonometry	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>



2 <sup>nd</sup> Semester		Credits
BIOS-1300	General Botany	4
CHEM-1640	General Chemistry 2	4
ENGL-1550	English Composition 2	3
MATH-1600	Calculus 1 (elective)	5
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>17</b>

3 <sup>rd</sup> Semester		Credits
BIOS-2120	Genetics	4
CHEM-2340	Organic Chemistry 1	4
ECON-XXXX	Social science elective (see Notes on choosing your elective)	3
ENGL-2130 or PHIL-1100 or XXXX-XXXX	Intro to English Literature	
	Intro to Critical Thinking	
	Humanities elective (see Notes on choosing your elective)	3
STAT-1100	Statistics	3
<b>Total Credits</b>		<b>17</b>

4 <sup>th</sup> Semester		Credits
BIOS-1380	General Zoology	4
CHEM-2370	Organic Chemistry 2	4
HIST-XXXX	History elective	3
SPCH-1200 or SPCH-1390 XXXX-XXXX	Human Communications	
	Public Speaking	3
	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>17</b>

## AA.1609 (60 Credits)

### FOREIGN LANGUAGE (FRENCH)

*Associate of Arts*

Alliance \* Scottsbluff \* Sidney

The foreign language department provides a two-year course of study in French and Spanish to meet the vocational, avocation, and academic needs of the students. Intermediate levels of French and Spanish may not be offered every year. Students should check with their advisors. The courses of study suggested below are planned to meet the requirements for the Associate of Arts degree awarded by Western Nebraska Community College, as well as to meet the requirements for junior standing at four-year colleges, where students may continue work toward a baccalaureate degree. This course of study equally applies to those students whose interest is more avocation — those who desire to broaden themselves through the study of foreign languages and cultures, or experience through such a course of study personal enjoyment and satisfaction — and those whose interest is more vocational who realize that the knowledge of foreign language makes them more desirable to a prospective employer. Academic courses in general areas of study are also deemed important to correspond with the philosophy of Western Nebraska Community College. Courses are included which are in addition to the foreign language study.

#### Objectives

- Provide students with the first two years of courses in the foreign language together with co-curricular courses, leading to an Associate of Arts degree and are prerequisite to a more advanced degree.
- Develop skills of performance and attitudes which may have either vocational and/or avocation application.
- Provide students with opportunities for creative self-expression in the foreign language.

- Increase the students appreciation and enjoyment of foreign language and cultures in the world.
- Provide students a course that meets the foreign language or humanities requirements in four-year institutions.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- The following universities and colleges require a foreign language for graduation. The student should consult the catalog of the transfer institution to further verify this requirement: University of Nebraska: College of Arts and Sciences for B.A., B.S., or B.F.A.; University of Wyoming: B.A., and some B.S. programs.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		
FREN-1100	Elementary French 1	5
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra or higher	4
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		
FREN-1150	Elementary French 2	5
ENGL-1550	English Composition 2	3
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	3
SPCH-1200 or SPCH-1390 PHED-XXXX	Human Communications	
	Public Speaking	3
	Physical Education	1
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		
SPAN-1300	Elementary Spanish 1	5
FREN-2100	Intermediate French 1	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
<b>Total Credits</b>		<b>15</b>

**4<sup>th</sup> Semester**

XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
SPAN-1350	Elementary Spanish 2	5
FREN-2150	Intermediate French 2	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>14</b>

**AA.1699A (60 Credits)****FOREIGN LANGUAGE (SPANISH)***Associate of Arts*

Alliance \* Scottsbluff \* Sidney

The foreign language department provides a two-year course of study in French and Spanish to meet the vocational, avocation, and academic needs of the students. Intermediate levels of French and Spanish may not be offered every year. Students should check with their advisors. The courses of study suggested below are planned to meet the requirements for the Associate of Arts degree awarded by Western Nebraska Community College, as well as to meet the requirements for junior standing at four-year colleges, where students may continue work toward a baccalaureate degree. This course of study equally applies to those students whose interest is more avocation-those who desire to broaden themselves through the study of foreign languages and cultures, or experience through such a course of study personal enjoyment and satisfaction-and those whose interest is more vocational who realize that the knowledge of foreign language makes them more desirable to a prospective employer. Academic courses in general areas of study are also deemed important to correspond with the philosophy of Western Nebraska Community College. Courses are included which are in addition to the foreign language study.

**Objectives**

- Provide students with the first two years of courses in the foreign language together with co-curricular courses, leading to an Associate of Arts degree and are prerequisite to a more advanced degree.
- Develop skills of performance and attitudes which may have either vocational and/or avocation application.
- Provide students with opportunities for creative self-expression in the foreign language.
- Increase the students appreciation and enjoyment of foreign language and cultures in the world.
- Provide students a course that meets the foreign language or humanities requirements in four-year institutions.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- The following universities and colleges require a foreign language for graduation. The student should consult the catalog of the transfer institution to further verify this requirement: University of Nebraska: College of Arts and Sciences for B.A., B.S., or B.F.A.; University of Wyoming: B.A., and some B.S. programs.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

**Required Courses**

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
SPAN-1300	Elementary Spanish 1	5
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra or higher	4
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>16</b>

<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
SPAN-1350	Elementary Spanish 2	5
ENGL-1550	English Composition 2	3
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
FREN-1100	Elementary French 1	5
SPAN-2300	Intermediate Spanish 1	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
<b>Total Credits</b>		<b>15</b>

<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
FREN-1150	Elementary French 2	5
SPAN-2350	Intermediate Spanish 2	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>14</b>

**AS.0305 (63 Credits)****FORESTRY/WILDLIFE MANAGEMENT (PRE)***Associate of Science*  
Scottsbluff

Participants in this emphasis area are provided with a background that enables them to pursue a course of study in a college or university that offers degree programs in the fields of forestry and/or wildlife management.

**Objectives**

- Provide the student with knowledge of the Physical and Biological Science courses prerequisite for entrance into Forestry and Wildlife Management programs.

- Make the student aware of the importance of a career dealing with the care and management of our renewable resources.
- Provide an educational experience that allows the student to complete the transition to a four-year college or university with relative ease.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Some students may find it more practical to substitute PHYS-1300 for BIOS-1100 and continue with PHYS-1350.

#### Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
CHEM-1600	General Chemistry 1	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
BIOS-1380	General Zoology	4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
CHEM-1640	General Chemistry 2	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
BIOS-1100	Environmental Science	4
BIOS-2120	Genetics	4
MATH-1210	Trigonometry	3
CHEM-2340	Organic Chemistry 1	4
<b>TotalCredits</b>		<b>15</b>

4 <sup>th</sup> Semester		Credits
BIOS-1300	General Botany	4
ECON-1230	General Economics	3
CHEM-2370	Organic Chemistry 2	4
XXXX-XXXX	Electives (GEOG-1120 suggested)	6
<b>Total Credits</b>		<b>17</b>

#### AA.2401 (62-63 Credits)

GENERAL STUDIES

Associate of Arts  
Alliance \* Scottsbluff \* Sidney

This emphasis area is a suggested curriculum designed to provide a well rounded education for students who want to follow a general course of study. It may be useful to the student who wishes to attend only two years of college or to the student who plans to transfer to another institution but still needs the broad background of course work in the freshman and sophomore years.

#### Objectives

- Provide for the well-rounded development of the individual.
- Permit the student to explore various fields that may lead to a major in the liberal arts or a specialized area.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early

in their WNCC enrollment to determine their curriculum. While ACFS-0020 is suggested, due to the nature of the course it does not count towards AA degree requirements.

- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanites each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra or higher	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
ATHC-1790	Personal Health	3
INFO-1100	Microcomputer Applications	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>16</b>

3 <sup>rd</sup> Semester		Credits
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Electives	9
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	6
XXXX-XXXX	Electives	8
<b>Total Credits</b>		<b>14</b>

**AS.2401 (60 Credits)****GENERAL STUDIES***Associate of Science*

Alliance \* Scottsbluff \* Sidney

This program is designed for a student who wishes to follow a program of study with an emphasis in the sciences. Its purpose is to provide a well-rounded education for students that may be interested in a math or science related field including engineering and computer science.

**Objectives**

- Permit the student to explore various courses of mathematics and sciences that may lead to a major in a specialized emphasis.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Students following the Engineering (Pre) option should take technical electives ENGR-1010, ENGR-1020, ENGR-1070, ENGR-2010, ENGR-2020, and should consult with their faculty advisor before selecting science, math, and elective courses.
- Students following the Computer Science (Pre) option should take technical electives INFO-1200, INFO-1355, INFO-2330, and should consult with their faculty advisor before selecting science, math, and elective courses.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCL. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Substitutions in the science/math courses listed can be made depending on the area of interest. Please see a faculty advisor and/or the Division Chair of Science, Math and Physical Education for possible substitutions.

**Technical Electives Can Include (bold classes meet Math/Science requirement for AS degree)**

- ATHC-1200 Psychology of Sports
- ATHC-1300 Introduction to Sports Administration
- ATHC-1400 Sports Marketing
- ATHC-1510 Sports Facility Management
- ATHC-1730 Introduction to Coaching
- BIOS-1000 Basic Nutrition
- **BIOS-1100 Environmental Science**
- BIOS-1160 Anatomy & Physiology
- **BIOS-1300 General Botany**
- BIOS-1540 Physiology & Anatomy 1
- BIOS-1620 Physiology & Anatomy 2
- BIOS-2050 Nutrition and Diet Therapy
- **BIOS-2120 Genetics**
- **BIOS-2460 Microbiology**
- **CHEM-1500 Introductory Chemistry**
- **CHEM-1600 General Chemistry 1**
- **CHEM-1640 General Chemistry 2**
- **CHEM-2340 Organic Chemistry 1**

- **CHEM-2370 Organic Chemistry 2**
- ENGR-1010 Introduction to Engineering Design
- ENGR-1020 Programming and Problem Solving
- ENGR-1070 Graphics for Engineers
- ENGR-2010 Introduction to Circuits and Electronics
- ENGR-2020 Engineering Statics
- INFO-1200 Introduction to Computer Science
- INFO-1355 Computer Science 1
- INFO-2330 Data Structures
- **MATH-1210 Trigonometry**
- **MATH-1600 Calculus 1**
- **MATH-2150 Calculus 2**
- **MATH-2200 Calculus 3**
- **MATH-2210 Differential Equations**
- **PHYS-1070 Astronomy**
- **PHYS-1100 Physical Science**
- **PHYS-1300 Physics 1**
- **PHYS-1350 Physics 2**
- **PHYS-2400 Physics 1 with Calculus**
- **PHYS-2450 Physics 2 with Calculus**

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
MATH-XXXX	Math elective	4
XXXX-XXXX	Math or Science Technical elective	4
XXXX-XXXX	Technical elective	3
PHED-XXXX	Physical Education elective	1
	<b>Total Credits</b>	<b>15</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
XXXX-XXXX	Science with Lab elective	4
XXXX-XXXX	Technical electives	8
	<b>Total Credits</b>	<b>15</b>

3 <sup>rd</sup> Semester		Credits
XXXX-XXXX	Math or Science Technical electives	4
XXXX-XXXX	Technical elective	4
SPCH-1390	Public Speaking	
or		
SPCH-1200	Human Communications	3
XXXX-XXXX	Any elective	3
PHED-XXXX	Physical Education elective	1
	<b>Total Credits</b>	<b>15</b>

4 <sup>th</sup> Semester		Credits
XXXX-XXXX	Technical electives	12
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>15</b>

**AA.4507 (61 Credits)****GEOGRAPHY***Associate of Arts*

Alliance \* Scottsbluff \* Sidney

Emphasis is placed on the field of geography and its role in the social sciences. The geography courses are structured to illustrate how a student can be employed in the field of geography.



## Objectives

- Introduce students who have never had geography courses to the field.
- Lead to transfer for a baccalaureate degree at a four-year college or university.
- Lead students to employment in fields such as education (teaching geography), private business (meteorology), government (interpreting aerial photos), etc.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and their transfer advisor early in their WNCC enrollment to determine their curriculum. If the transferring institution does not require foreign language, the student may take other social science or elective courses.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

## Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

## Recommended courses (if offered/available)

- GEOG-1120 Physical Geography
- GEO-2260 Cultural Geography
- POLS-2350 American Government and Politics

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
INFO-1100	Microcomputer Applications	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	6
	<b>Total Credits</b>	<b>15</b>
2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
GEOG-1120	Physical Geography	3
XXXX-XXXX	Social sciences elective (see Notes above on choosing your elective)	6

XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>15</b>
3 <sup>rd</sup> Semester		Credits
MATH-1150	College Algebra or higher	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	9
GEOG-2060	Cultural Geography	3
	<b>Total Credits</b>	<b>17</b>
4 <sup>th</sup> Semester		Credits
POLS-2350	American Government	3
XXXX-XXXX	Science: BIOS, CHEM, or PHYS Lab Science	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	6
	<b>Total Credits</b>	<b>14</b>

## AAS.5107A (67-72 Credits)

### HEALTH INFORMATION TECHNOLOGY

*Associate of Applied Science*  
Alliance \* Scottsbluff \* Sidney

The program is designed to prepare the student to enter the health information field with either a diploma in coding or Associate of Applied Science degree. Students receiving a diploma are prepared to work in entry-level positions as a coding technician in a variety of health care settings. Those receiving an Associate of Applied Science degree are able to work in a variety of entry-level positions because of greater clinical and didactic preparation. Western Nebraska Community College has an articulation agreement with Mid-Plains Community College to offer the HIMS courses to MPCC students. The AAS in Health Information Management at Western Nebraska Community College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Students graduating from the program are eligible to take the national qualifying examination for certification as an RHIT (Registered Health Information Technician).

## Objectives

- Following completion of the 5 semester Health Information Technology AAS Program, the student demonstrates:
- The knowledge necessary to master the entry level competencies defined by the American Health Information Management Association in the Domains and Subdomains for a Registered Health Information Technician (RHIT).
- The entry-level skills defined by AHIMA in the Domains and Subdomains for a Registered Health Information Technician (RHIT).
- The skills to communicate effectively in both oral and written form.
- The application of HIT knowledge to analyze, synthesize, and evaluate in order to solve HIT situations in both a structured or controlled environment and in new HIT situations.
- *AHIMA's Domains and Subdomains for Registered Health Information Technician (RHIT) can be found at [ahima.org/academics](http://ahima.org/academics)*

## Notes

- It is strongly recommended that students who wish to enroll in the HIT program of study consult with the program director prior to enrolling in classes for details of specific program requirements.

- Students following the diploma option must demonstrate competency in writing and mathematics by assessment (eCOMPASS) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0161, or BSTC-1500 and ACFS-0050W). This is in addition to the required curriculum for the diploma option.
- Grade point average (GPA) of 2.0 "C" or above on all previous college course work and a 2.0 "C" must be earned on all HIT curriculum courses. An official copy of all applicants' eCOMPASS or ACT assessment test scores must be sent to the Division of Health Occupations in Scottsbluff. A minimum level of basic skill knowledge is required prior to admission to the HIT program. In accordance with College policy, students may be waived from the eCOMPASS by verification of prior equivalent course work. Students who do not meet minimum eCOMPASS score requirements must enroll in development course work prior to starting the HIT Program.
- All courses are available online.
- Health Information Technology (HIT) courses may only be taken two (2) times. A student may not re-enroll in the program after failing a course the second time. A grade of C-, WF, D or F is considered a failing grade for the Health Information Technology Program.

Required General Education Core		Credits
INFO-1100	Microcomputer Applications or possess Equivalency Skills as specified by the Business Division	0-3
HLTH-1060	Medical Terminology or prove competency by passing WNCC standardized test with a score of 75 percent or higher	0-2
BIOS-1160 or	Human Anatomy and Physiology	
LPNR-1110	Body Structure and Function	4
INFO-1098	Intro to Online Learning	1
ENGL-1010	English Composition 1	3
	Intermediate Algebra ready	
<b>Total Credits</b>		<b>8-13</b>

#### Fall Semester Only

HIMS-1250	Intro to HIMS	3
HIMS-1350	Healthcare Delivery Systems	2
HIMS-1400	Disease Process 1	3
HIMS-2150	Coding-CPT	4
INFO-1220	Introduction to Information Technology	3
INFO-1094	Intro to Database (Access)	1
<b>Total Credits</b>		<b>16</b>

#### Spring Semester Only

HIMS-1500	Legal & Ethical Aspects of HIMS	3
HIMS-2400	Disease Process 2	3
HIMS-2100	Coding-ICD	4
INFO-2000	Advanced Microcomputer Applications	3
SPCH-1200 or	Human Communications	
SPCH-1390	Public Speaking	3
<b>Total Credits</b>		<b>16</b>

#### Fall Semester Only

HIMS-2250	Healthcare Stats	2
HIMS-2330	HIMS Applications 1	1
HIMS-2730	Professional Practice Experience 1	2
HIMS-2180	Reimbursement Methodologies	4
HIMS-2200	Information Systems in Healthcare	2
PSYC-1810	Introduction to Psychology	3
<b>Total Credits</b>		<b>14</b>

#### Spring Semester Only

HIMS-2630	Quality & Performance Improvement	2
HIMS-2340	HIMS Applications 2	2
HIMS-2760	Professional Practice Experience 2	2
HIMS-2390	Coding & Reimbursement Applications	3
HIMS-2650	Employment Research and Professional Issues	1
MNGT-2220 or	Supervisory Management	
BSAD-2540	Principles of Management	3
<b>Total Credits</b>		<b>13</b>

#### AA.4508 (61 Credits)

##### HISTORY

##### Associate of Arts

Alliance \* Scottsbluff \* Sidney

This emphasis area includes and provides introductory courses in American history as well as specific enrichment and supportive courses in other history areas of history. Supportive courses related to this major are American government, anthropology, economics, geography, and sociology. Students may specialize in a variety of social science fields. WNCC can provide you with the general education requirements and basic social science courses needed to transfer to a bachelor's program at a four-year college or university.

##### Objectives

- Provide a sequential course of study in the field of history. Course work in the field of history provides the student with what is essentially prerequisite to upper divisional course work. This allows the student easy transferability of his/her course work to an upper-level college or university.
- Students in history can explore any of the following as possible areas of employment: Intermediate/middle/high school teaching College or university teaching Law Politics Civil Service employment Local Government Museum or Archival Administration Public Administration.

##### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor, and, the transfer advisor early in their WNCC enrollment to determine their curriculum. If the transferring institution does not require foreign language, the student may take other social science or elective courses.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Students who are considering teaching history, at any level, should take Introduction to Education as your elective.

##### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)

- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

- Recommended Elective Courses**
- World Civilization I and World Civilization II
  - American History I and American History II

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra or equivalent	4
HIST-2100	World Civilization (4000 B.C.-1500 A.D.) or other social science elective	3
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>17</b>
2 <sup>nd</sup> Semester		
ENGL-1550	English Composition 2	3
HIST-2110	World Civilization (1500 A.D.-Present)	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>14</b>
3 <sup>rd</sup> Semester		Credits
HIST-2010	American History I	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	
or		
EDUC-1830	Introduction to Education	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Any elective	3
<b>Total Credits</b>		<b>15</b>
4 <sup>th</sup> Semester		Credits
HIST-2020	American History II	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	9
<b>Total Credits</b>		<b>15</b>

AAS.5115A (61-64 Credits)

**HUMAN SERVICES (APPLIED)**

Associate of Applied Science  
Alliance \* Scottsbluff \* Sidney

The Human Services program provides the student with general skills in helping others that can be used in a variety of human service settings. At the end of training, the student is employable as an entry- level human service worker. Possible positions include: counselor-aide, outreach worker, mental health technician, youth service assistant, childcare worker, or a variety of other positions. The program provides this training through a curriculum which combines behavioral science and general education requirements and one semester of on-the- job field experience.

- Objectives**
- Develop an understanding of the human service field.
  - Learn about community agencies and how they deal with behavior problems.
  - Train individuals who plan to work in these agencies in basic listening, interviewing, and communication skills necessary for helping.
  - Provide the student with a background in the behavioral sciences.

**Notes**

- This curriculum is intended for those students desiring to go to work in the human service field immediately after graduation. It is not recommended for those intending to transfer.

Recommended electives: SOCI-1010.

- Required General Education Courses**
- English Composition 1
  - Public Speaking or Human Communications
  - Science course with a lab
  - One social science course (see Notes)
  - Introduction to Algebra or Business Math

- Required Program Specific Coursework**
- Introduction to Psychology
  - Abnormal Psychology
  - Lifespan Growth and Development or Child Growth and Development
  - Social Psychology
  - Introduction to Human Services
  - Human Services Practicum
  - Introduction to Counseling
  - Marriage and Family
  - Living in a Diverse Society or Mexican American and Native American Cultures
  - Microcomputer Applications

- Recommended Electives**
- English Composition 2
  - Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1010	English Composition 1	3
HUSR-1620	Introduction to Human Services Work	3
PSYC-1810	Introduction to Psychology	3
MATH-0160	Introductory Algebra (or higher)	
or		
BSTC-1500	Business Mathematics	3-5
<b>Total Credits</b>		<b>15-17</b>
2 <sup>nd</sup> Semester		Credits
PSYC-2100	Child Growth and Development	
or		
PSYC-2150	Life Span: Human Growth and Development	3
XXXX-XXXX	Social science elective	3

ANTH-2130	Mexican American and Native American Cultures	
or		
SOCI-2150	Living in a Diverse Society	3
ENGL-1550	English Composition 2	3
XXXX-XXXX	Science: BIOS, CHEM, PHYS Lab Science	4
	<b>Total Credits</b>	<b>16</b>

<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
PSYC-2030	Introduction to Counseling Skills: Theories and Techniques	3
PSYC-2090	Abnormal Psychology	3
PSYC-2140	Social Psychology	3
INFO-1100	Micro Computers Applications	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>15</b>

<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
SOCI-2250	Marriage and Family	3
HUSR-2800	Human Service Worker Practicum	4
XXXX-XXXX	Electives	6-9
	<b>Total Credits</b>	<b>13-16</b>

## AA.5115 (61-62 Credits)

### HUMAN SERVICES (TRANSFER)

#### Associate of Arts

Alliance \* Scottsbluff \* Sidney

The Human Service Worker emphasis area provides the student with general skills in helping others that can be used in a variety of human service settings. At the end of training, the student is employable as an entry-level human service worker. Possible positions include: counselor-aide, outreach worker, mental health technician, youth service assistant, childcare worker, or a variety of other positions. Training is provided through a curriculum that combines behavioral science and general education requirements and one semester of on the-job field experience.

#### Objectives

- Develop an understanding of the human service field.
- Learn about community agencies and how they deal with behavior problems.
- Train individuals who plan to work in these agencies in basic listening, interviewing, and communication skills necessary for helping.
- Provide the student with a background in the behavioral sciences

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Students who plan to transfer to Chadron State College as Human Services majors should take BIOS-1160 Anatomy and Physiology as their science course and BIOS-1050 Nutrition and Diet Therapy as your elective.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

- Students planning to work in agencies dealing with specific populations, such as chemical abusers, children, families, or the developmentally disabled should discuss with their advisor the possibility of substitutions within the recommended course of study to meet their specific needs.
- Recommended elective: SOCI-2250.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities courses each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

#### Recommended Courses

- Introduction to Psychology
- Abnormal Psychology
- Lifespan Growth and Development and/or Child Growth and Development
- Marriage and Family
- American History 2
- General Economics
- American Government and Politics

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
ENGL-1010	English Composition 1	3
PSYC-1810	Introduction to Psychology	3
INFO-1100	Microcomputer Applications	3
MATH-1150	College Algebra	
or		
XXXX-XXXX	Equivalent to College Algebra	4
XXXX-XXXX	Science: BIOS, CHEM or PHYS Lab Science	4
	<b>Total Credits 17</b>	

<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
ENGL-1550	English Composition 2	3
HIST-2020	American History II (see Notes)	3
POLS-2350	American Government and Politics (see Notes)	3
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>12</b>

<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
ECON-1230	General Economics	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your electives)	6
PSYC-2140	Social Psychology	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>16</b>



4 <sup>th</sup> Semester		Credits
PSYC-2100	Child Growth and Development	
or		
PSYC-2150	Life Span: Human Growth and Development	3
SOCI-2250	Marriage and Family (see Notes)	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>

## AA.1199A (61-62 Credits)

### INFORMATION TECHNOLOGY

*Associate of Arts*

Alliance \* Scottsbluff \* Sidney

This program provides students with a technological basis for further study in information technology, typically leading to a baccalaureate degree in information systems or a related field. This program acquaints students with the principles and practices of algorithmic design, programming, programming languages, and operating systems. These principles prepare students with practical knowledge to apply to the remainder of a baccalaureate degree program.

#### Objectives

- Provide coursework for the first two years of a baccalaureate degree in information technology or information systems.
- Promote and help students develop lifelong learning skills needed for professional and personal growth
- Provide a basis for student understanding of the principles, concepts, and theories that affect information technology by offering specific application, programming, and management information systems courses.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor early in their WNCC enrollment to determine their curriculum.
- Students who plan to transfer to a four-year college/university as an education major should take EDUC-1830 Introduction to Education and PSYC-1050 Introduction to Psychology.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. This program requires a minimum of TWO social science courses from TWO different social science disciplines. See your academic advisor for specific recommendations.
- Recommended social science courses: ECON-2230, ECON-2260, POLS-2350, POLS-2390, and SOCI-2630.

#### Required General Education — 34 credits

#### Information Systems — 27-28 Credits

##### Suggested Information Technology Core Courses

INFO-1240	Operating Systems	3
INFO-1040	Database (Access)	3

INFO-1310	Visual Basic	
or		
INFO-1200	Introduction to Computer Science	3-4
INFO-1400	Networking Essentials	3
<b>Total Credits</b>		<b>12-13</b>

#### Plus 15 credits from the following:

INFO-1030	Spreadsheets (Excel)	3
INFO-1250	HTML	3
INFO-1260	JavaScript	3
MNGT-2300	Project Management Principles	3
INFO-2260	Information Management	3
ACCT-1200	Principles of Accounting I	3
ACCT-1210	Principles of Accounting II	4
INFO-2000	Advanced Microcomputer Applications	3
INFO-1355	Computer Science 1	3
INFO-2270	Project Management (MS Project)	3
INFO-2510	IT Internship	3
STAT-1100	Applied Statistics	3
<b>Total Credits</b>		<b>15</b>

#### Suggested Information Systems Option by semester (61-62 credits):

1 <sup>st</sup> Semester		Credits
INFO-1100	Microcomputer Applications	3
ENGL-1500	English Composition 1	3
INFO-1240	Operating Systems	3
INFO-1400	Networking Essentials	3
MATH-1150	College Algebra (or higher)	4
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credit
XXXX-XXXX	Elective	3
SPCH-1200	Speech Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1550	English Composition 2	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Humanities	3
Total Credits		16

3 <sup>rd</sup> Semester		Credit
INFO-1040	Database (Access)	3
INFO-1310	Visual Basic	
or		
XXXX-XXXX	Electives	9
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
PHED-XXXX	Physical Education	1
Total Credits		16

4 <sup>th</sup> Semester		Credit
INFO-1200	Introduction to Computer Science	
or		
XXXX-XXXX	Electives	6-7
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Humanities	3
PHED-XXXX	Physical Education	1
Total Credits		13-14

### INFORMATION TECHNOLOGY

Alliance \* Scottsbluff \* Sidney

This program provides students flexibility in pursuing a career in information technology. Students must complete basic computer

skills or equivalent, the required General Education Core, the required Information Technology Core, and three skill awards to total at least 66 credit hours. The Desktop Support and Network Administration (Microsoft/Cisco) skill awards prepare the student for Microsoft and Cisco certifications respectively. All electives used to fulfill graduation requirements for this AOS must be pre-approved by the assigned faculty advisor and the Business Division Chair must approve each student's final plan.

#### Objectives

- Provide the student with a foundation for working in information technology.
- Stimulate interest in Information Technology as a career.
- Allow the student to develop problem-solving skills, apply higher-order thinking skills, utilize creative application skills, and ethical behavior.
- Provide general education course work that supplements the major area of study.

#### Notes

- Courses may be used only once in the general education requirements, any skill award, or the IT core. Students should consult their faculty advisor or a faculty member in information technology when selecting skill awards.
- Students may enroll in the Information Technology Internship after completing 30 or more credits from the Information Technology program with a 3.0 or higher GPA. All internships must be pre-approved by the Internship Instructor.
- The Information Technology curriculum is currently under development. Questions regarding this curriculum should be directed to the Business Division.
- Students may use one skill award from another AOS in this degree program. If the skill award originates from another Division, the use of the skill award must be approved in advance by the Chairs of both Divisions.

#### AOS.1199 (66 Credits)

#### INFORMATION TECHNOLOGY

*Associate of Occupational Studies*  
Alliance \* Scottsbluff \* Sidney

#### Basic Computer Skills or Equivalent

INFO-1100	Microcomputer Applications	3
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#### Required General Education (15-17 Credits)

OFFT-1210	Business Communications	
or		
ENGL-1500	English Composition 1 (or higher)	3
MATH-0160	**Introduction to Algebra (or higher)	4
or		
OFFT-1500	**Business Mathematics	3
or		
MATH-0150	**Technical Math	3
OFFT-2400	Career Development	3
<b>Plus 6-8 credits from the following:</b>		
XXXX-XXXX	Any psychology/economics/social science	3
BSAD-2450	Business Ethics	3
SPCH-1200	Speech Communications	
or		
SPCH-1390	Public Speaking	3
INFO-1220	Intro to Information Technology	3
or		
INFO-1200	***Intro to Computer Science	4
OFFT-1100	Personal Finance	3

XXXX-XXXX	Any Science	
or		
XXXX-XXXX	General education elective	3-4
<b>Total Credits</b>		<b>15-17</b>

**\*\*MATH-0210 Intermediate Algebra is required for the Programming Skill Award.**

**\*\*\*INFO-1200 Introduction to Computer Science is required of all students pursuing the Programming Skill Award.**

<b>Required Information Technology Core</b>		<b>15 Credits</b>
INFO-1240	Operating Systems	3
INFO-1040	Database (Access)	3
INFO-1400	Networking Essentials	3
INFO-1310	Visual Basic	3
INFO-2270	Project Management (MS Project)	3
<b>Total Credits</b>		<b>15</b>

**Professional Skill Award Requirement: Students must select three Professional Skill Award Options**

#### D2.1199 (48 Credits)

#### INFORMATION TECHNOLOGY

#### Diploma

Alliance \* Scottsbluff \* Sidney

#### Requirements

Students must complete any deficiency in the basic computer skill requirements plus complete the required Diploma General Education Core, the required Information Technology Core, and two professional skill awards to total at least 45 credit hours. The Desktop Support and Network Administration (Microsoft/Cisco) skill awards prepare the student for Microsoft and Cisco certifications respectively.

#### Basic Computer Skills or Equivalent

OFFT-1400	Beginning Keyboarding or equivalent	3
INFO-1100	Microcomputer Applications	3

#### Required Diploma General Education Core (9-11 Credits)

OFFT-1500	Business Mathematics	
or		
MATH-0150	Technical Math	
or		
MATH-0160	Introduction to Algebra (or higher)	**3-4
OFFT-1210	Business Communications	
or		
ENGL-1500	English Composition 1 (or higher)	3

#### Plus 3-4 from the following:

XXXX-XXXX	Any psychology/economics/social science	3
BSAD-2450	Business Ethics	3
SPCH-1200	Speech Communications	
or		
SPCH-1390	Public Speaking	3
INFO-1220	Intro to Information Technology	3
or		
INFO-1200	***Intro to Computer Science	4
OFFT-1100	Personal Finance	3
XXXX-XXXX	Any science	
or		
XXXX-XXXX	General education elective	3-4
<b>Total Credits</b>		<b>9-11</b>

**\*\*MATH-0210 Intermediate Algebra is required for the Programmer Skill Award.**

**\*\*\*INFO-1200 Intro to Computer Science is required of all students pursuing Programmer Skill Award.**

#### Required IT Diploma Core (15 credits)

INFO-1240	Operating Systems	3
INFO-1040	Database (Access)	3
INFO-1400	Networking Essentials	3

INFO-1310	Visual Basic	3
INFO-2280	Systems Analysis and Design	3
<b>15 Credits</b>		

**Professional Skill Award Requirements: Students must select two professional skill award options.**

## C2.1199 (30-31 Credits)

### INFORMATION TECHNOLOGY

#### Certificate

Alliance \* Scottsbluff \* Sidney

Students must complete any deficiency in the basic computer skill requirements plus complete the required General Education Core, the required Information Technology Core, and one professional skill award option to total at least 30 credit hours. The Desktop Support and Network Administration (Microsoft/Cisco) skill awards prepare the student for Microsoft and Cisco certifications respectively.

#### Basic Computer Skills or Equivalent

INFO-1100	Microcomputer Applications	3
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#### Required IT Certificate General Education (6-7 Credits)

OFFT-1210	Business Communications	
or		
ENGL-1500	English Composition 1 (or higher)	3
OFFT-1500	Business Mathematics	
or		
MATH-0150	Technical Math	
or		
MATH-0160	**Introduction to Algebra or higher	3-4
<b>Total Credits</b>		<b>6-7</b>

**\*\*Intermediate Algebra or higher is required for the Programmer Skill Award.**

#### Required IT Certificate Core

INFO-1240	Operating Systems	3
INFO-1400	Networking Essentials	3
INFO-1040	Database (Access)	3
XXXX-XXXX	IT Elective	3
<b>Total Credits</b>		<b>12</b>

**Professional Skill Award Requirements: Students must select one professional skill award option.**

#### Professional Skill Award Options:

##### Programming

INFO-1355	Computer Science 1	3
INFO-2110	Advanced Visual Basic	3
<b>Plus 6 credits from the following:</b>		
INFO-2330	Data Structures	3
INFO-1250	HTML	3
INFO-1260	Java Scripting	3
ENGR-1020	Programming and Problem Solving	3
<b>Total Credits</b>		<b>12</b>

##### Desktop Support

INFO-1420	Advanced Operating Systems	3
INFO-2411	Desktop Support	3
INFO-2430	Network Administration: Directory	3
<b>Plus 3 credits from the following:</b>		
INFO-2431	Network Administration: Infrastructure	3
INFO-1461	Cisco Networking 1	3
INFO-1462	Cisco Networking 2	3
INFO-1463	Cisco Networking 3	3
INFO-1464	Cisco Networking 4	3
<b>Total Credits</b>		<b>12</b>

#### Network Administration (Microsoft)

INFO-1420	Advanced Operating Systems	3
INFO-2430	Network Administration: Infrastructure	3
INFO-2431	Network Administration: Directory	3
INFO-2432	Network Administration: Server	3
<b>Total Credits</b>		<b>12</b>

#### Network Administration (Cisco)

INFO-1461	Cisco Networking 1	3
INFO-1462	Cisco Networking 2	3
INFO-1463	Cisco Networking 3	3
INFO-1464	Cisco Networking 4	3
<b>Total Credits</b>		<b>12</b>

#### Web Design

INFO-1275	Web Design (Dreamweaver)	3
INFO-1250	HTML	3
INFO-1260	JavaScript	3
<b>Plus 3 credits from the following:</b>		
INFO-2235	Flash Animation	3
INFO-2226	Web Graphics (Photoshop)	3
<b>Total Credits</b>		<b>12</b>

#### Individualized Skill Award

The Individualized Skill Award consists of courses related to the student's plan of study. These related courses must be pre-approved by the assigned faculty advisor and the Business Division Chair. If any of these related courses originate from another division, the use of that course in this Skill Award must also be approved in advance by the originating Division.

**12 Credits**

## AA.0904 (61 Credits)

### JOURNALISM

#### Associate of Arts

Scottsbluff

The journalism department provides a two-year emphasis area designed to meet the professional and avocation needs of students. The suggested courses of study are planned to meet the requirements for the Associate of Arts degree as well as to meet the requirements for junior standing at four-year colleges, where students may continue work toward a baccalaureate degree. This emphasis area applies equally to those students whose interest is more vocational and would like to enter the area job market with the advantages of two years of training in the field of journalism. Academic courses in several areas of study are also deemed important to correspond with philosophy and purposes of education at Western Nebraska Community College as well as the field of journalism, which requires a strong liberal arts background.

#### Objectives

- Provide students with the first two years of courses in a journalism field of study together with co-curricular courses, which lead to an Associate of Arts degree and which are prerequisite to more advanced study.
- Develop skills of performance and attitudes that have vocational applications. Provide students with the opportunities to manage, operate and produce a working newspaper.
- Offer students the opportunity to learn and use skills that allow them to enter the job market after two years at Western Nebraska Community College.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early

in their WNCC enrollment to determine their curriculum.

- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a difference discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
JOUR-1255	Applied Journalism 1	3
JOUR-2150	News Writing and Reporting	3
ENGL-1010	English Composition 1	3
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
	<b>Total Credits</b>	<b>13</b>

2 <sup>nd</sup> Semester		Credits
JOUR-1285	Applied Journalism 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1550	English Composition 2	3
PHED-XXXX	Physical Education	1
JOUR-2350	Feature Writing	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>16</b>

3 <sup>rd</sup> Semester		Credits
JOUR-2065	Applied Journalism 3	3
ENGL-XXXX	Literature elective	3
POLS-2350	American Government and Politics	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or Physical Science)	4
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>16</b>

4 <sup>th</sup> Semester		Credits
JOUR-2085	Applied Journalism 4	3
MATH-1150	College Algebra or higher	4
JOUR-2355	Editing and Design	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Elective	3
	<b>Total Credits</b>	<b>16</b>

## AA.2201 (64 Credits)

### LAW (PRE)

*Associate of Arts*

Alliance \* Scottsbluff \* Sidney

Pre-law students at Western Nebraska Community College have available the first two years of either a four-year course of study or a special three year pre-legal course of study offered at certain other institutions. Completion of two years of course work that emphasizes the traditional curriculum is the conventional preparation for law school and culminates in an Associate of Arts degree from Western Nebraska Community College.

#### Objectives

- Any major field of study offered at Western Nebraska Community College provides sound preparation for the study of law. In accordance with the statement of policy adopted by the Association of American Law Schools, pre-legal education at Western Nebraska Community College is education for comprehension and expression in words, for critical understanding of human institutions and values, and for creative power in thinking. The development of these fundamental capacities is not the monopoly of any one subject matter area, department or division.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum. If the transferring institution does not require foreign language, the student may take other social science or elective courses.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS\*, ENGL\*, THEA\*, foreign languages, HUMS, MUSC\* or PHIL. \*Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Students who may ultimately major or minor in a business program at a four-year college/university should strongly consider substituting Principles of Accounting I and II (ACCT-1200 and ACCT-1210) for Business Law 1 and 2 in this suggested curriculum, as these accounting courses are typically required to enter and/or complete these business programs.
- Students should also bear in mind that Business Law 2 is generally only offered in the spring semester.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a difference discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

#### Recommended Elective Courses (if offered/available)

- POLS-2350 American Government and Politics
- Any HIST (History)
- Any PHIL (Philosophy)



The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
POLS-2350	American Government and Politics	3
INFO-1100	Microcomputer Apps (or higher)	3
MATH-1150	College Algebra or higher	4
Total Credits		16
2 <sup>nd</sup> Semester		
ENGL-1550	English Composition 2	3
XXXX-XXXX	Social science electives (see Notes on choosing your elective)	9
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
PHED-XXXX	Physical Education	1
Total Credits		16
3 <sup>rd</sup> Semester		Credits
XXXX-XXXX	Science elective (BIOS, CHEM, or PHYS Lab Science)	4
PHIL-XXXX	Any philosophy	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	9
Total Credits		16
4 <sup>th</sup> Semester		Credits
PHIL-XXXX	Any philosophy	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	
or		
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	12
PHED-XXXX	Physical Education	1
Total Credits		16

C1.4301B (30-31 Credits)

LAW ENFORCEMENT

Certificate  
Alliance \* Scottsbluff \* Sidney

The Criminal Justice Certificate is a one-year program designed to prepare graduates for entry-level employment opportunities or for current field practitioners to enhance their knowledge and skills. Students choosing to continue their education after the Law Enforcement Certificate may continue into either the Associate of Applied Science degree program or the Associate of Arts degree program in Criminal Justice. Graduates of the Certificate in Law Enforcement program is prepared to:

- Effectively show a working knowledge of the penal laws and the criminal procedure laws.
- Demonstrate an understanding of and work in industrial and retail security.
- Show proficiency on how to resolve practical problems of an ethical nature and an understanding of police ethics.
- Analyze theories of basic criminal investigation: fingerprinting, photographing a crime scene, plaster casting, handling and recording of physical evidence.
- Show an understanding of the internal workings of police departments; organizational and leadership problems; planning and research; inspection procedures; personnel problems and contemporary problems of police departments.

Objectives

- Apply skills and knowledge necessary for entry-level positions and/or continued study in criminal justice or related fields.
- Explain the basic concepts, operations and services of the primary agencies that make up the criminal justice system.
- Analyze theoretical perspectives on normative behavior and social deviance and identify specific crime typologies and offender profiles.
- Analyze career opportunities and assess skills and abilities in relationship to specific positions.
- Apply proficiency in identification and explanation of Constitutional processes, substantive law content, and application of appropriate techniques in the investigation, apprehension, prosecution, defense, adjudication, punishment, and rehabilitation of criminal offenders.
- Apply essential skills including reading, writing, communications, critical thinking and reasoning.

Notes

Students who are already certified law enforcement at the time of their enrollment at Western Nebraska Community College, may be awarded the following credits upon certification verification and active enrollment:

Title	Credits
CRIM 1010	Introduction to Criminal Justice
CRIM 2000	Criminal Law
CRIM 2030	Police & Society
CRIM 2260	Criminal Investigation

Notes

Students following the certificate program must demonstrate proficiency in writing and mathematics by assessment (eCOMPASS) or by passing the appropriate mathematics and writing courses (MATH-0150, MATH-0160, or BSTC-1500 and ACFS-0050W). This is in addition to the required curriculum for the certificate option.

Required Law Enforcement Certificate Core	Credits
CRIM-1010	Introduction to Criminal Justice
CRIM-2000	Criminal Law
CRIM-2030	Police and Society
CRIM-2260	Criminal Investigations
or	
PSYC-1810	Introduction to Psychology
or	
SOCI-2150	Living in a Diverse Society
or	
CRIM-2060	Criminal Justice Internship
Total Credits	

Required Law Enforcement Skill Courses	Credits
CRIM-2110	Juvenile Justice
or	
CRIM-2180	Police Organizations, Administration & Management
CRIM-2900F	Police Community relations
CRIM-2900A	Ethics and Criminal Justice
CRIM-1140	Reporting Techniques in Criminal Justice
Total Credits	

**AS.2701A (63-67 Credits)****MATHEMATICS***Associate of Science*

Alliance \* Scottsbluff \* Sidney

This emphasis area prepares the student for transfer to a four-year college to major in mathematics.

**Objectives**

- Provide the basics of Trigonometry, analytic Geometry, single variable Calculus, and multivariable Calculus.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Social science elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

**Advising Notes for Recommended Technical Elective**

(1) MATH-2210 Applied Differential Equations

**Technical Electives**

Technical electives should come from the following list or be approved by the Division Chair.

Class	Description	Credits	Lab
BIOS-1010	General Biology	4	Y
BIOS-1540	Physiology and Anatomy 1	4	Y
BIOS-1620	Physiology and Anatomy 2	4	Y
BIOS-2120	Genetics	4	Y
BIOS-2460	Microbiology	4	Y
CHEM-1600	General Chemistry 1	4	Y
CHEM-1640	General Chemistry 2	4	Y
CHEM-2340	Organic Chemistry 1	4	Y
CHEM-2370	Organic Chemistry 2	4	Y
ENGR-2010	Introduction to Circuits and Electronics	3	N
ENGR-2020	Engineering Statics	3	N
INFO-1200	Intro to Computer Science	3	N
MATH-2210	Applied Differential Equations	3	N
PHYS-1070	Astronomy	4	Y
PHYS-2400	Physics 1 with Calculus	5	Y
PHYS-2450	Physics 2 with Calculus	5	Y

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
MATH-1600	Calculus 1	5
XXXX-XXXX	Science elective (BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Any elective	3
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	
<b>Total Credits</b>		<b>15</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
MATH-2150	Calculus 2	5
STAT-1100	Applied Statistics	3
ENGR-1020	Program and Problem Solving	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
XXXX-XXXX	Technical elective	4
MATH-2200	Calculus 3	5
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Any elective	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
XXXX-XXXX	Technical elective (1)	3
XXXX-XXXX	Technical elective	4
XXXX-XXXX	Any elective	6
XXXX-XXXX	Social science elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>

**AS.5110 (66 Credits)****MEDICAL TECHNOLOGY (PRE)***Associate of Science*

Scottsbluff

This emphasis area constitutes the first two years of pre-professional study required for admission to a school of medical technology.

**Objectives**

- Provide students with the necessary information and credit to transfer directly to a school of medical technology that has a two-year pre-professional requirement.
- Provide the first two years of study in programs where more than two years of pre-professional study are required for admission to a school of medical technology.
- Provide course work basic to a variety of curricula. Students can change their educational goals to other areas, especially in the life sciences, with little or no lost time.

**Notes**

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Recommended electives: BIOS-2120 and INFO-1100.
- Social science elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

**Recommended Plan of Study**

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
CHEM-1600	General Chemistry 1	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>19</b>

2 <sup>nd</sup> Semester		Credits
BIOS-1380	General Zoology	4
ENGL-1550	English Composition 2	3
MATH-1210	Trigonometry	3
CHEM-1640	General Chemistry 2	4
PHED-XXXX	Physical Education	1

	Total Credits	15
<b>3<sup>rd</sup> Semester</b>	<b>Credits</b>	
BIOS-1160	Human Anatomy and Physiology	4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHYS-1300	Physics 1	5
CHEM-2340	Organic Chemistry 1	4
<b>Total Credits</b>		<b>16</b>

<b>4<sup>th</sup> Semester</b>	<b>Credits</b>	
BIOS-2460	Microbiology	4
PHYS-1350	Physics 2	5
CHEM-2370	Organic Chemistry 2	4
XXXX-XXXX	Electives	3
<b>Total Credits</b>		<b>16</b>

### AS.5111A (65 Credits)

#### MEDICINE (PRE)

*Associate of Science*  
Scottsbluff

This emphasis area constitutes the first two years of the study required for admission to a college of medicine.

#### Objectives

- Provide the information and credit required for students to continue upper division premedical studies at a four-year college or university.
- Provide course work basic to a variety of curricula. Students can change their educational goals to other areas, especially in the life sciences, with little or no lost time.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations

#### Recommended Plan of Study

<b>1<sup>st</sup> Semester</b>	<b>Credits</b>	
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
CHEM-1600	General Chemistry 1	4
<b>Total Credits</b>		<b>15</b>

<b>2<sup>nd</sup> Semester</b>	<b>Credits</b>	
BIOS-1380	General Zoology	4
ENGL-1550	English Composition 2	3
MATH-1210	Trigonometry	3
CHEM-1640	General Chemistry 2	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

<b>3<sup>rd</sup> Semester</b>	<b>Credits</b>	
BIOS-2120	Genetics	4
PHYS-1300	Physics 1	5
CHEM-2340	Organic Chemistry 1	4
MATH-1600	Calculus 1	5
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>19</b>

<b>4<sup>th</sup> Semester</b>	<b>Credits</b>	
PHYS-1350	Physics 2	5
CHEM-2370	Organic Chemistry 2	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
<b>Total Credits</b>		<b>16</b>

### PSA.1204 (12 Credits)

#### NAIL TECHNICIAN/SPECIALIST

*Professional Skill Award*  
Sidney

#### Notes

- Students wishing to pursue the PSA in Nail Technology must complete the required Nail Technology curriculum (12 credits/350 contact hours).

<b>1<sup>st</sup> Semester</b>		
NATS-1000	Nail Technology & Safety Theory	2.5
NATS-1010	Manicuring & Pedicuring with Massage	1
NATS-1020	Nail Technology and Products	0.5
NATS-1030	Nail Enhancements	1
NATS-1040	Creative Nail Art	0.5
NATS-1050	Salon Business, Rules, and Regulations	1.5
NATS-1060	Nail Technology Lab and Practicum	5
<b>Total Credits</b>		<b>12</b>

### ADN.5116 (72 Credits)

#### NURSING (ASSOCIATE DEGREE)

*Associate Degree*  
Scottsbluff

The Nursing (Associate Degree) Program prepares qualified students with the skills needed to enter the profession of nursing. The program consists of four college semesters of nursing courses. Theory and practice proceeds from simple to complex allowing the student to develop into a safe and competent practitioner who can function as part of the health care team. After successful completion of the program, graduates are eligible to take the National Council Licensure Examination for Registered Nursing (NCLEX-RN). The Nursing (Associate Degree) Program is approved by the Nebraska State Board of Nursing, P.O. Box 95007, Lincoln, NE 68509, 402.471.4971 and is seeking candidacy status from the Accreditation Commission for Education in Nursing, Inc., 61 Broadway-33rd Floor, New York, NY 10006, 212.363.5555 ext. 153 or 800.812.0390; [accrediting-comm-nlnac.org](http://accrediting-comm-nlnac.org).

#### Objectives

Upon completion of the Nursing (Associate Degree) Program, the student is able to meet the following outcome criteria as derived from the programs philosophy. The graduate:

- Utilizes therapeutic communication to provide for the physical, emotional, cultural, spiritual needs of the client.
- Utilizes evidence-based practice, critical thinking, and the nursing process (assessment, analysis, implementation, and evaluation) in the development of a clients' plan of care.
- Performs safe, ethical, and legal nursing interventions and client/family teaching based on biophysical and psychosocial principles.
- Is educationally prepared to pass NCLEX-RN.
- Is prepared to perform within the scope of practice and role of the registered nurse in the nursing profession.

## Notes

- For admission requirements to the program contact the Health Occupations Division at 308.635.6060.
- Current LPN's may advance place into the 2<sup>nd</sup> year of the program. Contact the Health Occupation Division for specific requirements.
- Students are required to undergo a criminal background check as part of the admission process.
- Students are not fully accepted into the program until the background check is cleared.

## Full-Time (Traditional Student)

### Required Prerequisite Courses

	Credits
BIOS-1540 Physiology and Anatomy 1	4
BIOS-1620 Physiology and Anatomy 2	4
CHEM-1500 Introductory Chemistry	4
BIOS-2460 Microbiology	4
ENGL-1010 English Composition 1	3
PSYC-1810 Introduction to Psychology	3
PSYC-2150 Life Span: Growth and Development	3

- Must be College Algebra Ready**
- Must be current BNA on the Nebraska registry or registry in the student's state of residency**

## 1<sup>st</sup> Year – Fall Semester

	Credits
ADNR-1112 Fundamentals of Nursing Practice	5
ADNR-1132 Pathophysiology 1	2
ADNR-1160 Health Assessment	2
BIOS-2050 Nutrition and Diet Therapy	3
<b>Total Credits</b>	<b>12</b>

## 1<sup>st</sup> Year – Spring Semester

	Credits
ADNR-1141 Adult Health and Illness 1	4
ADNR-1151 Adult Health and Illness 2	4
ADNR-1122 Principles of Pharmacology 1	2
ADNR-1134 Pathophysiology 2	2
<b>Total Credits</b>	<b>12</b>

## 2<sup>nd</sup> Year – Fall Semester

	Credits
ADNR-2134 Maternal Child Nursing	3.5
ADNR-2126 Psychiatric/Mental Health Nursing	3.5
ADNR-2141 Adult Health & Illness 3	4
ADNR-2122 Principles of Pharmacology 2	2
<b>Total Credits</b>	<b>13</b>

## 2<sup>nd</sup> Year – Spring Semester

	Credits
ADNR-2170 Issues in Professional Nursing	2
ADNR-2124 Principles of Pharmacology 3	1
ADNR-2112 Care of the Older Adult	3
ADNR-2151 Adult Health and Illness 4	4
<b>Total Credits</b>	<b>10</b>

## Full-Time (Advanced Placement Student)

### Required Prerequisite Courses

	Credits
BIOS-1540 Physiology and Anatomy 1	4
BIOS-1620 Physiology and Anatomy 2	4
CHEM-1500 Introductory Chemistry	4
ENGL-1010 English Composition 1	3
PSYC-1810 Introduction to Psychology	3
PSYC-2150 Life Span: Growth and Development	3
BIOS-1060 Nutrition and Diet Therapy	3
BIOS-2460 Microbiology	4
ADNR-1132 Pathophysiology 1	2
ADNR-1134 Pathophysiology 2	2

- Must be College Algebra Ready**
- Advanced Placement Students must provide proof of an unencumbered Nebraska LPN license.**

## 2<sup>nd</sup> Year – Fall Semester

	Credits
ADNR-2134 Maternal Child Nursing	3.5
ADNR-1160 Health Assessment	2
ADNR-2126 Psychiatric/Mental Health Nursing	3.5
ADNR-2141 Adult Health and Illness 3	4
ADNR-2122 Principles of Pharmacology 2	2
<b>Total Credits</b>	<b>15</b>

## 2<sup>nd</sup> Year – Spring Semester

	Credits
ADNR-2170 Issues in Professional Nursing	3.5
ADNR-2124 Principles of Pharmacology 3	1
ADNR-2112 Care of the Older Adult	3
ADNR-2151 Adult Health and Illness 4	4
<b>Total Credits</b>	<b>10</b>

## DI.5116A (47.5 Credits)

### NURSING (PRACTICAL)

#### Diploma

Alliance \* Scottsbluff \* Sidney

This three-semester program is designed to prepare the student to become a Licensed Practical Nurse capable of providing nursing care under the supervision of a licensed healthcare professional. Theory and practice are integrated into a sequence of selected learning experiences proceeding from the simple to complex in such a manner as to produce a competent, safe practitioner. After successful completion of the program, the student is eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN). The Practical Nursing Program is approved by the Nebraska Board of Nursing, P.O. Box 95007, Lincoln, NE 68509, 402.471.4917 and accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326, 404.975.5000, nlnac.org.

#### Objectives

Upon completion of the three-semester Practical Nursing Program, the student is able to meet the following outcome criteria as derived from the programs philosophy. The graduate:

- Utilizes basic communication techniques to identify basic physical, emotional, and cultural needs of the client.
- Utilizes the nursing process and critical thinking to contribute to the development of a client's plan of care.
- Performs safe basic nursing interventions and incidental teaching based on fundamental biologic and physiological principles.
- Is educationally prepared to pass NCLEX-PN.
- Is prepared to perform within the scope of practice and role of the practical nurse in the nursing profession.

#### Notes

- For admission requirements to the program contact the Health Occupations Division at 308.635.6060.
- Students are required to undergo a criminal background check as part of the admission process.
- Students are not fully accepted into the program until the background check is cleared.
- Students may also take BIOS-1540 and BIOS-1620 to meet the LPNR-1110 or BIOS-1160 requirement.



1 <sup>st</sup> Semester		Credits
LPNR-1110	Body Structure and Function (see Notes)	
or		
BIOS-1160	Human Anatomy and Physiology	4
ENGL-1010	English Composition	3
PSYC-1810	Introduction to Psychology	3
BIOS-2050	Nutrition and Diet Therapy	3

- *Must be Intermediate Algebra ready*
- *Must be current BNA on the Nebraska registry or registry in the student's state of residency*

**Total Credits 13**

2 <sup>nd</sup> Semester		Credits
LPNR-1240	Basic Nursing Concepts	7
LPNR-2265	Nursing of the Adult 1	5
NURS-1410	Pharmacology 1	2
BIOS-2460	Microbiology	4
<b>Total Credits</b>		<b>18</b>

3 <sup>rd</sup> Semester		Credits
LPNR-2270	Nursing of the Adult 2	4
LPNR-2275	Nursing of the Adult 3	4
NURS-1480	Pharmacology 2	2
LPNR-1340	Nursing of the Family	4.5
LPNR-2720	Strategies for the LPN in Practice	2
<b>Total Credits</b>		<b>16.5</b>

#### AS.5116B (61 Credits)

##### NURSING (PRE-PROFESSIONAL)

*Associate of Science*  
Scottsbluff

This emphasis area provides students with the basic courses for entry into four-year professional nursing programs. The courses are applicable to various other related programs.

##### Objectives

- Provide students with a detailed understanding of the structure and function of the human body.
- Provide students with basic chemical principles applicable to the human body.
- Provide students with an appreciation for those environmental phenomena that affect the human body.
- Provide students with an opportunity to learn the principles by which humans interact with others.

##### Notes

- Students wishing to transfer to UNMC need to contact an advisor at UNMC for specific requirements about admission to the university and the program. Students wishing to transfer specific courses into the university program to use for prerequisite requirements, must confer with an advisor from UNMC.
- Application to the BSN program is done through UNMC and not through WNCC. General advising of the required prerequisite courses while at WNCC is done through the Health Occupations Division at 308.635.6060.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
BIOS-1540	Human Physiology and Anatomy 1	4
MATH-1150	College Algebra	4
PSYC-1810	Introduction to Psychology	3
BIOS-2050	Nutrition and Diet Therapy	3
<b>Total Credits</b>		<b>17</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
BIOS-1620	Human Physiology and Anatomy 2	4
PSYC-2150	Life Span: Human Growth and Development	3
SOCI-1010	Introduction to Sociology	3
BIOS-2460	Microbiology	4
<b>Total Credits</b>		<b>17</b>

3 <sup>rd</sup> Semester		Credits
ANTH-2130	Mexican-American and Native-American Cultures	3
POLS-2350	American Government and Politics	3
CHEM-1500	Introductory Chemistry	4
MATH-1150	College Algebra	4
PHED-XXXX	Physical Education	1
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>18</b>

4 <sup>th</sup> Semester		Credits
STAT-1100	Statistics	3
SOCI-2250	Marriage and Family	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Ethics	3
<b>Total Credits</b>		<b>13</b>

#### AS.5111B (62-65 Credits)

##### PHARMACY (PRE)

*Associate of Science*  
Scottsbluff

The Pre-Pharmacy emphasis area is designed to provide the student with a course of study that allows him/her the opportunity to be admitted to and to complete successfully the degree program at an accredited college of pharmacy.

##### Objectives

- Provide a basic knowledge of the physical sciences so that the student can develop an understanding of the physical and chemical properties of the drugs encountered in the pharmaceutical profession.
- Provide basic knowledge of the biological sciences so that the student has an understanding of the effects of drugs on the human body.
- Provide the student with a foundation of communication skills and social sciences that allows the student to interact successfully with others.

##### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Students should choose electives based on the recommendations of the college of pharmacy to which the student plans to apply.
- Students not prepared for MATH-1150 should start at the appropriate step in the mathematics sequence.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

## Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
CHEM-1600	General Chemistry 1	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>
2 <sup>nd</sup> Semester		
ENGL-1550	English Composition 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
CHEM-1640	General Chemistry 2	4
BIOS-XXXX	Lab Science	4
MATH-1210	Trigonometry	3
<b>Total Credits</b>		<b>17</b>
3 <sup>rd</sup> Semester		
CHEM-2340	Organic Chemistry 1	4
BIOS-XXXX	Lab Science elective	4
PHED-XXXX	Physical Education	1
MATH-1600	Calculus 1	5
XXXX-XXXX	Electives	5
<b>Total Credits</b>		<b>14</b>
4 <sup>th</sup> Semester		
CHEM-2370	Organic Chemistry 2	4
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Electives	8-11
<b>Total Credits</b>		<b>15-18</b>

- Officiating courses:
  - ATHC-1310 Sports Officiating (Volleyball)
  - ATHC-1320 Sports Officiating (Soccer)
  - ATHC-1331 Sports Officiating (Basketball)
  - ATHC-1341 Sports Officiating (Baseball/Softball)

1 <sup>st</sup> Semester		Credits
ATHC-1730	Introduction to Coaching	3
ENGL-1010	English Composition 1	3
ATHC-1710	Introduction to Physical Education	3
BIOS-1000	Basic Nutrition	3
INFO-1100	Microcomputer Applications	3
PHED-XXXX	Physical Activity course	1
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
PHYS-1100	Physical Science (or higher biology course)	4
MATH-0210	Intermediate Algebra (or higher)	4
SPCH-1390	Public Speaking	
or		
SPCH-1200	Human Communication	3
ATHC-1100	Introduction to Recreation	3
PHED-XXXX	Physical Activity course	1
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
PSYC-1810	Introduction to Psychology	3
ATHC-XXXX	Coaching course	2
ATHC-1700	First Aid	2
ATHC-1500	Intramurals	3
ATHC-XXXX	Sports Officiating course	2
PHED-1235	Wellness	2
PHED-XXXX	Physical Activity course	1
<b>Total Credits</b>		<b>15</b>

4 <sup>th</sup> Semester		Credits
ATHC-1200	Psychology of Sports	3
ATHC-XXXX	Coaching course	2
ATHC-1790	Personal Health	3
BIOS-1160	Anatomy & Physiology	4
STAT-1100	Applied Statistics	3
ATHC-XXXX	Sports Officiating course	2
<b>Total Credits</b>		<b>17</b>

## AAS.1313B (63 Credits)

### PHYSICAL EDUCATION / COACHING

*Associate of Applied Science*  
Scottsbluff

This program is designed for a student who wishes to follow a basic program of study with an emphasis in coaching. Its purpose is to provide a well-rounded education. It is not intended to be a transfer program.

#### Objectives

- Permit the student to explore various fields of coaching that may lead to a major in a specialized emphasis of coaching.

#### Notes

- This degree may not transfer directly into a four-year institution. You should check with your transfer institution to see if this program transfers or moves into the AS program for Physical Education/Coaching.
- Substitutions can only occur with permission of the Faculty Advisor, the Division Chair, the Dean of Instruction, and the Registrar of Student Services. Please see the Division Chair for the appropriate form for substitution.
- Coaching allows the students to choose from the following Coaching courses:
  - ATHC-1740 Coaching Softball
  - ATHC-1750 Coaching Soccer
  - ATHC-1760 Coaching Volleyball
  - ATHC-1770 Coaching Basketball
  - ATHC-1780 Coaching Baseball

## AS.1313B (65 Credits)

### PHYSICAL EDUCATION / COACHING

*Associate of Science*  
Scottsbluff

This program is designed for a student who wishes to follow a program of study with an emphasis in coaching. Its purpose is to provide a well-rounded education. It may be useful to the student seeking only his/her associate degree as well as the student who wishes to transfer to another institution but still needs a broad background of course work.

#### Objectives

- Permit the student to explore various fields of coaching that may lead to a major in a specialized emphasis of coaching.

#### Notes

- Substitutions can only occur with permission of the Faculty Advisor, the Division Chair, the Dean of Instruction, and the Registrar of Student Services. Please see the Division Chair for the appropriate form for substitution.
- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.

- Students are allowed to choose from the following Coaching courses:
  - ATHC-1740 Coaching Softball
  - ATHC-1750 Coaching Soccer
  - ATHC-1760 Coaching Volleyball
  - ATHC-1770 Coaching Basketball
  - ATHC-1780 Coaching Baseball
- Officiating courses:
  - ATHC-1310 Sports Officiating (Volleyball)
  - ATHC-1320 Sports Officiating (Soccer)
  - ATHC-1331 Sports Officiating (Basketball)
  - ATHC-1341 Sports Officiating (Baseball/Softball)

1 <sup>st</sup> Semester		Credits
ATHC-1730	Introduction to Coaching	3
ENGL-1010	English Composition 1	3
ATHC-1710	Introduction to Physical Education	3
BIOS-1000	Basic Nutrition	3
PSYC-1810	Introduction to Psychology	3
PHED-XXXX	Physical Activity course	1
<b>Total Credits</b>		<b>16</b>
2 <sup>nd</sup> Semester		Credits
PHYS-1100	Physical Science or higher Biology elective	4
MATH-1150	College Algebra (or higher)	4
SPCH-1390	Public Speaking	
or		
SPCH-1200	Human Communication	3
ATHC-1100	Introduction to Recreation	3
ENGL-1550	English Composition 2	3
<b>Total Credits</b>		<b>17</b>
3 <sup>rd</sup> Semester		Credits
ATHC-XXXX	Coaching course	2
ATHC-1700	First Aid	2
BIOS-1160	Anatomy & Physiology (or higher)	4
ATHC-1500	Intramurals	3
ATHC-XXXX	Sports Officiating course	2
PHED-1235	Wellness	2
PHED-XXXX	Physical Activity course	1
<b>Total Credits</b>		<b>16</b>
4 <sup>th</sup> Semester		Credits
ATHC-1200	Psychology of Sports	3
ATHC-XXXX	Coaching course	2
ATHC-1790	Personal Health	3
STAT-1100	Applied Statistics	3
INFO-1100	Microcomputer Applications	3
ATHC-XXXX	Sports Officiating course	2
<b>Total Credits</b>		<b>16</b>

### AS.1313A (63-67 Credits)

PHYSICAL EDUCATION / SPORTS ADMINISTRATION

Associate of Science  
Scottsbluff

This program is designed for a student who wishes to follow a program of study with an emphasis in sports administration. Its purpose is to provide a well-rounded education. It may be useful to the student seeking only his/her associate degree as well as the student who wishes to transfer to another institution.

#### Objectives

- Permit the student to explore the field of sports administration. The student can arrange internships with the Athletic Director at WNCC either here or at another institution.

#### Notes

- Substitutions can only occur with permission of the Faculty Advisor, the Division Chair, the Dean of Instruction, and the Registrar of Student Services. Please see the Division Chair for the appropriate form for substitution.
- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.

1 <sup>st</sup> Semester		Credits
ATHC-1300	Introduction to Sports Administration	3
ENGL-1010	English Composition 1	3
PSYC-1810	Introduction to Psychology	3
INFO-1100	Microcomputer Applications	3
SPCH-1390	Public Speaking	
or		
SPCH-1200	Human Communication	3
<b>Total Credits</b>		<b>15</b>
2 <sup>nd</sup> Semester		Credits
ATHC-1400	Sports Marketing	3
PHYS-1100	Physical Science (or higher biology course)	4
MATH-1150	College Algebra (or higher)	4
ENGL-1550	English Composition 2	3
PHED-XXXX	Physical Activity course	1
PHED-XXXX	Physical Activity course	1
<b>Total Credits</b>		<b>16</b>
3 <sup>rd</sup> Semester		Credits
BIOS-1160	Anatomy & Physiology (or higher)	4
BSAD-1050	Introduction to Business Administration	3
ECON-1230	General Economics (or higher)	3
ATHC-1510	Sports and Facilities Management	3
ATHC-XXXX	Internship in Sports Administration	1-3
PHED-1235	Wellness	2
<b>Total Credits</b>		<b>16-18</b>
4 <sup>th</sup> Semester		Credits
ATHC-1200	Psychology of Sports	3
ATHC-1350	Social Issues in Sports	3
ATHC-XXXX	Internship in Sports Administration	1-3
STAT-1100	Applied Statistics	3
BSAD-2450	Business Ethics	3
XXXX-XXXX	Electives	3
<b>Total Credits</b>		<b>16-18</b>

### AS.5108A (66 Credits)

PHYSICAL THERAPY (PRE)

Associate of Science  
Scottsbluff

This emphasis area is designed to prepare students through basic background academic courses for entry into a school of physical therapy. The course of study is designed so that courses taken are applicable to other related programs.

#### Objectives

- Provides an opportunity for students to become acquainted with the basic principles of physics, chemistry, and biology.
- Provides an opportunity for students to learn the structure and function of the human body.
- Instill in students a greater appreciation for the interactions of physical, chemical, and biological laws as they apply to the human body.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum. Careful consideration should be given the course requirements of the physical therapy school to which the student is seeking admission.

## Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
CHEM-1600	General Chemistry 1	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
BIOS-1380	General Zoology	4
ENGL-1550	English Composition 2	3
CHEM-1640	General Chemistry 2	4
PHED-XXXX	Physical Education	1
MATH-1210	Trigonometry	3
XXXX-XXXX	Electives	3
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
BIOS-1540	Physiology and Anatomy 1	4
PHYS-1300	Physics 1	5
PSYC-1810	Introduction to Psychology	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Electives	3
<b>Total Credits</b>		<b>18</b>

4 <sup>th</sup> Semester		Credits
PHYS-1350	Physics 2	5
BIOS-1620	Human Physiology and Anatomy 2	4
XXXX-XXXX	Electives	8
<b>Total Credits</b>		<b>17</b>

## AS.4008 (65 Credits)

### PHYSICS

Associate of Science  
Scottsbluff

This field of study provides the student with comprehensive knowledge of the principles and skills related to physical science. The field of study is designed to meet the needs of students entering related technical or professional fields, as well as those seeking a general understanding of the physical world.

## Objectives

- Provide a basic understanding of physical principles and the interrelationships of all branches of science and mathematics.
- Show how all phenomena is the logical result of the laws of nature.
- Stimulate interest in physics and fields related to physics.
- Develop skills in the use of the scientific method and the use of tools for measuring and collecting data.
- Provide the student with the background needed to increase the chances for success in the technical or professional fields.

## Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.

- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

## Technical Electives

Technical electives should come from the following list or be approved by the Division Chair:

Class	Description	Credits	Lab
BIOS-1010	General Biology	4	Y
BIOS-1540	Physiology and Anatomy 1	4	Y
BIOS-1620	Physiology and Anatomy 2	4	Y
BIOS-2120	Genetics	4	Y
BIOS-2460	Microbiology	4	Y
CHEM-1600	General Chemistry 1	4	Y
CHEM-1640	General Chemistry 2	4	Y
CHEM-2340	Organic Chemistry 1	4	Y
CHEM-2370	Organic Chemistry 2	4	Y
ENGR-1070	Graphics for Engineers	3	N
ENGR-2010	Introduction to Circuits and Electronics	3	N
ENGR-2020	Engineering Statistics	3	N
INFO-1200	Intro to Computer Science	3	N
MATH-2210	Applied Differential Equations	3	N
STAT-1100	Applied Differential Equations	3	N

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
MATH-1600	Calculus 1	5
XXXX-XXXX	Technical elective	4
PHYS-1070	Astronomy	4
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
MATH-2150	Calculus 2	5
XXXX-XXXX	Any elective	3
ENGR-1020	Programming and Problem Solving	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

3 <sup>rd</sup> Semester		Credits
PHYS-2400	Physics 1 with Calculus	5
MATH-2200	Calculus 3	5
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	Any elective	3
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
PHYS-2450	Physics 2 with Calculus	5
ENGR-2020	Engineering Statics	3
XXXX-XXXX	Technical elective	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

## AA.4510 (61-67 Credits)

### POLITICAL SCIENCE

Associate of Arts  
Alliance \* Scottsbluff \* Sidney

Political science courses focus on the processes by which societies make decisions affecting the lives of their citizens. Among the questions raised by political science are these: Who has power;



how is it acquired; and how is it used? What produces stability, and what produces change in societies? What is political leadership and what forces shape the relations between leaders and the led? How do societies, through their governments, attempt to deal with basic problems? Political science offers students both a grasp of the various answers that have been provided for these questions and a sophisticated sense of how to choose among these answers.

Objectives

- Since a core of central questions is common to virtually all the departments courses, students of Political Science are expected to begin with the introductory courses in which these questions are pointedly raised.
- These courses provide the necessary background for further work in the various fields of the discipline: American politics, comparative politics, international politics, political philosophy, and political behavior methods.

Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCB enrollment to determine their curriculum. If the transferring institution does not require foreign language, the student may take other social science or elective courses.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCL. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

Recommended Elective Courses

- POLS-2350 American Government and Politics
- POLS-2390 International Relations
- HIST-2010 American History I
- HIST-2100 World Civilization (4000 B.C. - 1500 A.D.)
- HIST-2110 World Civilization (1500 A.D. - Present)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
ENGL-1010	English Composition 1	3
POLS-2350	American Government and Politics	3
HIST-2100	World Civilization (4000 B.C.-1500 A.D.)	3
INFO-1100	Microcomputer Applications	3
	<b>Total Credits</b>	<b>15</b>
2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
MATH-1150	College Algebra or higher	4
HIST-2110	World Civilization (1500 A.D.-Present)	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>16</b>
3 <sup>rd</sup> Semester		Credits
PHED-XXXX	Physical Education	1
XXXX-XXXX	Science elective (BIOS, CHEM, or PHYS Lab Science)	4
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	6
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>14</b>
4 <sup>th</sup> Semester		Credits
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences electives (see Notes on choosing your elective)	12
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
	<b>Total Credits</b>	<b>16</b>

AOS.4603 (65-66 Credits)

POWERLINE CONSTRUCTION & MAINTENANCE TECHNOLOGY

*Associate of Occupational Studies Alliance*

This program provides students with the training to apply technical knowledge and skills to install, operate, maintain and repair local, long-distance, and rural electric power lines and cables. The student also learns to construct power lines according to RUS standards. Upon completion of this program, students have the skills necessary to work as an apprentice powerline technician for utility providers. Students must complete 15-17 credits of the required General Education Core, 6 credits of the required Power Line Technology Core and all five Utility courses to total at least 65 credit hours. All electives used to fulfill graduation requirements for this AOS must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the faculty advisor and the Applied Technologies Division Chair.

Objectives

- Promote and help students develop proficiency in climbing skills.
- Provide a basis for students understanding of basic electrical principles.
- Provide students with skills in Overhead/Underground line construction according to Rural Utilities Services (RUS) standards.
- Provide students with the skills necessary to develop safe work

habits and an understanding of power line safety guidelines and principles in accordance with the American Public Power Association.

- Promote and help students understand Occupational Safety and Health (OSHA) rules and regulations for power line workers.

#### Technical Standards (Also Apply to Diploma Option)

- Apply information and instruction delivered in a classroom setting to the successful performance of lab tasks to simulate actual workplace settings
- Demonstrate a functional working knowledge of electrical theory and concepts as a baseline for efficient and safe work environment conditions
- Follow safety procedures described in the American Public Power Association Safety Handbook
- Identify, select, and utilize the appropriate tools, materials, and equipment for the installation, maintenance, and repair of Rural Utilities Service (RUS) lines, following specifications and drawings for construction units
- Identify, select and utilize the appropriate tools, materials, and equipment for the installation, maintenance, and repair of a variety of electrical equipment such as transformers, reclosers, grounds, disconnect switches, fused cutouts, and other industry-standard devices
- Inspect equipment and machinery to ensure safe operational condition per established guidelines
- Operate hand tools, equipment, and machinery common to the Powerline trade in a safe manner
- Utilize a handline to hoist equipment and materials as necessary to elevated positions
- Operate equipment such as bucket trucks and digger derrick trucks from elevated platforms
- Read a load lifting chart and safely load, secure, and unload a variety of equipment and materials using a bucket truck and/or digger derrick truck
- Climb wooden and steel poles to heights of up to 45 feet to perform construction, repair, or coworker rescue maneuvers
- Perceive and respond to communication cues from pole-top heights and/or in loud environments
- Work cooperatively with groups of individuals to accomplish physical tasks in outdoor settings

#### Notes

- Admission to the Powerline Program is on a first-qualified, first serve basis for individuals meeting eligibility requirements. Interested students should contact the Alliance Campus for current program requirements.
- There is a physical exam requirement, health insurance requirement, valid drivers license requirement, and additional costs associated with purchasing climbing tools and equipment. For specifics regarding these items, prospective students should contact the Alliance Campus.
- The student must successfully pass all climbing skill evaluations at the Pole Lab to advance from UTIL-1000 to UTIL-1300 and UTIL-1400.
- The student must successfully pass all climbing skill evaluations at the Pole Lab to advance from UTIL-1300 and UTIL-1400 to UTIL-2300 and UTIL-2400.
- Social sciences elective courses are chosen from any of the

following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCL. Some Programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Basic Power Line Technology Core

TRAN-1100	Commercial Drivers License (CDL Class B)	1
XXXX-XXXX	Computer Application course recommended	3
HLTH-1100	First Aid	0.5
HLTH-1090	CPR	0.5
<b>Total Credits</b>		<b>5</b>

#### Summer Session

UTIL-1000	Introduction to Powerline Basics, Safety and Climbing	9
MATH-0151	Electrical Math	3
<b>Total Credits</b>		<b>12</b>

#### 1<sup>st</sup> Semester

##### Fall Semester Only

UTIL-1300	Electrical Theory/Concepts for the Powerline Industry	9
UTIL-1400	Overhead Powerline Construction	9
<b>Total Credits</b>		<b>18</b>

#### 2<sup>nd</sup> Semester

##### Spring Semester Only

UTIL-2300	Underground Powerline Construction & Transformer Connections	9
UTIL-2400	Electric Utility Operations	9
<b>Total Credits</b>		<b>18</b>

**May enroll in Internship after maintaining a 3.0 in 30 or more credits of Power Line Construction & Maintenance.**

#### Required General Education (Choose any 15-17 Credits)

BSTC-1210	Business Communications	
or		
ENGL-0500	Work Place Writing	
or		
ENGL-1010	English Composition 1 (or higher)	3
BSTC-2400	Career Development Capstone	
or		
UTIL-2500	Internship 1	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
BSAD-2450	Business Ethics	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
BSTC-1100	Personal Finance	3
XXXX-XXXX	Science elective (Any BIOS or PHYS Lab Science)	3-4
<b>Total Credits</b>		<b>15-17</b>

#### D2.4603 (55-56 Credits)

### POWERLINE CONSTRUCTION & MAINTENANCE TECHNOLOGY

#### Diploma

#### Alliance

This diploma is designed to fulfill 55-56 credit hours of the Powerline Construction & Maintenance Technology AOS Degree.

#### Objectives

- Promote and help students develop proficiency in climbing skills.
- Provide a basis for students understanding of basic electrical principles.

- Provide students with skills in Overhead/Underground line construction according to Rural Utilities Services (RUS) standards.
- Provide students with the skills necessary to develop safe work habits and an understanding of power line safety guidelines and principles in accordance with the American Public Power Association.
- Promote and help students understand Occupational Safety and Health (OSHA) rules and regulations for power line workers.

#### Technical Standards

Refer to AOS degree for specifics.

#### Notes

- Students must meet general education requirements according to current catalog requirements, and successfully complete 8 credits of required general education courses, 3 credits of the Powerline Technology Core courses, and all 5 Skill Set Areas to total at least 55-56 credit hours. All electives used to fulfill graduation requirements for this diploma must be pre-approved by the assigned faculty advisor, and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair. This diploma is designed to fulfill 55-56 credit hours of the Power Line Construction & Maintenance AOS Degree.
- Admission to the Powerline Program is on a first-qualified, first-served basis for individuals meeting eligibility requirements. Interested students should contact the Alliance Campus for current program requirements.
- There is a physical exam requirement, health insurance requirement, valid driver's license requirement, and additional costs associated with purchasing climbing tools and equipment. For specifics regarding these items, prospective students should contact the Alliance Campus.
- The student must successfully pass all climbing skill evaluations at the Pole Lab to advance from UTIL-1000 to UTIL-1300 and UTIL-1400.
- The student must successfully pass all climbing skill evaluations at the Pole Lab to advance from UTIL-1300 and UTIL-1400 to UTIL-2300 and UTIL-2400.
- May enroll in Internship after maintaining a 3.0 in 30 or more credits of Power Line Construction & Maintenance.

1 <sup>st</sup> Semester Summer		Credits
UTIL-1000	Introduction to Powerline Basics, Safety, and Climbing	9
<b>Total Credits</b>		<b>9</b>
2 <sup>nd</sup> Semester		Credits
Fall Semester Only		
UTIL-1300	Electrical Theory/Concepts for the Powerline Industry	9
UTIL-1400	Overhead Powerline Construction	9
<b>Total Credits</b>		<b>18</b>
3 <sup>rd</sup> Semester		Credits
Spring Semester Only		
UTIL-2300	Underground Powerline Construction & Transformer Connections	9
UTIL-2400	Electric Utility Operations	9
<b>Total Credits</b>		<b>18</b>

#### AA.4201 (60 Credits)

#### PSYCHOLOGY

*Associate of Arts*

Alliance \* Scottsbluff \* Sidney

The Psychology emphasis area is designed to provide the basis of a liberal education to those students interested in psychology. The course of study offers the students the opportunity to study a wide variety of topics included within this multifaceted discipline. Psychology majors, in addition to becoming aware of the study and knowledge of behavior, may also apply the experience they acquire in the field to further training or work in the health professions, including mental and physical health education, special education, and human services. Students are expected to take suitable courses in support areas such as science, mathematics, social science, language arts, and foreign language.

#### Objectives

- Fulfill the graduation requirements for the Associate of Arts degree.
- Facilitate the student's entry into a baccalaureate program in Psychology at a college or university.
- Stimulate student interest in their own self-growth as they increase their understanding of others.
- Provide students with the knowledge that could make them employable by community agencies in human service areas.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum. If the transferring institution does not require foreign language, the student may take other social science or elective courses.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

#### Recommended Electives

- Abnormal Psychology (Fall only)
- Social Psychology (Fall only)
- Lifespan Growth and Development or Child Growth and Development

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
ENGL-1010	English Composition 1	3
PSYC-1810	Introduction to Psychology	3
INFO-1100	Microcomputer Applications	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>
<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
ENGL-1550	English Composition 2	3
XXXX-XXXX	Social science electives (see Notes on choosing your elective)	6
XXXX-XXXX	Any elective	3
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>
<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
MATH-1150	College Algebra	4
XXXX-XXXX	Social science electives (see Notes on choosing your elective)	6
PHED-XXXX	Physical Education	1
XXXX-XXXX	Any elective	3
<b>Total Credits</b>		<b>14</b>
<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
SPCH-1200 or SPCH-1390	Human Communications	
XXXX-XXXX	Public Speaking	3
XXXX-XXXX	Social science electives (see Notes on choosing your elective)	8
PHED-XXXX	Physical Education	1
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>

#### AS.5122A (60-65 Credits)

##### RADIOLOGIC TECHNOLOGY (PRE)

*Associate of Science*  
Scottsbluff

This emphasis area provides students interested in radiologic technology with the basic background academic courses necessary for entry into a specialized school of radiography. The program is designed so that courses taken are applicable to related programs. This degree is configured for articulation with Chadron State College in Chadron and Scottsbluff, Nebraska, and the School of Radiologic Technology at Regional West Medical Center in Scottsbluff, Nebraska.

##### Objectives

- Identify the basic principles and laws which govern the physical world.
- Explain the structure and function of various parts of the human body.
- Analyze principles by which humans interact with each other.

##### Notes

- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.

- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.
- Students planning to transfer to a four-year college/university should obtain program requirements from the school they are considering for transfer. Upon obtaining that information, the students needs to meet with the Health Occupations faculty advisor and transfer advisor early in his/her WNCC enrollment.
- Students applying to Chadron State College and/or the School of Radiologic Technology at RWMC need to contact the counselors or program advisors to determine when they may apply to the program.
- Radiologic science courses are accepted as transfer credit from the School of Radiologic Technology at RWMC to complete degree requirements. The AS degree is awarded following the successful completion of all listed general education and prerequisite courses, plus sufficient radiologic science elective courses to total a minimum of 60 credit hours.

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
MATH-1150	College Algebra	4
ENGL-1010	English Composition 1	3
INFO-1100	Microcomputer Applications	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
PRDV-1000	Achieving College Success	1
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>

<b>2<sup>nd</sup> Semester</b>		<b>Credits</b>
BIOS-1160	Anatomy and Physiology 1	4
ENGL-1550	English Composition 2	3
HLTH-1060	Medical Terminology	2
SPCH-1200 or SPCH-1390	Human Communications	
STAT-1100	Public Speaking	3
	Applied Statistics	3
<b>Total Credits</b>		<b>15</b>

<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
PHYS-1300 or XXXX-XXXX	Physics 1	
XXXX-XXXX	Introduction to Physics (transfer substitute)	3-5
CHEM-1500	Introductory Chemistry	4
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
XXXX-XXXX	Radiologic Science (transfer courses)	3-5
<b>Total Credits</b>		<b>13-17</b>

<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
PHED-XXXX	Physical Education	1
XXXX-XXXX	Radiologic Science (transfer courses)	14-16
<b>Total Credits</b>		<b>15-17</b>

#### AS.0111 (62 credits)

##### RANGELAND MANAGEMENT

*Associates of Science*  
Scottsbluff

The Rangeland Management program is a joint effort between Western Nebraska Community College (WNCC) and Chadron State College (CSC) to provide students with core curricular work as well as the foundational work for an eventual Bachelor of Science degree in Rangeland Management. The program is offered through WNCC



and CSC with the ultimate culmination of the program through the Department of Applied Science at Chadron State College.

The program includes course offerings applicable to an Associate's degree from WNCC as well as a Bachelor's degree from CSC. The program provides for the reverse transfer of CSC credit to be applied to the Associates degree from WNCC.

Agricultural classes are delivered to WNCC by CSC via the ITV delivery system. This two year program fulfills WNCC General Education Core requirements as well as help fulfill CSC Essential Studies requirements in addition to delivering the appropriate agricultural foundation classes to pursue the advanced degree.

Upon acceptance and transfer to CSC, students have the opportunity to branch out into one of three rangeland management options including Rangeland Ecology, Rangeland Livestock Management and Rangeland Wildlife Management.

### Objectives

- Students are provided with the necessary course program for the successful completion of an Associate's degree from WNCC.
- WNCC and CSC provide students with the opportunity to explore rangeland management options through the coursework detailed in the program.
- This program successfully provides students with course credit to be applied to both Associate's degree work through WNCC as well as Bachelor's degree work through CSC.
- The program provides students with the opportunity to explore various agricultural options within Rangeland management.
- Upon completion of the recommended course plan students have the introductory background appropriate for continued studies related to rangeland management, livestock management, soil and plant sciences as well as rangeland wildlife management.
- Students in this program are prepared for successful acceptance and transfer into the Rangeland Management program at CSC offered through the Department of Applied Sciences at CSC.

### Notes

- eCOMPASS or ACT scores dictate English and Math course entry level
- Recommended courses at WNCC that satisfy the CSC ARTS, MUSC, or THEA elective are ARTS-1710 Art Appreciation: Western, MUSC-1400 Music Appreciation, THEA-1790 Introduction to Theatre.
- The following courses offered at WNCC that qualify to meet the CSC Essential Studies – Mode of Inquiry requirement are: HIST-2010 American History I, POLS-2350 American Government and Politics, HIST-2020 American History II, HIST-2100 World Civilization (4000 BC-1500 AD), HIST-2110 World Civilization (1500 AD-Present).
- Not all courses with the following headings qualify for humanities credits. Humanities electives are offered from a variety of disciplines including arts (ARTS), foreign language (FREN, SPAN), humanities (HUMS), literature (ENGL), music (MUSC), philosophy (PHIL) and theatre (THEA). Students should check with advisors to determine which offerings qualify for humanities credits on a semester basis.
- Chadron State College offers indicated AGRI classes through the ITV delivery system and are subject to reverse transfer agreements between WNCC and CSC.
- AGRI-242 Principles of Rangeland and Forage Management must be taken concurrently with AGRI-242L (laboratory) and AGRI-245 Principles of Soil Science must be taken concurrently with AGRI-

245L (laboratory). Labs for both classes are offered one day per month during the semester each course is scheduled.

- Due to classes being offered through both WNCC and CSC each semester, students must be accepted to both WNCC and CSC and are required to be dual enrolled through WNCC and CSC. Registration for classes is completed through the respective schools offering the courses.
- Although not specifically scheduled, it is recommended that students utilize summer semesters if necessary to maintain pace within the program. CSC classes are offered only in the semesters reflected by the schedule.

### Recommended Plan of Study

1 <sup>st</sup> Semester		Credits
MATH-1150	College Algebra	4
BIOS-1010	General Biology	4
PHED-XXXX	Physical Education elective	1
AGRI-132	Intro to Animal Science (CSC)	3
AGRI-141	Intro to Plan Science (CSC)	3
<b>Total Credits</b>		<b>15</b>
2 <sup>nd</sup> Semester		Credits
BIOS-1380	General Zoology	4
ENGL-1010	English Composition 1	3
XXXX-XXXX	ARTS, MUSC, or THEA elective (see Notes - CSC Essential Studies)	3
PHED-XXXX	Physical Education elective	1
AGRI-151	Foundations of Nutrition and Metabolism (CSC)	3
<b>Total Credits</b>		<b>14</b>
3 <sup>rd</sup> Semester		Credits
CHEM-1500	Introductor Chemistry	4
ENGL-1550	English Composition 2	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
XXXX-XXXX	HIST, POLS elective (see Notes - CSC Essential Studies)	3
AGRI-242	Principles of Rangeland and Forage Management (CSC)	4
<b>Total Credits</b>		<b>17</b>
4 <sup>th</sup> Semester		Credits
STAT-1100	Applied Statistics	3
PHIL-1010	Introduction to Philosophy	
or		
HUMS-1100	Introduction to Humanities (see Notes - CSC Essential Studies)	3
XXXX-XXXX	Social science elective (ANTH, ECON, GEOG, POLS, PSYC, or SOCI)	3
AGRI-235	Introduction to Wildlife Management (CSC)	3
AGRI-245	Principles of Soil Science (CSC)	4
<b>Total Credits</b>		<b>16</b>

### AA.4407 (63-64 Creditss

### SOCIAL WORK

Associate of Arts  
Alliance \* Scottsbluff \* Sidney

The Social Work emphasis area is designed to help individuals, social groups and society to function more effectively. The practice of social work requires knowledge of human behavior, social institutions, and ethnic groups. It is recommended that a student entering this field of study take courses in the Spanish language. A Social Work major may choose to work in such fields as child welfare, aging, alcoholism, family counseling, and corrections. Students are expected to take

courses in support areas such as science, mathematics, social science, and language arts. It should be noted that a Social Work major does not necessarily fit into the Human Service Work program or a general psychology program.

#### Objectives

- Fulfill the graduation requirements for the Associate of Arts degree.
- Facilitate the students entry into a baccalaureate program in social work at a four-year college or university.
- Stimulate students interest in their own self-growth as they increase their understanding of others.
- Provide students with the knowledge that could make them employable by community agencies in human service areas.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Students planning to transfer to the University of Wyoming should take POLS-2350 American Government and Politics at the University of Wyoming.
- Students planning to transfer to the University of Wyoming or the University of Nebraska should take eight credits of any BIOS, CHEM, or PHYS - Lab Science.
- Statistics (3 credits) is a required course for Social Work at the University of Wyoming and at the University of Nebraska (Lincoln and Kearney).

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities courses each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

#### Recommended Electives

- Introduction to Psychology
- Abnormal Psychology
- Lifespan Growth and Development and/or Child Growth and Development
- Introduction to Human Services
- Introduction to Counseling
- Marriage and Family

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
PSYC-1810	Introduction to Psychology	3
INFO-1100	Microcomputer Applications	3
MATH-1150	College Algebra	
or		
MATH-1170	Mathematical Applications (or higher)	3-4
BIOS-1010	General Biology	4
<b>Total Credits</b>		<b>16-17</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
HIST-2020	American History II	3
POLS-2350	American Government and Politics	3
ANTH-2130	Mexican American and Native American Cultures	
or		
GEOG-2060	Cultural Geography	
or		
SOCI-2150	Living in a Diverse Society	3
<b>Total Credits</b>		<b>12</b>

3 <sup>rd</sup> Semester		Credits
ECON-1230	General Economics	3
SOCI-1010	Introduction to Sociology	3
ANTH-2100	Introduction to Cultural Anthropology	3
PSYC-2140	Social Psychology (Fall)	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
PSYC-2100	Child Growth and Development	
or		
PSYC-2150	Life Span: Human Growth & Development	3
SOCI-2250	Marriage and Family	3
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
SOCI-2050	Special Topics in Sociology	3
<b>Total Credits</b>		<b>16</b>

#### AA.4511 (62-65 Credits)

##### SOCIOLOGY

*Associate of Arts*

Alliance \* Scottsbluff \* Sidney

The Sociology emphasis area provides students with general skill in understanding the underpinnings of human relations and social structure from a variety of different viewpoints and perspectives. This course of study is for students who are interested in majoring in sociology, social work, law or medicine, as well as other related fields of study.

#### Objectives

- To develop an understanding of how complex societies are structured.
- To develop a sociological perspective concerning how the constituent parts of society are interfaced and interrelated.
- To develop an understanding of how the social dynamics and the social statistics of a society are molded together into a functional entity.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.

If the transferring institution does not require foreign language, the student may take other social science or elective courses.

- Humanities elective courses are chosen from any TWO of the following disciplines: ARTS, ENGL, THEA, foreign languages, HUMS, MUSC or PHIL. Only specific courses in these disciplines qualify as humanities electives; see your academic advisor for specific recommendations.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
SOCI-1010	Introduction to Sociology	3
MATH-1150	College Algebra	
or		
MATH-1170	Mathematical Applications (or higher)	3-4
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
FREN-XXXX	Any FREN Foreign Language	
or		
SPAN-XXXX	Any SPAN Foreign Language	
or		
XXXX-XXXX	Electives	3-5
<b>Total Credits</b>		<b>16-18</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
PSYC-1810	Introduction to Psychology	3
ANTH-2100	Introduction to Cultural Anthropology	3
PHED-XXXX	Physical Education	1
FREN-XXXX	Any FREN Foreign Language	
or		
SPAN-XXXX	Any SPAN Foreign Language	
or		
XXXX-XXXX	Electives	5-6
<b>Total Credits</b>		<b>15-16</b>

3 <sup>rd</sup> Semester		Credits
SOCI-2250	Marriage and Family	3
PSYC-2140	Social Psychology	3
GEOG-2060	Cultural Geography	3
XXXX-XXXX	Science elective (BIOS, CHEM, or PHYS Lab Science)	4
FREN-XXXX	Any FREN Foreign Language (2 <sup>nd</sup> yr.)	
or		
SPAN-XXXX	Any SPAN Foreign Language (2 <sup>nd</sup> yr.)	
or		
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>

4 <sup>th</sup> Semester		Credits
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
SOCI-2150	Living in a Diverse Society	
or		
SOCI-2050	Special Topics in Sociology	3
ENGL-XXXX	American Literature	3
ANTH-2130	Mexican American and Native American Cultures	3
FREN-XXXX	Any FREN Foreign Language (2 <sup>nd</sup> yr.)	
or		
SPAN-XXXX	Any SPAN Foreign Language (2 <sup>nd</sup> yr.)	
or		
XXXX-XXXX	Humanities elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>15</b>

## AA.1399 (60 Credits)

### THEATRE ARTS

*Associate of Arts*

Scottsbluff

The Theatre Arts emphasis area is designed to provide performance opportunities in addition to first and second year courses for the student seeking an Associate of Arts degree with an emphasis in Theatre Arts. Successful completion of the suggested curriculum meets lower division requirements of four-year institutions offering a baccalaureate degree in the Theatre Arts.

#### Objectives

- Develop performance and academic opportunities that lead to a basic knowledge of the theatre, its history, and its place in contemporary society.
- Develop basic performance skill in the Theatre Arts student.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- The student should attempt to complete elective courses in Art, Literature, and Music.
- Students planning to major in education at a four-year institution should substitute EDUC-1830 for fourth semester elective.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.

1 <sup>st</sup> Semester		Credits
ENGL-1010	English Composition 1	3
SPCH-1200	Human Communications	3
THEA-1790	Introduction to Theatre	3
THEA-1760	All College Play	1
PHED-XXXX	Physical Education	1
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>14</b>

2 <sup>nd</sup> Semester		Credits
ENGL-1550	English Composition 2	3
THEA-2660	Acting 1	3
THEA-1760	All College Play	1

MATH-1150	College Algebra or higher	4
THEA-2010	Survey of Theatrical Design	3
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>17</b>
<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>
MUSC-1400	Music Appreciation	3
SPCH-1390	Public Speaking	3
THEA-1760	All College Play	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
XXXX-XXXX	Elective	3
<b>Total Credits</b>		<b>13</b>
<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
ARTS-1710	Art Appreciation: Western	3
PHED-XXXX	Physical Education	1
THEA-2750	Acting 2	3
XXXX-XXXX	Electives	6
<b>Total Credits</b>		<b>16</b>

### AS.5111C (63 Credits)

#### VETERINARY/COMPARATIVE MEDICINE (PRE)

*Associate of Science*  
Scottsbluff

This emphasis area constitutes the first two years of the study required for admission to a college of veterinary medicine.

#### Objectives

- Provide the information and credit required for a student to continue upper division pre-veterinary and comparative medicine studies at a four-year college or university.
- Provide course work basic to a variety of curricula. Students can change their educational goals to other areas, especially in the life sciences, with little or no lost time.

#### Notes

- Students who plan to transfer to a four-year college/university should consult their faculty advisor and the transfer advisor early in their WNCC enrollment to determine their curriculum.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Recommended Plan of Study

<b>1<sup>st</sup> Semester</b>		<b>Credits</b>
BIOS-1010	General Biology	4
ENGL-1010	English Composition 1	3
MATH-1150	College Algebra	4
CHEM-1600	General Chemistry 1	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>16</b>
<b>2<sup>nd</sup> Semester</b>		
BIOS-1380	General Zoology	4
ENGL-1550	English Composition 2	3
MATH-1210	Trigonometry	3
CHEM-1640	General Chemistry 2	4
PHED-XXXX	Physical Education	1
<b>Total Credits</b>		<b>15</b>
<b>3<sup>rd</sup> Semester</b>		<b>Credits</b>

BIOS-2120	Genetics	4
SPCH-1200	Human Communications	
or		
SPCH-1390	Public Speaking	3
PHYS-1300	Physics 1	5
CHEM-2340	Organic Chemistry 1	4
<b>Total Credits</b>		<b>16</b>
<b>4<sup>th</sup> Semester</b>		<b>Credits</b>
BIOS-2460	Microbiology	4
PHYS-1350	Physics 2	5
CHEM-2370	Organic Chemistry 2	4
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>16</b>

### AA.5009 (61 Credits)

#### VOCAL PERFORMANCE

*Associate of Arts*  
Scottsbluff

This emphasis area offers the first two years of basic music requirements for the baccalaureate degree in Vocal Performance or related programs of study. The non-music courses that are suggested meet the College's requirement for the Associate of Arts degree.

#### Objectives

- Provide the music requirements in Music Theory and Ear Training.
- Provide music requirements in Applied Voice and Singers Diction Lab for the Vocal Performance Track.
- Provide music requirements in Applied Keyboard.
- Provide ensemble participation.
- Provide the music requirements in Music Appreciation.
- Provide options in related areas of study.
- Provide options for music minor participation.

#### Notes

- MUSC-2160, MUSC-2170, MUSC-1120, MUSC-1130, MUSC-2120, MUSC-2130 is strongly recommended for this program, but not required.
- Social sciences elective courses are chosen from any of the following disciplines: ANTH, ECON, GEOG, HIST, POLS, PSYC or SOCI. Some programs require TWO elective courses from TWO different disciplines; see your academic advisor for specific recommendations.

#### Required Courses

- English Composition 1
- English Composition 2
- Public Speaking or Human Communications
- Science course with a lab
- Two social science courses each from a different discipline (see Notes)
- Two humanities each from a different discipline (see Notes)
- College Algebra or higher
- Microcomputer Applications
- Physical Education (2 credits)

The following is an EXAMPLE course of study. Please remember that your faculty advisor works with you to develop your personal plan of study consistent with your individual needs.



1 <sup>st</sup> Semester		Credits
MUSC-1200	Collegiate Chorale	1
MUSC-1410	Music Fundamentals	3
MUSC-1141	Applied Voice I for Music Major	2
ENGL-1010	English Composition 1	3
PHED-XXXX	Physical Education	1
SPCH-1200	Speech Communications	3
or		
SPCH-1390	Public Speaking	
INFO-1100	Microcomputer Applications	3
<b>Total Credits</b>		<b>16</b>

2 <sup>nd</sup> Semester		Credits
MUSC-1200	Collegiate Chorale	1
MUSC-1455	Music Theory	3
MUSC-1455L	Music Theory Lab 1	1
MUSC-1151	Applied Voice II for the Music Major	2
ENGL-1550	English Composition 2	3
PHED-XXXX	Physical Education	1
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
MUSC-1400	Music Appreciation	3
<b>Total Credits</b>		<b>17</b>

3 <sup>rd</sup> Semester		Credits
MUSC-1200	Collegiate Chorale	1
MUSC-1475	Music Theory 2	3
MUSC-1475L	Music Theory 2 Lab	1
MUSC-2141	Applied Voice III for the Music Major	2
THEA-1790	Introduction to Theater	3
XXXX-XXXX	Science elective (Any BIOS, CHEM, or PHYS Lab Science)	4
<b>Total Credits</b>		<b>14</b>

4 <sup>th</sup> Semester		Credits
MUSC-1200	Collegiate Chorale	1
MUSC-2455	Music Theory 3	3
MUSC-2455L	Music Theory 3 Lab	1
MUSC-2151	Applied Voice IV for the Music Major	2
MATH-1150	College Algebra or higher	4
XXXX-XXXX	Social sciences elective (see Notes on choosing your elective)	3
<b>Total Credits</b>		<b>14</b>

## D2.4805 (42 Credits)

### WELDING TECHNOLOGY

#### Diploma

Scottsbluff

Students must complete 6-8 credits of the required General Education Core, three credits for WELD-1090 Oxy-acetylene Welding and minimum three Skill Awards to total a minimum of 36 WELD credit hours and a total of 42 credit hours. All electives used to fulfill graduation requirements for this diploma must be pre-approved by the assigned faculty advisor and each student's final plan must be approved by the Faculty Advisor and the Applied Technologies Division Chair. Students must meet general education requirements according to current catalog. The diploma is designed for a student to test for AWS S.E.N.S.E. Entry Level Welder certification.

#### Objectives

- To develop in each student the attitude of safe work practices and a cooperative attitude toward skill development and fellow workers.
- To develop the critical thinking skills and academic knowledge concerning weld processes.
- To provide the opportunity to learn and develop welding skills under a structured environment.

- To develop an interest in life-long learning in the welding industry.
- To develop the skill of working efficiently and the attitude or resourcefulness.

#### Technical Standards for All Welding Programs

Perform successfully safety inspections of and make minor external repairs to equipment and accessories.

##### Shielded Metal Arc Welding

1. Demonstrate competency in setting up and operating equipment for Shielded Metal Arc Welding on plain carbon steel.
2. Demonstrate proficiency in fillet and groove welds, all positions, on plain carbon steel.
3. Successfully perform 2G – 3G limited thickness qualification tests on plain carbon steel plate.

##### Gas Metal Arc Welding

- Demonstrate competency in setting up and operating equipment for Gas Metal Arc Welding on plain carbon steel.

##### Short Circuit Transfer

- Demonstrate proficiency in fillet and groove welds, all positions, on plain carbon steel.

##### Spray Transfer

- Successfully perform 1F – 2F and 1G welds on plain carbon steel plate.

##### Flux Cored Arc Welding

1. Demonstrate competency in setting up and operating equipment for Shielded Metal Arc Welding carbon steel.
2. Demonstrate proficiency in fillet and groove welds, all positions, on plain carbon steel.
3. Successfully perform 2G – 3G limited thickness qualification tests on plain carbon steel plate.

##### Gas Tungsten Arc Welding

1. Demonstrate competency in setting up and operating equipment for Gas Metal Arc Welding operations on plain carbon steel and aluminum.
2. Demonstrate proficiency in fillet and groove welds, all positions, on plain carbon steel.
3. Successfully perform 1F – 2F and 1G welds on aluminum.

##### Oxyfuel Gas Welding and Thermal Cutting Operations

##### Manual Oxyfuel Gas Cutting (OFC)

1. Demonstrate competency in setting up and operating equipment for manual oxyfuel gas cutting operations on plain carbon steel.
2. Demonstrate proficiency in straight, shape, and bevel cutting operations on plain carbon steel.

##### Machine Oxyfuel Gas Cutting Operations (OFC)-[Track Burner]

1. Demonstrate competency in setting up and operating equipment for machine oxyfuel gas cutting (track burner) operations on plain carbon steel.
2. Perform straight and bevel cutting operations on plain carbon steel.

##### Air Carbon Arc Cutting (CAC-A)

1. Demonstrate competency in setting up and operating equipment for manual air carbon arc gouging and cutting operations on plain carbon steel.
2. Perform metal removal operations on plain carbon steel.

##### Plasma Arc Cutting (PAC)

1. Demonstrate competency in setting up and operating equipment for manual plasma arc cutting operations on plain carbon steel.
2. Perform shape cutting operations on plain carbon steel.

##### Drawing and Welding Symbol Interpretation

1. Interpret basic elements of a drawing or sketch.
2. Interpret welding symbol information.

**General Education:** May take one of the following:

- BSAD-2450 Business Ethics
- SPCH-1200 Speech Communications
- SPCH-1390 Public Speaking
- OFFT-1100 Personal Finance  
or
- A science or a general education elective

**Recommended General Education**

- BSTC-2400 Business Capstone and
- MATH-XXXX Technical Math or higher

**Optional General Education Electives**

- ENGL-1010 English Composition 1  
or
- ENGL-0500 Workplace Writing  
or
- SPCH-1200 Human Communications  
or
- SPCH-1390 Speech  
or
- Science or a social science  
or
- WELD-2500 Welding Internship

Students may enroll in Weld Internship after maintaining a 3.0 in 24 or more credits of Welding Technology. If a student chooses to do the Weld Internship, it is the student's responsibility to secure employment with a welding company.

1 <sup>st</sup> Semester		Credits
WELD-1135	Gas Metal Arc Welding	6
WELD-1100	Shielded Metal Arc Welding	6
WELD-1300	Blueprint Reading for Welders	3
WELD-2180	Advanced Gas Metal Arc Welding	3
XXXX-XXXX	General education (see Notes; MATH-XXXX suggested)	3
<b>Total Credits</b>		<b>21</b>
2 <sup>nd</sup> Semester		Credits
WELD-1090	Oxy-acetylene Welding	3
WELD-1125	Flux Cored Arc Welding	3
WELD-1110	Advanced Shielded Metal Arc Welding	6
WELD-1175	Gas Tungsten Arc Welding	6
XXXX-XXXX	General education (see Notes; BSTC-2400 suggested)	3
<b>Total Credits</b>		<b>21</b>

**C2.4805 (24 Credits)**

**WELDING TECHNOLOGY**

Certificate  
Scottsbluff

Students must meet general education according to current catalog requirements, WELD-1090 Oxy-acetylene Welding and two Skill Awards to total a minimum of 24 WELD credit hours. This certificate is designed to fulfill 24 credit hours of the Welding Technology Diploma.

**Objectives**

- To develop in each student the attitude of safe work practices and a cooperative attitude toward skill development.
- To develop an interest in life-long learning in the welding industry.
- To develop the skill of working efficiently and the attitude of resourcefulness.

- To develop critical thinking skills and academic knowledge concerning weld processes.
- To provide the opportunity to learn and develop welding skills under a structured work environment.

1 <sup>st</sup> Semester		Credits
Fall Semester Only		
WELD-1135	Gas Metal Arc Welding	6
WELD-1100	Shielded Metal Arc Welding	6
<b>Total Credits</b>		<b>12</b>

2 <sup>nd</sup> Semester		Credits
Spring Semester Only		
WELD-1090	Oxy-acetylene Welding	3
WELD-1125	Flux Cored Arc Welding	3
WELD-1110	Advanced Shielded Metal Arc Welding	6
<b>Total Credits</b>		<b>12</b>

**PSA.4805 (6-12 Credits)**

**WELDING TECHNOLOGY**

Professional Skill Award  
Scottsbluff

Professional Skills Award is 6-12 credits of any WELD Welding Technology courses with Division approval.

**Notes**

- Professional Skills Awards for welding are completed in full after successful completion of the courses required for a specific Welding Skill Set.

Skill Set #1		Credits
WELD-1100	Basic Shielded Metal Arc Welding	6
WELD-1110	Advanced Shielded Metal Arc Welding	6
<b>Total Credits</b>		<b>12</b>

Skill Set #2 (offered Fall Semester)		Credits
WELD-1135	Basic Gas Metal Arc Welding	6
WELD-2180	Gas Metal Arc Weld Pipe	3
<b>Total Credits</b>		<b>9</b>

Skill Set #3 (offered Fall Semester)		Credits
WELD-1175	Gas Tungsten Arc Weld	6

Skill Set #3 (offered Spring Semester)		Credits
WELD-1300	Blueprint Reading	3
<b>Total Credits</b>		<b>9</b>

Skill Set #4 (offered Spring Semester)		Credits
WELD-1125	Flux Core Arc Welding	3
WELD-1090	Oxy-acetylene Welding	3
<b>Total Credits</b>		<b>6</b>

## Workplace Specific Programs

### C2.1505

#### WIND ENERGY TECHNICIAN

*Certificate*  
Sidney

The certificate program is designed to provide students with the training to apply technical skills to operate, maintain and repair wind turbines. The curriculum addresses training in the areas of introduction to wind power, basic electricity, industry tools, tower climbing, rescue, windplant systems, hydraulic systems, safety, drive train, high voltage, electrical systems, diagnostics and test equipment, supervisory control and data acquisition, and troubleshooting.

### AOS.5202 (66 Credits)

#### CORPORATE ACADEMY

*Associate of Occupational Studies*  
Alliance \* Scottsbluff \* Sidney

The Corporate Academy Associate of Occupational Studies (AOS) Degree is customized to meet the needs of a specified corporation wishing to pursue higher education and professional development for its employees. The WNCC Associate of Occupational Studies Degree consists of 66 credits of customized coursework, including 15 credits of general education coursework, 15 credits of the Customized Corporate Core, and the completion of three skill awards totaling 36 credits.

#### Objectives

WNCC documents credits earned (a student transcript) and offers the following Achievement Ladder for the Corporation's employees:

- **Corporate Certificate**  
Corporation grants its certificate for employee completion of any one of the 12-credit skill awards.
- **WNCC Skill Award**  
Each skill award is composed of skill-specific courses totaling 12 credits. Skill awards are customized for corporations to address identified educational plans and professional growth needs of its employees. Course curriculum is approved by WNCC and clustered into planned skill awards for each corporate academy partner.
- **WNCC Certificate**  
The certificate consists of 28 credits of customized coursework, including 6 credits of general education requirements (math and writing), 12 credits of the Corporate Core Courses, and one of the 12 credit skill awards.
- **WNCC Diploma**  
The diploma consists of 46 credits of customized coursework, including 9 credits of general education (math, writing, and one additional general education course), 13 credits of the corporate core courses, and two of the 12 credit skill awards plus additional courses as needed to total at least 24 credits.
- **WNCC AOS Degree**  
The WNCC Associate of Occupational Studies Degree consists of 66 credits of customized coursework, including 15 credits of general education coursework, 15 credits of the customized corporate core, and the completions of three skill awards totaling 36 credits.

#### Notes

All credits designed by/for the corporation and earned by enrollees are performance-based, built on competency requirements identified by the corporation that add value and are applicable to employee and corporate success. The AOS is designed as a terminal degree. To enroll in the Corporate AOS Degree Program, students must be

employed and sponsored by one of WNCCs corporate partners. For further information on the Corporate AOS Degree, please contact the AOS Advisor/Recruiter at 308.635.6743.

- Contact hours are calculated based on a 15-week semester, actual length of class may vary.
- V=variable

### D2.5202 (46 Credits)

#### CORPORATE ACADEMY

*Diploma*  
Alliance \* Scottsbluff \* Sidney

The diploma consists of 46 credits of customized coursework, including 9 credits of general education (math, writing, and one additional general education course), 13 credits of the Corporate Core Courses, and two of the 12 credit skill awards plus additional courses as needed to total at least 24 credits.

### C2.5202 (28 Credits)

#### CORPORATE ACADEMY

*Certificate*  
Alliance \* Scottsbluff \* Sidney

The certificate consists of 28 credits of customized coursework, including 6 credits of general education requirements (math and writing), 12 credits of the Corporate Core Courses, and one of the 12-credit skill awards.

### PSA.5202 (12 Credits)

#### CORPORATE ACADEMY

*Professional Skill Award*  
Alliance \* Scottsbluff \* Sidney

Each skill award is composed of skill-specific courses totaling 12 credits. Skill awards are customized for corporations to address identified educational plans and professional growth needs of its employees. Course curriculum is approved by WNCC and clustered into planned skill awards for each corporate academy partner.

### PSA.5202A (13 Credits)

#### ACCOUNTING

*Professional Skill Award*  
Sidney

Cabela's Corporation Academy accounting professional skill award. Coursework includes: ACCT-1200 Principles of Accounting 1 ACCT-1210 Principles of Accounting 2 ACCT-2200 Cost Accounting plus CSC Business Finance online class

### PSA.5202B (12 Credits)

#### BUSINESS

*Professional Skill Award*  
Sidney

Cabela's Corporation Academy business professional skill award. Business Skill set 1 Coursework includes: ACCT-1200 Principles of Accounting 1 BSAD-2520 Principles of Marketing BSAD-2540 Principles of Management ECON-2230 Principles of Economics (MICRO)

**PSA.5202H (12 Credits)****HUMAN RESOURCES MANAGEMENT***Professional Skill Award*

Sidney

Cabela's Corporation Academy human resources management award. Coursework includes: BUSN-1515 Recruiting and Hiring BUSN-1535 Employee Relations BUSN-1550 Talent Management BUSN-1520 Human Resources Management

**PSA.5202L (12 Credits)****LEADERSHIP***Professional Skill Award*

Sidney

Cabela's Corporation Academy leadership skill award. Courses Include: BUSN-1010 Budget & Finance BUSN-1300 Leadership Development BUSN-1545 Project Management for Non-Project Managers BUSN-1610 Diversity & Change

**PSA.5202S (12 Credits)****SUPERVISION***Professional Skill Award*

Sidney

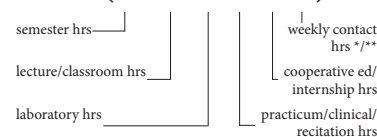
Cabela's Corporation Academy supervision skill award. Coursework includes: BUSN-1620 Team Building/Problem Solving BUSN-1650 Leadership Development BUSN-1545 Project Management for Non-Project Managers BUSN-1610 Diversity & Change

**ONLINE PROGRAMS OFFERED BY WNCC**

AA.A.5202E	Business Administration Accounting Option
AA.B.5202E	Business Administration Option
AA.C.5202E	Business Information Systems (BIS) Option
AOS.5201	Business Technology
D2.5201	Business Technology
C2.5201	Business Technology
AAS.AC.5201B	Business Technology Accounting Specialist Option
C1.5203C	Business Technology Accounting Assistant
AAS.MK.5214	Business Technology Marketing Specialist Option
C1.5214	Business Technology Marketing Assistant
AAS.MN.5201	Business Technology Retail Management Option
C1.5202B	Business Technology Management Assistant
DI.5107B	Coding Technician
C1.4301	Criminal Justice Certificate
C1.5201	General Business
AA.2401	General Studies
AAS.5107A	Health Information Technology
AA.1199A	Information Technology

**Academic Course Descriptions**

(1/15/0/0/0/1)



\* contact hours are calculated based on a 15-week semester;  
 actual length of class may vary

\*\*V = Variable

**CODE DESCRIPTION**

*	Humanities
MT	Math Transfer
SP	Speech
ST	Science Transfer
SS	Social Science
WT	Writing Transfer

The above key describes linkages between the General Education Core and course descriptions. Students should always consult with the receiving college/institution regarding transferability.

**ACCOUNTING****ACCT-1200****PRINCIPLES OF ACCOUNTING I***Prerequisite: None*

This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owner's equity, statement of cash flows, worksheets, journals, ledgers, controlling accounts, accruals, adjusting and closing entries, internal control, inventories, fixed and intangible assets, depreciation, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

**Also offered online.**

(3/45/0/0/0/3)

**ACCT-1210****PRINCIPLES OF ACCOUNTING II***Prerequisite: ACCT-1200*

This course is a continuation of ACCT-1200. Principles of Accounting II includes accounting for businesses organized as partnerships, LLCs, and corporations, accounting for bonds payable and investment in bonds, preparing cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and researching, analyzing and interpreting financial statements.

**Also offered online.**

(4/60/0/0/0/4)

**ACCT-2150****INTERMEDIATE ACCOUNTING 1***Prerequisite: ACCT-1210*

This course is a continued study of the accounting process and the reporting process in conjunction with the development of



accounting theory. The course includes the conceptual framework for generally accepted accounting; the accounting cycle; net income concepts; financial statement preparation and limitations; present value of money applications; current assets including cash, receivables, a detailed study of inventories; plant assets. Depreciation, impairments, and depletion are also covered.

**Also offered online. Offered fall semester only.**

(3/45/0/0/0/3)

#### ACCT-2200

##### COST/MANAGERIAL ACCOUNTING

**Prerequisite:** ACCT-1210 or ACCT-1250

This course covers accounting for manufacturing cost procedures and concerns including job-order and process cost systems; managerial and cost reports; budgeting and standard costing; planning and control; cost-volume-profit analysis; cost estimations; and product costing and pricing. Managerial emphasis is stressed throughout the course.

**Also offered online. Offered spring semester only.**

(3/45/0/0/0/3)

#### ACCT-2250

##### INDIVIDUAL INCOME TAX

**Prerequisite:** ACCT-1200

This course is designed to provide students with an introduction to individual income tax fundamentals and the calculation of income tax. In addition, the tax issues surrounding business entities, disposition of property and tax basis is discussed. Students are introduced to alternative minimum tax, passive activity rules, charitable contributions and tax minimization strategies. This course is a foundation for more advanced work in the area of federal and state taxes.

**Also offered online. Offered fall semester only.**

(3/45/0/0/0/V)

#### ACCT-2310

##### ACCOUNTING APPLICATIONS (QUICKBOOKS)

**Prerequisite:** ACCT-1200 or BSTC-0210

Accounting Applications (QuickBooks) is an introductory course in computerized accounting using a commercial software package designed for small to mid-sized businesses. Applications include accounts receivables and sales, accounts payables and purchases, general ledger, payroll, inventories, financial reports, charts and graphs. Prior basic accounting knowledge of debits/credits, account classifications, and the accounting cycle for a service business and a merchandising business is required.

**Also offered online.**

(3/45/0/0/0/3)

#### ACCT-2500

##### ACCOUNTING INTERNSHIP

**Prerequisite:** ACCT 2250

Work experience is an important part of any educational program. This internship is intended to give students experience in solving real world problems while working under the supervision of an employer and instructor. Students are compensated for their hours and receive college credit.

(3/0/0/0/180/V)

#### ACCT-2800

##### NATIONAL CERTIFIED BOOKKEEPER PREP

**Prerequisite:** ACCT-1200

This course is an in-depth study of accounting principles used by bookkeepers that prepares students to take the national examinations required to obtain a Certified Bookkeeper designation from The American Institute of Professional Bookkeepers. Topics include adjusting entries, correction of accounting errors, payroll, depreciation, inventory, and internal controls and fraud prevention.

**Also offered online. Offered spring semester only.**

(3/45/0/0/0/3)

### ACADEMIC FOUNDATION SKILLS

#### ACFS-0010M

##### BASIC MATHEMATICS 1

**Prerequisite:** eCOMPASS

This is a developmental mathematics course with attention given to a review of the operations of whole numbers, integers and algebraic expressions. This class is an independent study, self-paced course in which students are responsible for managing their own learning. The course is offered through the Independent Learning and Assessment Center.

(1/15/0/0/0/V)

#### ACFS-0020M

##### BASIC MATHEMATICS 2

**Prerequisite:** ACFS-0010M

This is a developmental mathematics course with attention given to a review of the operations of fractions. This class is an independent study, self-paced course in which students are responsible for managing their own learning. The course is offered through the Independent Learning and Assessment Center.

(1/15/0/0/0/V)

#### ACFS-0030M\*\*

##### BASIC MATHEMATICS 3

**Prerequisite:** ACFS-0020M

This is a developmental mathematics course with attention given to a review of decimal notation, introduction to graphing and statistics, and ratio and proportion. This class is an independent study, self-paced course in which students are responsible for managing their own learning. The course is offered through the Independent Learning and Assessment Center.

(1/15/0/0/0/V)

\*\*Completion of ACFS-0010M, ACFS-0020M, ACFS-0030M, and ACFS-0040M is required to receive full credit for Basic Math. Credit is not given for ACFS-0010M, ACFS-0020M, ACFS-0030M, or ACFS-0040M if ACFS-0070M was taken.

ACFS-0010R

### BASIC READING

*Prerequisite:* eCOMPASS

*Corequisite:* PRDV-1000

Basic Reading develops effective reading skills and promotes clear thinking. Through practice, students improve comprehension and develop as critical readers. The course incorporates an emphasis on vocabulary development and improving individual reading ability.

(3/45/0/0/0/3)

ACFS-0030W

### BASIC WRITING

*Prerequisite:* eCOMPASS

*Co-requisite(s):* ACFS-0030L

Basic Writing improves writing skill, teaching students techniques like using the writing process to compose short narrative and expository pieces, as well as structuring writing to create effective written communication. Students learn to use well-chosen words and create precise phrases, clauses, and sentences within the context of their own writing. Students learn to incorporate correct usage and grammar into their compositions.

(3/45/0/0/0/3)

ACFS-0030L

### BASIC WRITING LAB

*Prerequisite:* None

*Co-requisite(s):* ACFS-0030W

ACFS-0040M\*\*

### BASIC MATHEMATICS 4

*Prerequisite:* ACFS-0030M

This is a developmental mathematics course with attention given to a review of percent notation, geometry and measurement. This class is an independent study, self-paced course in which students are responsible for managing their own learning. The course is offered through the Independent Learning and Assessment Center.

(1/15/0/0/0/V)

\*\*Completion of ACFS-0010M, ACFS-0020M, ACFS-0030M, and ACFS-0040M is required to receive full credit for Basic Math. Credit is not given for ACFS-0010M, ACFS-0020M, ACFS-0030M, or ACFS-0040M if ACFS-0070M was taken.

ACFS-0050W

### DEVELOPMENTAL WRITING

*Prerequisite:* ACFS-0030W or eCOMPASS

*Co-requisite(s):* ACFS-0050L

Developmental Writing prepares students for college-level writing. Using the writing process, students produce writing at the paragraph and essay level. Students learn to organize effective pieces of writing, improve diction, focus tone, and produce writing that evidences proper mechanics and usage. Successful completion of this course qualifies a student for enrollment into ENGL-1010: English Composition I, as well as other WNCC classes with writing-level prerequisites.

(3/45/0/0/0/3)

ACFS-0050L

### DEVELOPMENTAL WRITING LAB

*Prerequisite:* None

*Co-requisite(s):* ACFS-0050W

ACFS-0060

### SPELLING IMPROVEMENT

*Prerequisite:* None

The purpose of this course is to identify areas in which spelling skills need improvement and provide practical exercises to improve spelling. Attention is paid to consonant and vowel sounds in words, spelling errors caused by faulty pronunciation, spelling rules associated with prefixes, suffixes, final e, y to i plurals; use of the capitalization and abbreviations. This course is an open-entry/open exit course offered through the Independent Learning and Assessment Center (ILAC).

(2/30/0/0/0/V)

ACFS-0060R

### READING TECHNIQUES

*Prerequisite:* ACFS-0010R or eCOMPASS

*Corequisite:* PRDV-1000

Reading Techniques is designed to give students the necessary reading skills to manage a college level reading load. Students receive instruction in effective reading strategies, practice comprehension skills, and increase vocabulary. Individual reading ability is identified and targeted for improvement.

(3/45/0/0/0/3)

ACFS-0065

### INTEGRATED READING & WRITING

*Prerequisite:* ACFS-0050W or eCOMPASS

*Co-requisite(s):* ACFS-0065L

Integrated Reading and Writing prepares students for college-level writing. The course is open for those students scoring just below the level necessary for English Composition I but at a level that indicates they could benefit from integrated and accelerated instruction in both reading and writing. Students will learn to use the writing process to complete writing assignments and increase reading comprehension. Successful completion of this course qualifies a student for enrollment into ENGL-1010, English Composition I, as well as other WNCC classes with writing-level prerequisites.

(3/45/0/0/0/3)

ACFS-0065L

### INTEGRATED READING & WRITING LAB

*Prerequisite:* ACFS-0050W or eCOMPASS

*Co-requisite(s):* ACFS-0065

ACFS-0070M

### BASIC MATHEMATICS

**Prerequisite:** eCOMPASS

This is a developmental mathematics course with attention given to a review of fractions and decimals, ratio, proportion and percent, measurement, geometry, statistics, and introduction to the use of signed numbers and algebra.

(4/60/0/0/0/4)

ACFS-0070L

### BASIC MATHEMATICS LAB

**Prerequisite:** None

**Corequisite:** ACFS-0070M

ACFS-0080

### VOCABULARY IMPROVEMENT

**Prerequisite:** None

The purpose of this course is to help individuals to improve vocabulary which they feel is not adequate for school, business, or personal lives. This course is an open-entry/open-exit course offered through the Independent Learning and Assessment Center.

(2/30/0/0/0/V)

## NURSING (ASSOCIATE DEGREE)

ADNR-1112

### FUNDAMENTALS OF NURSING PRACTICE

**Prerequisite:** Admission to the Associate Degree Registered Nursing Program

**Co-requisite(s):** ADNR-1132 ADNR-1160

This 5 credit hour theory/lab/clinical course is an introduction to basic nursing concepts and skills. Utilizing the nursing process, evidence-based practice and Maslow's Hierarchy; students learn the specific concepts needed for planning nursing care to address the client's physiologic, psychosocial, and developmental needs. Topics include but are not limited to activities of daily living, asepsis, and safety. Content in the course is presented in 3 theory credit hours and in 2 lab/clinical credit hours.

(5/45/0/90/0/V)

ADNR-1112L

### FUNDAMENTALS OF NURSING PRACTICE LAB/CLINICAL

**Prerequisite:** Admission to the Associate Degree Registered Nursing Program

**Co-requisite(s):** ADNR-1112

ADNR-1122

### FUNDAMENTALS OF PHARMACOLOGY I

**Prerequisite:** Admission into the AD-N program

**Co-requisite(s):** ADNR-1141 ADNR-1151 ADNR-1134 or permission of instructor.

This theory course provides an overview of basic concepts of pharmacotherapeutics, pharmacokinetics, and pharmacodynamics and safe medication administration. Selected drug

classes examined in this course include:

- drugs affecting the gastrointestinal system
- antibiotic agents
- drugs for pain management
- drugs affecting the peripheral and central nervous systems
- drugs affecting the cardiovascular system
- drugs affecting the respiratory system
- drugs affecting the renal system
- drugs affecting the endocrine systems [excluding pituitary and adrenal agents]

Prototype agents for each class are examined, including indications, mechanism of action, precautions, contraindications, adverse effects, routes of administration and nursing implications, including client/family teaching.

(2/30/0/0/0/2)

ADNR-1132

### PATHOPHYSIOLOGY 1

**Prerequisite:** BIOS-1540 BIOS-1620 admission into the AD-N program or permission of the instructor

This is the first part (2 credit hours) of a two part theory course in pathophysiology. This course focuses on the pathophysiologic basis for alterations in adult health. Concepts covered include selected alterations in protection, homeostasis, function, and regulation (i.e. cell and tissue biology, biology of cancer and tumor spread, integument, immunity, stress, comfort).

(2/30/0/0/0/2)

ADNR-1134

### PATHOPHYSIOLOGY 2

**Prerequisite:** ADNR-1132 or permission of the instructor

This is the second part (2 credit hours) of a two part theory course in pathophysiology. This course focuses on the pathophysiologic basis for alterations in adult health. Concepts covered include alterations in selected regulatory and homeostatic mechanisms and selected body systems (i.e. hormones, neurologic function, musculoskeletal, digestive, pulmonary, cardiovascular and lymphatic systems).

(2/30/0/0/0/2)

ADNR-1141

### ADULT HEALTH & ILLNESS 1

**Prerequisite:** BIOS-1050 ADNR-1112 ADNR-1132 ADNR-1160

**Co-requisite(s):** ADNR-1122 ADNR-1134

This 4 credit hour theory/lab/clinical course is the first of four courses presented to develop an understanding of health promotion and illness in the adult client. Emphasis is placed on the role of the registered nurse, as a member of an interdisciplinary healthcare team, in providing client care. The nursing process, evidence-based practice, and Maslow's Hierarchy are utilized as the conceptual bases for presentation of this material. Topics include the introduction to nursing care of the adult client; fluid, electrolyte and acid/base balance; perioperative care; skin integrity; musculoskeletal system; and upper gastrointestinal system. Content in the course is presented in 2 theory credit hours and in 2 lab/clinical credit hours. Clinical and simulated activities provide students with experience in client care.

(4/30/V/90/0/V)

ADNR-1141L

### ADULT HEALTH & ILLNESS 1 LAB/CLINICAL

*Prerequisite:* BIOS-1050 ADNR-1112 ADNR-1132 ADNR-1160

*Co-requisite(s):* ADNR-1122 ADNR-1134 ADNR-1141

ADNR-1151

### ADULT HEALTH & ILLNESS 2

*Prerequisite:* BIOS-1050 ADNR-1112 ADNR-1132 ADNR-1160

*Co-requisite(s):* ADNR-1122 ADNR-1134

This 4 credit hour theory/lab/clinical course is the second of four courses presented to develop an understanding of health promotion and illness in the adult client. Emphasis is placed on the role of the registered nurse, as a member of an interdisciplinary healthcare team, in providing client care. The nursing process, evidence-based practice, and Maslow's Hierarchy are utilized as the conceptual bases for presentation of this material. Topics include intestinal, respiratory and cardiovascular systems as well as care of the client with diabetes mellitus. Content in the course is presented in 2 theory credit hours and in 2 lab/clinical credit hours. Clinical and simulated activities provide students with experience in client care.

(4/30/V/90/0/V)

ADNR-1151L

### ADULT HEALTH & ILLNESS 2 LAB/CLINICAL

*Prerequisite:* BIOS-1050 ADNR-1112 ADNR-1132 ADNR-1160

*Co-requisite(s):* ADNR-1122 ADNR-1134 ADNR-1151

ADNR-1160

### HEALTH ASSESSMENT

*Prerequisite:* Admission to the AD-N program or instructor consent

This 2 credit hour theory/lab course addresses health assessment of adult clients and facilitates development of competencies in assessment techniques. Health assessment includes analysis and interpretation of data from multiple sources including, but not limited to, laboratory and radiological reports, growth and development milestones and health appraisal of physical, mental, nutritional, psychosocial and cultural information. Critical thinking is emphasized. Domestic violence assessment is also addressed.

(2/22.5/15/0/0/2.5)

ADNR-1160L

### HEALTH ASSESSMENT LAB/CLINICAL

*Prerequisite:* Admission to the AD-N program or instructor consent

*Co-requisite(s):* ADNR-1160

ADNR-2112

### CARE OF THE OLDER ADULT

*Prerequisite:* Successful completion of second semester of the AD-N program

*Co-requisite(s):* ADNR-2124 ADNR-2151 ADNR-2170 ADNR-2112L

This 3 credit hour theory/lab/clinical course is presented to develop an understanding of health promotion, individualized aging, complexity of care, and vulnerabilities common to the older adult client. Emphasis is placed on the role of the registered nurse, as a member of an interdisciplinary healthcare team, in assessing and directing care. The nursing

process, evidence-based practice, and Maslow's Hierarchy are utilized as the conceptual bases for presentation of this material. Topics include theories and concepts of aging, communication, assessment and technical skills, illness and disease management, ethical competencies, and coordination of care as they apply to the older adult client. Content in the course is presented in 2 theory credit hours and in 1 lab/clinical credit hours. Clinical and simulated activities provide students with experience in client care.

(3/30/V/45/0/V)

ADNR-2112L

### CARE OF THE OLDER ADULT LAB/CLINICAL

*Prerequisite:* Successful completion of second semester of the AD-N program

*Co-requisite(s):* ADNR-2124 ADNR-2151 ADNR-2170 ADNR-2112

ADNR-2122L

### PRINCIPLES OF PHARMACOLOGY 2

*Prerequisite:* Successful completion of the first year of the AD-N program

*Co-requisite(s):* ADNR-2141 ADNR-2134 ADNR-2120 or instructor consent.

This theory/lab course examines the pharmacotherapeutics. Pharmacokinetics and pharmacodynamics of selected drug classifications and safe intravenous therapy. Drug classes and therapeutic products explored in this course include:

- Antiseptic and disinfecting agents
- Vitamins, minerals, and nutritional supplements
- Enteral and parenteral nutrition
- Fluid and electrolytes
- Blood and blood products
- Coagulation modifiers
- Drugs affecting the endocrine system (pituitary and adrenal agents).
- Selected cardiovascular drugs (positive inotropic, antianginal)
- Anti-infectives (antivirals, TB, anti-fungals, anti-malarials, minoglycosides)

Selected prototype agents for each drug classification are examined, including indications, mechanism of action, cautions, contraindications, adverse effects, routes of administration and nursing implications, including client/family teaching. Pharmacologic principles, standards and research evidence for intravenous therapy is also explored.

(2/22.5/15/0/0/V)

ADNR-2122L

### PRINCIPLES OF PHARMACOLOGY 2 LAB/CLINICAL

*Prerequisite:* Successful completion of the first year of the AD-N program

*Co-requisite(s):* ADNR-2141 ADNR-2134 ADNR-2120 or instructor consent.

ADNR-2124

### PRINCIPLES OF PHARMACOLOGY 3

*Prerequisite:* Admission into the AD-N program *Co-requisite(s):* ADNR-2151 ADNR-2170 ADNR-2112 or permission of instructor

This theory course expands on the concepts of pharmacotherapeutics, pharmacokinetics, and pharmacodynamics explored



in Pharmacology 1 and 2. Drug classifications and prototypes examined in this course include those commonly used in patients with complex health problems. The drug classifications included are:

- cardiovascular agents (antidysrhythmics)
- immune and biologic modifiers
- chemotherapeutic and anti-rheumatoid agents
- selected antihypertensive agents (vasopressin, nitroprusside)
- blood forming agents
- selected blood coagulation modifiers (e.g. thrombolytics)
- osmotic diuretics

(1/15/0/0/0/1)

#### **ADNR-2126**

##### **PSYCHIATRIC/MENTAL HEALTH NURSING**

*Prerequisite: Successful completion of second semester of the AD-N program*

*Co-requisite(s): ADNR-2134 ADNR-2141 ADNR-2122 or permission of instructor*

In this theory/lab/clinical course, the student is introduced to basic concepts of Psychiatric-Mental Health. The course emphasizes neurobiologic theory, assessment, therapeutic communication patient and family teaching, community resources and pharmacology. The course includes concepts of care for the adolescent, adult and older adult with psychiatric mental health disorders. Continuing themes of growth and development across the life span, socio cultural dimensions, client advocacy, and ethical standards are also explored. Traditional psychotherapeutic and integrative health therapies are addressed.

(3.5/37.5/0/45/0/V)

#### **ADNR-2126L**

##### **PSYCHIATRIC/MENTAL HEALTH NURSING LAB/CLINICAL**

*Prerequisite: Successful completion of second semester of the AD-N program*

*Co-requisite(s): ADNR-2134 ADNR-2141 ADNR-2122 or permission of instructor*

#### **ADNR-2134**

##### **MATERNAL CHILD NURSING**

*Prerequisite: Completion of second semester of AD-N program*

*Co-requisite(s): ADNR-2126 ADNR-2141 ADNR-2122 ADNR-2134L*

This 3.5 credit theory/lab/clinical course focuses on the child-bearing and childrearing family. The nursing process provides the framework for addressing the holistic care needs of the childbearing and childrearing family. The use of research and clinical practice guidelines is emphasized in planning care and patient/family education in the clinical area. Theories of growth and development, cognitive development, and adaptation is explored.

(3.5/37.5/0/45/0/V)

#### **ADNR-2134L**

##### **MATERNAL CHILD NURSING LAB/CLINICAL**

*Prerequisite: Completion of second semester of AD-N program*

*Co-requisite(s): ADNR-2126 ADNR-2141 ADNR-2122 ADNR-2134*

#### **ADNR-2141**

##### **ADULT HEALTH & ILLNESS 3**

*Prerequisite: ADNR-1122 ADNR-1134 ADNR-1141 ADNR-1151*

*Co-requisite(s): ADNR-2134 ADNR-2120 ADNR-2122 ADNR-2141L*

This 4 credit hour theory/lab/clinical course is the third of four courses presented to develop an understanding of health promotion and illness in the adult client. Emphasis is placed on the role of the registered nurse, as a member of an interdisciplinary healthcare team, in providing client care. The nursing process, evidence-based practice, and Maslow's Hierarchy are utilized as the conceptual bases for presentation of this material. Topics include the introduction immune, hematologic, and renal systems as well as selected theories and concepts related to community based nursing. Content in the course is presented in 2 theory credit hours and in 2 lab/clinical credit hours. Clinical and simulated activities provide students with experience in client care.

(4/30/V/90/0/V)

#### **ADNR-2141L**

##### **ADULT HEALTH & ILLNESS 3 LAB/CLINICAL**

*Prerequisite: ADNR-1122 ADNR-1134 ADNR-1141 ADNR-1151*

*Co-requisite(s): ADNR-2134 ADNR-2120 ADNR-2122 ADNR-2141*

#### **ADNR-2151**

##### **ADULT HEALTH & ILLNESS IV**

*Prerequisite: ADNR-2120, ADNR-2122, ADNR-2134 and ADNR-2141*

*Co-requisite(s) ADNR-2112, ADNR-2124 and ADNR-2170*

This 4 credit hour theory/lab/clinical course is the final of four courses presented to develop an understanding of health promotion and illness in the adult client. Emphasis is placed on the role of the registered nurse, as a member of an interdisciplinary healthcare team, in providing client care. The nursing process, evidence-based practice, and Maslow's Hierarchy are utilized as the conceptual bases for presentation of this material. Topics include the examination of emergency care and disaster preparedness concepts as well as complex, multi-system and high acuity health problems:

- Cardiovascular (i.e. dysrhythmias, shock, acute coronary syndromes)
- Respiratory (i.e. acute respiratory distress syndrome, respiratory failure)
- Neurological (i.e. spinal cord injury, CVA, traumatic brain injury)
- Endocrine (i.e. pituitary, adrenal, thyroid and parathyroid) problems

Content in the course is presented in 2 theory credit hours and in 2 lab/clinical credit hours. Clinical and simulated activities provide students with experience in client care.

(4/30/V/90/0/V)

**ISSUES IN PROFESSIONAL NURSING**

*Prerequisite:* Successful completion of the third semester of the AD-N program

*Co-requisite(s):* ADNR-2120, ADNR-2125, ADNR-2140, ADNR-2145 or instructor consent

This course addresses topics pertinent to the professional nurse entering practice. Topics include but not limited to: historical perspectives; financial and economic issues in health care; nursing influences on the health care system and health policies; legal, ethical, and bioethical issues; leadership and manager roles; quality management; nursing informatics and best practices using nursing research. Transitioning from novice to expert as well as looking at other career and educational opportunities is also discussed.  
(2/30/0/0/0/2)

**ANTHROPOLOGY**

ANTH-2100 (SS)

**INTRODUCTION TO CULTURAL ANTHROPOLOGY**

*Prerequisite:* ACFS-0060R or Reading Placement Exam

This course is a one-semester introduction to cultural anthropology and its concepts: the role of the individual in culture, social and political organization, religion, language, and the process of cultural change.  
(3/45/0/0/0/3)

ANTH-2130 (SS)

**MEXICAN-AMERICAN & NATIVE/AMERICAN CULTURES**

*Prerequisite:* ACFS-0060R or Reading Placement Exam

This is a course designed to give an understanding of Mexican-American and Native-American people through a study of their historic backgrounds, the patterning of family structure, health practices and folk medicine, religious concerns, and value systems, along with their contributions to American culture and their bicultural outlook, and how these relate to contemporary cultural patterns.  
(3/45/0/0/0/3)

**ART**

ARTS-1400

**BEGINNING PRINTMAKING**

*Prerequisite:* ARTS-1550

This course is an overview of a wide range of printmaking techniques with a closer introduction to three: Monotype, Woodblock Printing, and Linocut. The emphasis of the course is on learning the principles and developing and mastering basic techniques, with attention to the design of the composition. The approach includes working both from objective reality and subjective imagination. As a matter of policy, the Art Department reserves the right to retain any work it deems worthy for the purpose of exhibition until the end of the academic year.  
(3/45/0/0/0/3)

ARTS-1550

**DRAWING 1**

*Prerequisite:* None

This is a foundation course open to anyone who wishes to learn to draw. The course, using a creative approach, includes visual training, technical procedure, and essentials in perspective using a variety of subject matter and drawing media. As a matter of policy, the Art Department reserves the right to retain any works created by students it deems worthy of exhibition until the end of the academic year. Additional laboratory hours may be necessary to complete assignments.

**Offered fall semester only.**

(3/30/30/0/0/4)

ARTS-1580

**DRAWING 2**

*Prerequisite:* ARTS-1550

This course is a continuation of ARTS-1550 with emphasis on the human figure, both as a means of personal expression and objective reality. A series of problems are assigned using a variety of media. As a matter of policy, the Art Department reserves the right to retain any works created by students it deems worthy for the purpose of exhibition until the end of the academic year. Additional laboratory hours may be necessary to complete assignments.

**Offered spring semester only.**

(3/30/30/0/0/4)

ARTS-1650

**DESIGN FUNDAMENTALS 1**

*Prerequisite:* None

This is a lecture-laboratory course in the study of the basic elements of design, their qualities, theories, and psychology. Application is by problem-solving and exploration of the elements and principles in two-dimensional means and in a contemporary mode of expression. (Students are expected to put in two laboratory hours for each class hour to complete assignments.) As a matter of policy, the Art Department reserves the right to retain any works created by students it deems worthy for purposes of exhibition until the end of the academic year.

**Offered fall semester only.**

(3/30/30/0/0/4)

ARTS-1680

**BEGINNING WATERCOLOR PAINTING**

*Prerequisite:* ARTS-1550

This course is a study of the watercolor medium of painting to include color, form, and texture. Though emphasis is on acquiring skill in the basic techniques, transparent and opaque, the course approach includes both disciplined realism and experimental creative expressionism. The student works from objective reality and subjective imagination. As a matter of policy, the Art Department reserves the right to retain any work created by students it deems worthy for purposes of exhibition until the end of the academic year. Two additional studio hours to be arranged.

**Offered spring semester only.**

(3/30/30/0/0/4)

## ARTS-1710\*

### ART APPRECIATION: WESTERN

**Prerequisite:** None

This course is an introduction into the nature of art - its subject matter, form, and content - and an historical survey of the world of painting, sculpture, and architecture, utilizing the elements studied for stylistic analysis and interpretations. The aim of the course is appreciation through understanding.

**Offered fall semester**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

## ARTS-1715\*

### ART APPRECIATION: NON-WESTERN

**Prerequisite:** None

This course surveys Non-Western art traditions from India and the Southeast Asia region, Africa, China, Korea, Japan, the Pacific Islands, along with Pre-Columbian and Native American artistry. The emphasis of the course is to develop an awareness, understanding, and appreciation of various art forms from cultures scattered around the world which have existed for thousands of years, representing multiple distinct lines of development.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

## ARTS-1740

### GRAPHIC DESIGN 1

**Prerequisite:** ARTS-1550 or ARTS-1650

This course is a study of basic design concept, layout in relation to graphic design (commercial art) materials, techniques, choice of appropriate type selection, neatness, creativity, and quality.

**Offered spring semester only.**

(3/30/30/0/0/4)

## ARTS-2400

### PAINTING 1

**Prerequisite:** ARTS-1550

This is a foundation course in which problems are assigned as a means of allowing the students to come to terms with the technical and aesthetic aspects of oil painting. Emphasis is upon handling the medium through actual involvement with the emergence of form, both objective description and subjective expression. As a matter of policy, the Art Department reserves the right to retain any works created by students it deems worthy for the purposes of exhibition until the end of the academic year. Two additional studio hours to be arranged.

(3/30/30/0/0/4)

## ARTS-2430

### PAINTING 2

**Prerequisite:** ARTS-2400

This course is a continuation of ARTS-2400 in which the student is expected to attempt more challenging work. Attention concentrates on problems of composition and

improving technical skill. As a matter of policy, the Art Department reserves the right to retain any works created by students it deems worthy for the purposes of exhibition until the end of the academic year. Two additional studio hours to be arranged.

(3/30/30/0/0/4)

## ARTS-2450

### FIGURE DRAWING

**Prerequisite:** ARTS-1550 ARTS-1580

This course is a continuation of ARTS-1550 and ARTS-1580 with emphasis on the human figure, both as a means of personal expression and objective reality. A series of problems is assigned, using a variety of media. As a matter of policy, the Art Department reserves the right to retain any works created by students it deems worthy for the purpose of exhibition until the end of the academic year.

(3/30/30/0/0/4)

## ARTS-2460

### SCULPTURE 1

**Prerequisite:** ARTS-1580

This course provides an introduction to 3-D design principles as applied to the sculpture-making processes. The sculptural form and its expression in clay, plaster, stone, wood, and metal are the focus of study. Two additional studio hours to be arranged.

(3/30/30/0/0/4)

## ARTS-2580

### DESIGN FUNDAMENTALS 2

**Prerequisite:** ARTS-1650

This course, a continuation of ARTS-1650, is a lecture-laboratory course in the study of the basic elements of design, their qualities, theories, and psychology. Emphasis is on a contemporary mode of expression.

**Offered fall semester only.**

(3/30/30/0/0/4)

## PHYSICAL EDUCATION/COACHING

### ATHC-1100

#### INTRODUCTION TO RECREATION

**Prerequisite:** None

Designed to orient the beginning recreation major in the scope, breadth, and nature of the professional recreation education program. Students are also aware of the influence of leisure on American society.

(3/45/0/0/0/3)

### ATHC-1200

#### PSYCHOLOGY OF SPORTS

**Prerequisite:** PSYC-1810

This is a course written for students who are interested in learning about sport and exercise psychology and in using that knowledge in an applied setting. Information is based on material covered in Introduction to Psychology.

(3/45/0/0/0/3)

**ATHC-1300****INTRODUCTION TO SPORTS ADMINISTRATION***Prerequisite: None*

This course provides an overview of all facets of sports including management, career opportunities, marketing and promotion, public relations, fund raising, and event and facilities management. Several factors combine to make sports administration a growing and important area of study. The need for qualified administrators in the field increases rapidly. Students in sports administration combine their classroom instruction with practical experiences.

(3/45/0/0/0/3)

**ATHC-1310****SPORTS OFFICIATING (VOLLEYBALL)***Prerequisite: None*

This course provides students with the knowledge and expertise necessary to officiate a Volleyball game in physical education classes, intramurals, and interscholastically. It includes the basic fundamental skills on officiating as well as the rules and mechanics of Volleyball.

(1/15/0/0/0/1)

**ATHC-1320****SPORTS OFFICIATING (SOCCER)***Prerequisite: None*

This course provides students with the knowledge and expertise necessary to officiate a Soccer game in physical education classes, intramurals, and interscholastically. It includes the basic fundamental skills on officiating as well as the rules and mechanics of Soccer.

(1/15/0/0/0/1)

**ATHC-1331****SPORTS OFFICIATING (BASKETBALL)***Prerequisite: None*

This course provides students with the knowledge and expertise necessary to officiate a basketball game in physical education classes, intramurals, and interscholastically. It includes the basic fundamental skills on officiating as well as the rules and mechanics of basketball.

(2/30/0/0/0/2)

**ATHC-1341****SPORTS OFFICIATING (BASEBALL/SOFTBALL)***Prerequisite: None*

This course provides students with the knowledge and expertise necessary to officiate either a baseball/softball game in physical education classes, intramurals, and interscholastically. It includes the basic fundamental skills on officiating as well as the rules and mechanics of baseball/softball.

(2/30/0/0/0/2)

**ATHC-1350****SOCIAL ISSUES IN SPORTS***Prerequisite: None*

This course is a study of how sports influence the development of children and adolescents. Students are introduced to the issue of gender and sports, interplay of race and sports, and other current issues and debates in sport.

(3/45/0/0/0/3)

**ATHC-1400****SPORTS MARKETING***Prerequisite: None*

This course provides a range of topics for those students interested in sports marketing. This course also identifies influences on consumer and organizational buyer behavior while analyzing pricing strategies and tactics in the sports industry. The students conduct marketing research in the sporting industry to gain an insight on how to market a variety of sports programs.

(3/45/0/0/0/3)

**ATHC-1500****INTRAMURALS***Prerequisite: None*

The purpose of this course is to provide students with an introduction to the organization and administration of intramural sports. This course provides the skills necessary to provide proficiency in scheduling and administering activities. Training on how to set up and run a tournament is also addressed.

(3/45/0/0/0/3)

**ATHC-1510****SPORTS FACILITY MANAGEMENT***Prerequisite: None*

The purpose of this course is to provide students with an introduction to the planning and management of sports facilities. The course focuses on elements of planning, design, and management, while examining functions related to maintenance, security, operations, and evaluation. The course emphasizes problem solving utilizing class discussions guest speakers and facility site visitations as feasible.

(3/45/0/0/0/3)

**ATHC-1700****FIRST AID***Prerequisite: None*

The student studies standard first aid practices and procedures. This does not count as a physical education activity class.

(2/30/0/0/0/2)

**ATHC-1710****INTRODUCTION TO PHYSICAL EDUCATION***Prerequisite: None*

This course is concerned with the nature and scope of physical education; the philosophy of physical education as part of general education; the relationship of physical education to



health, recreation, camping, and outdoor education; changing concepts of physical education, leadership in physical education; and the profession of physical education. This does not count as a physical education activity class.

(3/45/0/0/0/3)

#### **ATHC-1730**

##### **INTRODUCTION TO COACHING**

*Prerequisite: None*

A course designed for the prospective of coaching. The course encompasses development of a coaching philosophy, coaching character and ethics, communication skills, motivating your athletes, skill progression, conditioning, strategies, psychological and organizational aspects of the game, battling drugs and alcohol, management of your team, relationships and risk management.

(3/45/0/0/0/3)

#### **ATHC-1740**

##### **COACHING SOFTBALL**

*Prerequisite: None*

A course designed for the prospective softball coach. This course covers a wide range of material from basic fundamentals to team strategy. This course encompasses skill progression, conditioning, strategies, psychological, and organizational aspects of the game.

(2/30/0/0/0/2)

#### **ATHC-1750**

##### **COACHING SOCCER**

*Prerequisite: None*

This course is designed for those individuals who are interested in coaching soccer. The course covers a wide range of material from basic fundamentals to team strategy.

(2/30/0/0/0/2)

#### **ATHC-1760**

##### **COACHING VOLLEYBALL**

*Prerequisite: ATHC-1730*

This is a course designed for the prospective volleyball coach. Skill progressions, systems of play, conditioning, strategies, psychological, and organizational aspects of the game are discussed.

(2/30/0/0/0/2)

#### **ATHC-1770**

##### **COACHING SOCCER**

*Prerequisite: ATHC-1730 or Instructor Consent*

This course is designed for those individuals who are interested in coaching basketball. The course covers a wide range of material from basic fundamentals to team strategy.

(2/30/0/0/0/2)

#### **ATHC-1780**

##### **COACHING BASEBALL**

*Prerequisite: ATHC-1730*

A course designed for the prospective baseball coach.

This course covers a wide range of material from basic fundamentals to team strategy. This course encompasses skill progression, conditioning, strategies, psychological, and organizational aspects of the game.

(2/30/0/0/0/2)

#### **PERSONAL HEALTH**

##### **ATHC-1790**

*Prerequisite: None*

This course is a study of the factors involved in producing optimum healthful living, including the interrelationship between emotional and physical health. This does not count as a physical education activity class.

(3/45/0/0/0/3)

#### **ATHLETIC TRAINING**

##### **ATHT-1780**

##### **INTRO TO ATHLETIC TRAINING**

*Prerequisite: BIOS-1160 BIOS-1160L*

This course is to train the student to be a member of a sports program and the medical community. It covers the organization and administration of athletic training. Training in the prevention and minimization of sport-related and care of injuries for the entire body is introduced.

(3/45/0/0/0/3)

##### **ATHT-2010**

##### **ATHLETIC TRAINING PRACTICUM 1**

*Prerequisite: ATHT-1780*

The purpose of the Athletic Training Practicum 1 is to provide instruction toward the principles and practices of athletic training. The instruction is a direct supervision with a member of the Sports Medicine team through the athletic training staff at WNCC. Practicum schedules are arranged individually for the entire semester in conjunction with the athletic training staff at WNCC.

(3/15/0/90/0/7)

##### **ATHT-2020**

##### **ATHLETIC TRAINING PRACTICUM 2**

*Prerequisite: ATHT-2010*

The purpose of the Athletic Training Practicum 2 is to provide instruction toward the principles and practices of athletic training. The instruction is a direct supervision with a member of the Sports Medicine team through the athletic training staff at WNCC. Practicum schedules are arranged individually for the entire semester in conjunction with the athletic training staff at WNCC.

(3/15/0/90/0/7)

## AUTO BODY TECHNOLOGIES

### AUTB-1010

#### BASIC METAL REPAIR 1

*Prerequisite: None*

This technical course covers the basic damage conditions resulting from impact, its classification, physical effect, analysis, and methods of repair. This course also covers the basic repair of sheet metal and introduces the basic tools used in the straightening operations.

(3/30/45/0/0/5)

### AUTB-1150

#### NON-STRUCTURAL ANALYSIS & DAMAGE REPAIR 1

*Prerequisite: None*

This course is an entry level class into the auto body field. The student learns the different methods of auto construction used by the auto manufacturer. It covers the different types of metals and plastics used in the industry today, the different types of damage that happen in minor collisions, as well as everyday use. The student learns different methods of repair on sheet metal and the tools and safety precautions involved with the repair.

**Offered fall semester only.**

(6/60/90/0/0/10)

### AUTB-1170

#### PAINT & REFINISH 1

*Prerequisite: None*

This is an entry level course into automotive paint and refinishing. The student learns about the different types of paint and refinishing methods used in the industry. It also covers the proper tools and methods for refinishing a vehicle.

**Offered fall semester only.**

(6/60/90/0/0/10)

### AUTB-1170A

#### PAINT & REFINISH 1A

*Prerequisite: None*

This is an entry level course into the area of automotive paint and refinishing and is the first half of the 6 credit course AUTB-1170. The student learns about the different types of paint, and refinishing methods used in the industry today. It covers the proper tools and methods for refinishing a vehicle. This course deals with an in depth look at the preparation of a vehicle for paint.

**Offered as needed.**

(3/30/45/0/0/5)

### AUTB-1170B

#### PAINT & REFINISH 1B

*Prerequisite: AUTB-1170A*

This course is the second half of AUTB-1170. When combined with AUTB-1170A, it is the equivalent of the 6 credit course AUTB-1170. This course takes the student further into the refinish process by taking the student to the next step beyond the paint prep stage. In this section the students are applying the topcoats.

**Offered as needed.**

(3/30/45/0/0/5)

### AUTB-1200

#### PLASTICS & ADHESIVES

*Prerequisite: None*

This course is designed to introduce the student to the various types of plastics used in the automotive industry today. It shows how to identify the type of plastic and the methods to repair these plastics.

**Offered as needed.**

(3/30/45/0/0/5)

### AUTB-1220

#### ELECTRICAL & MECHANICAL COMPONENTS

*Prerequisite: None*

This course covers the electrical and mechanical systems that might be damaged in a collision. It also covers the personal restraint systems that are currently used by auto makers. This includes the Supplemental Inflatable Restraints (air bags) in use on newer model cars and light trucks. The student learns the proper methods of diagnosing and repairing the electrical and mechanical systems on vehicles.

**Offered fall semester only.**

(3/30/45/0/0/5)

### AUTB-1230

#### FINISH CLEAN-UP & DETAILING

*Prerequisite: None*

This course is designed to give the student an in-depth look at the maintenance and preventive maintenance involved in the upkeep of an automobile's body and finish. It covers basic care of the car's finish, interior, and under carriage to keep the car in top shape. It also covers the restoration of a paint finish to the pre-delivery clean up of a vehicle that has just been repaired.

**Offered as needed.**

(3/30/45/0/0/5)

### AUTB-1240

#### SPECIAL FINISHES

*Prerequisite: AUTB-2170*

This is a special course designed for the student who has already taken AUTB-1170 and AUTB-2170 and is interested in learning the skills required to produce custom paint finishes. The student learns the methods of design and application of graphic designs. This course also covers TRI-STAGE paint systems. The student also has the opportunity to learn some basic air brush techniques.

**Offered as needed.**

(3/30/45/0/0/5)

### AUTB-1270

#### COLLISION ESTIMATING & SHOP MANAGEMENT

*Prerequisite: None*

This course covers analyzing collision damages, both hidden and visual, and developing an accurate estimate of repairs. The course also covers solving customer/employee problems, salesmanship and communications with the public

and suppliers, management of the auto body service area, marketing, billing, scheduling, analyzing labor operation and inventory. Also included are management principles of human relations, employee motivation, and leadership. An aptitude for working with numbers and a desire to deal with the public would be helpful.

**Offered first half of spring semester.**

(3/45/0/0/0/6)

#### AUTB-1400

### STRUCTURAL ANALYSIS & DAMAGE REPAIR 1

*Prerequisite: None*

This is an advanced course that builds upon the knowledge gained in AUTB-1150 and AUTB-2150 to repair the more difficult or complicated types of damage sustained in a collision. It covers the makeup of a car chassis and the different types of damage that can occur to the frame and chassis, as well as the methods used for the repair of such damage.

**Offered fall semester only.**

(6/60/90/0/0/10)

#### AUTB-2150

### NON-STRUCTURAL ANALYSIS & DAMAGE REPAIR 2

*Prerequisite: AUTB-1150*

This course takes the student one step further in developing good metal straightening skills. The student is applying the knowledge from AUTB-1150. The student is moving into more advanced areas of the auto body repair process, such as the proper ways to replace a door skin, remove and install a quarter panel, and the correct repair of rust.

**Offered spring semester only.**

(6/60/90/0/0/10)

#### AUTB-2170

### PAINT & REFINISH 2

*Prerequisite: AUTB-1170*

This course is designed to take the student one step further in the development of paint and refinish skills. The student learns to match colors, as well as use new spray techniques to match the increasingly difficult colors used by auto manufacturers. This course also develops the skills necessary to meet the demands of customers.

**Offered spring semester only.**

(6/60/90/0/0/10)

#### AUTB-2400

### STRUCTURAL ANALYSIS & DAMAGE REPAIR 2

*Prerequisite: AUTB-1400*

This course is offered to take the student to a more advanced and hands-on level of the repair procedures involved in repairing the frame and structural components of both full frame and unibodied vehicles. Students sharpen the skills learned in AUTB-1400 to be proficient in identifying and reversing the effects of a collision.

**Offered spring semester only.**

(6/60/90/0/0/10)

#### AUTB-2500

### AUTO BODY INTERNSHIP

*Prerequisite: Completion of 12 credit hours and a GPA of 3.0 or higher in the Auto Body Program*

This internship is a cooperative agreement between industry and WNCC, which allows students to utilize and refine the skills learned in their educational process. All work is to be performed in accordance with industry standards and guidelines, and is supervised by industry and school representatives.

(1-3/0/0/0/60-180/V)

## AUTOMOTIVE TECHNOLOGIES

#### AUTO-1150

### AUTOMOTIVE INTERNET & COMPUTER SKILLS

*Prerequisite: None*

A course covering all phases of (PC) Computer use such as but not limited to: (1) The Internet as related to the Automotive Industry. (2) Use of Alldata and Mitchell on Demand systems. (3) Other Automotive related programs as needed.

(Spreadsheets) (Word processors) (Data bases).

(2/30/0/0/0/2)

#### AUTO-1160

### ENGINE REBUILDING 1

*Prerequisite: None*

A course covering types, design, and theory of today's automobile, agricultural and commercial gas, and diesel engines. Engine components, their function and relationship to each other, shop safety, hand tools, precision instruments, engine principles, and engine restoration are covered. Students may supply shop projects, but it is not mandatory.

**Offered fall semester only.**

(6/60/90/0/0/10)

#### AUTO-1170

### ELECTRICAL TUNE-UP

*Prerequisite: None*

This class enables the student to understand the complete ignition system. It includes changing and setting points and plugs, repair and trouble shooting electronic ignition systems, scope operation, distribution machines, checking compression, and cylinder leakage. New GM and Ford onboard computer systems are covered. Special tools required to work on computer systems are introduced. Students may supply shop projects, but it is not mandatory.

**Offered fall semester only.**

(6/60/90/0/0/10)

#### AUTO-1180

### FUEL SYSTEMS & CARBURETION

*Prerequisite: AUTO-1170*

This course enables the student to understand all types of fuel systems. The class includes rebuilding one-barrel, two-barrel,

and four-barrel carburetors. This class also covers electrical and mechanical fuel pumps. The computer controlled systems using both carburetors and fuel injection are covered in depth. Special tools needed to trouble-shoot modern systems are used. Infra-red exhaust testing and emission controls are stressed in the class. Students may supply shop projects, but it is not mandatory.

**Offered spring semester only.**

(6/60/90/0/0/10)

#### AUTO-1200

##### AUTO PARTS & SERVICE ADVISOR SPECIALIST

*Prerequisite: None*

This course covers auto parts distribution, salesmanship and merchandising, inventory control, catalog indexing and use; price levels, communications with the public and supplies; and solving customer/employee relations. Also includes the management principles of human relations, employee motivation and leadership. An aptitude for working with numbers and a desire to deal with the public would be helpful.

(3/45/0/0/0/3)

#### AUTO-1220

##### AGRICULTURE MECHANICS & HYDRAULICS

*Prerequisite: None*

This course covers a broad range of basic mechanics and hydraulics, aimed at heavy duty equipment such as farm machinery, tractors, and trucks. Practical experience in machinery, maintenance, and fabrication is demonstrated such as: welding, engine fundamentals, modification and general equipment rebuilding and repair. Also covered is special maintenance required for farm tractors. Students may supply shop work, but it is not mandatory.

(6/60/90/0/0/10)

#### AUTO-1235

##### AUTOMOTIVE BRAKE SYSTEMS

*Prerequisite: None*

This course covers braking systems used in automotive, commercial, and agriculture vehicles. Emphasis is placed on braking system principles, wheel bearing service, and ABS components, operation, diagnosis, and service.

(4/30/90/0/0/8)

#### AUTO-1240

##### AUTOMOTIVE SUSPENSION, STEERING & ALIGNMENT

*Prerequisite: None*

This course covers suspension systems and alignment angles used in automotive, commercial, and agriculture vehicles. Emphasis is placed on front and rear suspension, wheel balancing, spring and shock absorbers, manual and power steering and wheel alignment.

(3/15/90/0/0/8)

#### AUTO-1270

##### AUTOMATIC TRANSMISSIONS/TRANSAXLES & MANUAL TRANSAXLES

*Prerequisite: None*

This is a course with emphasis on power trains, including the theory and shop practice of automotive, commercial, and agriculture vehicles. Automatic transmission units, and transaxle assemblies used in automobile, commercial, and agricultural vehicles are explained. Students may supply shop work, but it is not mandatory.

**Offered spring semester only.**

(6/60/90/0/0/10)

#### AUTO-1290

##### MANUAL TRANSMISSIONS & DIFFERENTIAL AXLES

*Prerequisite: None*

This course emphasizes power trains, including the theory and shop practice of automotive, commercial, and agriculture vehicles. Manual transmission units and differential axles used in automobile, commercial, and agricultural vehicles are explained. Students may supply shop work, but it is not mandatory.

**Offered fall semester only.**

(3/30/45/0/0/5)

#### AUTO-1320

##### AUTOMOTIVE ELECTRICAL SYSTEMS

*Prerequisite: None*

This course covers all phases of electronic fundamentals, electrical systems, chassis, electrical wiring, cranking, and charging systems used in the automobile, commercial, and agriculture vehicle industry. Students may supply shop work, but it is not mandatory.

(6/60/90/0/0/10)

#### AUTO-1350

##### AUTOMOTIVE HEATING & AIR CONDITIONING

*Prerequisite: AUTO-1320*

This is a course covering all phases of heating and air conditioning systems used in the automobile, commercial, and agriculture vehicle industry. Students may supply shop work, but it is not mandatory.

**Offered fall semester only.**

(4/45/50/0/0/6)

#### AUTO-1360

##### A/C REFRIGERATION R-134A SYSTEM

*Prerequisite: None*

This course is designed to cover R-134 air conditioning systems used in the automobile, commercial, and agricultural vehicle industry. Students may supply shop work, but it is not mandatory.

**Offered fall semester Only.**

(1/8/22/0/0/2)



**AUTO-1380****AUTOMOTIVE ANTI-LOCK BRAKE SYSTEMS***Prerequisite: AUTO-1230*

This is a course covering antilock brake systems used in all automobile and light trucks. Emphasis is placed on Teves and ABS brake systems.

**Offered as needed.**

(1/15/0/0/0/1)

**AUTO-1450****SPECIALIZED ELECTRONICS***Prerequisite: None*

This course covers all phases of electronic fundamentals, electrical systems, and chassis electrical wiring systems used in the automobile, commercial, and agriculture vehicle industry. Students may supply shop work, but it is not mandatory.

**Offered fall semester only.**

(4/60/0/0/0/4)

**AUTO-2010****ENGINE REBUILDING 2***Prerequisite: AUTO-1160*

This course covers engine components, their function, measuring for wear, diagnosis of engine problems, and complete reassembly procedures for engine overhaul. Students learn how to perform all engine related machine work such as valve grinding, cylinder honing, guide knurling, and cam bearing installation. Students may supply shop projects, but it is not mandatory.

**Offered spring semester only.**

(6/60/90/0/0/10)

**AUTO-2170****HIGH PERFORMANCE ENGINE BUILDING***Prerequisite: AUTO-1160*

A study of the fundamentals of applying high performance techniques and proper parts to the building of a high performance automotive engine.

(3/40/20/0/0/20)

**AUTO-2190****AUTO PARTS & SERVICE MANAGEMENT***Prerequisite: None*

This course covers auto parts distribution, salesmanship and merchandising, inventory control, catalog indexing and use, price levels, communications with the public and with suppliers, and solving customer/employee problems. This course also covers management of service area, estimating, marketing, billing, scheduling, and analyzing labor operations. Also included are the management principles of human relations, employee motivation, and leadership. An aptitude for working with numbers and a desire to deal with the public would be helpful.

**Offered fall semester only.**

(6/60/90/0/0/10)

**AUTO-2500****AUTO INTERNSHIP***Prerequisite: None*

This internship is a cooperative agreement between industry and WNCC, which allows students to utilize and refine the skills learned in their educational process. All work is to be performed in accordance with industry standards and guidelines, and is supervised by industry and school representatives.

(1-3/0/0/0/60-180/V)

**AVIATION TECHNOLOGIES****AVIA-1030****GROUND SCHOOL FOR PILOTS***Prerequisite: None*

This course is intended to prepare the student for both the private pilot and commercial pilot written tests. Topics such as aerodynamics, aircraft operation, aircraft weight and balance, meteorology, navigation and computation, and FAA regulations are covered in sufficient depth that the successful student can pursue an aviation career or flying goal.

(3/45/0/0/0/3)

**AVIA-1060****GENERAL PHASE I***Prerequisite: None*

The student solves basic mathematical problems, calculate volumes, extract roots, raise numbers to given powers, calculate simple machine problems and study fluid and heat dynamics as related to aircraft. The study of basic electricity includes electron flow in DC and AC circuits, the use of electrical instruments, current flow calculation, wiring diagram interpretation, battery inspections, and basic troubleshooting. A study of position and warning systems is taught to complete this course of study. Offered fall semester only.

(6/60/90/0/0/10)

**AVIA-1070****GENERAL PHASE II***Prerequisite: None*

This course is designed to familiarize the student with aeronautical terms and nomenclature, study of basic aircraft construction techniques, and theory of flight. The student is taught weight and balance procedures, how to weigh an aircraft and determine the C.G. and empty weight. General aircraft instrument theory, construction, and maintenance are included in this course of study. The student is introduced to blueprints, graphs and diagrams. A study of aircraft hardware and materials, non-destructive inspection of aircraft parts, and precision measuring is accomplished.

**Offered fall semester only.**

(6/60/90/0/0/10)

**GENERAL PHASE III***Prerequisite: None*

This is a comprehensive study of Airframe cleaning and corrosion. Covering the elements that cause corrosion and the preventative maintenance procedure required to control this problem. Safe aircraft movement and ground operation procedures are demonstrated. The fabrication, inspection and preventive maintenance of ridged and flexible fluid, and pneumatic lines are covered. Aircraft are manufactured, maintained and flown in accordance with the Federal Aviation Regulations. Aviation maintenance technicians must research, comprehend, and comply with these regulations to maintain a safe and airworthy aircraft. This course is completed with a study of airborne navigation and communication systems.

**Offered fall semester only.**

(6/60/90/0/0/10)

## AVIA-1110

**AIRFRAME PHASE 1***Prerequisite: None*

The student is introduced to sheet metal aircraft construction. Composite materials are emphasized including wood structures. The basic stresses acting on the aircraft structure leads to the importance of maintenance and repair of all types of materials used in aircraft construction. Repair techniques are practiced to industry levels using all the tools necessary to complete lab projects to a return to service standard.

**Offered spring semester only.**

(6/60/90/0/0/10)

## AVIA-1120

**AIRFRAME PHASE II***Prerequisite: None*

This course is an in-depth study of special fasteners, repair techniques and preparation procedures for dissimilar materials. The student inspects and evaluates type of repairs permitted using the correct aircraft structures repair manuals. The installation, inspection and repair of aircraft fabric covering, and painting systems are studied. Inspection, service and repair of ice and rain control systems and airframe fire detection-protection systems complete this course of study.

**Offered spring semester only.**

(6/60/90/0/0/10)

## AVIA-1130

**AIRFRAME PHASE III***Prerequisite: None*

This course is intended to develop the necessary skills to understand the theory and perform maintenance of aircraft electrical systems with a strong emphasis on troubleshooting. Routine maintenance, inspection and troubleshooting of hydraulic and pneumatic systems is included. This course of study concludes with a class in aircraft welding which includes methods of welding, and acceptable repairs.

**Offered spring semester only.**

(6/70/100/0/0/11)

## AVIA-1140

**AIRFRAME PHASE IV***Prerequisite: None*

This course of study includes several typical landing gear systems. Topics include shock absorbing systems, wheel alignment, brakes, anti-skid systems, wheels, bearings, tires and tire balance. Safe jacking procedures are taught along with retraction checks. Emphasis on safe work habits and procedures are practiced.

**Offered fall semester only.**

(3/30/45/0/0/10)

## AVIA-1150

**AIRFRAME PHASE V***Prerequisites: None*

The student is taught the procedures for assemble and rigging of an aircraft using the manufacturer's maintenance data and the Type Certificate Data Sheets. Fix and rotor wing emphasis is placed on the flight characteristics and stability. Flight control operation and movement, as well as helicopter operation and rigging, is also included in this course. Aircraft fuels, fuel systems inspection, maintenance repair, and safety are included in this course of study.

**Offered fall semester only.**

(3/30/45/0/0/10)

## AVIA-1160

**AIRFRAME PHASE VI***Prerequisite: None*

This course is a study of the vapor-cycle and air cycling cooling in conjunction with cabin pressurization systems used in aircraft. Aircraft heating and oxygen system operation, maintenance, and repair complete the study of environmental systems. Inspection of the airframe, in order to maintain an airworthy aircraft, meeting requirements of the Federal Aviation Administration, and the airframe manufacturer complete this course of study.

**Offered fall semester only.**

(3/40/55/0/0/13)

## AVIA-1210

**POWERPLANT PHASE I***Prerequisite: None*

The student is introduced to the principles of heat engines, energy transformation, volumetric efficiency, and the 4-stroke 5-event engine. Factors affecting power, requirements, and configurations of piston engines construction methods, materials, and nomenclature are covered. The student is able to explain piston engine theory, energy transformation as well as calculate horse power, valve timing and compression ratios. The student is also able to explain factors affecting volumetric efficiency and identify all reciprocating engine parts.

**Offered fall semester only.**

(3/30/45/0/0/10)

**AVIA-1220****POWERPLANT PHASE II***Prerequisite: None*

This is a course directed toward developing the competence necessary to maintain, troubleshoot, and repair both reciprocating/turbine engine ignition systems and starting systems. The student studies low and high tension ignition systems, repair magnetos and ignition harnesses, test spark plugs, use the appropriate manuals, and test equipment to perform these functions. The ignition system is properly installed on an operational engine, which the student starts and operates. Correct troubleshooting procedures are observed.

**Offered fall semester only.**

(3/30/45/0/0/10)

**AVIA-1230****POWERPLANT PHASE III***Prerequisite: None*

This course introduces the student to the theory and operation of fuel metering used in aviation powerplants, as well as the fuel systems that deliver the fuel to the metering device. A comprehensive study of aviation fuels is also covered. Fire protection systems are included in this course of study. Inspection, check, service troubleshooting and repair of these systems concludes the course.

**Offered fall semester only.**

(3/30/70/0/0/13)

**AVIA-1240****POWERPLANT PHASE IV***Prerequisite: None*

This is a course devoted to the inspection, repair, development of overhaul skills, assembly, and return to service procedures. The use of overhaul data, inspection techniques, including non-destructive inspections, is emphasized. Items to be covered include principles and characteristics of lubricants, their importance to engine life, and how maintenance procedures may increase the life of a piston engine. The correct lubricant for the engine and accessories are discussed and engine data is researched to locate information related to using the correct products.

**Offered spring semester only.**

(6/60/90/0/0/10)

**AVIA-1250****POWERPLANT PHASE V***Prerequisite: None*

In this course the student is introduced to procedures used in the inspection of turbine and reciprocating engines. Instruction in the use of applicable regulations and manufacturer's guidelines are covered. Other topics to be covered include principles of engine electrical systems. The components, types, controls and wiring systems are covered along with wiring diagrams and using instrumentation to diagnose system or component failure. Instruction on propeller theory, governing systems, ice protection, maintenance and repair are included in this course.

**Offered spring semester only.**

(6/60/90/0/0/10)

**AVIA-1260****POWERPLANT PHASE VI***Prerequisite: None*

This course is a study of the history and development of the jet engine and its operating principles. The Brayton cycle is compared to the four-stroke engine in thermodynamics and components. Engine compressor and turbine section design and efficiency provides the student a comprehensive understanding of the engine. Variations of the turbine engine are reviewed as auxiliary power units, unducted fans, turboprop, turbo shaft and high bypass fans. Reciprocating and turbine engine induction, exhaust and instrumentation complete this course.

**Offered spring semester only.**

(6/70/120/0/0/13)

**AVIA-2500****AVIATION INTERNSHIP***Prerequisite: None*

The internship is a cooperative agreement with Western Nebraska Community College and an industry partner. This internship program provides valuable hands-on learning experiences in aspects of the operations of the industry partner. The internship program provides students the opportunity to apply information from classes to real life experiences. Students are able to explore career opportunities that are available and gain valuable work experience.

(3/0/0/0/180/V)

**BIOLOGICAL SCIENCES****BIOS-1000****BASIC NUTRITION***Prerequisite: None*

This course is intended for students who need to learn basic nutritional information. Included are the basic nutrients, their functions, food sources and the effect of deficiencies.

(3/45/0/0/0/3)

**BIOS-1010 (ST)****GENERAL BIOLOGY***Prerequisite: None**Co-requisite(s): BIOS-1010L*

This course covers fundamental processes of cells and organisms, cell structure, genetics, evolution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystem, and biosphere level. It is designed as both a course for non-majors and as a foundation course for those planning additional work in biology.

(4/45/30/0/0/5)

BIOS-1010L

### GENERAL BIOLOGY LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-1010

BIOS-1100 (ST)

### ENVIRONMENTAL SCIENCE

*Prerequisite:* None

*Co-requisite(s):* BIOS-1100L

This course presents a background in ecology as a basis for understanding the pollution problems in our environment. Topics covered include: air, water, soil, solid waste, noise, and radiation pollution. Also included is a discussion of population growth, wildlife management, and controlling agencies involved in environmental protection.

(4/45/30/0/0/5)

BIOS-1100L

### ENVIRONMENTAL SCIENCE LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-1100

BIOS-1160 (ST)

### HUMAN ANATOMY & PHYSIOLOGY

*Prerequisite:* ACFS-0060R or Reading Placement Exam

*Co-requisite(s):* BIOS-1160L

This is an introductory course in human body structure and function. Emphasis is placed on anatomy, with attention also given to physiology, as related to the ten body systems. Credit cannot be received for both BIOS-1160 and BIOS-1540.

(4/45/30/0/0/5)

BIOS-1160L

### ANATOMY & PHYSIOLOGY LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-1160

BIOS-1300 (ST)

### GENERAL BOTANY

*Prerequisite:* BIOS-1010

*Co-requisite(s):* BIOS-1300L

This course covers structure and taxonomical relationships among the major plant groups in addition to investigations of their physiological processes.

**Offered spring semester only.**

(4/45/30/0/0/5)

BIOS-1300L

### GENERAL BOTANY LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-1300

BIOS-1380 (ST)

### GENERAL ZOOLOGY

*Prerequisite:* BIOS-1010

*Co-requisite(s):* BIOS-1380L

Characteristics and relationships of the major animal groups from protozoa through the mammals are discussed.

(4/45/30/0/0/5)

BIOS-1380L

### GENERAL ZOOLOGY LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-1380

BIOS-1401

### BIOLOGICAL SCIENCES INTERNSHIP 1

*Prerequisite:* None

This internship is a cooperative agreement with WNCC and community partners. This internship course provides valuable hands on learning experience in aspects of the operations of assigned partners. The student is fulfilling academic requirements of an established program in the biological sciences, pre-veterinary medicine, horticulture, or related disciplines. The internship course gives students the opportunity to apply information from classes to real life experiences. Students are able to explore career opportunities that are available and gain valuable work experience. This work experience can prove to be very valuable in the job market if the student intends to pursue a biological career upon graduation.

(1/0/0/0/60/V)

BIOS-1402

### BIOLOGICAL SCIENCES INTERNSHIP 2

*Prerequisite:* None

This internship is a cooperative agreement with WNCC and community partners. This internship course provides valuable hands on learning experiences in aspects of the operations of assigned partners. Students are fulfilling academic requirements of an established program in the biological sciences, pre-veterinary medicine, horticulture, or related disciplines. The internship course gives students the opportunity to apply information from classes to real life experiences. Students are able to explore career opportunities that are available and gain valuable work experience. This work experience can prove to be very valuable in the job market if the student intends to pursue a biological career upon graduation.

(2/0/0/0/120/V)

BIOS-1403

### BIOLOGICAL SCIENCES INTERNSHIP 3

*Prerequisite:* None

This internship is a cooperative agreement with WNCC and community partners. This internship course provides valuable hands on learning experiences in aspects of the operations of assigned partners. The student is fulfilling academic requirements of an established program in the



biological sciences, pre-veterinary medicine, horticulture, or related disciplines. The internship course gives students the opportunity to apply information from classes to real life experiences. Students are able to explore career opportunities that are available and gain valuable work experience. This work experience can prove to be very valuable in the job market if the student intends to pursue a biological career upon graduation.  
(3/0/0/0/180/V)

#### BIOS-1540 (ST)

### HUMAN PHYSIOLOGY & ANATOMY I

*Prerequisite:* ACFS-0060R or Reading Placement Exam

*Co-requisite(s):* BIOS-1540L

Topics covered include the introduction of human anatomy and physiology, introduction to the chemical basis of life, cells, cellular metabolism, tissues, integumentary, skeletal, joints, muscular, nervous systems and somatic and special senses. Credit cannot be received for both BIOS-1160 and BIOS-1540.

**Offered fall semester only.**

(4/45/30/0/0/5)

#### BIOS-1540L

### HUMAN PHYSIOLOGY & ANATOMY LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-1540

#### BIOS-1620 (ST)

### HUMAN PHYSIOLOGY & ANATOMY 2

*Prerequisite:* BIOS-1540

*Co-requisite(s):* BIOS-1620L

This course is a continuation of BIOS-1540. Topics covered include the structure and function of the circulatory, respiratory, digestive, endocrine, reproductive, and excretory systems. Also included is a study of the fluid electrolyte and pH balances of the body.

**Offered spring semester only.**

(4/45/30/0/0/5)

#### BIOS-1620L

### HUMAN PHYSIOLOGY & ANATOMY 2 LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-1620

#### BIOS-2000

### INTRODUCTION TO SCIENTIFIC RESEARCH

*Prerequisite:* ENGL-1010, CHEM-1600, PHYS-1300, BIOS-1010, or GEOL-1010

This course helps prepare students for a career in scientific research. Students begin to identify their goals as scientists, and begin to discover pathways to meet these goals. Students also become more acquainted with the processes used in scientific discovery. Over the course of the semester, the students identify centers of scientific research in areas of interest to them, prepare curriculum vitae, conduct a literature review, and communicate research plans in both written and oral form.

(1/15/0/0/0/1)

#### BIOS-2050 (ST)

### NUTRITION & DIET THERAPY

*Prerequisite:* LPNR-1110 or BIOS-1160 or BIOS-1010 or BIOS-1540

*Co-requisite(s):* BIOS-1160 or LPNR-1110

This course is intended for students who need to learn basic nutritional information for the medical field. Included are the basic nutrients, their functions, food sources and the effect of deficiencies. There is an emphasis on correct information to combat food faddism. Planning for normal nutrition through the life cycle and special needs of the elderly, children and pregnant women is discussed, as well as sanitation of food, legislation, and labeling as it affects the food supply.

(3/45/0/0/0/3)

#### BIOS-2051

### DIET THERAPY

*Prerequisite:* None

The purpose of this course is to provide an additional hour of Nutrition/Diet Therapy to an incoming student who has completed a 2-hour nutrition class at another institution. The WNCC LPN prerequisite is a 3 credit hour class that includes both nutrition and diet therapy.

(1/15/0/0/0/1)

#### BIOS-2120 (ST)

### GENETICS

*Prerequisite:* BIOS-1010 BIOS-1540 BIOS-1540L

*Co-requisite(s):* BIOS-2120L

This course is a study of inheritance patterns, gene composition, variations, and action. Mechanisms of transmission, molecular genetics, and population genetics are covered. Practical applications in medicine, agriculture, and biotechnology and hands-on laboratory experience with plants, animals, microbes, and electrophoresis are provided.

(4/45/30/0/0/5)

#### BIOS-2120L

### GENETICS LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-2120

#### BIOS-2460 (ST)

### MICROBIOLOGY

*Prerequisite:* BIOS-1160 BIOS-1010 BIOS-1540 LPNR-1110

*Co-requisite(s):* BIOS-2460L

This is a basic course in microbiology with emphasis on structure, function, development, physiology, classification, and identification of microorganisms.

(4/45/30/0/0/5)

#### BIOS-2460L

### MICROBIOLOGY LAB

*Prerequisite:* None

*Co-requisite(s):* BIOS-2460

## **BUSINESS ADMINISTRATION**

**BSAD-1000**

### **FRESHMAN SEMINAR**

*Prerequisite: None*

This course provides an introduction to the academic, social, interpersonal, and intrapersonal environments that Western Nebraska Community College students encounter while attending college. It is designed to enhance students' skills, thereby increasing their success in college and in life. Objectives of the course are to build a bridge for educational attitudes and abilities that transition into life and career choices. Students interact with their faculty advisors; explore and define academic integrity, learning styles, and study habits; develop library researching skills; manage collegiate finances; and engage with all that WNCC has to offer.  
(1/15/0/0/0/1)

**BSAD-1050**

### **INTRODUCTION TO BUSINESS ADMINISTRATION**

*Prerequisite: None*

This basic business course includes an introductory discussion in the following areas: the economic setting of business, the structure of business, business financing, management, ethical and social responsibilities of business, marketing, and physical distributions of goods and services. The areas discussed in this course serve as the basic foundations for more specialized courses in business. Also offered online.  
(3/45/0/0/0/3)

**BSAD-2070**

### **SALESMANSHIP**

*Prerequisite: None*

This course is designed to introduce the student to sales in the marketing world. Emphasis is placed on selling as a rewarding career, the role of the salesperson, types of selling jobs, and consumer relationships.

**Offered online.**

(3/45/0/0/0/3)

**BSAD-2110**

### **RETAILING**

*Prerequisite: None*

Retail management emphasizes the managerial study of retailing, plus the organization, structure, and distribution channels of retail agencies.

**Offered online.**

(3/45/0/0/0/3)

**BSAD-2120**

### **ADVERTISING**

*Prerequisite: None*

This course is designed to introduce the student to major problems of modern advertising promotion.

**Offered online.**

(3/45/0/0/0/3)

**BSAD-2300**

### **FUNDAMENTALS OF FINANCE**

*Prerequisite: None*

This course is designed to introduce the students to the fundamental concepts of business finance. This course covers the basic principles of financial markets, interest rates, risk and return, investments, project evaluation, as well as some general concepts in the area of international business finance.

**Offered as needed.**

(3/45/0/0/0/3)

**BSAD-2450**

### **BUSINESS ETHICS**

*Prerequisite: None*

This course is an analysis of how business and society interact through the study of consumerism, technology, and ethical and moral conviction. It is also an introduction to the concept of business ethics, an overview of major ethical issues that businesses face today, and a discussion of moral philosophy through an understanding of classical and contemporary ethical theories. Also offered online.

(3/45/0/0/0/3)

**BSAD-2500**

### **BUSINESS LAW 1**

*Prerequisite: None*

This is a course designed to be of practical value regardless of the subsequent occupation of the student. The course covers social forces and the law, classes and sources of law, agencies for enforcement, and court procedure. The entire area of contracts: offer, acceptance, consideration, illegality, interpretation, transfer of rights, discharge, and breach of contract is discussed. Also offered online.

(3/45/0/0/0/3)

**BSAD-2520**

### **PRINCIPLES OF MARKETING**

*Prerequisite: None*

This is an introductory course in the principle functions and practices of domestic and international marketing. This course is designed to discuss the following areas of marketing: consumer behavior, the production process, the distribution of goods and services, the pricing system, promotional activities, and marketing in special fields. Consumerism and the government's role in marketing are also introduced during this course. Also offered online.

(3/45/0/0/0/3)

**BSAD-2540**

### **PRINCIPLES OF MANAGEMENT**

*Prerequisite: None*

The five basic functions of management: planning, organizing, directing, leading, and controlling are studied in formulating and carrying out the objectives, policies, methods, and procedures in managing a successful business enterprise. Special emphasis is placed on individual and group behavior, communication, leadership, motivation, and morale as they

relate to the functions of management and the decision making process. A historical review of various management theories and philosophies is also introduced into the course. Also offered online.

(3/45/0/0/0/3)

**BSAD-2550**

### **BUSINESS LAW 2**

*Prerequisite: None*

This course is designed to be of practical value for both the college student and the business person for better understanding of the common transactions associated with receiving and extending credit, risks and remedies of buyers and sellers, warranties of sales, negotiable instruments and bank transactions, liabilities of using and extending credit through banks, buying and selling real and personal property, landlord and tenant relationships, mortgages, deeds, and easements. The duties, rights, and obligations of the agent, principal, and third party are discussed in the area of agency and employment. Bailment's and personal property rights are also discussed. Also offered online.

(3/45/0/0/0/3)

**BSAD-2600**

### **INTERNATIONAL BUSINESS**

*Prerequisite: BSAD-1050*

This course provides the student with a core course in international business focused on the environmental complexities that arise when business activities and institutions transcend international borders. A knowledge of general business procedures and activities would be helpful.

**Offered as needed.**

(3/45/0/0/0/3)

**BSAD-2650**

### **E-COMMERCE**

*Prerequisite: None*

A course designed to study the application of technology to Business Basics. The course introduces students to the use of the internet to create an e-world where business decisions revolve around e-entrepreneurship, e-business economics, e-communications, e-marketing, e-commerce finance, e-retailing, e-business consumers, e-commerce promotion, and e-commerce distribution. Also offered online.

(3/45/0/0/0/V)

**BSAD-2800**

### **BUSINESS CAPSTONE/STRATEGIC MANAGEMENT**

*Prerequisite: MRKT-2340 ACCT-1210*

*MNGT-1150 MNGT-2050 MNGT-2220 or*

*MNGT-2260*

This course is a capstone course for business students. The course provides students the opportunity to apply the knowledge acquired in their business degree program to advanced real-world situations. Students draw on their broadened awareness of various environmental influences (e.g. social and political) to solve real-world business problems in a web based computer business simulation.

**Offered as needed.**

(3/45/0/0/0/3)

## **BUSINESS TECHNOLOGY**

**BSTC-1100**

### **PERSONAL FINANCE**

*Prerequisite: None*

This is a basic course in the management of personal finances with emphasis given to financial planning, budgets, credit management, savings, tax planning, insurance, home-ownership, and investments. Also offered Online

(3/45/0/0/0/3)

**BSTC-1210**

### **BUSINESS COMMUNICATIONS**

*Prerequisite: ACFS-0050W or Writing Placement Exam*

The student is introduced to the foundations of communications in written and verbal formats. Students practice the writing process in letters, memos, emails, reports, and proposals. Presentation skills are introduced. The employment process is covered. Keyboarding skills are recommended. Also offered online.

(3/45/0/0/0/3)

**BSTC-1470**

### **INDIVIDUALIZED BUSINESS MATH I**

*Prerequisite: None*

This course is divided into three sections. The first section reviews fundamental arithmetic operations. The aim of this section is to develop speed and accuracy in performing these operations. The second section is on the use of equations and formulas; the emphasis in this section is on the percentage formula in solving business problems. In the third section, the concepts developed in the first two sections are applied to the study of commissions and bank reconciliation statements. This is an open-entry/open-exit course offered through the Independent Learning and Assessment Center. Hours to be arranged. Credit is not given for BSTC-1470, BSTC-1480, and BSTC-1490 if BSTC-1500 was taken.

(1/15/0/0/0/V)

**BSTC-1480**

### **INDIVIDUAL BUSINESS MATH 2**

*Prerequisite: BSTC-1470*

This course is divided into four sections. The first section discusses the different types of negotiable instruments. The second section discusses the mathematics of marketing, including cash and trade discounts and mark-on. The third section covers various components of payroll preparation and mark-on, and the fourth section deals with sales, income, and property taxes. This is an open-entry/open-exit course offered through the Independent Learning and Assessment Center. Hours to be arranged. Credit is not given for BSTC-1470, BSTC-1480, and BSTC-1490 if BSTC-1500 was taken.

(1/15/0/0/0/V)

**BSTC-1490****INDIVIDUAL BUSINESS MATH 3****Prerequisite:** *BSTC-1480*

This course is divided into five sections. The first section discusses several aspects involved in owning a business; for example, financial statements, inventory pricing, and accounting ratios. The second section deals with different methods of computing depreciation, and the third section treats compound interest and related topics. The fourth section covers fire and life insurance, and the fifth section discusses measures of correlation, the interpretation of charts and graphs, and the consumer price index. This is an open-entry/open-exit course offered through the Independent Learning and Assessment Center. Hours to be arranged. Credit is not given for OFFT-1470, OFFT-1480, and OFFT-1490 if OFFT-1500 was taken.

(1/15/0/0/0/V)

**BSTC-1500****BUSINESS MATHEMATICS****Prerequisite:** *ACFS-0070M or Math Placement Exam*

This course consists of instruction in the fundamentals of mathematics as applied to business situations. The course includes the study of fundamental mathematics and calculations for finance and accounting. Also offered online.

(3/45/0/0/0/3)

**BSTC-2100****MANAGERIAL FINANCE****Prerequisite:** *None***Co-requisite(s):** *ACCT-1210*

This course replaces ACCT-2300 computerized accounting in the business program. This is a course that transfers to UW, CSC, UNL. The course description is: This class is designed to provide the students with the basic knowledge of finance. It provides the principles and tools needed to make important decision in finance, namely capital budgeting and financing decisions. The major topics include time value of money, stock and bond valuation, investment decision criteria, Capital Asset Pricing Model, and cost of capital. This class provides you with a broad overview of the field of finance.

(3/45/0/0/0/3)

**BSTC-2330****RECORDS MANAGEMENT****Prerequisite:** *None*

Each phase of the life of records is studied from record creation to disposal. Indexing systems, equipment, supplies, and physical conditions for various types of records are reviewed. This course stresses the importance of record control as an administrative function. A manual packet as well as a computerized database simulation is covered for a thorough study.

**Offered online.**

(3/45/0/0/0/3)

**BSTC-2340****OFFICE MANAGEMENT****Prerequisite:** *None*

In this course the student learns how to plan and organize an office, how to control office operations, and how to work effectively with people. Students also learn the fundamentals of time, conflict, and stress management.

**Offered online.**

(3/45/0/0/0/3)

**BSTC-2400****CAREER DEVELOPMENT CAPSTONE****Prerequisite:** *None*

This course teaches the student how to prepare a professional-looking resume, cover letter, and reference sheet as well as how to address necessary follow-up correspondence in the employment process. Interviewing, business etiquette and protocol, salary negotiation, effective telephone techniques, portfolio development and use, projecting a professional image, human relation skills, and personality-type indicators are additional topics featured. Keyboarding skills are recommended. Also offered online.

(3/45/0/0/0/3)

**BSTC-2500****OFFICE INTERNSHIP 1****Prerequisite:** *None*

This course offers a student, referred to as an 'intern,' an opportunity to gain valuable hands-on experience in an office environment by working in a supervised office position. The intern receives both monetary compensation and college credit for this on-the-job training. An intern must work 180 hours during the semester.

(3/0/0/0/180/V)

**BSTC-2540****OFFICE INTERNSHIP 2****Prerequisite:** *None*

This course offers a student, referred to as an 'intern,' an opportunity to gain valuable hands-on experience in an office environment by working in a supervised office position. The intern receives both monetary compensation and college credit for this on-the-job training. An intern must work 180 hours during the semester.

**Offered as needed.**

(3/0/0/0/180/V)

**CHEMISTRY****CHEM-1500 (ST)****INTRODUCTORY CHEMISTRY****Prerequisite:** *MATH-0160 and ACFS-0600R or Reading Placement Exam***Co-requisite(s):** *CHEM-1500L*

This is an introductory course stressing concepts and qualitative understanding of the principles of chemistry. This course is designed for students requiring only one semester



or one year of chemistry and is recommended for students in agriculture, forestry, home economics, nursing, environmental technology, and other non-majors. It is not recommended for pre-engineering, pre-medicine, pre-dental, pre-pharmacy, or other majors requiring more than two semesters of chemistry. (4/45/30/0/0/5)

CHEM-1500L

### INTRO TO CHEMISTRY LAB

*Prerequisite:* None

*Co-requisite(s):* CHEM-1500

CHEM-1600 (ST)

### GENERAL CHEMISTRY 1

*Prerequisite:* MATH-0210 or Math Placement Exam

*Co-requisite(s):* CHEM-1600L

One year of high school chemistry is recommended. A study of basic chemical concepts including atomic structure, stoichiometry, reactions in aqueous solution, chemical periodicity, gases, and chemical bonding and molecular structure and thermochemistry. (4/45/30/0/0/5)

CHEM-1600L

### GENERAL CHEMISTRY 1 LAB

*Prerequisite:* None

*Co-requisite(s):* CHEM-1600

CHEM-1640 (ST)

### GENERAL CHEMISTRY 2

*Prerequisite:* CHEM-1600

*Co-requisite(s):* CHEM-1640L

This course is a study of rates of reaction, chemical equilibria, environmental chemistry, thermodynamics, electrochemistry, and nuclear chemistry.

**Offered spring semester only.**

(4/45/30/0/0/5)

CHEM-1640L

### GENERAL CHEMISTRY 2 LAB

*Prerequisite:* None

*Co-requisite(s):* CHEM-1640

CHEM-2340 (ST)

### ORGANIC CHEMISTRY 1

*Prerequisite:* CHEM-1640

*Co-requisite(s):* CHEM-2340L

This course is a study of the fundamentals of organic chemistry with emphasis on nomenclature, structure, stereochemistry, physical properties, and reactions and reaction mechanisms for the various series of aliphatic and aromatic compounds.

**Offered fall semester only.**

(4/45/45/0/0/6)

CHEM-2340L

### ORGANIC CHEMISTRY 1 LAB

*Prerequisite:* None

*Co-requisite(s):* CHEM-2340

CHEM-2370

### ORGANIC CHEMISTRY 2

*Prerequisite:* CHEM-2340

*Co-requisite(s):* CHEM-2370L

This course is a continuation of CHEM-2340.

**Offered spring semester only.**

(4/45/45/0/0/6)

CHEM-2370L

### ORGANIC CHEMISTRY 2 LAB

*Prerequisite:* None

*Co-requisite(s):* CHEM-2370

## CRIMINAL JUSTICE

CRIM-1010

### INTRODUCTION TO CRIMINAL JUSTICE

*Prerequisite:* ACFS-0060R or eCOMPASS

An overview of the history, development, and philosophies of crime control within a democratic society. Examines the criminal justice system with emphasis on the police, the prosecution and defense, the courts, and the correctional agencies.

(3/45/0/0/0/3)

CRIM-1015

### INTRODUCTION TO JAIL OPERATIONS

*Prerequisite:* ACFS-0060R or eCOMPASS

This course is designed to help students develop a general understanding of the jail and its role in American Society. The students explore problems and issues facing contemporary jail administrators and staff and have the opportunity to tour jails in the region and dialogue with the jail administrator and staff about problems and challenges. This course is for current employees in the corrections field and for students who have an interest in the corrections field.

(3/45/0/0/0/3)

CRIM-1020

### INTRODUCTION TO CORRECTIONS

*Prerequisite:* ACFS-0060R or eCOMPASS

Outlines corrections in a systematic process showing the evolving changes within institutional and community based corrections. Topics include, but are not limited to: the history of corrections; the influence of social thought and philosophy on the development of corrections; the rights of the incarcerated inmate; and the duties of the correctional officer.

(3/45/0/0/0/3)

## COURTS & THE JUDICIAL PROCESS

**Prerequisite:** ACFS-0060R or eCOMPASS

Survey of the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions, and processes. Coverage includes adult and civil courts.

(3/45/0/0/0/3)

## CRIM-1140

### REPORTING TECHNIQUES FOR CRIMINAL JUSTICE

**Prerequisite:** ACFS-0060R or eCOMPASS

The student learns to observe and document the behavior of crime victims, witnesses and suspects. The student also learns to accurately describe and record conditions and activities or crime scenes for courtroom presentations. In accordance with the legal guidelines of confidentiality, each student maintains a log of classroom and field experiences.

(3/45/0/0/0/3)

## CRIM-1500

### ASSESSMENT PRIOR CRIMINAL JUSTICE LEARNING

**Prerequisite:** None

This course is designed to assist matriculated students participating in the Assessment of Prior Criminal Justice Learning to evaluate their police academy and/or correctional officer academy training in relation to courses offered by Western Nebraska Community College. For certified police officers and correctional officers only.

(1/15/0/0/0/1)

## CRIM-2000

### CRIMINAL LAW

**Prerequisite:** ACFS-0060R or eCOMPASS

This course outlines the purpose and function of criminal law. Topics include but are not limited to: the rights and duties of citizens and police in relation to local, state, and federal law (i.e. arrest, search and seizure, confessions); the development, application, and enforcement of laws, constitutional issues, and sentencing.

(3/45/0/0/0/3)

## CRIM-2030

### POLICE & SOCIETY

**Prerequisite:** ACFS-0060R or eCOMPASS

This course is intended to examine the role of the police in relationship between law enforcement and American society. Topics include, but are not limited to: the role and function of police; the nature of police organizations and police work; and patterns of police-community relations.

(3/45/0/0/0/3)

## CRIM-2060

### CRIMINAL JUSTICE INTERNSHIP 3

**Prerequisite:** None

This course offers the student the opportunity to gain valuable hands-on experience in an actual criminal justice setting by

working in a law enforcement department. Students have the opportunity to rotate through the entire agency based on a protocol developed by the department head.  
(3/0/0/0/180/V)

## CRIM-2061

### CRIMINAL JUSTICE INTERNSHIP 1

**Prerequisite:** None

This course offers the student the opportunity to gain valuable hands-on experience in an actual criminal justice setting by working in a law enforcement department. Students have the opportunity to rotate through the entire agency based on a protocol developed by the department head.

(1/0/0/0/60/V)

## CRIM-2062

### CRIMINAL JUSTICE INTERNSHIP 1

**Prerequisite:** None

This course offers the student the opportunity to gain valuable hands-on experience in an actual criminal justice setting by working in a law enforcement department. Students have the opportunity to rotate through the entire agency based on a protocol developed by the department head.

(2/0/0/0/120/V)

## CRIM-2110

### JUVENILE JUSTICE

**Prerequisite:** ACFS-0060R or eCOMPASS

An examination of the origins, philosophy and objectives of the juvenile justice system. Topics include, but are not limited to, causation of crime (i.e. race/gender, socioeconomic relevance, victimization), the juvenile court system, the law enforcement approach, corrections, and prevention.

(3/45/0/0/0/3)

## CRIM-2150

### CONTEMPORARY ISSUES IN CRIMINAL JUSTICE

**Prerequisite:** ACFS-0060R or eCOMPASS

This course will expose students to current social issues impacting the Criminal Justice field and its professionals, victims, and defendants. Possible topics include racism, sexism, homophobia, poverty, hate crimes, capital punishment, addiction, ethics, gangs, child abuse, terrorism, sexual assault, domestic violence, suicide, mental illness, pornography, prostitution, and other timely topics.

(3/45/0/0/0/3)

## CRIM-2180

### CRIMINAL JUSTICE ORGANIZATIONS, ADMINISTRATION & MANAGEMENT

**Prerequisite:** ACFS-0060R or eCOMPASS

This course introduces the student to the broad set of concepts, research, and practices that form a sound foundation for the management and administration of criminal justice organizations. A system-wide focus prepares students to study or work in a diverse range of criminal justice settings.

(3/45/0/0/0/3)

**CRIM-2200****CRIMINOLOGY***Prerequisite: ACFS-0060R or eCOMPASS*

This course examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention.

(3/45/0/0/0/3)

**CRIM-2250****COMMUNITY BASED CORRECTIONS***Prerequisite: ACFS-0060R or eCOMPASS*

This course is designed to introduce the correctional process as it is applied in a community setting. The course is designed specifically to focus on probation, parole, and other community based strategies for dealing with the offender.

(3/45/0/0/0/3)

**CRIM-2260****CRIMINAL INVESTIGATION***Prerequisite: ACFS-0060R or eCOMPASS*

This course is an introduction to criminal investigation procedures. A review of the historical development and how investigative processes relate to the law enforcement function. A study of the procedures including, but not limited to, properly collect, organize and preserve evidence, using basic investigative tools, examine the primary sources of information, analyze the importance of writing skills, and review the constitutional (legal) limitations of the investigation.

(3/45/0/0/0/3)

**CRIM-2350****SECURITY & LOSS PREVENTION***Prerequisite: ACFS-0060R or eCOMPASS*

This course focuses on the increasing role private security plays in the field of crime prevention, detection, and investigation. Forms of private security including armed protective services; retail loss prevention; industrial and institutional security; security surveys and risk analysis; and issues related to the manufacture, sale, installation, and the effectiveness of a variety of security system applications will be explored, as well as the impact of homeland security on the private security sector.

(3/45/0/0/0/3)

**CRIM-2900****SPECIAL TOPICS IN CRIMINAL JUSTICE***Prerequisite: ACFS-0060R or eCOMPASS*

The content of this course varies by semester and in any given semester its content is designed to allow for instruction in special content areas outside of the courses being offered by the Social Science Division. A class offered under this listing has a criminal justice emphasis chosen by a Criminal Justice faculty member on the basis of student/program demand, compatibility with the general nature of social science and related courses, and instructor interest/competence.

This course is offered periodically to meet student special interests in the field and is designed to cover specialized topics not usually presented in depth in regular courses already listed in the General Catalog. The course Special Topics (ST) may be repeated for credit as long as the topic presented is substantially different than a previously taken special topics class. In any given semester the course content is an examination of current problems or issues, organized in a lecture-discussion basis intended to involve students. Course content may vary as changing conditions require new approaches to emerging problems.

(1-3/15-45/0/0/0/V)

**CRIM-2900A****SPECIAL TOPICS IN CRIMINAL JUSTICE:  
ETHICS & CRIMINAL JUSTICE***Prerequisite: ACFS-0060R or eCOMPASS*

This course is an intense examination of the ethical considerations facing the criminal justice practitioner. Topics include determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics and corrections, the ethics of punishment, policy and management issues, professionalism, pride and ethics for practitioners.

(3/45/0/0/0/3)

**CRIM-2900F****SPECIAL TOPICS IN CRIMINAL JUSTICE:  
POLICE COMMUNITY RELATIONS***Prerequisite: ACFS-0060R or eCOMPASS*

Students explore the working practicalities of various effective community, ethnic group, and human and race relations programs. Students learn tools for using the community to effectively present crime. Real world case studies and available community statistics are examined to illustrate the correlations between effective community management and reduced crime.

(3/45/0/0/0/3)

**CRIM-2900G****SPECIAL TOPICS IN CRIMINAL JUSTICE:  
UNDERSTANDING GANGS***Prerequisite: ACFS-0060R or eCOMPASS*

This course offers students a unique perspective on current gang issues with a comprehensive, interdisciplinary, understandable and contemporary format. Discussions focus on contemporary studies and theories of gang behavior. We also explore gender issues, race and ethnicity, gangs in prisons and schools, gang victimization, and prevention and intervention programs.

(3/45/0/0/0/3)

## **COSMETOLOGY**

CSMO-1010

### **COSMETOLOGY SCIENCE**

*Prerequisite: None*

This course is for the student pursuing an Associate of Applied Science degree in Cosmetology. Topics included are: bacteriology, sanitation, cells, anatomy, physiology, histology, electricity, light, and chemistry.

(3/45/0/0/0/3)

CSMO-1500

### **COSMETOLOGY THEORY 1**

*Prerequisite: None*

*Co-requisite(s): CSMO-1520 CSMO-1540*

This course introduces the cosmetology student to the fundamental theories of the cosmetology field. The basics of Cosmetology Theory include the following units: identifying cosmetology careers, displaying professionalism, receptionist skills, exhibiting safety procedures, draping, shampoos and rinses, haircutting, wet and dry hair styling, permanent waving, hair relaxing and straightening, hair coloring, manicuring, facials and makeup, and temporary removal of unwanted hair.

(5/81/0/0/0/5)

CSMO-1520

### **COSMETOLOGY RELATED THEORY 1**

*Prerequisite: None*

*Co-requisite(s): CSMO-1500*

This course demonstrates to the cosmetology student the application of the theoretical concepts taught in CSMO-1500. This course demonstrates and allows practice on mannequins and fellow students to include: draping, scalp and hair care, shampoos, rinses, and conditioners, hair cutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials and facial makeup, and temporary removal of unwanted hair.

(5/0/225/0/0/14)

CSMO-1540

### **COSMETOLOGY PRACTICUM 1**

*Prerequisite: CSMO-1520*

*Co-requisite(s): CSMO-1500*

In this course the cosmetology student practices on clients the concepts taught in CSMO-1500 and demonstrated in CSMO-1520. This includes draping, scalp and hair care, shampoos, rinses, and conditioners, hair cutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials, and facial makeup.

(5/0/225/0/0/14)

CSMO-1600

### **COSMETOLOGY THEORY 2**

*Prerequisite: CSMO-1500*

*Co-requisite(s): CSMO-1620 CSMO-1640*

This course is the second level of Cosmetology Theory and builds on the fundamental theories of the cosmetology field taught in CSMO-1500. The units of Cosmetology Theory 2 include the following: draping and analyzing the hair and scalp, brushing, scalp manipulations, and treatments, shampoos, rinses, and conditioners, wet hair styling, thermal hair styling, haircutting, permanent waving, chemical hair relaxing, and Nebraska State Board of Cosmetology Law, Rules & Regulations.

(5/81/0/0/0/5)

CSMO-1620

### **COSMETOLOGY RELATED THEORY 2**

*Prerequisite: None*

*Co-requisite(s): CSMO-1600 CSMO-1640*

This course demonstrates to the cosmetology student the application of the theoretical concepts of the cosmetology field. This course demonstrates and allows practice on mannequins, models, and fellow students to include: draping, scalp and hair care, shampoos, rinses, and conditioners, hair cutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials and facial makeup, and temporary removal of unwanted hair.

(2.5/0/112/0/0/7)

CSMO-1640

### **COSMETOLOGY PRACTICUM 2**

*Prerequisite: None*

*Co-requisite(s): CSMO-1600 CSMO-1620*

In this course the cosmetology student practices on clients the concepts taught in CSMO-1500 and CSMO-1600 and demonstrated in CSMO-1520 and CSMO-1620. This includes draping, scalp and hair care, shampoos, rinses, and conditioners, haircutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials, and facial makeup.

(8.5/0/390/0/0/24)

CSMO-2110

### **COSMETOLOGY THEORY - SUMMER**

*Prerequisite: CSMO-1500*

*Co-requisite(s): CSMO-2120 CSMO-2130*

This course introduces the student to the basic fundamentals of managing a salon, or owning and operating their own beauty salon. The topics to be covered include: salon types and locations, buying, leasing, renting, or building a salon, permits, public utilities, and insurance, financing, decorating, buying equipment and supplies, personnel, human relations, operating a salon, advertising and retailing, and state regulations and procedures.

(3/45/0/0/0/3)



## **COSMETOLOGY RELATED THEORY - SUMMER**

### **CSMO-2120**

*Prerequisite:* None

*Co-requisite(s):* CSMO-2110 CSMO-2130

This course demonstrates to the cosmetology student the application of the theoretical concepts of the cosmetology field. This course demonstrates and allows practice on mannequins, models, and fellow students to include: draping, scalp and hair care, shampoos, rinses and conditioners, hair cutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials and facial makeup, and temporary removal of unwanted hair.

(1.5/0/67/0/0/7)

## **COSMETOLOGY PRACTICUM - SUMMER**

### **CSMO-2130**

*Prerequisite:* None

*Co-requisite(s):* CSMO-2110 CSMO-2120

In this course the cosmetology student practices on clients the concepts taught in CSMO-1500 and CSMO-1600 and demonstrated in CSMO-1520 and CSMO-1620. This includes draping, scalp and hair care, shampoos, rinses, and conditioners, haircutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials, facial makeup, and seasonal color analysis.

(5.5/0/247/0/0/26)

### **CSMO-2140**

## **COSMETOLOGY THEORY 3**

*Prerequisite:* CSMO-1500

*Co-requisite(s):* CSMO-2150 CSMO-2160

This course is the third level of Cosmetology Theory and builds on the fundamental theories of the cosmetology field taught in CSMO-1500. The units of Cosmetology Theory 3 include: draping and analyzing the hair and scalp, hair coloring, massage of hand, arm, face, and scalp, analyzing physical characteristics of your client, facials and facial make-up, manicuring, styling wigs and men's hairpieces, and Nebraska State Board of Cosmetology Law, Rules & Regulations.

(5/81/0/0/0/5)

### **CSMO-2150**

## **COSMETOLOGY RELATED THEORY 3**

*Prerequisite:* CSMO-1500

*Co-requisite(s):* CSMO-2140 CSMO-2160

This course demonstrates to the cosmetology student the application of the theoretical concepts of the cosmetology field. This course demonstrates and allows practice on mannequins, models, and fellow students to include: draping, scalp and hair care, shampoos, rinses and conditioners, hair cutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials and facial makeup, and temporary removal of unwanted hair.

(2.5/0/112/0/0/7)

### **CSMO-2160**

## **COSMETOLOGY PRACTICUM 3**

*Prerequisite:* None

*Co-requisite(s):* CSMO-2140 CSMO-2150

In this course the cosmetology student practices on clients and concepts taught in CSMO-1500 and CSMO-1600 and demonstrated in CSMO-1520 and CSMO-1620. This include draping, scalp and hair care, shampoos, rinses, and conditioners, haircutting, wet hair styling, thermal hair styling, permanent waving, hair coloring, massage, manicuring, facials, and facial makeup.

(8.5/0/390/0/0/24)

### **CSMO-2170**

## **COSMETOLOGY STATE BOARD EXAM REVIEW**

*Prerequisite:* CSMO-2160

This course serves as a review of CSMO-1010 through CSMO-2160 to assist students in successfully sitting for the Cosmetology State Board Exam. Students review and update their knowledge of applied science, fundamental theory, and the application of theoretical concepts, laws, rules and regulations governing the field of Cosmetology. Students practice and demonstrate competency by performing skills and applying theoretical concepts. The course is also designed to assist students in development of test taking skills for the state board exam. Upon completion of the course there are post-tests to assess the student's level of understanding and readiness to take the Cosmetology State Board Exam.

(1-12/0/45-540/0/0/V)

### **CSMO-2420**

## **TEACHER ORIENTATION 1**

*Prerequisite:* None

In this course the student is come familiar with methods used to transmit knowledge effectively and the skills, knowledge, and characteristics essential to good teaching.

(1/30/0/0/0/2)

### **CSMO-2430**

## **STERILIZATION & SANITATION 1**

*Prerequisite:* None

The student demonstrates the sanitization of combs, brushes, equipment, and implements to new students. The student also develops an understanding of safety rules and cosmetology law.

(3/93/0/0/0/6)

### **CSMO-2440**

## **CURRICULUM DEVELOPMENT 1**

*Prerequisite:* None

The student learns how to plan and execute a well-balanced training program for cosmetology.

(5/153/0/0/0/9)

CSMO-2460

## STUDENT EVALUATION 1

*Prerequisite: None*

The student develops an understanding of testing techniques, test planning, and evaluation.

(1/32/0/0/0/2)

CSMO-2480

## CLASSROOM MANAGEMENT & CLINICAL SUPERVISION 1

*Prerequisite: None*

The student instructor develops an understanding of records and reports for both theory and related theory, develop a filing system, and work on techniques of supervising the clinical area.

(5/153/0/0/0/10)

CSMO-2520

## TEACHER ORIENTATION 2

*Prerequisite: CSMO-2420*

This course is a continuation of CSMO-2420.

(1/32/0/0/0/2)

CSMO-2530

## STERILIZATION & SANITATION 2

*Prerequisite: None*

This course is a continuation of CSMO-2430.

(3/48/0/0/0/3)

CSMO-2540

## CURRICULUM DEVELOPMENT 2

*Prerequisite: CSMO-2440*

This course is a continuation of CSMO-2440.

(5/153/0/0/0/5)

CSMO-2560

## STUDENT EVALUATION 2

*Prerequisite: CSMO-2460*

This course is a continuation of CSMO-2460.

(1/32/0/0/0/2)

CSMO-2580

## CLASSROOM MANAGEMENT & CLINICAL SUPERVISION 2

*Prerequisite: CSMO-2480*

This course is a continuation of CSMO-2480.

(5/153/0/0/0/5)

## DRAFTING TECHNOLOGIES

DRAF-1250

### COMPUTER-AIDED DRAFTING & DESIGN (CADD)

*Prerequisite: None*

The student is introduced to the new thought processes that accompany computers. The speed and power of the computer enhance the knowledge and creativity of the student; students

no longer need to draw symbols or symmetrical shapes more than once. These tiresome tasks have been replaced by CADD functions that automate much of the drafting process. These are valuable skills in the electronics field that is advancing at a blinding pace.

(3/30/45/0/0/5)

DRAF-2250

### ELECTRONIC DRAFTING

*Prerequisite: DRAF-1250*

Advanced concepts, components and use of a CADD system used in electronics, block diagrams, interconnecting diagrams, and printed circuit boards are covered. Included are computer graphics and CADD system components, CADD drafting capability, geometry, views, dimensions, and functions, and CADD editing, symbols, and files. The course requires completing several CADD drawings.

(3/30/60/0/0/6)

DRAF-2300

### COMPUTER-AIDED DRAFTING & DESIGN 2 (AUTOCAD 2000)

*Prerequisite: DRAF-1250*

The AutoCAD 2 course introduces the student to the more advanced features of AutoCAD 2000, designed to provide the student with the necessary skills to streamline drawing tasks. The topics covered include polyline editing, multiview and auxiliary view constructions, layer management, dimensioning variables, blocks and W block attributes, attribute editing, external references, multiline layout, isometric drawings, dimensioning techniques.

(3/45/30/0/0/5)

DRAF-2350

### COMPUTER-AIDED DRAFTING 3 (AUTOCAD 2000)

*Prerequisite: DRAF-2300*

The advanced AutoCAD 3 course explores the three-dimensional viewing and construction capabilities of AutoCAD 2000 for Windows. Topics covered include a review of point coordinate entry; X, Y, and Z filters; and the User Coordinate System (UCS). Spherical and cylindrical coordinate entry, 3D viewing options, 3D geometry construction, surface mesh, region, and solid modeling are also introduced. Using paper space, model space, and multiple viewports for 3D constructions is covered. Creating presentation graphics using bitmap files, shading, and rendering are also discussed.

(3/45/30/0/0/5)

DRAF-2410

### AUTODESK INVENTOR R8

*Prerequisite: DRAF-1250 DRAF-2300 DRAF-2350*

This course is designed to aid individuals in learning the AutoDesk Inventory R8 program.

(3/45/0/0/0/3)

**AUTODESK REVIT BUILDING****Prerequisite: None**

AutoDesk Revit teaches you how to use the Revit program for residential and light commercial construction. You learn how to use the basic tools provided in Revit, and you learn how to customize Revit for your specific architectural applications. Topics are covered in the easy to understand sequence and progress in a way that allows you to become comfortable with the commands as your knowledge builds from one chapter to the next.

(3/45/0/0/0/3)

**EARLY CHILDHOOD EDUCATION****ECED-1010****CDA PREPARATORY SEMINAR I****Prerequisite: None**

This course is an introduction to early childhood education including an overview of the profession. The focus is on the development of children, specifically focused on developmentally age appropriate needs in the basic areas of physical, social, emotional, and intellectual development; and basic program management. Learning experiences and assignments are individualized based upon a training needs assessment and focus on the student's specific interests as a childcare professional. In addition to the weekly WNCC classroom seminar session, the student is expected to work in one or more local early childhood centers a minimum number of hours per week to satisfy practicum field placement requirements. For interested students, this course provides both 45-clock hours of formal child care education and 120 hours of experience working with children, which could be used towards CDA certification.

**Offered fall semester only.**

(3/45/0/0/0/3)

**ECED-1050****EXPRESSIVE ARTS****Prerequisite: ACFS-0060R or eCOMPASS**

This course focuses on the selection, construction, and use of materials, activities and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum is designed for teachers in early childhood education programs working with children from three to eight years of age.

(3/45/0/0/0/3)

**ECED-1060****OBSERVATION, ASSESSMENT & GUIDANCE****Prerequisite: ACFS-0060R or eCOMPASS**

This course introduces a variety of observation and guidance techniques used to observe children in early childhood education programs from birth to eight years. The course focuses on developmentally appropriate curriculum and positive guidance techniques found in an encouraging classroom.

(3/45/0/0/0/3)

**ECED-1110****INFANT/TODDLER DEVELOPMENT****Prerequisite: ACFS-0060R or eCOMPASS**

This course focuses on prenatal development through three years of age. Planning developmentally appropriate curriculum to include all domains of the child - physical, cognitive, emotional, and social - is examined.

(3/45/0/0/0/3)

**ECED-1120****PRESCHOOL CHILD DEVELOPMENT****Prerequisite: ACFS-0060R or Reading Placement Exam**

This course focuses on typical/atypical development of the child ages three through five years, in the domains of physical growth and motor skills, cognition and language, and social/emotional development.

(2/30/0/0/0/2)

**ECED-1150****INTRO TO EARLY CHILDHOOD EDUCATION****Prerequisite: ACFS-0060R or eCOMPASS**

This course serves as an overview of early childhood education -- the history, trends, theories, and philosophies embedded in evidence-based practices today. Examined are different program types, diversity, inclusion, licensing standards, current legislation, advocacy, and professionalism.

(3/45/0/0/0/3)

**ECED-1160****EARLY LANGUAGE & LITERACY****Prerequisite: ACFS-0060R or eCOMPASS**

This course focuses on the development of preliteracy and language skills from birth to age eight, leading to the emerging literacy skills of reading and writing. The planning, preparation, and implementation of language arts and literacy activities is demonstrated.

(3/45/0/0/0/3)

**ECED-1220****PRE-PRACTICUM****Prerequisite: ACFS-0060R or eCOMPASS**

This course is designed to provide an orientation to practicum experiences in the early childhood education program. Students review the process for setting up a practicum, forms used during the practicum, understand child care licensing requirement for their state, obtain a current health report and have their names cleared through appropriate background checks. Students understand practicum expectations and responsibilities, methods of evaluation, and the importance of professionalism in the work place.

(1/15/0/0/0/1)

**ECED-1221****INFANT TODDLER PRACTICUM**

*Prerequisite:* ECED-1150 ECED-1060 ECED-1110 ECED-1220 ACFS-0060R or Reading Placement Exam

This course is designed to provide an understanding of the developmental stages of children six weeks through thirty-six months-of-age by participating in hands-on learning experiences in selected child care settings. Students develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants and toddlers are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion sessions is required. A passing grade of 'C' or better is required for ECED majors. A nominal fee is assessed for liability insurance coverage on each student.

(2/0/0/90/0/V)

**ECED-1230****SCHOOL AGE CHILD DEVELOPMENT**

*Prerequisite:* None

This course focuses on typical/atypical development of the child ages 5-12 years in the domains of physical growth and motor skills, cognition and language, and social/emotional development.

(2/30/0/0/0/2)

**ECED-1240****PRESCHOOL & SCHOOL-AGE PRACTICUM**

*Prerequisite:* ECED-1150 ECED-1060 ECED-1120 ECED-1230 ECED-1220

This course is designed to provide an understanding of the developmental stages of children from three to eight years of age by participating in hands-on learning experiences in selected child care settings. Students develop an awareness of appropriate adult/child interaction while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children from 3-8 years of age are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion sessions is required. A passing grade of 'C' or better is required for all ECED majors. A nominal fee is assessed for liability insurance coverage on each student.

(2/0/0/90/0/V)

**ECED-2050****CHILDREN WITH EXCEPTIONALITIES**

*Prerequisite:* ACFS-0060R or eCOMPASS

This course focuses on the theory, development and philosophy of early childhood education programs serving children with exceptionalities. Topics include working with families, legislation, role of the interventionist, interdisciplinary teams and inclusion of children with special needs in natural environments. Strongly suggest: Prior knowledge of child growth and development.

(3/45/0/0/0/3)

**ECED-2060****EARLY CHILDHOOD EDUCATION CURRICULUM PLANNING**

*Prerequisite:* ACFS-0060R or eCOMPASS

*Co-requisite(s):* ECED-1150

This course prepares students to plan, prepare, and implement developmentally appropriate lesson plans through a curriculum web. Theme-based units, the Project Approach, High Scope, Reggio Emilia, and other interest-based curriculas are examined.

(3/45/0/0/0/3)

**ECED-2070****FAMILY & COMMUNITY RELATIONSHIPS**

*Prerequisite:* ACFS-0060R or eCOMPASS

*Co-requisite(s):* ECED-1150

This course focuses on the development of skills, techniques and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of community service learning required.

(3/45/0/0/10/V)

**ECONOMICS****ECON-1230 (SS)****GENERAL ECONOMICS**

*Prerequisite:* None

This course is a survey of the major economic issues of today for students not majoring in Law, Economics, or Business Administration. Economic policy, problems, and institutions are stressed. This course should not be taken as a prerequisite to, or in lieu of, ECON-2230 or ECON-2260. This class meets the three hour economics requirement for Nebraska state teacher certification. This course is also taught online.

(3/45/0/0/0/3)

**ECON-2230 (SS)****PRINCIPLES OF ECONOMICS (MICRO)**

*Prerequisite:* ACFS-0060R or Reading Placement Exam

This is a survey course covering the fundamental principles of modern microeconomics; that branch of economics which examines the behavior of individual consumers, firms, industries and markets. Supply and demand, product markets, factor markets and market failure are major topics of study as are different economic philosophies.

**Offered fall semester only.**

(3/45/0/0/0/3)

**ECON-2260 (SS)****PRINCIPLES OF ECONOMICS (MACRO)**

*Prerequisite:* ACFS-0060R or Reading Placement Exam

This is a survey course covering the fundamental principles of modern macroeconomics; that branch of economics which examines the economy at a comprehensive national level. Aggregate supply and demand, GDP, fiscal policy, monetary policy and economic growth are major topics of study, as are different economic philosophies.

**Offered spring semester only.**

(3/45/0/0/0/3)



## **EDUCATION**

### **EDUC-1110**

#### **INTRODUCTION TO PROFESSIONAL EDUCATION**

**Prerequisite:** ACFS-0060R or Reading Placement Exam

This course is designed to answer the quest “What are the things people beginning their formal study of education should know?” Included in the course is an introduction to the history and philosophies of education as well as curriculum analysis, school governance, finance, and contemporary problems in education.

This course is also taught online  
(3/45/0/0/0/3)

### **EDUC-1700**

#### **PROFESSIONAL PRACTICUM**

**Prerequisite:** EDUC-1110

**Co-requisite(s):** EDUC-1110

Designed to acquaint the student with the classroom situation and atmosphere by participation in the teaching-learning process. Includes observation and assistance in classroom-related activities under supervision of an experienced teacher.  
(1/0/30/0/0/V)

### **EDUC-2860**

#### **MUSIC EDUCATION FOR ELEMENTARY TEACHERS**

**Prerequisite:** EDUC-1110 ACFS-0050W or Writing Placement Exam

**Co-requisite(s):** EDUC-1110

The purpose of this course is to give all prospective elementary teachers the knowledge necessary to teach music. The student learns the elements of music, music in child development, specific applications for lessons, and contemporary teaching techniques.

(3/45/0/0/0/3)

### **EDUC-2890**

#### **ART EDUCATION FOR ELEMENTARY TEACHERS**

**Prerequisite:** EDUC-1110

**Co-requisite(s):** EDUC-1110

This is a methods course in teaching art at the elementary school level, including organization of units of work at various grade levels and practical experiences in a variety of projects and media. Requirements include out-of-class studio assignments.

**Offered spring semester only.**

(3/45/0/0/0/3)

## **EMERGENCY MEDICAL TECHNICIAN**

### **EMTL-1120**

#### **EMT-BASIC 1**

**Prerequisite:** None

This is the first part of the three part EMT-Basic course. The EMT-Basic candidate is familiarized with the introductory aspects of emergency medical care. Topics covered include the well-being of the EMT-Basic, medical/legal and ethical

issues, the human body, baseline vital signs and SAMPLE history, lifting and moving patients, airway and patient assessment. Practice skill labs are also conducted.  
(6.5/75/69/0/0/V)

### **EMTL-1130**

#### **EMT-BASIC 2**

**Prerequisite:** EMTL-1120

This is the second part of the EMT-Basic course. The knowledge and skills learned in EMT-Basic 1 are the foundation for the more complex knowledge and skills to be learned in EMT-Basic 2. Topics covered include Advanced Airway, Glucose Monitoring, Monitoring a Non-medicated IV, Trauma, Infants and Children and Operations. Practice skills labs are also conducted. Upon successful completion of EMT-Basic 2, the student is eligible to sit for the National Registry exam.

(6.5/75/69/0/0/V)

### **EMTL-1500**

#### **ADVANCED EMERGENCY MEDICAL TECHNICIAN 1**

**Prerequisite:** Current Emergency Medical Technician License or Current National Registered Emergency Medical Technician

This is the first semester of a two semester course and is designed for Emergency Medical Technicians who desire to progress to the Advanced Emergency Medical Technician level. The course builds on the knowledge and skills acquired in the EMT course and builds advanced life support knowledge, critical thinking, and skills through didactic, hands-on lab and clinical experiences. In addition to didactic and lab education the student must complete a minimum of 45 clinical experience hours.

Upon successful completion of Advanced Emergency Medical Technician 1 the student will be eligible to advance to Advanced Emergency Medical Technician 2.

Upon successful completion of the entire two semester course the student will be eligible to take the National Registry of Emergency Medical Technicians Advanced Emergency Medical Technician computer adaptive and skills examinations. This exam is approved by the Nebraska Health and Human Services Licensure Unit and the Nebraska Board of Emergency Medical Services for licensure in Nebraska.

*“The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.” ~ NHTSA National Emergency Medical Services Education Standards*  
(8/90/30/45/0/11)

**EMTL-1510****ADVANCED EMERGENCY MEDICAL TECHNICIAN 2****Prerequisite: EMTL 1500**

This is the second semester of a two semester course and is designed for Emergency Medical Technicians who desire to progress to the Advanced Emergency Medical Technician level. The course builds on the knowledge and skills acquired in the EMT course and builds advanced life support knowledge, critical thinking, and skills through 158 clinical hour experience.

*"The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system."* ~ NHTSA National Emergency Medical Services Education Standards  
(3.5/0/0/158/0/11)

**EMTL-2035****EMT-BASIC REFRESHER COURSE****Prerequisite: EMTL-1130**

This is a competency based course to help EMT-Basic maintain up-to-date proficiency in the EMS field and is based on the components of the national standard curriculum. Students are also exposed to new knowledge and skills resulting from advances in emergency medical care.  
(2/30/0/0/0/V)

**EMTL-2320****EMT PARAMEDIC 1****Prerequisite: None**

This is the first part of a three part paramedic course. During this course students are up-dated on airway and ventilation management and review pharmacology and medication administration principles. Environmental conditions, allergies and anaphylaxis, toxicology and life span are also covered. Students spend 90 hours in various clinical/field experiences.  
(7/75/0/90/0/V)

**EMTL-2330****EMT PARAMEDIC 2****Prerequisite: EMTL-2320**

This is the second part of a three part course. During this portion of the course, students complete 450 hours of clinical/field experience in a variety of settings. The 16 hour PALS course is included in this experience.  
(10/0/0/450/0/V)

**EMTL-2340****EMT PARAMEDIC 3****Prerequisite: EMTL-2330**

This is the third part of a three part paramedic course. During this course students cover advanced cardiac and neurologic concepts. Advanced pharmacology and medication administration specific to the paramedic are also covered. Students complete 90 hours of clinical/field experiences in a variety of settings.  
(7/75/0/90/0/V)

**ENGLISH****ENGL-0500****WORKPLACE WRITING****Prerequisite: ACFS-0030W or Writing Placement Exam and ACFS-0010R or Reading Placement Exam**

This course familiarizes students with writing strategies most often employed in vocational and technical fields and prepares them for entry-level workforce communication demands. Writing instruction and practice is given in areas such as: the development and writing of abstracts or summaries, correspondence, memoranda, job applications, and various short incident, progress, travel, or analytical reports. Evaluative emphasis is placed upon tone, content, format, grammar, and mechanics.  
(3/45/0/0/0/3)

**ENGL-1010 (WT)****ENGLISH COMPOSITION 1****Prerequisite: ACFS-0050W or Writing Placement Exam and ACFS-0060R or Reading Placement Exam or ESLX-0030 and ESLX-0031**

This course offers instruction and practice in the techniques of good writing, correlated with the reading and analysis of various types of factual literature.  
(3/45/0/0/0/3)

**ENGL-1110****COLLEGE VOCABULARY****Prerequisite: None**

This course is intended for individuals with an average vocabulary who wish to add to their reading, speaking, and writing vocabularies. This course is offered through the Independent Learning and Assessment Center.  
(2/30/0/0/0/V)

**ENGL-1170****RAPID READING****Prerequisite: None**

This course is intended for the average or above average readers who wishes to improve and vary their reading rates. The course includes the speed skills of skimming, scanning, and rapid reading. This course is offered through the Independent Learning and Assessment Center. Hours to be arranged.  
(2/30/0/0/0/V)

ENGL-1550 (WT)

## ENGLISH COMPOSITION 2

**Prerequisite:** ENGL-1010

A continuation of ENGL-1010, this course offers further practice in good writing based on the reading and critical analysis of literature as genre (such as short story, poetry, drama, novel). In addition, the course presents library research techniques and other skills needed for writing research papers. A formal research paper is required.

(3/45/0/0/0/3)

ENGL-2050\*

## AMERICAN LITERATURE, 1620-1865

**Prerequisite:** ENGL-1010

This survey course examines the chronological development of American literature from utilitarian writings to belles-letters as well as its social, political, religious, and philosophical backgrounds using the selected works of representative authors from colonial times through the Civil War.

**Offered fall semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

ENGL-2070\*

## AMERICAN LITERATURE, 1865-PRESENT

**Prerequisite:** ENGL-1010

This survey course deals with the rise of realism, naturalism, and other significant literary trends as represented in selected works from the post-Civil War period to the present.

**Offered spring semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

ENGL-2100\*

## CHILDREN'S LITERATURE

**Prerequisite:** ENGL-1010

This is a survey course designed to familiarize the student with the range of material available in the areas of children's literature. It covers material from the traditional to the contemporary, for a variety of ages in a variety of types, including picture books, folk tales, modern fantasy, poetry, realistic and historical fiction, biographies, and informational literature. The course familiarizes the student with children's literature so that he/she learns to select and evaluate appropriate materials for individual and group needs and interest.

**Offered spring semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

ENGL-2120\*

## INTRODUCTION TO ENGLISH LITERATURE

**Prerequisite:** ENGL-1010

This course is a study focusing upon the works of major authors from the literature of England, beginning with the early Middle Ages and concluding with the Twentieth Century. Attention is also given to appreciating influences from the

historical context of the works.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

ENGL-2130\*

## SURVEY OF ENGLISH LITERATURE 1

**Prerequisite:** ENGL-1010

This is a thorough study of the literary works and the times in which they occurred beginning with the earliest Anglo-Saxon literature and extending to the 17th century. Stress is laid upon the philosophical background of each period so that individual literary works can be better understood and placed in perspective.

**Offered fall semester of alternate years only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

ENGL-2160\*

## SURVEY OF ENGLISH LITERATURE 2

**Prerequisite:** ENGL-1010

This is a continuation of ENGL-2130, beginning with the 18th century and extending to the present time.

**Offered spring semester of alternate years only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

ENGL-2190\*

## THE NOVEL

**Prerequisite:** ENGL-1010

This course is a study of major novels, both past and present. The course is designed to acquaint the student with this genre, the most popular literary form today, so that the student can better see the contemporary world through past and present works while learning the technical aspects of such literature. Along with the appreciation of the individual works, the history of the novel is considered to enhance the understanding of each selection.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

ENGL-2200

## CREATIVE WRITING

**Prerequisite:** ENGL-1010

This course offers a study in the guided creation and refinement of original works, normally conducted with an instructor-determined focus with specific genres such as poetry, fiction, magazine writing, or creative non-fiction.

(3/45/0/0/0/3)

## **ENGINEERING**

### **ENGR-1001**

#### **INTRODUCTION TO SITE SEMINAR**

***Prerequisite: None***

This seminar course is for Scholarships in Information Technology and Engineering (SITE) recipients. The course is required for the SITE students. The seminar covers orientation to WNCC policies and procedures, success in college strategies, Individualized Education and Career Plans (IECPs), career options in IT and engineering, time management, goal setting, teamwork, research skills, problem solving, and oral/written reports.

(1/10/20/0/0/2)

### **ENGR-1002**

#### **SITE SEMINAR 2**

***Prerequisite: None***

This seminar course is for Scholarships in Information Technology and Engineering (SITE) recipients. The course is required for the SITE students. This second seminar covers continued work on success in college strategies, Individualized Education and Career Plans (IECPs), career options in IT and engineering, time management, goal setting, teamwork, research skills, problem solving, and oral/written reports. (1/10/20/0/0/2)

### **ENGR-1010**

#### **INTRODUCTION TO ENGINEERING DESIGN**

***Prerequisite: None***

Introduction to the engineering profession, engineering problem solving and engineering design with an emphasis on current topics. Course material is presented using projects and group learning activities.

(3/45/0/0/0/3)

### **ENGR-1020**

#### **PROGRAMMING & PROBLEM SOLVING**

***Prerequisite: None***

A freshman engineering course that introduces students to the engineering problem solving process in the context of high level structured computer programming. The course consists of a sequence of programming assignments that require students to write computer programs to solve engineering problems. All of the computer assignments are written in MATLAB.

(3/45/0/0/0/3)

### **ENGR-1070**

#### **GRAPHICS FOR ENGINEERS**

***Prerequisite: None***

The engineering student learns to read and communicate technical information by means of technical drawing. The use of standard drawing equipment, and the computer (CAD) as the principal tool of the drafter's workstation, together with basic principles of descriptive geometry and graphical representation of technical data are covered. Freehand sketching is also included in this course.

(3/30/30/0/0/4)

### **ENGR-2010**

#### **INTRODUCTION TO CIRCUITS & ELECTRONIC**

***Prerequisite: None***

This course includes studies of direct and alternating currents including basic circuit analysis. This course is designed to provide students with an understanding of basic electronic circuit elements; resistance, capacitance, and inductance and series/parallel circuit analysis. This course also includes the study of operational amplifiers, digital logic concepts, and basic diode concepts.

(3/45/0/0/0/3)

### **ENGR-2020**

#### **STATICS**

***Prerequisite: MATH-2150***

This course is a rigorous presentation and discussion (based on deductive reasoning) of the fundamental principles of the mechanics of rigid bodies: STATICS and their application to the solution of engineering problems. Vector Methods are used. Software applications are also part of this course.

(3/45/0/0/0/3)

## **ACADEMIC ESL**

### **ESLX-0010**

#### **ESL SUMMER INSTITUTE**

***Prerequisite: None***

The ESL Summer Institute is for a two-week summer program which allows non-native speakers to sharpen their English skills in preparation for academic coursework. It is also designed as a cultural orientation opportunity for international students.

(1.5/22/0/0/0/V)

### **ESLX-0015**

#### **ENGLISH LANGUAGE SPEAKING & LISTENING SKILLS**

***Prerequisite: None***

English Language Speaking and Listening Skills prepares English language learners for the demands of college-level academic listening and speaking tasks. Vocabulary development is a secondary focus of the course. In addition, students are given instruction on succeeding as post-secondary students in academic settings in the United States.

(3/45/0/0/0/3)

### **ESLX-0020**

#### **ENGLISH LANGUAGE READING SKILLS**

***Prerequisite: None***

English Language Reading Skills develops the reading abilities of English language learners. Thematic readings form the basis for instruction. Students learn to read for a purpose and to assess their learning. They are required to demonstrate comprehension and think reflectively. Academic vocabulary is enhanced through readings from authentic academic texts.



Upon successful completion, students are placed in English Language Reading Transitions.  
(3/45/0/0/0/3)

ESLX-0021

### ENGLISH LANGUAGE WRITING SKILLS

**Prerequisite:** None

English Language Writing Skills provides English language learners with basic English writing skill using a communicative approach. Writings are theme based and require students to incorporate present, past and future verb tenses and evidence an understanding of nouns, articles, quantifiers and pronouns. Students learn to correctly structure basic sentences and paragraphs. Students apply conventions of capitalization and punctuation. Upon successful completion, students are placed in English Language Writing Transitions.

(3/45/0/0/0/3)

ESLX-0025

### NOVICE ENGLISH FOR ACADEMIC PURPOSES

**Prerequisite:** None

This course helps novice speakers develop the skills and confidence to begin communication in a college environment. This course is designed for students who have little to no experience with the language. The focus is on developing communication skills related to basic functions and needs.

ESLX-0030

### ENGLISH LANGUAGE READING TRANSITIONS

**Prerequisite:** None

English Language Reading Transitions is designed to develop the reading skill of English language learners through extensive reading, comprehension activities and academic vocabulary development. Students are taught to meet the reading demands and expectations of college-level readers. Students read from authentic academic texts to learn content and while improving abilities. Upon successful completion of the course, the student is placed in Reading Techniques or Composition I based on a three-point criteria.

(3/45/0/0/0/3)

ESLX-0031

### ENGLISH LANGUAGE WRITING TRANSITIONS

**Prerequisite:** None

English Language Writing Transitions is designed to improve the writing skills of English language learners who are seeking admission into credit-level writing courses. Students compose varied sentences that evidence mechanically, grammatically and syntactically correct English. They compose paragraphs and short essays that are structured as academic writing, incorporating a variety of verb tenses, transitional words and phrases and conditional clauses. Upon successful completion of the course, the student is placed in Developmental Writing or Composition I based on a three-point criteria.

(3/45/0/0/0/3)

ESLX-0035

### INTERMEDIATE ENGLISH FOR ACADEMIC PURPOSES

**Prerequisite:** Novice EAP or Test Score (eCOMPASS, TOEFL, ACT)

This course is for students with some background in English or who have successfully completed the Novice course. Students receive instruction and guided study in preparation for success at the college level. The course emphasizes communication on a broad range of topics as well as the development of strategies for effective communication. Upon successful completion of the course, the student is placed in Developmental Writing and Reading Techniques.

(6/90/0/0/0/6)

## FRENCH

FREN-1100\*

### ELEMENTARY FRENCH 1

**Prerequisite:** None

Elementary French I is a study of French language and culture. Conversation and language production are stressed. Students are in a semi-immersion situation and see (via video) and hear French language as it is used by native French speakers. Listening skills are developed along with a study of grammar and vocabulary. Students learn to communicate through written and oral exercises that stress communication of ideas over perfection of grammar. The goal for the student is to be able to converse on a wide variety of topics in a fairly comfortable way, and to lay a solid foundation for continued study.

**Offered fall semester only.**

(5/75/0/0/0/5)

\*Satisfies humanities requirement for an Associate of Arts degree

FREN-1150\*

### ELEMENTARY FRENCH 2

**Prerequisite:** FREN-1100

This course is a continuation of FREN-1100 but dives deeper into grammar, adds more vocabulary with each lesson, and more language production is encouraged from the student, both written and oral. Students are encouraged to be creative in their language production, to focus on communication while at the same time striving for more perfection in sentence structure and vocabulary usage. Cultural issues continue to be touched upon in discussion and students become more comfortable expressing themselves in French and gain more experience with the French phonetic system. Students are required to write journals in order to provide daily written practice.

**Offered spring semester only.**

(5/75/0/0/0/5)

\*Satisfies humanities requirement for an Associate of Arts degree

FREN-2100\*

### INTERMEDIATE FRENCH 1

**Prerequisite:** FREN-1150

Intermediate French I is an intensive review of first year

grammar and vocabulary along with a more in depth study of phonetics, syntax and culture. Oral production continues to play a vital part in the class along with more composition work. Students expand their knowledge of verb tenses, increase vocabulary substantially, and be able to move around in the language verbally with greater ease.

**Offered fall semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

**FREN-2150\***

## INTERMEDIATE FRENCH 2

**Prerequisite:** FREN-2100

The second semester of second year French is a continuation of the first semester course in that we continue to focus on grammar, vocabulary, culture, oral and written language production. Students have more opportunity to speak in class, to lead discussion groups, and to delve deeper into cultural issues. Reading and interpretation of authentic documents bring new challenges to the student.

**Offered spring semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

## GEOGRAPHY

**GEOG-1120 (SS)**

### PHYSICAL GEOGRAPHY

**Prerequisite:** ACFS-0060R or Reading Placement Exam

This course provides an introduction to the field of physical geography. Specifically, the geographic approach of spatial analysis is applied to the four 'spheres' of the earth: the atmosphere (including weather and climate), the hydrosphere (oceans, freshwater sources, and ice), the biosphere (living plants and animals), and the lithosphere (non-living solid earth, including the formation and evolution of land forms through such processes as plate tectonics, volcanism, erosion and deposition, and glacial action). A key goal of the course is to gain an educated appreciation of the physical landscape around us.

(3/45/0/0/0/3)

**GEOG-2060 (SS)**

### CULTURAL GEOGRAPHY

**Prerequisite:** ACFS-0060R or Reading Placement Exam

This course provides a basis for understanding the ways people live and leave their impact on the surface of the earth. The geographic perspective, emphasizing spatial organization, ecology, and the character of places, provides a unique perspective for understanding many of our current problems. A key goal for this course is to develop an awareness, understanding, and appreciation of the cultural differences found in our world today, as well as the close relationship and interdependence among the people and cultures of the world.

(3/45/0/0/0/3)

## GEOLOGY

**GEOL-1010**

### PHYSICAL GEOLOGY

**Co-requisite:** GEOL-1010L

This course is an exploration of the origin of Earth materials, structures, and land forms. An emphasis is placed on the scientific methods important to understanding the Earth and its processes.

(4/45/30/0/0/5)

**GEOL-1010L**

### PHYSICAL GEOLOGY LAB

**Co-requisite:** GEOL-1010

This course is a one-semester lab surveying the origin of Earth materials, structures and its land forms. An emphasis is placed on the scientific methods important to understanding the Earth in a laboratory setting, with special emphasis on different rocks and minerals, topographic maps and landforms. Exploration of concepts covered in GEOL-1010.

(4/45/30/0/0/5)

## GLOBAL STUDIES

**GBST-1000**

### LANGUAGE STUDY ABROAD

**Prerequisite:** None

Students participate in a minimum two-week stay in a foreign country to study the country's native language. During the two weeks, students will live with a native family, study the language at a language school/center and participate in a variety of field trips to learn more about the culture, history, and environment of the country.

(3/50/0/0/0/25)

## HEALTH INFORMATION TECHNOLOGY

**HIMS-1245**

### INSURANCE FOR THE MEDICAL OFFICE

**Prerequisite:** HLTH-1060

The course is designed to introduce students to insurance terminology and coding systems used to complete insurance claim forms for the medical office. Students learn proper use of CPT and ICD-9-CM code books and understand the process of third party reimbursement for a physician's office.

(3/45/0/0/0/3)

**HIMS-1250**

### INTRODUCTION TO HEALTH INFORMATION MANAGEMENT

**Prerequisite:** ACFS-0060R or Reading Placement Exam

This course focuses on orienting the student to the health information profession. Students are also introduced to primary and secondary records systems, content and structure

of health care data and data sets, storage methods, and retrieval of patient data elements.

**Offered fall semester only.**

(3/45/0/0/0/3)

#### HIMS-1350

##### HEALTH CARE DELIVERY SYSTEMS

**Prerequisite:** HIMS-1250

This course gives the student an orientation to the organization of the health care industry and current trends in health care delivery systems. Issues related to accreditation standards, licensing, and government regulations are included.

**Offered spring semester only.**

(2/30/0/0/0/2)

#### HIMS-1400

##### DISEASE PROCESS 1

**Prerequisite:** BIOS-1160 or HLTH-1060 or Instructor Consent

This course explains the pathology and pharmacological treatment of diseases of the integumentary, skeletal, and muscular systems. Concepts and treatment modalities of infectious disease and neoplasia are explored.

**Offered spring semester only.**

(3/45/0/0/0/3)

#### HIMS-2100

##### CODING ICD

**Prerequisite:** HLTH-1060 BIOS-1160 LPNR-1110 HIMS-1250

**Co-requisite(s):** HIMS-2100L HIMS-2400

This course begins exploration of ICD-9-CM coding system and its use in various data collection schemes. Students apply ICD-9-CM coding principles to various exercises and practice health records in a lab setting.

**Offered spring semester only.**

(4/45/30/0/0/5)

#### HIMS-2100L

##### CODING ICD LAB

**Pre-requisites:** HLTH-1060, BIOS-1160 or LPNR-1110, HIMS-1250

**Co-requisites:** HIMS-2100, HIMS-1400 or instructor consent

#### HIMS-2150

##### CODING CPT

**Prerequisite:** None

**Co-requisite(s):** HIMS-2150L HIMS-1400

This course explores the CPT-4 coding system and its use in various reimbursement and data collection schemes. Students apply CPT-4 coding principles to various exercises and practice health records, in a lab/discussion board setting. Student review the basics of ICD-9-CM and explore emerging coding systems.

**Offered fall semester only.**

(4/45/30/0/0/5)

#### HIMS-2150L

##### CODING CPT LAB

**Prerequisite:** None

**Co-requisite(s):** HIMS-2150

#### HIMS-2180

##### REIMBURSEMENT METHODOLOGIES

**Prerequisite:** HIMS-2100 HIMS-2150

**Co-requisite(s):** HIMS-2180L

This course introduces the student to methods of healthcare reimbursement. An initiation of the student into the language of healthcare reimbursement is also included. Students explore principles of reimbursement as it applies to various types of health care settings.

**Offered fall semester only.**

(4/45/30/0/0/5)

#### HIMS-2180L

##### REIMBURSEMENT METHODOLOGIES LAB

**Prerequisite:** None

**Co-requisite(s):** HIMS-2180

**Offered fall semester only.**

#### HIMS-2200

##### INFORMATION SYSTEMS IN HEALTHCARE

**Prerequisite:** INFO-1220 HIMS-1350

This course is designed to explore the use of information systems in healthcare. Students are introduced to the information systems and their applications in healthcare. The fundamentals of Information Systems, including Electronic Health Record, are explored. Students become familiar with Information Systems used for managerial and clinical support. Information security is discussed.

**Offered fall semester only.**

(2/30/0/0/0/2)

#### HIMS-2250

##### HEALTHCARE STATISTICS

**Prerequisite:** HIMS-1350 MATH-0160

This course instructs the student on terminology used in the collection and integration of data. Computation of various formulas are used in analyzing and converting this data to useful information. Students learn appropriate methods of disseminating and distributing information and ways to manage statistical information effectively and efficiently.

**Offered fall semester only.**

(2/30/0/0/0/2)

#### HIMS-2330

##### HEALTH INFORMATION MANAGEMENT APPLICATIONS 1

**Prerequisite:** HIMS-1350

**Co-requisite(s):** HIMS-2330L HIMS-2730

This course examines the foundations of health information technology used in the collection and management of clinical information through literature review and hands-on lab experiences. Topics covered include: the function of the health record, content and structure of the health record, primary and secondary data sets, and healthcare information requirements and standards. Students use various software applications such as: master patient index; record completion; chart tracking; and database applications.

(2/22.5/15/0/0/2.5)

## HEALTH INFORMATION MANAGEMENT APPLICATIONS 1 LAB

HIMS-2330L

*Prerequisite:* None

*Co-requisite(s):* HIMS-2330

HIMS-2340

## HEALTH INFORMATION MANAGEMENT APPLICATIONS 2

*Prerequisite:* HIMS-2330 HIMS-2250

*Co-requisite(s):* HIMS-2340L HIMS-2760

This course examines issues related to management of a Health Information Management Department. Students explore technologies used for more advanced activities performed in the health information management department through review of literature and hands-on experience in a lab setting. Topics include fundamentals of healthcare information systems, emerging technologies in healthcare, security of information, issues surrounding the implementation of the electronic health record, supervision of departmental activities, and human resource issues.

**Offered fall semester only.**

(2/22.5/15/0/0/2.5)

HIMS-2340L

## HEALTH INFORMATION MANAGEMENT APPLICATIONS 2 LAB

*Prerequisites:* HIMS-2330, HIMS-2200, HIMS-2250

*Co-requisites:* HIMS-2340, HIMS-2760

**Offered fall semester only.**

HIMS-2360

## CODING PROFESSIONAL PRACTICAL EXPERIENCE

*Prerequisite:* HIMS-2550

*Co-requisite(s):* HIMS-2550

This course prepare the student to perform the basic functions and tasks of a coding specialist. The student codes actual medical records in a variety of healthcare settings. The HIMS program director and the health care facility staff guide the student in accomplishing the objectives set forth in the Professional Practice Experience handbook.

**Offered spring semester only.**

(3/0/0/145/0/9.7)

HIMS-2390

## CODING & REIMBURSEMENT APPLICATIONS

*Prerequisite:* HIMS-2100 HIMS-2150 HIMS-2180

*Co-requisite(s):* HIMS-2390L

This course continues the exploration of ICD-9-CM and CPT coding systems and their uses in various data collection schemes. Emphasis is on application of coding principles in various health records in a lab setting. Coding from a reimbursement perspective, and monitoring and compliance is included.

**Offered spring semester only.**

(3/30/30/0/0/5)

HIMS-2390L

## CODING & REIMBURSEMENT APPLICATIONS

*Prerequisite:* HIMS-2100, HIMS-2150, HIMS-2180 or Instructor Consent

*Co-requisite:* HIMS-2390

**Offered spring semester only.**

HIMS-2400

## DISEASE PROCESS 2

*Prerequisite:* HIMS-1400

This course is a continuation of HIMS-1400. Pathology and pharmacological treatment of diseases of the cardiovascular, respiratory, digestive, urinary, endocrine, nervous, and reproductive systems are explored. Genetic diseases are also explored.

**Offered fall semester only.**

(3/45/0/0/0/3)

HIMS-2630

## QUALITY & PERFORMANCE IMPROVEMENT

*Prerequisite:* HIMS-2250 HIMS-1500

This course introduces the student to the issues involved in the management of quality and performance improvement in the health care setting. The course investigates the components of quality, performance improvement, and the regulatory requirements for this function. Students learn skills in data analysis, performance improvement tools, and data presentation. The functions of risk management, utilization management, and case management are also explored.

**Offered spring semester only.**

(2/30/0/0/0/2)

HIMS-2650

## EMPLOYMENT RESEARCH & PROFESSIONAL ISSUES

*Prerequisite:* None

This course prepares the HIMS student to assume his/her role as an integral member of the health information team upon graduation. Job search, application strategies, resume writing, interviewing skills, achieving credentials, maintaining credentials and expertise, and current legal and ethical topics are explored.

**Offered spring semester only.**

(1/15/0/0/0/1)

HIMS-2730

## PROFESSIONAL PRACTICE EXPERIENCE 1

*Prerequisite:* HIMS-1250 HIMS-1500 HIMS-2250

*Co-requisite(s):* HIMS-2330

The course is designed to help the student gain the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). Student performs the basic functions and tasks of a health information management department. The student uses actual health records in a health care facility and the virtual lab to perform these functions and tasks. The HIMS faculty and the health care facility staff guides the student in accomplishing the objectives set forth in the Professional Practice Experience handbook.

(2/0/0/90/0/6)



**PROFESSIONAL PRACTICE EXPERIENCE 2***Prerequisite: HIMS-2730**Co-requisite(s): HIMS-2340 HIMS-2340L*

The course is designed to help the student gain the entry-level competencies as set forth by the American Health Information Management Association (AHIMA). This course is a continuation of HIMS-2730. The student is given more advanced health information management experiences both in an acute care facility and alternate health care settings, such as nursing homes, ambulatory clinics, physician offices, and hospice agencies. The HIMS faculty and the health care facility staff guide the students in accomplishing the objectives set forth in the Professional Practice Experience handbook.

**Offered spring semester only.**

(2/0/0/90/0/6)

**HISTORY**

HIST-2010 (SS)

**AMERICAN HISTORY I***Prerequisite: ACFS-0060R or eCOMPASS*

This course is a survey of the political, economic, and social history of the United States beginning with an examination of the indigenous peoples inhabiting North America at the time of the first European contact and ending with the Civil War and the Reconstruction.

(3/45/0/0/0/3)

HIST-2020 (SS)

**AMERICAN HISTORY II***Prerequisite: ACFS-0060R or eCOMPASS*

This course is a survey of the political, economic, and social history of the United States since the Reconstruction following the Civil War.

(3/45/0/0/0/3)

HIST-2050 (SS)

**SPECIAL TOPICS (ST) IN HISTORY***Prerequisite: None*

Allows for instruction in special content areas outside of the courses being offered by the Social Science Division.

(3/45/0/0/0/3)

HIST-2060 (SS)

**HISTORY OF NEBRASKA***Prerequisite: ACFS-0060R or Reading Placement Exam*

This course is a survey of the political, economic, and social history of Nebraska beginning with an examination of the indigenous peoples inhabiting North America at the time of the first European exploration of the Great Plains and ending with more recent historical developments.

**Offered spring semester**

(3/45/0/0/0/3)

HIST-2100 (SS)

**WORLD CIVILIZATION (4000 BC - 1500 AD)***Prerequisite: ACFS-0060R or Reading Placement Exam*

The social, economic, political, philosophical, and aesthetic advancement of humankind from ancient times through the medieval period is examined.

(3/45/0/0/0/3)

HIST-2110 (SS)

**WORLD CIVILIZATION (1500 AD - PRESENT)***Prerequisite: ACFS-0060R or Reading Placement Exam*

The social, economic, political, philosophical, and aesthetic advancement of humankind from the medieval period to the present is examined.

(3/45/0/0/0/3)

HIST-2500

**HISTORY INTERNSHIP I***Prerequisite: None*

This internship is a cooperative agreement between WNCC and community partners. These internship programs provide students valuable hands-on learning experiences in aspects of the operations of assigned partners. Through this internship, students receive academic credit that may be applied toward a History degree, or a related discipline. This internship program offers students the opportunity to apply information from classes to real-life experiences. Students are able to explore career opportunities and gain practical work experience that can be valuable in the job market or in pursuing an advanced degree, especially if the student intends to pursue a career or advanced degree in history upon graduation from WNCC. The credit hours awarded are dependent upon guidelines established by WNCC. Students can receive up to six credit hours through the History Internships.

(1-3/0/0/0/60-180/V)

HIST-2510

**HISTORY INTERNSHIP II***Prerequisite: None*

This internship is a cooperative agreement between WNCC and community partners. These internship programs provide students valuable hands-on learning experiences in aspects of the operations of assigned partners. Through this internship, students receive academic credit that may be applied toward a History degree, or a related discipline. This internship program offers students the opportunity to apply information from classes to real-life experiences. Students are able to explore career opportunities and gain practical work experience that can be valuable in the job market or in pursuing an advanced degree, especially if the student intends to pursue a career or advanced degree in history upon graduation from WNCC. The credit hours awarded are dependent upon guidelines established by WNCC. Students can receive up to six credit hours through the History Internships.

(1-3/0/0/0/60-180/V)

**HISTORY OF THE AMERICAN WEST***Prerequisite: ACFS-0060R or Reading Placement Exam*

This course is an examination of historical issues and events involving America west of the Mississippi River, including an examination of the concepts 'west' and 'frontier' themselves. Central themes in the course include an examination of who migrated to the west and why, the results of that migration and the impact of that migration and the events surrounding it on the United States as a whole. Examples of topics covered in the course include: the history and influence of the Spanish and French; cultural interaction and conflict between Europeans explorers/settlers and indigenous peoples; early explorers and emigrants (including the fur trade); cowboys, outlaws and violence; children, marriage and families; farming, settlement and homesteading; and the West of the imagination (myth and reality of the West in American culture and popular culture).

**Offered spring semester of even-numbered years**

(3/45/0/0/0/3)

**HEALTH OCCUPATIONS**

HLTH-1060

**MEDICAL TERMINOLOGY***Prerequisite: None*

This course gives the student a basic knowledge of medical terms used in the health profession. The format presents terminology within the context of root words and use of prefixes and suffixes. It is designed to stimulate the student thinking process including proper use and pronunciation of medical terms. Note: This course is also taught online.

(2/30/0/0/0/2)

HLTH-1090

**CRP-HEALTHCARE PROVIDER***Prerequisite: None*

This course is designed for healthcare providers and any other interested individuals. Individuals learn two-man rescue and one-man rescue. Individuals learn signs and symptoms of heart attacks, strokes and choking. The course prepares individuals to perform CPR and the Heimlich maneuver for infants, children and adults. The American Heart Association standards are followed.

(.5/8/0/0/0/V)

HLTH-1100

**FIRST AID***Prerequisite: None*

This course is designed for the community at large and for railroad students. The student is given an introduction to first aid, learn how to assess the victim needing first aid, and how to perform basic first aid for various types of injuries, medical and environmental emergencies, and stabilization and transfer techniques.

(.5/8/0/0/0/V)

HLTH-2190

**MEDICATION AIDE***Prerequisite: NURA-1190*

This course is designed to instruct the experienced nursing assistant to assume the role of care staff member, who has a beginning knowledge of medication administration and pharmacology. Upon completion of the course, the student is eligible to sit for an exam administered by the Department of Health. Successful completion of this exam approves the student as a care staff member. This course runs for 6 weeks.

(3/45/0/0/0/8)

**HUMANITIES\***

(additional humanities are: Anthropology, Economics, French, Geography, History, Music, Philosophy, Political Science, Psychology, Sociology, Spanish and Theatre)

HUMS-1100\*

**INTRODUCTION TO THE HUMANITIES***Prerequisite: ACFS-0050W or Writing Placement Exam and ACFS-0060R or Reading Placement Exam*

This is a survey course covering art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. The course gives the students criteria from which to evaluate our own time and situation and, in addition, enrich students' historical perspectives. It shows how the various arts intersect, influence, and are influenced by their times. This course is offered as a general introduction to humanities and is not meant to replace or supplant the more specific offerings in art history, theatre history, music history, or philosophy.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

HUMS-1200\*

**INTRODUCTION TO WORLD RELIGION***Prerequisite: ACFS-0060R or COMPASS*

This course surveys the history, beliefs and practices of the great religions of the world, including Hinduism, Jainism, Buddhism, Daoism, Confucianism, Shinto, Judaism, Christianity, Islam and Sikhism. Indigenous sacred ways and new religious ideas/movements are also examined, as well as the relationship between world religions and various political and social issues.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

HUMS-1500\*

**CURRENT CULTURES***Prerequisite: ACFS-0050W or Writing Placement Exam and ACFS-0060R or Reading Placement Exam*

This is a survey course covering art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the

landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. The course gives the students criteria from which to evaluate our own time and situation and, in addition, enrich students' historical perspectives. It shows how the various arts intersect, influence, and are influenced by their times. This course is offered as a general introduction to humanities and is not meant to replace or supplant the more specific offerings in art history, theatre history, music history, or philosophy.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

## **HUMAN SERVICES**

**HUSR-1620**

### **INTRODUCTION TO HUMAN SERVICE WORK**

*Prerequisite: None*

This course is a general introduction to the helping professions, including human services, social work, counseling, and others. The many roles that helping professionals play in various community agencies are discussed. The attitudes, skills, and knowledge needed to effectively assist people in need are introduced. The many needs of different client groups are identified. Introductions to interviewing, listening, and report-writing skills are presented.

(3/45/0/0/0/3)

**HUSR-2800**

### **HUMAN SERVICE WORKER PRACTICUM**

*Prerequisite: PSYC-2030 HUSR-1620*

This course provides a combination of actual field placement in a human service agency with classroom discussion and refinement of human service worker skills. The issues of confidentiality, ethics, and techniques are dealt with in depth. An exchange of ideas concerning the interrelation of various agencies and the differences and similarities of the human service worker's role in these agencies are also discussed.

**Offered spring semester only.**

(4/45/0/0/250/V)

## **INFORMATION TECHNOLOGY**

**INFO-1001**

### **INTRODUCTION TO SITE SEMINAR**

*Prerequisite: None*

This seminar course is for Scholarships in Information Technology and Engineering (SITE) recipients. The course is required for the SITE students. The seminar covers orientation to WNCC policies and procedures, success in college strategies, Individualized Education and Career Plans (IECPs), career options in IT and engineering, time management, goal setting, teamwork, research skills, problem solving, and oral/written reports.

(1/10/20/0/0/2)

**INFO-1002**

### **SITE SEMINAR 2**

*Prerequisite: None*

This seminar course is for Scholarships in Information Technology and Engineering (SITE) recipients. This second seminar covers continued work on success in college strategies, Individualized Education and Career Plans (IECPs), career options in IT and engineering, time management, goal setting, teamwork, research skills, problem solving, and oral/written reports.

(1/10/20/0/0/2)

**INFO-1020\*\***

### **WORD PROCESSING (WORD)**

*Prerequisite: None*

This course is designed as an introduction to personal computer usage involving concepts that focus on the commands, process and importance of basic word processing applications. These include editing and writing tools; formatting features; tabs; multiple-page document elements; and visual elements. Keyboarding skills are recommended.

**Offered as needed.**

(3/45/0/0/0/3)

\*\*Credit is not given for INFO-1020 if INFO-1021, INFO-1022, and INFO-1023 have been taken.

**INFO-1030\*\***

### **SPREADSHEETS (EXCEL)**

*Prerequisite: None*

This introductory course focuses on the features and usage of electronic spreadsheet applications. Students are introduced to worksheet design, formulas and functions, charts and graphs, data manipulation, data consolidation, and financial forecasting. Keyboarding skills are recommended. Also offered online.

(3/45/0/0/0/3)

\*\*Credit is not given for INFO-1030 if INFO-1031, INFO-1032, and INFO-1033 have been taken.

**INFO-1040\*\***

### **DATABASE (ACCESS)**

*Prerequisite: None*

This course provides an introduction to systems design by emphasizing the relational database model. Curriculum content focuses on table and form design, queries and reports, subforms, multiple table queries, and the integration of Access with the Web and other programs.

**Offered fall semester only. Keyboarding skills are**

(3/45/0/0/0/3)

\*\*Credit is not given for INFO-1040 if INFO-1041, INFO-1042, and INFO-1043 have been taken.

INFO-1050\*\*

## USING WINDOWS

*Prerequisite: None*

This course is an introductory, hands-on, windows course. Topics covered include: fundamentals of using Windows; working on the desktop; file, document, and folder management; Explorer; modifying the desktop work environment; customizing using Control Panel; and advanced file and Web searching. Keyboarding skills are recommended. Also offered online.

(1/15/0/0/0/V)

\*\*INFO-1051 (Introduction to Windows) and INFO-1052 (Intermediate Windows) are equivalent to INFO-1050 and credit is not given for both.

INFO-1060

## BUSINESS GRAPHICS (VISIO)

*Prerequisite: INFO-1100*

This course is designed to introduce students to graphics applications especially suited for creating business graphics, managing project schedules, creating maps, flowcharts, diagrams, calendars, floor plans and more. Keyboarding skills are recommended.

(3/45/0/0/0/3)

INFO-1094

## INTRO TO DATABASE (ACCESS)

*Prerequisite: None*

This course is an entry level database course designed to enable the student to be able to create a simple table, query, form, report and table. This course provides a foundation for more advanced courses in database concepts. Keyboarding skills are recommended. Also offered online.

(1/15/0/0/0/1)

INFO-1098

## INTRODUCTION TO ONLINE LEARNING

*Prerequisite: None*

Introduction to Online Learning presents common technical skills and learning activities that support success in online learning environments. Keyboarding skills are recommended.

**Offered online.**

(1/15/0/0/0/V)

INFO-1100\*\*

## MICROCOMPUTER APPLICATIONS

*Prerequisite: None*

This course focuses on the fundamentals of word processing, spreadsheets, and presentation graphics in a windows-based environment and includes the integration of these applications. Keyboarding skills are recommended. Also offered online.

(3/45/0/0/0/3)

\*\*INFO-1110, INFO-1120 and INFO-1130 are equivalent to INFO-1100 and credit is not given for both.

INFO-1200

## INTRODUCTION TO COMPUTER SCIENCE

*Prerequisite: MATH-0210 MATH-0210 or eCOMPASS*

This course is a study of computer programming and accepted programming practices using a high level programming language (Java). Emphasis is placed on the fundamentals of Java programming, object oriented programming, and introduce some advanced features of Java.

**Offered spring semester only.**

(4/45/30/0/0/5)

INFO-1220

## INTRODUCTION TO INFORMATION TECHNOLOGY

*Prerequisite: None*

This is an introductory course designed to impart an understanding of electronic information processing to the student. No previous experience is required. The course attempts to clarify the concepts, mechanics, new developments, social evolution, and future implications of electronic information processing. Keyboarding skills are recommended. Also offered online.

(3/45/0/0/0/3)

INFO-1240

## OPERATING SYSTEMS

*Prerequisite: None*

This course is an introduction to computer hardware and operating systems with an emphasis on the skills necessary to pass the CompTIA A+ Essentials and A+ Practical Application exams. It helps the student understand the basic principles of operating systems and how to troubleshoot, optimize, and maintain various operating systems. Keyboarding skills are recommended. Also offered online.

**Offered fall and spring semesters.**

(3/45/0/0/0/3)

INFO-1250

## HTML

*Prerequisite: None*

This course provides the student with enough knowledge to create simple web pages for publication of a website on the Internet. Primary emphasis is on HTML; the basic elements, links, graphics, tables, frames, forms, and style sheets.

**Offered spring semester only.**

(3/45/0/0/0/3)

INFO-1260

## JAVASCRIPT

*Prerequisite: INFO-1250*

In this course, the student takes an in depth look at programming concepts and techniques that enhances Web page design. The student examines theoretical concepts that make the world of JavaScript programming unique. Also, this course adopts a practical hands-on approach when examining programming styles. Along with examining different coding, this course explores the advancement of programming, as well as, timeless problem solving strategies.

**Offered fall semester only.**

(3/45/0/0/0/3)



## INFO-1270

### WEB DESIGN (MICROSOFT)

**Prerequisite:** INFO-1100

This course teaches the student how to design, build, and maintain web pages/sites using code-generating software for publication on the Internet. The student learns basic HTML elements such as: text formatting, links, graphics, tables, frames and forms. Keyboarding skills are recommended.

**Offered as needed.**

(3/45/0/0/0/3)

## INFO-1275

### WEB DESIGN (DREAMWEAVER)

**Prerequisite:** INFO-1250

This course is designed for the Information Technology major. It teaches the student how to design, build and maintain web pages/sites using code-generating software for publication on the Internet. The student should already understand basic HTML elements such as: text formatting, links, graphics, tables, forms, and frames. Keyboarding skills are recommended.

**Offered spring semester only.**

(3/45/0/0/0/3)

## INFO-1310

### VISUAL BASIC

**Prerequisite:** None

This course is designed to provide introductory knowledge of programming concepts, design, and practices using Visual Basic. Visual Basic is easy to learn, making it an excellent tool for understanding elementary programming concepts. Microsoft has completely rewritten Visual Basic to be fully object-oriented using the .NET Framework. This course provides a firm foundation for further work in programming. Keyboarding skills are recommended. Also offered online.

**Offered fall semester only.**

(3/45/0/0/0/)

## INFO-1355

### COMPUTER SCIENCE 1

**Prerequisite:** INFO-1200

This course is an extension of Introduction to Computer Science including the study of Object Oriented programming and accepted programming practices. Emphasis is placed on Class and object development, object oriented design, and data abstraction.

**Offered fall semester only.**

(3/45/0/0/0/3)

## INFO-1400

### NETWORKING ESSENTIALS

**Prerequisite:** None

This course is a study of the fundamentals of current networking technology. Students learn to design, plan, implement, and support computer networks. The course introduces the full range of computer networking from local-area networks to wide-area networks technology. Students may

be interested in taking the CompTIA Network+ certification exam. Keyboarding skills are recommended. Also offered online.

**Offered fall semester only.**

(3/45/0/0/0/3)

## INFO-1420

### ADVANCED OPERATING SYSTEMS

**Prerequisite:** INFO-1240

This course teaches students how to install, configure, and manage Windows 7. The student learns to install and deploy applications, and configure hardware, security, and networking controls. Students may be interested in taking the Microsoft Certified Technology Specialist 70-680 certification exam in configuring Windows 7. The instructor for this course is certified by Microsoft. Also offered online.

**Offered spring semester only.**

(3/45/0/0/0/3)

## INFO-1461

### CISCO NETWORKING 1

**Prerequisite:** None

This course is the first of four courses designed to equip students with knowledge and skills that can be applied toward entry-level ICT careers. The course offers both online and classroom learning. It is designed for students with basic PC usage skills and offers a hands-on, career-oriented approach to learning networking that emphasizes practical experience. Students learn how to set up a PC, plan an install a Small Office/Home Office network, troubleshoot network connectivity, share network resources, implement security and configure Internet applications and IP services.

**Offered spring semester.**

(3/45/0/0/0/V)

## INFO-1462

### CISCO NETWORKING 2

**Prerequisite:** INFO-1461

This course is the second of four courses designed to equip students with knowledge and skills that can be applied toward entry-level ICT careers. The course offers both online and classroom learning. It is designed for students with basic PC usage skills and offers a hands-on, career-oriented approach to learning networking that emphasizes practical experience. Students learn the structure of the Internet; how communications occur; to install, configure and troubleshoot devices; plan a wired infrastructure; implement basic WAN connectivity; disaster recovery procedures; and troubleshoot network issues using the OSI model.

**Offered spring semester.**

(3/45/0/0/0/V)

## INFO-1463

### CISCO NETWORKING 3

**Prerequisite:** INFO-1462

This is the third of four semester courses designed to equip students with knowledge and skills that can be applied toward

entry-level ICT careers. The course offers both online and classroom learning. It is designed for students with basic PC usage skills and offers a hands-on, career-oriented approach to learning networking that emphasizes practical experience. Students learn to implement a LAN network design, configure a switch with VLANs, permit or deny specified traffic, implement WAN links, configure routing protocols, and perform LAN, WAN, and VLAN troubleshooting.

**Offered fall semester.**

(3/45/0/0/0/V)

#### INFO-1464

##### CISCO NETWORKING 4

*Prerequisite: INFO-1463*

This is the fourth of four semester courses designed to equip students with knowledge and skills that can be applied toward entry-level ICT careers. The course offers both online and classroom learning. It is designed for students with basic PC usage skills and offers a hands-on, career-oriented approach to learning networking that emphasizes practical experience. Students learn to gather information and design a simple internetwork, design an IP addressing scheme, create an equipment list, create and present a customer proposal, install and configure an internetwork and upgrade operating system software.

**Offered fall semester.**

(3/45/0/0/0/V)

#### INFO-1465

##### CISCO NETWORKING SEMESTER 1 TRAIN THE TRAINER

*Prerequisite: None*

This is the first of four semester courses designed to empower teachers in the skills necessary to enable students to enter the computer networking field. Particular emphasis is given to the use of decision-making and problem-solving techniques in applying science, mathematics, communication, and social studies concepts to solve networking problems. In addition, instruction and training are provided in the proper care, maintenance, and use of networking software, tools, and equipment and all local, state, and federal safety, building, and environmental codes and regulations.

(4/64/0/0/0/8)

#### INFO-1466

##### CISCO NETWORKING SEMESTER 2 TRAIN THE TRAINER

*Prerequisite: INFO-1465*

This is the second of four semester courses designed to empower teachers in the skills necessary to enable students to enter the computer networking field. Particular emphasis is given to the configuring of routers and switches, IP addressing, routing protocols and network troubleshooting.

(3/48/0/0/0/3)

#### INFO-2000

##### ADVANCED MICROCOMPUTER APPLICATIONS

*Prerequisite: INFO-1100*

This course expands upon the basic knowledge of software applications by introducing advanced features of word processing, spreadsheets, and presentation graphics. Database tables, forms, queries, and reports are introduced. A primary focus is the integration of software applications. Also offered online.

(3/45/0/0/0/3)

#### INFO-2030

##### ADVANCED DATABASE (ACCESS)

*Prerequisite: INFO-1040*

This course focuses on advanced functions with an emphasis on relationships, macro creation and switchboards, event driven programming using Visual Basic, and database management and security. A relational database is designed, developed, and run.

**Offered spring semester only.**

(3/45/0/0/0/3)

#### INFO-2110

##### ADVANCED VISUAL BASIC

*Prerequisite: INFO-1310*

This course further develops skill in Visual Basic programming with databases, web, client server applications, and Object Oriented Programming. Visual Basic .NET is designed to allow the programmer to develop applications that run under Windows and/or in a Web browser without the complexity generally associated with programming. This course incorporates the more advanced concepts of programming, problem solving, programming logic, as well as the design techniques of an object-oriented language. Also offered online.

**Offered spring semester only.**

(3/45/0/0/0/3)

#### INFO-2220

##### ADVANCED WEB PROGRAMMING

*Prerequisite: INFO-1260*

This course continues the study of JavaScript and its' uses to enhance web pages. Topics include forms, frames, cookies, and Dynamic HTML.

**Offered as needed.**

(3/45/0/0/0/3)

#### INFO-2226

##### WEB GRAPHICS USING PHOTOSHOP

*Prerequisite: None*

This course enables the student to enhance photographs, work with graphic elements, layers, and recorded actions. The student also learns to design layouts using color and typography, apply filters and patterns, work with vector graphics, and use web tools. Knowledge of web design and HTML is recommended. Also offered online.

**Offered spring semester only.**

(3/45/0/0/0/3)

**INFO-2230****FIREWORKS***Prerequisite: None**Co-requisite(s): INFO-1250*

This course provides the student with enough knowledge to create, edit, and animate Web graphics, add interactivity, and optimize images. Buttons, rollover effects and use in HTML are covered. Bitmap and vector editing features are discussed. Students also learn basic design elements, backgrounds, graphic size and quality, and portability.

**Offered fall semester only.**

(3/45/0/0/0/3)

**INFO-2235****FLASH ANIMATION***Prerequisite: None**Co-requisite(s): INFO-1250 Recommended*

This course provides the student with enough knowledge to create simple Flash graphics and animations for use with a website. Primary emphasis is on the basic design elements, backgrounds, icons, buttons, graphic size and quality, portability and animation.

**Offered spring semester only.**

(3/45/0/0/0/3)

**INFO-2236****WEB GRAPHICS USING FIREWORKS/FLASH***Prerequisite: None*

This course provides the student with enough knowledge to create, import, edit, animate, add interactivity and optimize graphics for use with a website. Bitmap and vector editing features, slices, hot spots, links and buttons are addressed. Primary emphasis is on the basic design elements, backgrounds, graphic size and quality, portability, interactivity and animation. Knowledge of HTML is recommended.

**Offered fall semester only.**

(3/45/0/0/0/3)

**INFO-2260****ADVANCED WEB PROGRAMMING***Prerequisite: None*

This course focuses on the role of information systems in managing organizations to make them more competitive and efficient. Specific topics include organizational and technical foundations of information systems. It is recommended that students take this course during the second year of their program.

**Offered spring semester only.**

(3/45/0/0/0/3)

**INFO-2270****PROJECT MANAGEMENT (MS PROJECT)***Prerequisite: INFO-1100 ACCT-1200*

Project Management is the discipline of defining and managing the vision, tasks, and resources required to complete a project. This course provides an introduction to the project management process, resource management (time,

money, and people), quality control, communications, and risk.

**Offered spring semester only.**

(3/45/0/0/0/3)

**INFO-2330****DATA STRUCTURES***Prerequisite: INFO-1355*

This course continues the study of abstract data types from Computer Science 1. The course extends the students knowledge to include stacks, queues, and linked lists.

(3/45/0/0/0/3)

**INFO-2360****INDIVIDUALIZED COMPUTER APPLICATIONS***Prerequisite: None*

This course is used to present new computer application programs to groups that request an individual presentation of computer software to fit their specialized needs. Curriculum content is designed to fit these needs and be consistent with the standards of the material. Students may enroll in this course more than once. Software copyright laws are observed for all material.

**Offered as needed.**

(1/2-3/8-45/0/0/V)

**INFO-2411****DESKTOP SUPPORT***Prerequisite: INFO-1240*

This course gives the student the skills necessary to acquire a Microsoft Certified IT Professional: Enterprise Support Technician certification. This course helps highlight and validate the knowledge and skills required to deploy and support the Windows operating system. Students gain expertise in deploying Windows, managing security, and troubleshooting network connectivity.

**Offered spring semester only.**

(3/45/0/0/0/3)

**INFO-2426****LINUX***Prerequisite: None*

This course is designed to give the student an in-depth study of the basic Linux operating system. The class is intended for those who want to learn the installation process and hardware configuration of the Linux operating system. This class provides a solid foundation to build a student's knowledge of computer hardware and the Linux operating system. There are extensive hands-on projects, exercises, and reinforcement of concepts. The student learns about Linux terminology and features of the operating system. The student gains a solid understanding of core Linux concepts and gain practical skills necessary to successfully install and manage Linux on a computer.

(3/45/0/0/0/3)

#### INFO-2430

### NETWORK ADMINISTRATION: NETWORK INFRASTRUCTURE CONFIGURATION

*Prerequisite:* INFO-1240

*Co-requisite(s):* INFO-1400

This course teaches students, through lectures, discussions, demonstrations, textbook exercises, and classroom labs, the skills and knowledge necessary to help prepare them to take Microsoft certification exam 70-642: Windows Server 2008 Network Infrastructure Configuration and to become a Microsoft Certified Technology Specialist.

(3/45/0/0/0/3)

#### INFO-2431

### NETWORK ADMINISTRATION: ACTIVE DIRECTORY CONFIGURATION

*Prerequisite:* INFO-1240

*Co-requisite(s):* INFO-1400

This course teaches students, through lectures, discussions, scenarios, demonstrations, chapter review questions, textbook exercises, and classroom labs, the skills and knowledge necessary to configure, manage, and troubleshoot Windows Server 2008 Active Directory. Upon completion of this course students are prepared for Microsoft certified technology specialist exam 70-640 'Active Directory Configuration'.

(3/45/0/0/0/3)

#### INFO-2432

### NETWORK ADMINISTRATION: SERVER ADMINISTRATOR

*Prerequisite:* INFO-2430 INFO-2431

This course maps to the Microsoft Certified IT Professional 70-646 exam. The course includes skills necessary to plan for server deployment, server management, application and data provisioning as well as business continuity and high availability using Microsoft Windows Server 2008. Other skills covered are those necessary to monitor and maintain servers.

(3/45/0/0/0/3)

#### INFO-2465

### CISCO NETWORKING SEMESTER 3 TRAIN THE TRAINER

*Prerequisite:* INFO-1465 INFO-1466

This is the third of four semester courses designed to empower teachers in the skills necessary to enable students to enter the computer networking field. Particular emphasis is given to the design and configuring of a Local Area Network (LAN), Virtual LANs, Access Control Lists, Novel IPX, and network management.

(3/45/0/0/0/3)

#### INFO-2466

### CISCO NETWORKING SEMESTER 4 TRAIN THE TRAINER

*Prerequisite:* INFO-1465 INFO-1466 INFO-2465

This is the fourth of four semester courses designed to empower teachers in the skills necessary to enable students to enter the computer networking field. Particular emphasis is given to the design and configuring of Wide Area Network

(WAN), Point to Point Protocol, Integrated Services Digital Network (ISDN), Frame Relay, network management, and preparation for the CCNA exam.

(3/45/0/0/0/3)

#### INFO-2500

### INFORMATION TECHNOLOGY INTERNSHIP

*Prerequisite:* None

Work experience is an important part of any educational program. This internship is intended to give students experience in solving real world problems while working under the supervision of an employer and instructor. Students are compensated for their hours and receive college credit.

(3/0/0/0/180/V)

#### INFO-2510

### SPECIAL TOPICS — IT INTERNSHIP

*Prerequisite:* None

This internship is a cooperative agreement with WNCC and community partners. These internship programs provide students valuable hands on learning experiences in aspects of the operations of assigned partners. This internship program offers students the opportunity to apply information from classes to real life experiences. Students are able to explore career opportunities and gain practical work experience that can be invaluable in the job market, especially if the student intends to pursue a career in information technology upon graduation. This Special Topics Internship is specifically for students participating in an unpaid internship.

(1-3/0/0/0/60-180/V)

### INSURANCE

#### INSU-2600

### PRINCIPLES OF INSURANCE

*Prerequisite:* None

This course provides an introduction to risk and insurance, with a consumer orientation. Whatever the students' career goals, they learn how to identify, measure, and handle loss exposure in their personal lives and in business.

(3/45/0/0/0/3)

### JOURNALISM

#### JOUR-1255

### APPLIED JOURNALISM 1

*Prerequisite:* None

The above course is a class and a lab which includes class lectures, critique sessions, and production of the College Newspaper, the Spectator. Photographers assist in projects requested by the journalism instructor and the Public Relations and Marketing Director. Hours to be arranged.

(1-3/0/0/0/60-180/V)



## JOUR-1285

### APPLIED JOURNALISM 2

#### *Prerequisite: JOUR-1255*

The above course is a class and a lab which includes class lectures, critique sessions, and production of the College newspaper, the Spectator. Photographers assist in projects requested by the journalism instructor and the Public Relations and Marketing Director. Hours to be arranged.

(1-3/0/0/0/60-180/V)

## JOUR-1300

### JOURNALISM INTERNSHIP I (PRINT & ONLINE)

#### *Prerequisite: Instructor Consent*

This internship is a cooperative agreement with WNCC and community partners. These internship programs provide students valuable hands-on learning experiences in aspects of the operations of assigned partners. Through this internship, students receive academic credit that may be applied toward a Journalism degree, or a related discipline. This internship program offers students the opportunity to apply information from classes to real-life experiences. Students are able to explore career opportunities and gain practical work experience that can be invaluable in the job market, especially if the student intends to pursue a career in journalism upon graduation. Credit hours dependent upon guidelines established by WNCC. Students can receive up to six credit hours through the Journalism Internships.

(1-3/0/0/0/60-180/V)

## JOUR-1350

### JOURNALISM INTERNSHIP II (PRINT & ONLINE)

#### *Prerequisite: Instructor Consent*

This internship is a cooperative agreement with WNCC and community partners. These internship programs provide students valuable hands-on learning experiences in aspects of the operations of assigned partners. Through this internship, students receive academic credit that may be applied toward a Journalism degree, or a related discipline. This internship program offers students the opportunity to apply information from classes to real-life experiences. Students are able to explore career opportunities and gain practical work experience that can be invaluable in the job market, especially if the student intends to pursue a career in journalism upon graduation. Credit hours dependent upon guidelines established by WNCC. Students can receive up to six credit hours through the Journalism Internships.

(1-3/0/0/0/60-180/V)

## JOUR-1400

### JOURNALISM INTERNSHIP I (BROADCAST)

#### *Prerequisite: Instructor Consent*

This internship is a cooperative agreement with WNCC and community partners. These internship programs provide students valuable hands-on learning experiences in aspects of the operations of assigned partners. Through this internship, students receive academic credit that may be applied toward a Journalism degree, or a related discipline. This internship

program offers students the opportunity to apply information from classes to real-life experiences. Students are able to explore career opportunities and gain practical work experience that can be invaluable in the job market, especially if the student intends to pursue a career in journalism upon graduation. Credit hours dependent upon guidelines established by WNCC. Students can receive up to six credit hours through the Journalism Internships.

(1-3/0/0/0/60-180/V)

## JOUR-1450

### JOURNALISM INTERNSHIP II (BROADCAST)

#### *Prerequisite: Instructor Consent*

This internship is a cooperative agreement with WNCC and community partners. These internship programs provide students valuable hands-on learning experiences in aspects of the operations of assigned partners. Through this internship, students receive academic credit that may be applied toward a Journalism degree, or a related discipline. This internship program offers students the opportunity to apply information from classes to real-life experiences. Students are able to explore career opportunities and gain practical work experience that can be invaluable in the job market, especially if the student intends to pursue a career in journalism upon graduation. Credit hours dependent upon guidelines established by WNCC. Students can receive up to six credit hours through the Journalism Internships.

(1-3/0/0/0/60-180/V)

## JOUR-2065

### INFORMATION TECHNOLOGY CAPSTONE

#### *Prerequisite: JOUR-1285*

The above course is a class and a lab which includes class lectures, critique sessions, and production of the College newspaper, the Spectator. Photographers assist in projects requested by the journalism instructor and the Public Relations and Marketing Director. Hours to be arranged.

(1-3/0/0/0/60-180/V)

## JOUR-2085

### APPLIED JOURNALISM 3

#### *Prerequisite: JOUR-1265*

The above course is a class and a lab which includes class lectures, critique sessions, and production of the College newspaper, the Spectator. Photographers assist in projects requested by the journalism instructor and the Public Relations and Marketing Director. Hours to be arranged.

(1-3/0/0/0/60-180/V)

## JOUR-2150

### NEWS WRITING & REPORTING

#### *Prerequisite: ACFS-0050W or Writing Placement Exam and ACFS-0060R or Reading Placement Exam*

The student learns the basic skills and principles of a news story; the fundamentals of interviewing, newsgathering and editing; and the importance of ethics, accuracy, and fairness in reporting. The student is assigned stories on and off campus,

some of which may be published in the College newspaper. Attention is also given to marketing feature articles.

**Offered fall semester only.**

(3/45/0/0/0/3)

JOUR-2350

### FEATURE WRITING

*Prerequisite: ACFS-0050W or Writing Placement Exam and ACFS-0060R or Reading Placement Exam*

This course offers instruction and practice in the writing of different types of feature articles for newspapers and magazines. The focus is on the crafting of the feature article. Attention is also given to marketing feature articles.

(3/45/0/0/0/3)

JOUR-2355

### EDITING & DESIGN

*Prerequisite: ACFS-0050W or Writing Placement Exam and ACFS-0060R or Reading Placement Exam*

This course offers instruction and practice in the editing and design of newspapers and magazines. The fundamentals of editing copy, writing headlines, and effectively conveying information visually are introduced.

(3/45/0/0/0/3)

## PRACTICAL NURSING

LPNR-1110

### BODY STRUCTURE & FUNCTION

*Prerequisite: ACFS-0060R or Reading Placement Exam*

This course is planned to give the practical nursing student a working knowledge of body structure and function from the cell to the body systems.

(4/60/0/0/0/4)

LPNR-1235

### PRACTICAL NURSING REVIEW RE-ADMISSION

*Prerequisite: LPNR-1240*

This course reviews basic nursing skills prior to re-entry to the Practical Nursing program to help ensure safe care of clients in the clinical area. Students review and update knowledge of asepsis, sterile technique, positioning, range of motion exercises, safety measures, documentation, dosage calculation, medication administration principles and techniques, and the nursing process. Students are encouraged and expected to utilize the nursing lab and videos to practice the skills individually to refresh their knowledge prior to the class.

(0.5/0/15/0/0/V)

LPNR-1240

### BASIC NURSING CONCEPTS

*Prerequisite: Admission to the PN program or permission of the instructor.*

*Co-requisite(s): LPNR-1240L LPNR-2265 LPNR-2265L NURS-1410 BIOS-2460*

This course is an introduction to nursing which focuses on basic nursing concepts, nursing skills, communication, legal

and ethical elements, administration of medications, and care of surgical clients. The nursing process and theories of basic human needs are utilized in organizing delivery of nursing care. Students practice basic nursing skills in a laboratory and on adults in acute and skilled nursing facilities within the scope of the practical nurse.

**Offered fall semester only.**

(7/60/0/135/0/V)

LPNR-1240L

### BASIC NURSING CONCEPTS CLINICAL

*Prerequisite: Admission to the PN program or permission of the instructor.*

*Co-requisite(s): LPNR-1240 LPNR-2265 LPNR-2265L NURS-1410 BIOS-2460*

LPNR-1340

### NURSING OF THE FAMILY

*Prerequisite: Successful completion LPNR-2270 LPNR-2270L LPNR-2275 LPNR-2275L*

*Co-requisite(s): NURS-1480 LPNR-2720 LPNR-1340L*

Fundamental concepts of the childbearing and child rearing family are explored. Emphasis is placed on basic human needs, growth and development, communication, and appropriate caring behaviors in each phase. Students are given clinical experience in obstetrics and pediatrics in the acute care facility and in the community to apply the concepts learned in theory.

**Offered spring semester only.**

(4.5/37.5/0/90/0/V)

LPNR-1340L

### NURSING OF THE FAMILY LAB/CLINICAL

*Prerequisite: Successful completion LPNR-2270 LPNR-2270L LPNR-2275 LPNR-2275L*

*Co-requisite(s): LPNR-1340 NURS-1480 LPNR-2720*

LPNR-2266

### NURSING OF THE ADULT I

*Prerequisite: LPNR-1240 LPNR-1240L*

*Co-requisite(s): NURS-1410 BIOS-2460 LPNR-2266L*

In the Nursing of the Adult Courses, a holistic approach is utilized to present the adult client's health-illness continuum through the life span. Topics covered in Nursing of Adult are health-illness issues related to Growth and Development, Endocrine, Immune, Oncology, and Renal and Community Nursing. Students are provided with clinical experiences to enrich their learning and abilities in the application of nursing interventions. This course is a total of 5 credit hours: 2.5 for theory and 2.5 for laboratory/clinical experiences.

(5/37.5/0/112.5/0/V)

LPNR-2266L

### NURSING OF THE ADULT I LAB/CLINICAL

*Prerequisite: LPNR-1240 LPNR-1240L*

*Co-requisite(s): NURS-1410 BIOS-2460 LPNR-2266*

LPNR-2272

### NURSING OF THE ADULT II THEORY

*Prerequisite:* LPNR-1240 LPNR-1240L

*Co-requisite(s):* LPNR-2272L LPNR-2275 LPNR-2275L LPNR-1340

LPNR-1340L LPNR-2720 NURS-1480

In the Nursing of the Adult courses, a holistic approach is utilized to present the adult client's health-illness continuum through the life span. Nursing of Adult II covers health-illness issues related to Gastrointestinal, Musculoskeletal, Respiratory, Cardiovascular and Hematologic. Students are provided with clinical experiences to enrich their learning and abilities in the application of nursing interventions.

Offered spring semester only.

(4/30/0/90/0/V)

LPNR-2272L

### NURSING OF THE ADULT II LAB/CLINICAL

*Prerequisite:* None

*Co-requisite(s):* LPNR-2272 LPNR-2275 LPNR-2275L LPNR-1340 LPNR-1340L LPNR-2720 NURS-1480

LPNR-2275

### NURSING OF THE ADULT 3 THEORY

*Prerequisite:* LPNR-2270 LPNR-2270L

*Co-requisite(s):* LPNR-2275L LPNR-1340 LPNR-1340L LPNR-2720 NURS-1480

In the Nursing of Adult courses, a holistic approach is utilized to present the adult client's health-illness continuum through the life span. Nursing of the Adult 3 covers health-illness issues related to Neurological; Organs of Vision, Hearing, and Balance; Behavioral; Community; Geriatric; Reproductive; and Integumentary. Students are provided with clinical experiences to enrich their learning and abilities in the application of nursing interventions.

**Offered spring semester only.**

(4/30/0/90/0/V)

LPNR-2275L

### NURSING OF THE ADULT 3 LAB/CLINICAL

*Prerequisite:* LPNR-1240 NU Reading Placement Exam-1410 LPNR-2265 LPNR-2270 BIOS-2460

LPNR-2720

### STRATEGIES FOR THE LPN IN PRACTICE

*Prerequisite:* Successful completion of the 2<sup>nd</sup> semester of the PN program or permission of the instructor

*Co-requisite(s):* NURS-1480 LPNR-2270 LPNR-2275 LPNR-1340 LPNR-2270L LPNR-2275L LPNR-1340L

Strategies help prepare the practical nursing student to assume a role as an integral member of the health care team upon graduation. Licensure, job opportunity, legal and ethical topics, communication, leadership, and cultural/spiritual diversity are explored. The NCLEX-PN is also discussed.

**Offered spring semester only.**

(2/30/0/0/0/2)

LPNR-2750

### LPN-CERTIFIED

*Prerequisite:* Must be a current licensed LPN; must successfully pass a *preregistration exam.*

This course is designed to prepare the LPN to perform those duties consistent with the expanded Scope of Practice as outlined in Title 172, Chapter 102. Upon successful completion of this course the LPN is eligible for examination for certification by the Bureau of Examining Boards, Department of Health, State of Nebraska.

**Offered as needed.**

(4/50/20/0/0/4.5)

## MATHEMATICS

MATH-0150

### TECHNICAL MATHEMATICS

*Prerequisite:* ACFS-0070M or eCOMPASS

This course is for students pursuing an Associate of Applied Science or Associate of Occupational Studies degree in a career/technical area. Topics include: arithmetic, fractions, units of measurement, decimal numbers, percent/efficiency/tolerances, exponents/square roots/order of operations, basic algebra, ratio and proportions, geometry, and statistics.

(3/45/0/0/0/3)

MATH-0151

### ELECTRICAL MATH 1

*Prerequisite:* ACFS-0070M or eCOMPASS

Before the trainee can solve complicated electrical circuit problems, a working knowledge of algebra is necessary. This modular unit prepares trainees to be most comfortable with the mathematical applications on the job which may include: calculation of units of resistance with basic units of voltage (e), current (i), and resistance; create and understand pie diagrams; perform circuit calculations; basic geometry - solving problems for the resultant and calculate angles; solving problems graphically; and with the use of vectors to calculate items utilized in working with electrical lines and power companies.

(3/45/0/0/0/3)

MATH-0160

### INTRODUCTORY ALGEBRA

*Prerequisite:* ACFS-0070M or eCOMPASS

This course is designed for students who have not taken a full year of algebra in high school or who wish to review algebra. Topics included are: operations on real numbers, equations and inequalities, introduction to graphing, polynomial expressions and factoring, and rational expressions and rational equations. Note: This course is also taught online.

(4/60/0/0/0/4)

**MATH-0210****INTERMEDIATE ALGEBRA**

*Prerequisite: MATH-0160 or eCOMPASS*

This course is for students who have completed only one year of high school algebra or have completed MATH-0160. Topics include: functions, graphing, systems of equations, inequalities, polynomials and polynomial functions, rational expressions and rational equations, exponents and radicals, and quadratic functions.

(4/60/0/0/0/4)

**MATH-1150****COLLEGE ALGEBRA**

*Prerequisite: MATH-0210 or eCOMPASS*

This course is a preparation for trigonometry and calculus. Topics included are: graphs, functions, equations and inequalities, polynomial and rational functions, and exponential and logarithmic functions, systems of equations and inequalities, and selected discrete mathematical topics.

(4/60/0/0/0/4)

**MATH-1170****MATHEMATICAL APPLICATIONS**

*Prerequisite: MATH-0210 or eCOMPASS*

This course is for students who do not intend to take trigonometry and calculus. It is intended to satisfy the general university competency requirement in mathematics. Topics may include but are not limited to: problem solving strategies, logic, consumer math, probability and statistics, geometry, and mathematics and art. This course does satisfy the math requirement for the Associate of Arts or Associate of Science degree.

(3/45/0/0/0/3)

**MATH-1180****MATH FOR ELEMENTARY TEACHERS**

*Prerequisite: MATH-0210 or eCOMPASS*

This course presents the basic structure of the whole number system, the integer system, and the rational numbers. Designed primarily for prospective elementary teachers, this is a fairly rigorous treatment of the basic operations of arithmetic using an axiomatic approach.

(3/45/0/0/0/3)

**MATH-1210****TRIGONOMETRY**

*Prerequisite: MATH-1150 MATH-1150 or eCOMPASS*

This course is a study of trigonometry and its applications. Topics included are: the trigonometric functions, analytic trigonometry, and applications of trigonometry from engineering and the physical sciences.

(3/45/0/0/0/3)

**MATH-1600****CALCULUS 1**

*Prerequisite: MATH-1210 or eCOMPASS*

This course is a study of calculus and analytic geometry including the concepts of two dimensional analytic geometry, limits, derivatives, methods of integration's, and application of the integral.

(5/75/0/0/0/5)

**MATH-2150****CALCULUS 2**

*Prerequisite: MATH-1600*

This course is a continuation of MATH-1600 including applications of the integral, calculus of transcendental functions, techniques of integration, improper integrals, and infinite series.

(5/75/0/0/0/5)

**MATH-2200****CALCULUS 3**

*Prerequisite: MATH-2150*

This course is a continuation of MATH-2150, which includes a study of plane and solid analytic geometry, vectors, partial differentiation, and multiple integration.

**Offered spring semester only.**

(5/75/0/0/0/5)

**MATH-2210****APPLIED DIFFERENTIAL EQUATIONS**

*Prerequisite: MATH-2150*

This course is an introduction to ordinary differential equations and their applications in the fields of engineering and the physical sciences. Topics address the formulation, analysis, and solution of first-, second-, and higher-order linear differential equations using a variety of methods including direction fields, integrating factors, variation of parameters, method of undetermined coefficients, Laplace transforms, numerical methods, and selected applications.

(3/45/0/0/0/3)

**MANAGEMENT****MNGT-1150****INTERACTION MANAGEMENT**

*Prerequisite: None*

This course is designed to prepare participants for first and second level supervisory and management positions. The course content blends a combination of workbooks, videos, and behavior modeling exercises to provide participants with the skill to lead and influence others effectively and confidently in today's organizations.

**Offered as needed.**

(3/45/0/0/0/3)



**SMALL BUSINESS MANAGEMENT****Prerequisite: None**

The course is designed to present a solid introduction to the professional management of a small to middle sized business. The curriculum includes current and expanded coverage of entrepreneurship, the management challenges found in family business and the importance of the planning process in business.

**Offered spring semester only.**

(3/45/0/0/0/3)

**SUPERVISORY MANAGEMENT****Prerequisite: None**

This course provides students with an understanding of the management functions supervisors must perform. Students receive solid theory and practical application that reinforces the theme: The Essence of Supervisory Management is Working With and Through People. Through comprehensive cases and illustrations the student examines the interrelationship of key management concepts.

(3/45/0/0/0/3)

**PROJECT MANAGEMENT PRINCIPLES****Prerequisite: None**

Project Management is the discipline of defining and managing the vision, tasks, and resources required to complete a project. This course provides an introduction to the project management process, resource management (time, money, and people), quality control, communications and risk. Also offered online.

(3/45/0/0/0/3)

**MANAGEMENT INTERNSHIP**

**Prerequisite: Enrollment in business curriculum with emphasis in management or business administration and instructor consent.**

Work experience is required in approved training site in cooperation with business operators. Students are supervised by the business management or supervisor and WNCC program instructor. Students are compensated for their services and receive college credit.

(3/0/0/0/180/V)

**MARKETING****MANAGEMENT INTERNSHIP 1****Prerequisite: None**

Work experience is required in approved training stations in cooperation with operators of business enterprises. The coordinator of marketing and management and the employer supervises students. Students are compensated for their services and receive college credit.

**Offered as needed.**

(3/0/0/0/180/V)

**MANAGEMENT INTERNSHIP 2****Prerequisite: None**

Work experience is required in approved training stations in cooperation with operators of business enterprises. The coordinator of marketing and management and the employer supervises students. Students are compensated for their services and receive college credit.

**Offered as needed.**

(3/0/0/0/180/V)

**MANAGEMENT INTERNSHIP 3****Prerequisite: None**

Work experience is required in approved training stations in cooperation with operators of business enterprises. The coordinator of marketing and management and the employer supervises students. Students are compensated for their services and receive college credit.

**Offered as needed.**

(3/0/0/0/180/V)

**MANAGEMENT INTERNSHIP 4****Prerequisite: None**

Work experience is required in approved training stations in cooperation with operators of business enterprises. The coordinator of marketing and management and the employer supervises students. Students are compensated for their services and receive college credit.

**Offered as needed.**

(3/0/0/0/180/V)

**MUSIC****APPLIED MUSIC: WOODWIND INSTRUMENTS 1****Prerequisite: None**

The student receives weekly lessons in his/her field of interest. Proper tonguing, fingering, and breathing techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)

**INTRODUCTION TO WOODWIND INSTRUMENTS****Prerequisite: None**

This course is designed for students who are either beginners in playing a woodwind instrument or are preparing to audition for MUSC-1010 (Applied Music: Woodwinds 1). Instruction is delivered weekly in a 60-minute group lesson or in a 30-minute private lesson, as appropriate. Meeting times are arranged to fit the student's and instructor's schedule. This course may be taken for a total of four semesters for credit.

(1/15/0/0/0/1)

**MUSC-1020****APPLIED MUSIC: WOODWIND INSTRUMENTS 2****Prerequisite: MUSC-1010**

The student receives weekly lessons in his/her field of interest. Proper tonguing, fingering, and breathing techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-1040****APPLIED MUSIC: BRASS INSTRUMENTS 1****Prerequisite: None**

The student receives weekly lessons in his/her field of interest. Proper tonguing, breathing, and valving techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-1040I****INTRODUCTION TO BRASS INSTRUMENTS****Prerequisite: None**

This course is designed for students who are either beginners in playing a brass instrument or are preparing to audition for MUSC-1040 (Applied Music: Brass 1). Instruction is delivered weekly in a 60-minute group lesson or in a 30-minute private lesson, as appropriate. Meeting times are arranged to fit the student's and instructor's schedule. This course may be taken for a total of four semesters for credit.

(1/15/0/0/0/1)

**MUSC-1050****APPLIED MUSIC: BRASS INSTRUMENTS 2****Prerequisite: MUSC-1040**

The student receives weekly lessons in his or her field of interest. Proper tonguing, breathing, and valving techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-1060****APPLIED MUSIC: STRING INSTRUMENTS 1****Prerequisite: None**

The student receives weekly lesson in his/her field of interest. Proper bowing and fingering techniques are stressed. Appropriate solo literature is selected. Meeting times/dates are to be arranged between instructor and student.

(1/15/0/0/0/1)

**MUSC-1060I****INTRODUCTION TO STRING INSTRUMENTS****Prerequisite: None**

This course is designed for students who are either beginners in playing a string instrument or are preparing to audition for MUSC-1060 (Applied Music: Strings 1). Instruction is delivered weekly in a 60-minute group lesson or in a 30-minute private lesson, as appropriate. Meeting times are arranged to

fit the student's and instructor's schedule. This course may be taken for a total of four semesters for credit.

(1/15/0/0/0/1)

**MUSC-1070****APPLIED MUSIC: STRING INSTRUMENTS 2****Prerequisite: MUSC-1060**

The student receives weekly lesson in his/her field of interest. Proper bowing and fingering techniques are stressed. Appropriate solo literature is selected. Meeting times/dates are to be arranged between instructor and student.

(1/15/0/0/0/1)

**MUSC-1090****APPLIED MUSIC PERCUSSION 1****Prerequisite: None**

The student receives weekly lessons in his/her field of interest. Proper sticking and mallet coordination are developed within the level of the student's ability. Suitable study materials are used to develop these skills. Hours to be arranged.

**MUSC-1090I****INTRODUCTION TO PERCUSSION INSTRUMENTS****Prerequisite: None**

This course is designed for students who are either beginners in playing a percussion instrument or are preparing to audition for MUSC-1090 (Applied Music: Percussion 1). Instruction is delivered weekly in a 60-minute group lesson or in a 30-minute private lesson, as appropriate. Meeting times are arranged to fit the student's and instructor's schedule. This course may be taken for a total of four semesters for credit.

(1/15/0/0/0/1)

(1/15/0/0/0/1)

**MUSC-1100****APPLIED MUSIC: PERCUSSION 2****Prerequisite: MUSC-1090**

The student receives weekly lessons in his/her field of interest. Proper sticking and mallet coordination are developed within the level of the student's ability. Suitable study materials are used to develop these skills. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-1120****APPLIED MUSIC: KEYBOARD 1****Prerequisite: None**

This is a course of study for the development and extension of techniques and repertoire. The entering student's prior level of achievement is determined relevant to the type and kind of work to be mastered. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-1130****APPLIED MUSIC: KEYBOARD 2****Prerequisite: MUSC-1120**

This is a course of study for the development and extension of

techniques and repertoire. The entering student's prior level of achievement is determined relevant to the type and kind of work to be mastered. Hours to be arranged.

(1/15/0/0/0/1)

MUSC-1140

### APPLIED MUSIC: VOICE 1

*Prerequisite: Instructor Consent*

The student studies vocal pedagogy and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Hours to be arranged.

(1/15/0/0/0/1)

MUSC-1141

### APPLIED MUSIC: VOICE 1 FOR THE MUSIC MAJOR

*Prerequisite: None*

The student studies vocal pedagogy, and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Meeting times are arranged.

(2/30/0/0/0/V)

MUSC-1150

### APPLIED MUSIC: VOICE 2

*Prerequisite: MUSC-1140*

The student studies vocal pedagogy and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Hours to be arranged.

(1/15/0/0/0/1)

MUSC-1151

### APPLIED MUSIC: VOICE II FOR THE MUSIC MAJOR

*Prerequisite: None*

The student studies vocal pedagogy, and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Meeting times are arranged.

(2/30/0/0/0/V)

MUSC-1160

### BAND

*Prerequisite: None*

The band is open to all students with a suitable instrumental background. An audition/interview is required for all new band members. The band program is designed to provide suitable music for various college functions as well as to present a concert program each semester.

(1/45/0/0/0/3)

MUSC-1200

### COLLEGIATE CHORALE

*Prerequisite: ACFS-0060R Reading Techniques or Reading Placement Exam*

Collegiate Chorale, a traditional mixed chorus of men and women's voices, is the primary ensemble of the vocal music program. Collegiate Chorale performs the very finest vocal literature by master composers on 2-4 concerts per year, and focuses on the development of proper vocal technique, the performance of quality repertoire, and the practice of proper

concert etiquette. This course may be taken a total of four semesters for credit.

(1/45/0/0/0/3)

MUSC-1220

### FORT SIDNEY CENTENNIAL BAND

*Prerequisite: None*

The band is open to all students with a suitable instrumental background (audition in some instances to determine proficiency on the instrument). The band program is designed to provide suitable music for various college functions, as well as to present a concert program each semester. This course may be taken a total of four semesters for credit.

**Offered spring semester only.**

(.5/8/0/0/0/1)

MUSC-1230

### FIRE IN THE PAN SWINGERS

*Prerequisite: Audition Required*

The Fire in the Pan Swingers will perform multiple concerts each semester with the opportunity to perform for various community events. This ensemble will provide area musicians the opportunity to study and perform traditional Big Band and Contemporary Jazz literature. Audition required.

(1/30/0/0/0/2)

MUSC-1240

### VARSITY VOCALISE

*Prerequisite: Audition Required*

*Co-requisite(s): MUSC-1200*

This select small ensemble sings the very best of pop, jazz, and Broadway favorites. Development of stage presence and poise, stage movement, vocal technique, and public relations skills are a primary goal. Varsity Vocalise performs often during the school day, evenings, and weekends, and is a showcase for both the music program and the school within the community and the entire region. Audition required. This course may be taken a total of four semesters for credit.

(1/45/0/0/0/3)

MUSC-1260

### WNCC STUDIO BAND

*Prerequisite: Audition Required*

The WNCC Studio Band provides its members the opportunity to explore the aspects of smaller ensemble playing in the rock/pop/funk idiom. As one of WNCC's premier recruiting ensembles it performs throughout the academic year for various college and community functions. Music excellence is demanded. Audition required. This course may be taken for a total of four semesters for credit.

(1/45/0/0/0/3)

MUSC-1370

### APPLIED MUSIC: GUITAR 1

*Prerequisite: None*

The student studies the technical aspects of playing the guitar through scale and appropriate etudes. Appropriate solo

literature relevant to the student's interest is incorporated.  
(1/15/0/0/0/1)

#### MUSC-1370I

### INTRODUCTION TO GUITAR

**Prerequisite:** None

This course is designed for students who are either beginners in playing the guitar or are preparing to audition for MUSC-1370 (Applied Music: Guitar 1). Instruction is delivered weekly in a 60-minute group lesson or in a 30-minute private lesson, as appropriate. Meeting times are arranged to fit the student's and instructor's schedule. This course may be taken for a total of four semesters for credit.  
(1/15/0/0/0/1)

#### MUSC-1380

### APPLIED MUSIC: GUITAR 2

**Prerequisite:** MUSC-1370

The student studies the technical aspects of playing the guitar through scale and appropriate etudes. Appropriate solo literature relevant to the student's interest is incorporated.  
(1/15/0/0/0/1)

#### MUSC-1400\*

### MUSIC APPRECIATION

**Prerequisite:** None

This course is a survey of the development of Western Art Music from the Middle Ages to the present time. The focus of this course is on the evolution of the art from historical, philosophical, and sociological perspectives. Musical examples are utilized, and outside reading/research required.  
**Offered fall semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

#### MUSC-1410

### MUSIC FUNDAMENTALS

**Prerequisite:** None

This course is a study of the basic fundamentals of Western Music Theory. The course is designed as a precursor to the existing two-year Music Theory courses, the Elementary Music Education course, or further music study. Emphasis is upon the reading and performance of written music, especially in the popular music idiom.

**Offered fall semester only.**

(3/45/0/0/0/3)

#### MUSC-1420\*

### AMERICAN POPULAR MUSIC

**Prerequisite:** ACFS-0050W or Writing Placement Exam and ACFS-0060R or Reading Placement Exam

A survey of the various styles of American popular music from 1840 to the present including folk music, ragtime, blues, jazz, and rock.

**Offered spring semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

#### MUSC-1455

### MUSIC THEORY 1

**Prerequisite:** MUSC-1410

**Co-requisite(s):** MUSC-1455L

This course is designed for music majors and minors. A beginning course in the study of the language of music, it covers the four fundamentals of music theory: keys, scales, intervals and triads. Keyboard application, sight singing, and dictation are not included in this class, but are included in the accompanying lab.

**Offered spring semester only.**

(3/45/0/0/0/3)

#### MUSC-1455L

### MUSIC THEORY LAB 1

**Prerequisite:** MUSC-1410

**Co-requisite(s):** MUSC-1455

This course is designed for music majors and minors. Drawing extensively from the material covered by MUSC-1455, it is a beginning course in the study of aural perception, rhythm, and keyboard application of music theory. Offered spring semester only.

(1/0/30/0/0/2)

#### MUSC-1475

### MUSIC THEORY 2

**Prerequisite:** MUSC-1455

**Co-requisite(s):** MUSC-1475L

This course is a continuation of MUSC-1455,

#### MUSC-1475L

### MUSIC THEORY LAB 2

**Prerequisite:** MUSC-1455L

**Co-requisite(s):** MUSC-1475

This course is a continuation of MUSC-1455L. Drawing extensively from the material covered by MUSC-1475, it is a continuing course in the study of aural perception, rhythm, and keyboard application of music theory.

**Offered fall semester only.**

(1/0/30/0/0/2)

#### MUSC-2010

### APPLIED MUSIC: WOODWIND INSTRUMENTS 3

**Prerequisite:** MUSC-1020

The student receives weekly lessons in his/her field of interest. Proper tonguing, fingering, and breathing techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)

#### MUSC-2020

### APPLIED MUSIC: WOODWIND INSTRUMENTS 4

**Prerequisite:** MUSC-2010

The student receives weekly lessons in his/her field of interest. Proper tonguing, fingering, and breathing techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)



**MUSC-2040****APPLIED MUSIC: BRASS INSTRUMENTS 3****Prerequisite:** MUSC-1050

The student receives weekly lessons in his/her field of interest. Proper tonguing, breathing, and valving techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2050****APPLIED MUSIC: BRASS INSTRUMENTS 4****Prerequisite:** MUSC-2040

The student receives weekly lessons in his/her field of interest. Proper tonguing, breathing, and valving techniques are stressed. Appropriate solo literature is used. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2060****APPLIED MUSIC: STRING INSTRUMENTS 3****Prerequisite:** MUSC-1060 MUSC-1070

The student receives weekly lesson in his/her field of interest. Proper bowing and fingering techniques are stressed. Appropriate solo literature is selected. Meeting times/dates are to be arranged between instructor and student.

(1/15/0/0/0/1)

**MUSC-2070****APPLIED MUSIC: STRING INSTRUMENTS 4****Prerequisite:** MUSC-2060

The student receives weekly lesson in his/her field of interest. Proper bowing and fingering techniques are stressed. Appropriate solo literature is selected. Meeting times/dates are to be arranged between instructor and student.

(1/15/0/0/0/1)

**MUSC-2090****APPLIED MUSIC: PERCUSSION 3****Prerequisite:** MUSC-1100

The student receives weekly lessons in his/her field of interest. Proper sticking and mallet coordination are developed within the level of the student's ability. Suitable study materials are used to develop these skills. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2100****APPLIED MUSIC: PERCUSSION 4****Prerequisite:** MUSC-2090

The student receives weekly lessons in his/her field of interest. Proper sticking and mallet coordination are developed within the level of the student's ability. Suitable study materials are used to develop these skills. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2120****APPLIED MUSIC: KEYBOARD 3****Prerequisite:** MUSC-1130

This is a course of study for the development and extension of techniques and repertoire. The entering student's prior level of achievement is determined relevant to the type and kind of work to be mastered. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2130****APPLIED MUSIC: KEYBOARD 4****Prerequisite:** MUSC-2120

This is a course of study for the development and extension of techniques and repertoire. The entering student's prior level of achievement is determined relevant to the type and kind of work to be mastered. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2140****APPLIED MUSIC: VOICE 3****Prerequisite:** MUSC-1150

The student studies vocal pedagogy and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2141****APPLIED MUSIC: VOICE III FOR THE MUSIC MAJOR****Prerequisite:** Instructor Consent**Co-requisite(s):** MUSC-2141L

The student studies vocal pedagogy, and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Meeting times are arranged.

(2/30/0/0/0/V)

**MUSC-2141L****APPLIED MUSIC: DICTION LAB FOR SINGERS****Prerequisite:** None**Co-requisite(s):** MUSC-2141

The student studies the phonetics and pronunciation of the International Phonetic Alphabet (IPA) and languages appropriate to the singer. Meeting times are arranged.

(1/0/30/0/0/V)

**MUSC-2150****APPLIED MUSIC: VOICE 4****Prerequisite:** MUSC-2140

The student studies vocal pedagogy and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2151****APPLIED MUSIC: VOICE IV FOR THE MUSIC MAJOR***Prerequisite: Instructor Consent**Co-requisite(s): MUSC-2151L*

The student studies vocal pedagogy, and suitable solo materials. Emphasis is upon range, diction, and clarity of sound. Meeting times are arranged.

(2/30/0/0/0/V)

**MUSC-2151L****APPLIED MUSIC: DICTION LAB FOR SINGERS***Prerequisite: None**Co-requisite(s): MUSC-2151*

The student studies the phonetics and pronunciation of the International Phonetic Alphabet (IPA) and languages appropriate to the singer. Meeting times are arranged.

(1/0/30/0/0/V)

**MUSC-2160****APPLIED MUSIC: DICTION FOR SINGERS I***Prerequisite: MUSC-1151*

The student studies, writes, and performs the phonetics and pronunciation of the International Phonetic Alphabet {IPA} as it applies to signing in English, Latin, and Italian. Meeting time is two hours per week/arranged.

Offered fall semester only.

(2/30/0/0/0/V)

**MUSC-2170****APPLIED MUSIC: DICTION FOR SINGERS II***Prerequisite: MUSC-2160*

The student studies, writes, and performs the phonetics and pronunciation of the International Phonetic Alphabet {IPA} as it applies to signing in German, French, and Spanish. Meeting time is two hours per week/arranged.

Offered spring semester only.

(2/30/0/0/0/V)

**MUSC-2180****APPLIED MUSIC: GUITAR 3***Prerequisite: MUSC-1380*

The student studies the technical aspects of playing the guitar through scale and appropriate etudes. Appropriate solo literature relevant to the student's interest is incorporated.

Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2190****APPLIED MUSIC: GUITAR 4***Prerequisite: MUSC-2180*

The student studies the technical aspects of playing the guitar through scale and appropriate etudes. Appropriate solo literature relevant to the student's interest is incorporated.

Hours to be arranged.

(1/15/0/0/0/1)

**MUSC-2455****MUSIC THEORY 3***Prerequisite: MUSC-1475**Co-requisite(s): MUSC-2455L*

This course is a continuation of MUSC-1475. Altered chords, chromatic modulation, and techniques for suspension of tonality are taught. The study of forms (both large and small) is continued. Keyboard application, sight singing, and dictation are not included in this class but are included in the accompanying lab.

**Offered spring semester only.**

(3/45/0/0/0/3)

**MUSC-2455L****MUSIC THEORY LAB 3***Prerequisite: MUSC-1475L**Co-requisite(s): MUSC-2455***Offered spring semester only.**

(1/0/30/0/0/V)

**MUSC-2475****MUSIC THEORY 4***Prerequisite: MUSC-2455**Co-requisite(s): MUSC-2475L*

This course is a continuation of MUSC-2455. An overview of many of the 'isms' of twentieth-century classical music (impressionism, serialism, etc.), the course includes a large composition component. Keyboard application, sight singing, and dictation are not included in this class, but are included in

the accompanying lab.

(3/45/0/0/0/3)

**MUSC-2475L****MUSIC THEORY LAB 4***Prerequisite: MUSC-2455L**Co-requisite(s): MUSC-2475*

This course is a continuation of MUSC-1475L. Drawing extensively from the material covered by MUSC-2455, it is a continuing course in the study of aural perception and keyboard application of music theory.

(1/0/30/0/0/2)

**NAIL TECHNICIAN/SPECIALIST****NATS-1000****NAIL TECHNOLOGY & SAFETY THEORY***Prerequisite: None*

This course is an introductory nail technology theory course. Topics included are the nail technology profession, the history and opportunities; client consultation; infection control; safety; chemicals; nail structure and growth; and basic human anatomy and physiology, chemistry, and electricity as they pertain to a nail technician and salon professional.

(2.5/37.5/0/0/0/V)

**NATS-1010****MANICURING & PEDICURING WITH MASSAGE (THEORY)**

*Prerequisite: None*

*Co-requisite(s): NATS-1060*

This course covers the procedures, techniques, basic manipulative skills, safety requirements, and proper work habits to perform a pedicure and a manicure with massage. The focus of manicure services includes nail cosmetics, nail shapes, service, safety and sanitation. The focus on pedicure services includes proper procedures, precautions, proper techniques to use when filing and trimming toenails, exfoliating the skin, smoothing calluses, foot massage techniques, and disinfect pedicure implements and equipment. Aromatherapy oils are explained, along with suggested blends and their benefits. Students practice skills and demonstrate competencies in manicuring and pedicuring in co-requisite NATS-1060.  
(1/15/0/0/0/V)

**NATS-1020****NAIL TECHNOLOGY & PRODUCTS (THEORY)**

*Prerequisite: None*

*Co-requisite(s): NATS-1060*

This course includes the basic chemistry of salon products, adhesion and adhesives, learning to troubleshoot and solve common problems, proper procedures and precautions in artificial nail removal and repairs, and safely using electric files. Students practice skills and demonstrate competencies in artificial nail removal and repairs and electric filing in co-requisite NATS-1060.  
(.5/7.5/0/0/0/V)

**NATS-1030****NAIL ENHANCEMENTS**

*Prerequisite: None*

*Co-requisite(s): NATS-1060*

This course includes the exploration of the various techniques and procedures used to apply natural-looking artificial nail enhancements. Students need a thorough understanding of all enhancement procedures in order to properly consult with clients and choose the enhancement procedure that best suits the client's needs. Students practice skills and demonstrate competencies in artificial nail enhancements in co-requisite NATS-1060.  
(1/15/0/0/0/V)

**NATS-1040****CREATIVE NAIL ART (THEORY)**

*Prerequisite: None*

*Co-requisite(s): NATS-1060*

In this course, students explore nail art, an exciting and creative part of a nail technician's job. Students learn about the tools and supplies that can be used to provide an endless palette of creations. With the nail serving as a canvas, various techniques are explored that may be used to create one-of-a-kind designs which are limited by only imagination. Students practice skills and demonstrate competencies in creative nail art in co-requisite NATS-1060.  
(.5/7.5/0/0/0/V)

**NATS-1050****SALON BUSINESS, RULES & REGULATIONS**

*Prerequisite: None*

This course assists with developing a plan for the student's future whether it is obtaining gainful employment in the field or in salon management and operation. Students discuss qualities, skills and procedures that help a new nail technician succeed; including but not limited to participating as a salon team player, building clientele, selling products and services, and knowing the laws, rules, and regulations of the profession.  
(1.5/22.5/0/0/0/V)

**NATS-1060****NAIL TECHNOLOGY LAB & PRACTICUM**

*Prerequisite: None*

*Co-requisite(s): NATS-1000 NATS-1010 NATS-1020 NATS-1030 NATS-1040 NATS-1050*

This course allows students to apply concepts and skills learned in the nail technology theory courses NATS-1000, NATS-1010, NATS-1020, NATS-1030, NATS-1040, NATS-1050. Students must be concurrently enrolled in this course and the nail technology theory courses. Practical nail technology skills and competency evaluation criteria required for NATS-1010, NATS-1020, NATS-1030, and NATS-1040 are identified in each individual course syllabus (33 total skill areas). Students are required to spend a minimum of 100 hours in the lab practicing skills on mannequins and 125 hours working in the school's clinic, where experience is gained through actual practice on live clients. Students are required to pass both a final practical exam and a comprehensive written final examination before being eligible to take the State Board exam.  
(5/0/100/125/0/V)

**NURSING ASSISTANT/AIDE****NURA-1190****BASIC NURSING ASSISTANT TRAINING**

*Prerequisite: None*

This course is designed to instruct students in becoming Basic Nursing Assistants. The course provides essential knowledge and skill to provide basic care and skills to resident/clients of health care facilities; including such topics as resident rights, communication, safety, observation, reporting and assisting resident/clients in maintaining basic comfort and safety. It is designed to meet the training requirements of the federal and Nebraska state law for nursing assistants working in licensed facilities.  
(4/45/31/0/0/V)

## NURSING

NURS-1410

### PHARMACOLOGY 1

*Prerequisite:* Admission to the PN program or permission of instructor.

*Co-requisite(s):* LPNR-1240 LPNR-1240L LPNR-2265 LPNR-2265L

This course is designed to acquaint the student with that branch of science which deals with the sources, physical characteristics, composition, preparation, dosage, and effect of medications used in the prevention, relief, and cure of disease conditions. A comparison of metric, apothecary, and household techniques are stressed as they apply to administration of medication.

**Offered fall semester only.**

(2/30/0/0/0/2)

NURS-1480

### PHARMACOLOGY 2

*Prerequisite:* Successful completion of 2<sup>nd</sup> semester of the PN program or permission of the instructor.

*Co-requisite(s):* LPNR-1340 LPNR-1340L LPNR-2270 LPNR-2275 LPNR-2275L

This course is a continuation of LPNR-1410 which deals with the sources, physical characteristics, composition, preparation, dosage, and effects of medications used in the prevention, relief, and cure of disease. Students continue to utilize math skills. The nursing process and age-appropriate techniques are stressed as they apply to administration of medication.

**Offered spring semester only.**

(2/30/0/0/0/2)

## PHYSICAL EDUCATION

PHED-1024

### YOGA-FLEX (FLEXIBILITY THROUGH YOGA)

*Prerequisite:* None

Students participate in a course designed to introduce them to basic yoga techniques and postures that improve their flexibility, balance and overall strength, the emphasis being on improving flexibility.

(1/32/0/0/0/2)

PHED-1026

### YOGA/PILATES MIX

*Prerequisite:* None

Students participate in a course designed to introduce them to both basic yoga and Pilates postures and moves progressing to more advanced forms of both.

(1/16/0/0/0/2)

PHED-1029

### DANCE FITNESS

*Prerequisite:* None

Students participate in an aerobic format designed for cardiovascular development, muscle toning and flexibility,

coordination, and overall body conditioning. Students are taught easy to follow steps/movements to four basic Latin rhythms (meringue, salsa, cumbia, reggaeton) along with dance elements from hip hop/pot and Bollywood music to create a dynamic fitness program.

(1/32/0/0/0/2)

PHED-1060

### BASEBALL: MEN

*Prerequisite:* None

Fundamentals of hitting, throwing, and catching as well as the role of the defensive player are covered. Most of the class time is devoted to actual play of the game.

(.5/16/0/0/0/2)

PHED-1071

### BASKETBALL: OPEN

*Prerequisite:* None

Fundamentals of passing, dribbling and shooting, as well as the role of the defensive player are covered. Most of the class time is devoted to actual play of the game.

(1/32/0/0/0/2)

PHED-1080

### SOCCER

*Prerequisite:* None

This course covers attacking principles, defensive principles, organization of soccer, organization of practice, and skill work

(.5/16/0/0/0/2)

PHED-1085

### BASKETBALL

*Prerequisite:* None

Fundamentals of communication, teamwork, passing, dribbling and shooting, as well as the role of the defensive player are covered. Most of the class time is devoted to actual play of the game.

(.5/16/0/0/0/2)

PHED-1151

### FIRM & TONE: WOMEN

*Prerequisite:* None

This course is an introduction to proper warm-up and stretching techniques, exercise progression, the use of weights and walking. Students progress from a general exercise program to one individualized to meet their needs.

(1/32/0/0/0/2)

PHED-1235

### WELLNESS

*Prerequisite:* None

Topics covered include the emphasis on the relationship between physical fitness and wellness in order to develop a greater awareness of an individual's maximum potential. Items covered include an introduction to wellness and physical fitness, changing behaviors, heart disease and exercise,



fitness evaluation, warm-up and flexibility, cardio respiratory endurance, muscle strength and endurance, nutrition, weight control, drugs, exercise and stress reduction, risks to health and fitness, and special considerations.

(2/32/0/0/0/2)

**PHED-1251**

### **JOGGING**

*Prerequisite: None*

This course is designed to improve the student's cardiovascular endurance.

(1/32/0/0/0/2)

**PHED-1390**

### **SOFTBALL**

*Prerequisite: None*

The rules and play of the game are stressed. Fundamentals of catching, batting, pitching, base running, and strategy are essential parts of this course. Offensive and defensive strategies are covered.

(.5/16/0/0/0/2)

**PHED-1490**

### **VOLLEYBALL**

*Prerequisite: None*

The student works toward mastering the techniques involved in both playing and officiating. Skills such as the pass, set and spike are stressed, along with offensive and defensive strategies.

(.5/16/0/0/0/2)

**PHED-1491**

### **VOLLEYBALL**

*Prerequisite: None*

The student works toward mastering the techniques involved in both playing and officiating. Skills such as the pass, set and spike are stressed, along with offensive and defensive strategies.

(1/32/0/0/0/2)

**PHED-1550**

### **WEIGHT TRAINING**

*Prerequisite: None*

This course consists of instruction in weight lifting and body building programs. Proper fundamental skill techniques for the various types of exercises are taught and practiced.

(.5/16/0/0/0/2)

**PHED-1551**

### **WEIGHT TRAINING**

*Prerequisite: None*

This course consists of instruction in weight lifting and body building programs. Proper fundamental skill techniques for the various types of exercises are taught and practiced.

(1/32/0/0/0/2)

## **PHILOSOPHY**

**PHIL-1010\* (SS)**

### **INTRODUCTION TO PHILOSOPHY**

*Prerequisite: ACFS-0060R or Reading Placement Exam*

This course is designed to introduce students to the major issues in philosophy, including their cultural and historical origins as well as their application and relevance to current events and social issues. Among the issues usually explored are the history of philosophy, the life of reason, metaphysics (what is real?), epistemology (how do we know anything?), ethics and morality (what ought we to do?), the philosophy of religion, social and political philosophy and eastern philosophy.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

**PHIL-1060\* (SS)**

### **INTRODUCTION TO ETHICS & CURRENT ISSUES IN PHILOSOPHY**

*Prerequisite: ACFS-0060R or COMPASS*

This course surveys a variety of current issues in relation to attempts made by philosophers to examine and resolve them. Specific issues covered vary by semester, but typically include topics like the death penalty, abortion, euthanasia, artificial intelligence/computers, pornography and sexual morality, human cloning, racial and sexual discrimination, church/state balance, animal rights, drug policy, war and torture.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

**PHIL-1100\* (SS)**

### **INTRODUCTION TO CRITICAL THINKING**

*Prerequisite: ACFS-0060R or Reading Placement Exam*

This course introduces the foundational principles of correct reasoning and explores how to apply those principles to improve thinking and to solve problems. The primary areas of emphasis include reading and thinking critically (active learning rather than passive); analyzing and evaluating arguments and claims objectively; and developing persuasive arguments to support a position based on sound reasoning and credible evidence.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

## **PHOTOGRAPHY**

**PHOT-1900**

### **BLACK/WHITE PHOTOGRAPHY 1**

*Prerequisite: None*

Black/White Photography 1 places emphasis on camera operation and black and white photography including all phases of darkroom operation. Accessories and their use are fully covered. Students learn camera use and practice theories with actual photo requirements assigned. Note: Students must have access to a camera to carry out the assignments. A lab

fee is assessed for each photography class for film, paper, and chemicals.  
(3/45/0/0/0/3)

#### PHOT-1920

##### BLACK/WHITE PHOTOGRAPHY 2

*Prerequisite:* PHOT-1900

This course is a continuation of PHOT-1900 with additional instruction in camera operation and darkroom principles and techniques. Note: Students must have access to a camera to carry out the assignments. A lab fee is assessed for each photography class for film, paper, and chemicals.  
(3/45/0/0/0/3)

### PHYSICAL SCIENCES

#### PHYS-1070 (ST)

##### ASTRONOMY

*Prerequisite:* None

*Co-requisite(s):* PHYS-1070L

This is a descriptive course on the origin and evolution of the universe, solar system, stars, galaxies, and beyond, including night time observing with telescopes. Note: This course is also taught online.  
(4/45/30/0/0/5)

#### PHYS-1070L

##### ASTRONOMY LAB

*Prerequisite:* None

*Co-requisite(s):* PHYS-1070

#### PHYS-1100 (ST)

##### PHYSICAL SCIENCE

*Prerequisite:* None

*Co-requisite(s):* PHYS-1100L

A survey course in the physical sciences with emphasis on scientific processes. Includes topics from chemistry, physics, astronomy, geology and meteorology. Includes a lab.  
(4/45/30/0/0/5)

#### PHYS-1100L

##### PHYSICAL SCIENCE LAB

*Prerequisite:* None

*Co-requisite(s):* PHYS-1100

#### PHYS-1200

##### EARTH & SPACE SCIENCE

*Prerequisite:* None

*Co-requisite(s):* PHYS-1200L

The purpose of this course is to provide students with a general understanding of the fundamentals of astronomy, meteorology, geology, and oceanography with emphasis on the physical principles involved in each field. The course will demonstrate how the laws of nature provide a logical explanation for the physical workings of our planet as well as our universe. Laboratory experiences related to the study of

these topics are made available.  
(4/45/30/0/0/5)

#### PHYS-1200L

##### EARTH & SPACE SCIENCE LAB

*Prerequisite:* None

*Co-requisite(s):* PHYS-1200L

#### PHYS-1300 (ST)

##### PHYSICS 1

*Prerequisite:* MATH-1210 or COMPASS

*Co-requisite(s):* PHYS-1300L PHYS-1300R

This course is a study of the fundamental principles of physical science, including mechanics, wave motion, sound and heat. The course is designed to provide students with an understanding of physical phenomena, and to provide a background of physical principles to aid in the study of many science related fields.

**Offered fall semester only.**

(5/45/30/15/0/6)

#### PHYS-1300L

##### PHYSICS 1 LAB

*Prerequisite:* None

*Co-requisite(s):* PHYS-1300 PHYS-1300R

#### PHYS-1300R

##### PHYSICS 1 RECITATION

*Prerequisite:* None

#### PHYS-1350 (ST)

##### PHYSICS 2

*Prerequisite:* PHYS-1300

*Co-requisite(s):* PHYS-1350L PHYS-1350R

A continuation of PHYS-1300, this course includes studies of magnetism, electricity, electronics, light, atomic structure, and a brief introduction to modern physics.

**Offered spring semester only.**

(5/45/30/15/0/6)

#### PHYS-1350L

##### PHYSICS 2 LAB

*Prerequisite:* None

*Co-requisite(s):* PHYS-1350 PHYS-1350R

#### PHYS-1350R

##### PHYSICS 2 RECITATION

*Prerequisite:* None

*Co-requisite(s):* PHYS-1350 PHYS-1350L

#### PHYS-2400 (ST)

##### PHYSICS 1 WITH CALCULUS

*Prerequisite:* PHYS-1300 or MATH-1300

*Co-requisite(s):* PHYS-2400L PHYS-2400R

A calculus-based study of the fundamental principles of physics, including classical mechanics, thermodynamics,

and waves and sound, this course is designed to prepare the student in physical principles for entry into engineering and other physical science courses.

**Offered fall semester only.**

(5/45/30/15/0/6)

PHYS-2400L

### PHYSICS 1 WITH CALCULUS LAB

*Prerequisite: None*

*Co-requisite(s): PHYS-2400 PHYS-2400R*

PHYS-2400R

### PHYSICS 1 WITH CALCULUS RECITATION

*Prerequisite: None*

*Co-requisite(s): PHYS-2400 PHYS-2400L*

PHYS-2450 (ST)

### PHYSICS 2 WITH CALCULUS

*Prerequisite: PHYS-2400 MATH-2150*

*Co-requisite(s): PHYS-2450L PHYS-2450R MATH-2150*

This course is a continuation of PHYS-2400. This is a calculus-based course involving principles of electricity and magnetism, light and optics, and elements of modern physics. The course is designed for Engineers and Physical Scientists.

**Offered spring semester only.**

(5/45/30/15/0/6)

PHYS-2450L

### PHYSICS 2 WITH CALCULUS LAB

*Prerequisite: None*

*Co-requisite(s): PHYS-2450 PHYS-2450R*

PHYS-2450R

### PHYSICS 2 WITH CALCULUS RECITATION

*Prerequisite: None*

*Co-requisite(s): PHYS-2450 PHYS-2450L*

## POLITICAL SCIENCE

POLS-2350 (SS)

### AMERICAN GOVERNMENT & POLITICS

*Prerequisite: ACFS-0060R or Reading Placement Exam*

This survey course is designed to examine federal, state, and local government with emphasis upon their origin, development, and usage. Focus is upon the dynamic nature of political systems and participatory styles as illustrated through contemporary issues.

(3/45/0/0/0/3)

POLS-2390 (SS)

### INTERNATIONAL RELATIONS

*Prerequisite: ACFS-0060R or Reading Placement Exam*

This course is a study of the behavior of states in their relations with one another, drawing not only on diplomatic history but also on psychology, economics, and political theory. The course examines the changes that have taken place in the

world in the last decade-in the relationship of Asia, Africa, and Latin America, in the relationship between the United States and the Soviet Union, and of each of them with other states, and in the technology of war and the variants of peaceful attempts at conflict resolution.

**Offered as needed.**

(3/45/0/0/0/3)

## PERSONAL DEVELOPMENT

PRDV-1000

### ACHIEVING COLLEGE SUCCESS

*Prerequisite: None*

This course provides an introduction to the academic, social and interpersonal environment of Western Nebraska Community College. It is designed to increase students' success in college - and in life - by assisting them in obtaining information and skills necessary to reach their educational objectives and life goals. Students have opportunities to meet with their faculty advisors to develop successful relationships and get them started in the right direction. Major topic areas include academic integrity, successful learning styles and study habits, library research skills, financing college, interpersonal relationships, and student engagement with all that WNCC offers.

(1/15/0/0/0/1)

## PSYCHOLOGY

PSYC-1810 (SS)

### INTRODUCTORY TO PSYCHOLOGY

*Prerequisite: ACFS-0060R or eCOMPASS*

This course is designed to familiarize the student with the major areas of psychology. The course is directed toward the understanding of human behavior by dealing with such topics as development of behavior, perception, motivation and emotion, learning, intelligence, personality, and mental health. An application of course content to everyday behavior situations is emphasized.

(3/45/0/0/0/3)

PSYC-2030 (SS)

### INTRODUCTION TO COUNSELING SKILLS: THEORIES & TECHNIQUES

*Prerequisite: HUSR-1620 or PSYC-1810*

This course is an introduction to the interviewing, listening, and report-writing skills required of the paraprofessional human service workers. Students are introduced to counseling theory and schools of thought, combined with a brief presentation of the techniques used by some of the theorists.

**Offered fall semester only.**

(3/45/0/0/0/3)

PSYC-2060 (SS)

### PSYCHOLOGY OF LEARNING (EDUCATIONAL PSYCHOLOGY)

*Prerequisite: PSYC-1810*

This course is a scientific study of the three focal areas in education: the learner, the learning process, and the learning situation. The study includes development of an awareness of child behavior, comparison and contrast of various theories of learning, and identification of factors in the environment which influence learning.

**Offered spring semester only.**

(3/45/0/0/0/3)

PSYC-2090 (SS)

### ABNORMAL PSYCHOLOGY

*Prerequisite: PSYC-1810*

This is an introductory study of the more common behavior pathologies with emphasis on their etiology and treatment. An attempt is made to understand these abnormalities in terms of general psychological principles and biological and social forces, and to compare these pathologies to the problems of normal human development.

**Offered fall semester only.**

(3/45/0/0/0/3)

PSYC-2100 (SS)

### CHILD GROWTH & DEVELOPMENT

*Prerequisite: PSYC-1810*

This course is a survey of behavioral and experiential development from conception to adolescence with special attention given to the roles played by maturation, learning, motivation, emotions, and personal and social adjustment. Development is presented both as a body of knowledge and as a process of growth and change.

(3/45/0/0/0/3)

PSYC-2140 (SS)

### SOCIAL PSYCHOLOGY

*Prerequisite: PSYC-1810 or SOCI-1010*

This course is an introduction to current theories of and research in social psychology. This course overlaps the disciplines of psychology and sociology, and includes a study of small group behaviors and dynamics.

**Offered fall semester only.**

(3/45/0/0/0/3)

PSYC-2150 (SS)

### LIFE SPAN: HUMAN GROWTH & DEVELOPMENT

*Prerequisite: PSYC-1810*

This course is an introduction to the basic concepts and issues of biological and psychological growth and development from conception through old age. Emphasis is placed on biophysical, cognitive, and psychosocial development throughout the lifetime. Applied aspects of developmental psychology are emphasized in the course.

(3/45/0/0/0/3)

## REAL ESTATE

REES-1600

### REAL ESTATE PRINCIPLES

*Prerequisite: None*

This course is designed to introduce the field of professional real estate and is meant to meet the needs of students who desire a background and plan to seek careers in the field. It fills part of the requirements of Nebraska real estate law for a salesman's license and part of the hours for preparation to take the broker's examination. The course includes study of the following real estate topics: Character of land, real estate markets, ownership, interest, legal instruments, contracts, closing and transfers, financing, appraising, brokerage, management, development and investments and Nebraska real estate law.

(3/45/0/0/0/3)

REES-2800

### REAL ESTATE LAW

*Prerequisite: None*

This course is intended for students of both professional and nonprofessional group who desire instruction in the principles of real estate law governing estates in land, acquisition of title, mortgages, easements, liens, leasing, owners liability, wills and administration of estates.

(3/45/0/0/0/3)

## SOCIOLOGY

SOCI-1010 (SS)

### INTRODUCTION TO SOCIOLOGY

*Prerequisite: ACFS-0060R or eCOMPASS*

This course is an introduction to the scientific study of society and human social behavior. It focuses on the concepts of research methods, research findings, sociological theories, society, institutions, groups, social structure, culture, social interactions, socialization, social problems, social inequality, and social change.

(3/45/0/0/0/3)

SOCI-2050 (SS)

### SPECIAL TOPICS (ST) IN SOCIOLOGY

*Prerequisite: None*

Allows for instruction in special content areas outside of the courses being offered by the Social Science Division.

(3/45/0/0/0/3)

SOCI-2150 (SS)

### LIVING IN A DIVERSE SOCIETY

*Prerequisite: ACFS-0060R or COMPASS*

This course uses a sociological and social-psychological framework to examine minority and majority groups in American society (both past and present). The primary groups examined include those based upon race/ethnicity, socioeconomic class, gender, sexual orientation, physical



ability/disability, age and family status. Key skills developed in the course include awareness-building/shifting frames of reference, critical/analytical thinking and writing, and the ability to discuss differing points of view with others in an intelligent, respectful and productive way.  
(3/45/0/0/0/3)

**SOCI-2250 (SS)**

### **MARRIAGE & FAMILY**

*Prerequisite: ACFS-0060R or Reading Placement Exam*

This course develops an understanding of the social role of marriage and family living. Topics covered include courtship and preparation for marriage, conflict situations and adjustments between spouses, parent-child relationships, the family in the community, and the disintegration of the family unit.

(3/45/0/0/0/3)

## **SPANISH**

**SPAN-1010**

### **SPANISH FOR THE TRAVELER**

*Prerequisite: None*

This course is set up for the student who needs to learn some basic grammar and vocabulary related to travel. Presentation of materials (including a listening component) is on line with practice quizzes, tests and activities on line as well. All graded quizzes are taken in person at one of the WNCN sites. Contact with instructor is maintained via email or phone, or office visits for more help. It is an independent study course and the student can do the on line work wherever it best suits him/her.

**Offered both fall and spring semesters.**

(2/30/0/0/0/V)

**SPAN-1300\***

### **ELEMENTARY SPANISH 1**

*Prerequisite: None*

Elementary Spanish I sets the student on the path to communication in Spanish. Students are grounded in grammar and vocabulary and practice using what they learn in the class on a daily basis. Oral and written productions are stressed in and out of class. Elements of Hispanic Cultures are also covered in the course through in-course viewings along with outside movie viewing and written commentaries.

**Offered fall semester only.**

(5/75/0/0/0/5)

\*Satisfies humanities requirement for an Associate of Arts degree

**SPAN-1350\***

### **ELEMENTARY SPANISH 2**

*Prerequisite: SPAN-1300*

Elementary Spanish II continues the trajectory started in SPAN-1300. Grammar and vocabulary are the building blocks of a language, and students are required to use spoken Spanish on a daily basis in the classroom. Writing becomes more important at this stage as students are required to write

short compositions on a variety of topics. Cultural elements continue to be studied through in and out of class viewings.

**Offered spring semester only.**

(5/75/0/0/0/5)

\*Satisfies humanities requirement for an Associate of Arts degree

**SPAN-2300\***

### **INTERMEDIATE SPANISH 1**

*Prerequisite: SPAN-1350*

Intermediate Spanish I is an intense and more in depth review of all grammar and vocabulary studied in first year Spanish along with the introduction of new elements. A study of phonetics is a more integral part of the course. Students are required to write short essays and/or journals throughout the semester. Each class is conducted entirely in Spanish and students are expected to participate in the target language. Cultural and historical elements from Hispanic Cultures continue to be stressed.

**Offered fall semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

**SPAN-2350\***

### **INTERMEDIATE SPANISH 2**

*Prerequisite: SPAN-2300*

This course is a continuation of SPAN-2300. Each class is conducted in Spanish. Students are required to produce both more written and oral language. Reading of authentic materials becomes more pronounced at this level, along with journaling and translations. Students continue their study of phonetics. Cultural elements are viewed in and out of class with written observations.

**Offered spring semester only.**

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

## **SPEECH**

**SPCH-1200 (SP)**

### **HUMAN COMMUNICATIONS**

*Prerequisite: None*

This course is basic to a study of speech communication. The fundamentals of communication theory are applied to intrapersonal communication, interpersonal communication, small groups, and public speaking. The student gains practical experience in public speaking.

(3/45/0/0/0/3)

**SPCH-1210**

### **FORENSICS ACTIVITIES**

*Prerequisite: None*

Students participate in intercollegiate speech and debate.

(1/15/0/0/0/1)

## SPCH-1220

### INTERPERSONAL COMMUNICATIONS

**Prerequisite:** None

SPCH-1220 introduces basic concepts for understanding communication in interpersonal relationships. The course combines both theoretical and skills approaches to the study of communication. In addition, it provides theories and experiences to help you relate meaningfully, think critically, organize clearly, and speak and listen effectively in a variety of interpersonal settings.

(3/45/0/0/0/3)

## SPCH-1250

### ORAL INTERPRETATION

**Prerequisite:** None

This course covers concepts and participation in the art of communicating to an audience works of 'literary merit' in their intellectual, emotional, and aesthetic entirety. The many facets of the communication process as they relate to oral interpretation of literature are discussed. A broad exposure to the many areas of oral interpretation is attempted, with emphasis on areas of individual student interests.

(3/45/0/0/0/3)

## SPCH-1390 (SP)

### PUBLIC SPEAKING

**Prerequisite:** None

This course provides a broad exposure to various types of public presentations including informative and persuasive speeches. Each student has the opportunity to participate in a variety of public speaking experiences.

(3/45/0/0/0/3)

## STATISTICS

## STAT-1100

### APPLIED STATISTICS

**Prerequisite:** MATH-0210 or eCOMPASS

A standard applied statistics course that applies to a wide variety of academic disciplines; e.g., medicine, biology, engineering, business, psychology, etc. Topics to be covered include descriptive statistics, probability, distribution theory, confidence intervals, test of hypothesis, Chi-squared test, and linear correlation and regression. The course utilizes a robust software page, (e.g., SPSS, et.al.) for selected problems.

(3/45/0/0/0/3)

## THEATRE ARTS

## THEA-1500\*

### HISTORY OF FILM

**Prerequisite:** None

Technological and aesthetic evolution of the film art is reviewed from its origins to the present. Foreign and American

film theories and their cultural and artistic implications are surveyed during film screening sessions and are followed by in-class analysis.

(3/45/0/0/0/3)

## THEA-1760

### ALL COLLEGE PLAY

**Prerequisite:** None

This is a participation course in play production. The course includes acting, stage construction, lighting, costuming, makeup, and theatre management. The course is open to all students at WNCC as well as residents of the panhandle area. This course may be repeated for a total of four semesters for credit. Meeting time arranged.

(1/0/0/0/V/V)

## THEA-1770

### THEATRE ARTS INTERNSHIP

**Prerequisite:** None

This course is designed to provide a student with introductory hands-on training in the field of theatre arts. This internship combines elements of supervised study and employment approved by a supervising instructor at WNCC. Credit is variable from 1-3 credit hours.

(1-3/0/0/0/60-180/V)

## THEA-1790\*

### INTRODUCTION TO THEATRE

**Prerequisite:** None

This course offers a survey of the theatre arts including a brief outline of theatre history and a more detailed study of the nature of the drama. Special emphasis is placed on attendance at live stage productions as well as dramatic literature.

(3/45/0/0/0/3)

\*Satisfies humanities requirement for an Associate of Arts degree

## THEA-1830

### STAGE MAKEUP

**Prerequisite:** None

This course deals with the principles that are fundamental to the design and application of stage makeup.

(3/45/0/0/0/3)

## THEA-1860

### STAGECRAFTS 1

**Prerequisite:** None

This course places primary emphasis on a practical application of the techniques used in scenery construction and lighting design for the stage. Students in stagecrafts will be required to work on one all college play during the semester of their enrollment.

(3/45/0/0/0/3)

## THEA-2010

### SURVEY TO THEATRE DESIGN

**Prerequisite:** None

This is an introductory course in theatrical design. Students are introduced to fundamental principles and applications for designing scenery, lighting, costumes, and properties for the theatre. Topics include the theoretical and artistic aims of the design process, style, organization, structure, and unity. The students will also gain experience in drawing, drafting, rendering, and model building. During the semester students will undertake design assignments for critique by classmates and the instructor..

(3/45/0/0/0/3)

## THEA-2600

### STAGECRAFTS 2

**Prerequisite:** None

This course is a continuation of THEA-1860.

(3/45/0/0/0/3)

## THEA-2660

### ACTING 1

**Prerequisite:** None

This course consists of study and application of the theories and techniques fundamental to the art of acting. Participation in one all college play is encouraged.

(3/45/0/0/0/3)

## THEA-2750

### ACTING 2

**Prerequisite:** None

This course is designed to continue and expand on the techniques developed in THEA-2660.

(3/45/0/0/0/3)

## TRANSPORTATION

## TRAN-1110

### COMMERCIAL DRIVERS LICENSE CLASS A

**Prerequisite:** None

The commercial Driver's License (CDL) is required for anyone driving a single vehicle that weighs more than 26,000 pounds Gross Vehicle Weight Rating (GVWR), carries 16 or more passengers or transports placarded amounts of hazardous materials. This course prepares students to take the written CDL examination.

(2/15/45/0/0/60)

## POWERLINE CONSTRUCTION & MAINTENANCE

## UTIL-1000

### INTRODUCTION TO POWERLINE BASICS, SAFETY & CLIMBING

**Prerequisite:** None

This course serves as an introduction to the electric system. The process begins with a macro perspective with a view of the transmission of power throughout the country with interconnection forming a network of electric facilities all across the continent. A schematic of a typical electric system generation and distribution flow serves as a basis for a step-by-step analysis of the generating station to the distribution transformers. The unit breaks down to the micro perspective of a typical electric system that allows for the movement of electrons in a circuit causing the flow of electricity and the discovery of the relationship that exists between voltage, current and resistance. The course also includes the study of the proper use of equipment, materials, and specifications for construction of various distribution systems; proper use and handling of ropes and related hardware in line construction. Proper and safe climbing techniques are a major element in the orientation. Trainees create an awareness for safety in the work with the electric utilities, a knowledge to address the safety precautions which should be taken before starting, during and completing a job. NOTE: The student must successfully pass all climbing skill evaluations at the Pole Lab to advance to UTIL-1300 and UTIL-1400.

(9/90/135/0/0/23.5)

## UTIL-1300

### ELECTRICAL THEORY/CONCEPTS FOR THE POWERLINE INDUSTRY

**Prerequisite:** UTIL-1000

This course introduces basic electrical theory and concepts as it relates to the power line industry. Topics include: power, protective equipment, batteries, no load tap changers, voltage regulation, magnetism, transformer ratings, consumer services, primary and secondary system voltages, overcurrent/overvoltage protective devices, and street lighting systems. Safety issues are also addressed.

(9/90/135/0/0/14.5)

## UTIL-1400

### OVERHEAD POWERLINE CONSTRUCTION

**Prerequisite:** UTIL-1000

This course takes an in-depth look at single phase overhead primary construction and Rural Utilities Services (RUS) standards. Students also conduct pole top rescues, operate digger derrick truck, and utilize materials and equipment necessary for overhead construction. In addition, topics covered include: joining, stringing, and sagging of line conductors, the use of hot line tools, series, parallel, and combination DC circuits, and step voltage regulators. Basic construction principles and safety awareness are emphasized.

(9/90/135/0/0/14.5)

## UTIL-2300

### UNDERGROUND POWERLINE CONSTRUCTION & TRANSFORMER CONNECTIONS

**Prerequisite:** UTIL-1000 UTIL-1300 UTIL-1400

This course takes an in depth look at underground power delivery systems, including underground cable, URD terminations, splicing, and fault locating. Safe work practices associated with underground power systems are also discussed. Additionally, transformer connections, single phase and three phase, are covered to provide the student with a working knowledge of primary and secondary voltage ratings and how to achieve different voltage levels according to customer needs. Rural Utilities Service (RUS) specifications for overhead three phase construction are also discussed. (9/90/135/0/0/15)

## UTIL-2400

### ELECTRIC UTILITY OPERATIONS

**Prerequisite:** UTIL-1000 UTIL-1300 UTIL-1400

This course examines customer relations for people in the electric utility industry. Topics include internal and external customers, appropriate customer communication, keeping customers satisfied, and getting customer feedback. A training module on electric metering is also included explaining how a meter works and basic fundamentals of electric theory as it relates to metering. Advanced theory and techniques of line construction and maintenance requirements are also presented following RUS specifications. Students also get experience with high voltage tools, rubber gloving, and conductor covering in a simulated environment. (9/90/135/0/0/15)

## UTIL-2500

### UTILITIES INTERNSHIP

**Prerequisite:** None

This internship is a cooperative training agreement between the powerline industry and WNCC which allows students to utilize and refine the skills learned in their educational process. All work is to be performed in accordance with industry standards and guidelines and is supervised by industry and school representatives. The utilization of all proper protective equipment (PPE) and strict adherence to company safety rules and policies are requirements for powerline internship participation. The internship requires 60 work hours per college credit hour, up to a maximum of 3 college credit hours. (1-3/0/0/0/60-180/V)

## UTIL-2700

### WORKPLACE RISK MANAGEMENT

**Prerequisite:** Introduction to Online Learning (INFO-1098) or successful completion of an online course

This course is for students pursuing an Associate of Occupational Studies degree in a technical area. Topics include: safety, leadership, compliance, hazard recognition, risk management, accountability systems, developing a culture of safety, the role of education and training, and measuring safety performance. (3/45/0/0/0/3)

## WELDING TECHNOLOGIES

## WELD-1050

### INTRO GAS TUNGSTEN ARC WELDING

**Prerequisite:** None

This course equips the student with the technical information necessary to perform gas tungsten arc welding, to use and properly adjust the related equipment and work safely in this process. Students perform welds using GTAW equipment and 11 gauge low carbon steel, stainless steel and aluminum coupons. Information is presented covering different types of electrodes, filler metals, shielding gases, pulsed current and current orientation. (3/30/45/0/0/3)

## WELD-1070

### BASIC WELDING - AUTO BODY

**Prerequisite:** None

This class is a basic welding course in Oxy-Acetylene Cutting, Welding and Brazing, as well as GMAW, GTAW and Plasma Cutting. Welding, cutting, and brazing are done in all positions. Light gage sheet metal is used. Lab work simulates welding and cutting practices used in the autobody trade. Basic safety and theory are also covered. (3/30/45/0/0/5)

## WELD-1090

### OXY-ACETYLENE WELDING

**Prerequisite:** None

This course provides understanding of oxyacetylene welding and cutting, as well as safety practices. It provides training to develop the manual skill necessary to produce quality 11-gauge fillet welds and open root 3/16' V-bevel welds. (all positions) Skill is developed in the areas of flame cutting mild steel plate. (3/30/45/0/0/5)

## WELD-1100

### SHIELDED METAL ARC WELDING

**Prerequisite:** None

This course provides the student with a thorough technical understanding of arc welding, welding safety, arc welding power sources, electrode classifications and selection. It also provides training to develop the skills necessary to make quality shielded metal arc welds in all positions on mild steel from 3/16 inch to 1/2 inch plate, single and multiple pass, using mild steel, low hydrogen, and iron powder electrodes, with DC welding current. (6/60/90/0/0/10)

## WELD-1110

### ADVANCED ARC WELDING

**Prerequisite:** WELD-1100

This course provides training to develop skills necessary to produce quality multi-pass groove welds with backing on 1' plate in the horizontal, vertical, and overhead positions; and to produce quality open root single V-groove welds on



3/8' mild steel plate in horizontal, vertical, and overhead positions. Welding related information is also provided on hard surfacing, repair of cast iron and metal identification. In addition, welding related information is included about procedure and welder qualification on destructive and nondestructive testing methods.  
(6/60/90/0/0/10)

#### WELD-1125

##### FLUX CORED ARC WELDING

**Prerequisite:** None

This course is designed to provide training to develop welding skills on carbon steels using small and large diameter flux-cored electrodes (with and without shielding gas) in all positions on fillet and groove welds.  
(3/30/45/0/0/5)

#### WELD-1135

##### GAS METAL ARC WELDING

**Prerequisite:** None

This course is designed to provide the student with a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides training to develop the skill necessary to make quality gas metal arc welds in all positions of mild steel from 3/16-inch sheet to 3/8-inch plate, single and multiple pass, using short circuit transfer. This course also illustrates problems associated with welding situations and provides corrective information.  
(6/60/90/0/0/10)

#### WELD-1170

##### ARC WELDING & SHOP FABRICATION

**Prerequisite:** WELD-1120 WELD-1100

This is a course in Shielded Metal Arc Welding and Gas Metal Arc Welding primarily for student based projects. Stick electrode and wire feed welding are done in positions as required for successful completion of project. Basic safety and theory are included along with actual welding practice.  
(3/30/45/0/0/5)

#### WELD-1175

##### GAS TUNGSTEN ARC WELDING

**Prerequisite:** None

This course provides the student with a thorough technical understanding of gas tungsten arc welding, arc characteristics and welding safety. It provides training to develop the skill necessary to make quality gas tungsten arc welds on 16 and 11 gauge mild steel, .060-inch and .062-inch gauge stainless steel and .125-inch aluminum, using both direct and alternating current. In addition, material is presented on the weld characteristics of carbon steel, stainless steel and aluminum. Information on pulsed current is included to prepare the student for more detailed applications of pulsed current used in gas tungsten arc welding pipe.  
(6/60/90/0/0/10)

#### WELD-1300

##### BLUEPRINT READING FOR WELDERS & FITTERS

**Prerequisite:** None

A general course in Blueprint Reading and Welding Symbols and their application. This course covers visualization of object shapes, reading the Blueprint for finding size and location dimensions, symbols, mathematics notes and related welding and assembly information shown on the print. This course further develops the student's understanding of how to read Welding Blueprints and develops the range of thinking required to assemble simple components and complex assemblies from welding prints.  
(3/45/0/0/0/4)

#### WELD-2180

##### ADVANCED GAS METAL ARC WELD OF PIPE

**Prerequisite:** WELD-1135 or concurrent enrollment

This course is designed to provide the student with a thorough technical understanding of welding safety, gas metal arc welding, equipment adjustments, metal transfer and shielding gases. It also provides training to develop the skill necessary to make quality gas metal arc welds in all positions on carbon steel pipe using short circuit transfer. This course also illustrates problems associated with welding situations and provides corrective information.  
(3/30/45/0/0/5)

#### WELD-2500

##### WELD INTERNSHIP

**Prerequisite:** None

This internship is a cooperative agreement between industry and WNCC, which allows students to utilize and refine skills learned in their educational process. All work is to be performed in accordance with industry standards and guidelines, and is supervised by employer and WNCC. Student intern is subject to WNCC Student Handbook.  
(1-3/0/0/60-180/V)

## Workplace Specific Courses

### ALLIED HEALTH

#### ALHL-1001

##### INTRODUCTION TO PREVENTION SPECIALIST

**Prerequisite:** Current employment by appropriate Corporate Academy partner

The intent of this course is to provide the student with theoretical frameworks, research and the practical applications of science-based substance abuse prevention strategies. Topics to be discussed include: the risk and protective factor model, the developmental assets model, and the center for the substance abuse prevention effective strategies, community readiness and logic models.  
(2/30/0/0/0/V)

ALHL-1052

### **BASIC QUALITY CONTROL & PROFICIENCY TESTING**

*Prerequisite: Current employment by appropriate Corporate Academy partner*

This course is designed for entry level health employees or health employees who are seeking to cross train to work in a laboratory environment. This course is a concise and comprehensive introduction to statistical quality control which is the backbone of the laboratory. The basics of proficiency testing are emphasized throughout the course.

(2/30/0/0/0/V)

ALHL-1053

### **INTRODUCTION TO PHLEBOTOMY**

*Prerequisite: HLTH-1060, HLTH-1090 and BIOS-1160 or LPNR-1110 or NURA-1190*

The course provides basic instruction on techniques, procedures, and issues pertaining to the proper collection of blood specimens for routine clinical laboratory testing.

(2/30/0/0/0/V)

ALHL-1054

### **BASIC CLINICAL LABORATORY TECHNIQUES**

*Prerequisite: HLTH-1060, HLTH-1090 and BIOS-1160 OR LPNR-1110 OR NURA-1190*

Students learn the background and scope of basic clinical laboratory skills necessary to perform a variety of tasks. Students are required to perform various waived tests and demonstrate an understanding of the necessity of accuracy and attention to detail.

(4/45/30/0/0/V)

ALHL-2040

### **PHLEBOTOMY CLINICAL PRACTICUM & COMPREHENSIVE REVIEW**

*Prerequisite: Completion of courses needed to apply for Phlebotomy Certification. Current employment by appropriate Corporate Academy partner*

This course is designed for students who are seeking to complete the Phlebotomy Certification. The course is divided into two parts. The course begins with supervised clinical experience in a hospital and/or phlebotomy setting and an in-depth review of Phlebotomy Technician Certification/ Examination follows.

(3.5/15/0/120/0/V)

ALHL-2050

### **ADVANCED PHLEBOTOMY**

*Prerequisite: Current employment by appropriate Corporate Academy partner*

This course is designed for working phlebotomists or health employees who are seeking to cross train. This course provides advanced instruction on different types of specimen collection containers, difficult draws, patient complications, arterial draw, unusual tests, specimen processing, non blood specimens, quality assurance and legal issues.

(3/30/30/0/0/V)

## **WIND ENERGY**

ENER-1000

### **INTRODUCTION TO WIND POWER**

*Prerequisite: None*

Introduction to Wind Power aims at providing knowledge about the wide area of technology that is needed for persons working in the wind energy industry or related industry. This course is intended to be an introduction as well as overview of Wind Power, its uses, maintenance and safety. It serves as the basis and prerequisite to the full Wind Power curriculum. Students learn the basics of Wind Energy. In addition, students learn the nomenclature implementation process of wind energy as well as the economics and sustainability.

(3/45/0/0/0/V)

ENER-1010

### **BASIC ELECTRICITY**

*Prerequisite: None*

This course introduces students to the sources of electrical energy, electron theory and Ohms Law. Circuit elements and arrangements in direct and alternating current are studied.

(3/30/45/0/0/V)

ENER-1020

### **INDUSTRY TOOLS, TOWER CLIMBING & RESCUE**

*Prerequisite: None*

Students identify industry safety standards and regulatory requirements for fall hazards associated with wind turbine maintenance activities. They identify the function and use of basic fall protection equipment and also select, inspect, assemble and use fall protection and rescue equipment. Initial safety training is conducted both in the classroom and in the field. Ongoing safety training, however, is incorporated in all areas of Wind Technician training. All Safety training is derived from the Federal, State, and OSHA regulations.

(1.5/8/45/0/0/V)

ENER-1030

### **WINDPLANT SYSTEMS**

*Prerequisite: None*

This course reviews the Windplant as an integrated system made up of five subsystems. At conclusion, one is able to identify the systems, their function, and components. Emphasis is primarily on the Wind turbine broken down into systems and sub-systems. The trainee understands that effective maintenance and planning starts at the system level, understanding the power plant as a whole. All operations, maintenance, and associated training are built upon this basic concept of the Windplant.

(1.5/8/45/0/0/V)

ENER-1110

### **PITCH, YAW & HYDRAULIC SYSTEMS**

*Prerequisite: None*

The hydraulic system uses a variety of hydraulics load control, pressure control, flow control and circuit saver cartridge valves

to help control blade yaw and pitch. Although hydraulics, yaw and pitch work hand-in-hand we have divided them into three different lessons so that the functions can be fully understood for successful monitoring and control.

(1.5/8/45/0/0/V)

#### ENER-1120

##### SAFETY PART I

*Prerequisite: None*

Initial safety training is conducted both in the classroom and in the field. The Wind Turbine Technician focuses on electrical hazards at the workplace, including back safety; slips, trips and falls; and climbing and fall protection. All safety training is derived from the Federal, State, and OSHA regulations.

(.5/8/0/0/0/V)

#### ENER-1130

##### DRIVE TRAIN

*Prerequisite: None*

The drive train consists of the hub, transmission, generator couplings, generators, tachometers, and rotor parking brake. The primary function is to transmit energy (in the form of torque), from the rotor to the generators. Exploration reveals that the drive train is 'fully integrated' with all of the structural elements combined into one component.

(1.5/8/45/0/0/V)

#### ENER-1210

##### HIGH VOLTAGE

*Prerequisite: None*

High Voltage should never be taken for granted. Every safety precaution must be followed when working on or around high voltage equipment. The electrical path from the generator to the power grid is explained, including power conditioning and conversion, transformers, and high voltage connections. The interaction between the power grid and a turbine's generator, and phenomenon such as turbine over speed when disconnected from the grid are discussed.

(3/30/45/0/0/V)

#### ENER-1220

##### SAFETY PART II

*Prerequisite: None*

Safety Training Part II for the Wind Turbine Technician focuses on crane, rigging, chains, slings, and hoist safety; fire rules; hand and power tools; confined space; and machine guarding. All safety training is derived from the Federal, State, and OSHA regulations.

(.5/8/0/0/0/V)

#### ENER-1230

##### UPTOWER ELECTRICAL SYSTEMS

*Prerequisite: None*

The uptower refers to inside the Nacelle where all mechanical and hydraulic components are located as well as the Turbine Control Unit. Emphasis is placed on understanding the theory of the uptower electrical/control electronics in order to perform basic trouble-shooting.

(3/30/45/0/0/V)

#### ENER-1240

##### DIAGNOSTICS & TEST EQUIPMENT

*Prerequisite: None*

This course focuses on the diagnostic systems and various testing equipment used to monitor Windplant systems and provide preventive maintenance. Students study the series of alarm systems displayed on the Windplant Control System (WCS) operator screen and related functional problems with the wind turbine components or its control system; the three levels of preventive maintenance procedures performed at specific levels; the Site Communication System (SCS) and the hardware needed to convey data back and forth between the turbines and a central or local Windplant Control System (WCS); and the meteorological system that operates independently from the wind turbine.

(3/30/45/0/0/3)

#### ENER-1310

##### WIND TURBINE SCADA

*Prerequisite: None*

This class teaches the basics that every Wind Technician needs to know about SCADA (Supervisory Control and Data Acquisition). Students access the SCADA database and retrieve graphs and reports for turbine availability, turbine capacity factor, turbine production, turbine time series production, and fault data.

(1/8/20/0/0/V)

#### ENER-1320

##### SAFETY PART III

*Prerequisite: None*

Safety Training Part III for the Wind Turbine Technician focuses on hearing safety; respiratory protection; blood borne pathogens; lock-out/tag-out; hazardous materials; personal protective equipment; and accident reporting and investigation. All safety training is derived from the Federal, State, and OSHA regulations.

(.5/8/0/0/0/V)

#### ENER-1330

##### DOWNTOWER ELECTRICAL SYSTEMS

*Prerequisite: None*

In the lower tower section, the power module efficiently converts the energy from the permanent magnet generator into power that provides frequency and voltage control required by transmission system operators. The downtower cabinet houses the integration of the converter and transformer downtower, rather than the nacelle, ensures that vibration loads do not affect the reliability of the power electronics. Safety procedures are stressed with emphasis on becoming familiar with the component parts and the functions of the downtower cabinet.

(2/22/20/0/0/V)

#### ENER-1340

##### TROUBLESHOOTING

*Prerequisite: None*

Students are introduced to troubleshooting and the importance

of consistently following procedures, safety standards and regulatory requirements associated with wind turbine maintenance activities. Troubleshooting in this course focuses on rotor construction and airfoils, fiberglass repairs, and blade pitch and balancing. The importance of service reporting and documenting service activities is stressed.  
(1.5/8/45/0/0/V)

## **ENTREPRENEURIAL**

**ENTR-1050**

### **INTRO TO ENTREPRENEURSHIP**

*Prerequisite: None*

Students evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. Students examine the role of entrepreneurial businesses in the United States and the impact on our national and global economy.  
(3/45/0/0/0/V)

**ENTR-1060**

### **ENTREPRENEURSHIP OPPORTUNITY ANALYSIS**

*Prerequisite: None*

Students assess the current economic, social, and political climate for a small business. Students examine how demographic, technological and social changes create business opportunities. Students assess business ideas based on their strengths and skills, personal, professional and financial goals. Students test and analyze their concept through basic market research.  
(3/45/0/0/0/V)

**ENTR-2050**

### **MARKETING FOR THE ENTREPRENEUR**

*Prerequisite: ENTR-1050 ENTR-1060*

Students gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students analyze marketing philosophies implemented by successful entrepreneurs. Students develop a marketing plan for a selected venture. Components of the plan include market research, customer focus, quality, pricing, and advertising.  
(3/45/0/0/0/V)

**ENTR-2060**

### **ENTREPRENEURSHIP LEGAL ISSUES**

*Prerequisite: None*

Students explore state and local legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students review contract law, articles of incorporations and the filing process, employment law (including FEPA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions and disciplinary actions.  
(3/45/0/0/0/V)

**ENTR-2070**

### **ENTREPRENEURSHIP TAXES & FINANCIAL TOPICS**

*Prerequisite: None*

Students explore federal and state tax situations for businesses. Course content includes income tax, sales and use tax, payroll tax, and unemployment tax. Also covers insurance, employee benefits, retirement planning, budgeting, interpretation of financial statements, and working with an accounting professional.  
(3/45/0/0/0/V)

**ENTR-2090**

### **ENTREPRENEURSHIP BUSINESS PLAN**

*Prerequisite: ENTR-1050 ENTR-1060*

Students evaluate a business concept and write a sound business plan. Students assess the strengths and weaknesses of a business concept, collect, analyze and organize market research data into a marketing plan and prepare the financial projections for their business concept. Students are also able to identify and evaluate various resources available for funding small businesses.  
(3/45/0/0/0/V)

## **RENEWABLE ENERGY**

**RNEW-1101**

### **ETHANOL PROCESS FUNDAMENTALS**

*Prerequisite: None*

This course covers in detail the overall fundamental process of ethanol production. A Process Flow Diagram (PFD) of a typical ethanol plant is used to examine the sequence of operation, including residence time, pressures, and temperature seen in various stages of production. The course explains the rationale for feedstock and additives used in ethanol process as well as product and co-product production and use.  
(2/30/0/0/0/V)

## **SAFETY**

**SFTX-1220**

### **TRANSPORTATION & SHIPPING OF HAZARDOUS MATERIAL (DANGEROUS GOODS)**

*Prerequisite: None*

This course is designed for health care employees who handle Dangerous Goods. Shipping Dangerous Goods involves certain risks, with the potential for liabilities both criminal and civil. Students learn proper and compliant procedures that can reduce the risks.  
(2/30/0/0/0/V)



## SFTX-1300

### NATIONAL INCIDENT MANAGEMENT SYSTEM

#### *Prerequisite: None*

This course is designed by the Secretary of the Department of Homeland Security (DHS) to teach the national standards for incident operations to all health care workers. The framework is flexible and applies to all phases of incident management, regardless of cause, size, location or complexity. NIMS is an 'all hazards' system that is designed for domestic, natural, and man-made incidents. It is not just for terrorism. All federal departments and health agencies are required to take the course and adopt NIMS.

(.5/8/0/0/0/V)

## SFTX-1400

### HAZWOPER 8 HOUR ANNUAL REFRESHER

#### *Prerequisite: SFTX-1040 or SFTX-1045*

This course meets the requirements in OSHA 29 CFR 1910.120 for eight hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Topics include HAZWOPER regulations, safety and health plans, hazardous chemicals, safety hazards, air monitoring, medical surveillance, site control, decontamination, personal protective equipment, and respiratory equipment.

(.5/8/0/0/0/V)

## TRUCK DRIVING

### TRUK-1200

#### CDL-TRUCK DRIVER BASIC OPERATION

*Prerequisite: Clean Driving Record (no DUI), 18 years of age for intrastate driving and 21 years of age for Interstate driving.*

This course provides students with an understanding about the truck industry history, truck driving vehicle inspections, control systems, vehicle systems, and federal and state regulations for inspection. Students learn the repetitive routines to use when inspecting a rig before, during, and after trip. Prerequisite: Clean Driving Record (no DUI), 18 years of age for intrastate driving and 21 years of age for interstate driving. No drug or alcohol related offenses in the past 5 years. Must pass DOT Drug screen by the second day of class. Must pass DOT physical by the second day of class. Student must have valid CDL learners permit by the end of the first week of class.

(2/30/0/0/0/V)

### TRUK-1300

#### CDL-MANEUVERS & CONTROLS

*Prerequisite: TRUK-1200*

This course is designed to introduce potential professional drivers to the correct tractor-trailer operations. This course covers the basic controls, shifting, backing, coupling, uncoupling, and sliding fifth wheel and tandem axles.

(1.5/15/23/0/0/V)

## TRUK-1400

### CDL-MAINTENANCE & SERVICING

#### *Prerequisite: TRUK-1300*

This course is designed to introduce students to the maintenance procedures unique to tractors and trailers. Students learn the importance of performing regular maintenance or having it performed on tractor/trailer rigs to ensure maximum road safety. Students develop an understanding of why it is important to record and report to home base the malfunctions.

(1/8/22/0/0/V)

### TRUK-1500

#### CDL-DRIVING TECHNIQUES

#### *Prerequisite: TRUK-1400*

This course is designed to introduce students to space management, visual search, speed management, night driving and extreme driving conditions. The student learns various vehicle systems and parts and how they function as a complete system. The course provides the student with the reasons for each system, how the system operates, and how they fit into the entire vehicle operating system.

(1.5/15/23/0/0/V)

### TRUK-1510

#### CDL-DRIVER AWARENESS

#### *Prerequisite: TRUK-1500*

This course is designed to provide students with the knowledge of how to handle everyday driving hazards such as skid control, hazard awareness, railroad crossings, emergency maneuvers and accident procedures. The student learns as a professional driver how to use individual skills and how to use best judgment while driving in traffic. This course also provides students with the knowledge of the Federal and State regulations for inspection, and the required repetitive routines to use when inspecting a rig before a trip, during a trip, and after a trip.

(1.5/15/23/0/0/V)

### TRUK-1600

#### CDL-CARGO DOCUMENTATION

#### *Prerequisite: TRUK-1510*

This course is designed to introduce students to the different types of CDL-rigs, handling cargo and cargo documentation. Students learn to plan for trips and document driving hours of service. The course also provides information about state and federal requirements that must be completed to become a professional truck driver.

(1.5/15/23/0/0/V)

### TRUK-2000

#### CDL-HAZARDS, PUBLIC RELATIONS & INTERNATIONAL TRAVEL

#### *Prerequisite: TRUK-1600*

This course is designed to provide students with new insights into the trucking industry, the regulations of driving international routes, driver security, public relations and job search. This course provides the student with driver health,

safety, and hazardous materials information needed to drive in the industry, with various types of vehicles used. This course provides students with an understanding of the significant roles professional drivers play on our highways, and in helping provide the quality of life we enjoy, while supporting the economy of our country.  
(1.5/15/23/0/0/V)

#### **TRUK-2010**

#### **CDL-RULES & REGULATIONS**

***Prerequisite: TRUK-2000***

This course prepares students with the knowledge to understand the transportation technology, whistleblower protections and Commercial Drivers License for Professional Drivers. This course provides students with the communication devices that are now used by carriers. This course provides the students with the knowledge and ability to inspect the tractor-trailer rig correctly and follow Federal and State regulations for inspection, and the repetitive routines to use when inspecting a rig before a trip, during a trip, and after a trip.  
(1/3/22/0/0/V)

## College Board Members

### DISTRICT ONE

**Merlyn L. Gramberg**  
*Board Chairperson*

**Kimberly A. Marcy**  
*Board Member*

### DISTRICT TWO

**F. Lynne Klemke**  
*Board Member*

**Jack L. Nelson**  
*Board Vice Chairperson*

### DISTRICT THREE

**L. Paul Leseberg**  
*Board Member*

**Richard G. Stickney**  
*Board Member*

### DISTRICT FOUR

**Timothy H. Daniels**  
*Board Member*

**Julienne K. Walworth**  
*Board Member*

### DISTRICT FIVE

**Alexander D. Pavlista**  
*Board Member*

**Mary K. Shaver**  
*Board Member*

### AT-LARGE

**M. Thomas Perkins**  
*Board Member*

### Appointed:

Coral E. Richards, *Secretary*  
William D. Knapper, *Treasurer*  
Faculty Representative, Scottsbluff Campus  
Faculty Representative, Sidney Campus  
Student Representative, Alliance Campus  
Student Representative, Scottsbluff Campus  
Student Representative, Sidney Campus

## Administration/Professional Staff

**Paula J. Abbott** Sidney  
***Sidney Campus Director***  
M.S., Regis University  
B.S., Regis University  
A.A., Northeastern Junior College  
*Additional Studies: Colorado State University*

**Garry R. Alkire** Scottsbluff  
***Dean of Instruction***  
M.A., University of Wyoming  
B.A., University of Wyoming  
A.A., Eastern Wyoming College  
*Additional Studies: University of Wyoming, Chadron State College, University of Nebraska-Lincoln, University of Idaho, Casper College*

**Judith L. Amoo** Scottsbluff  
***Dean of Business & Individual Training***  
M.A., Temple University  
B.A., California State University  
A.A., Nebraska Western College  
*Additional Studies: Temple University*

**Kathy A. Ault** Scottsbluff  
***Assistant to the Vice President of Human Resources***  
P.H.R., HR Certification Institute  
*Additional Studies: Western Nebraska Community College*

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M.A., Chadron State College  
B.A., Chadron State College  
A.A., Nebraska Western College  
*Additional Studies: Chadron State College*

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***Information Technology Assistant***  
B.A., University of Nebraska-Lincoln  
*Additional Studies: Chadron State College, University of Nebraska-Omaha*

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***Residence Life/Activities Coordinator***  
B.G.S., Central Methodist University

**Cathy Bornschlegl** Scottsbluff  
***Dining Services Director***  
B.A., Chadron State College

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***S.S.S. Supplemental Instruction Specialist***  
B.S., Chadron State College  
A.A., Nebraska Western College  
L.P.N., Western Nebraska Community College

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B.S., South Dakota School of Mines and Technology  
A.S., Western Nebraska Community College

**Ryan C. Burgner** Scottsbluff  
***Athletic Director***  
B.S., Iowa State University  
A.A., Dodge City Community College

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**Cabela's Curriculum Coordinator**

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M.B.A. Chadron, Chadron State College  
B.A., Chadron State College  
A.A., Western Nebraska Community College  
*Additional Studies: Chadron State College*

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Mediation Center Association Training Institute*

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B.S., University of Wyoming  
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*Additional Studies: Chadron State College*

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B.A., University of Wyoming  
A.S., Casper College

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B.A., Chadron State College  
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B.A., University of Northern Colorado  
A.A., Cottey College

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**Educational Outreach Programs Director**  
B.S., Chadron State College  
A.A., Western Nebraska Community College  
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**Brian J. Downer** Scottsbluff  
**Information Technology Specialist**  
A.A.S., DeVry University

**Tina R. Dueker** Scottsbluff  
**Alumni Relations Director**  
B.S., University of Minnesota

**Tricia L. England** Sidney  
**Student Services Coordinator**  
M.Ed., Iowa State University  
B.S., Upper Iowa University

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B.A., Elon University  
*Additional Studies: University of North Carolina,  
Miami University, University of South Florida*

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M.Ed., South Dakota State University  
M.S., South Dakota State University  
B.A., Northwestern College  
*Additional Studies: Iowa State University*

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M.A., Chadron State College  
B.A., Chadron State College  
A.A., Western Nebraska Community College

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B.A., Chadron State College  
S.P.H.R., Society for Human Resources Management

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A.A., Western Nebraska Community College  
A.A.S., Western Nebraska Community College

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A.A.S., Baker College

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B.A., Chadron State College  
A.A., Western Nebraska Community College

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**President**  
Ed.D., University of Georgia  
M.Ed., Texas Tech University  
B.S., Truman State State

**Michael E. Houdyshell** Scottsbluff  
**Dean of Students**  
Ph.D., Michigan State University  
M.Ed., Western Washington University  
B.A., Boise State University

**Roger S. Hovey** Scottsbluff  
**Registrar**  
M.B.A., Brigham Young University  
B.S., Brigham Young University

**Erin Huddleston** Sidney  
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B.A., University of Wyoming

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**Instructional Technology Coordinator**



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Ed.M., University of Illinois/Urbana-Champaign  
B.S., Capella University  
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M.B.A., Chadron State College  
B.A., Chadron State College  
A.A.S., Casper College

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A.A., McCook Junior College

**David R. Koehler** Scottsbluff  
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B.S., McPherson College

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**Admissions Counselor**  
B.S., LaTourneau University

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B.S., University of Wyoming

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B.A., Chadron State College  
A.A., Western Nebraska Community College  
Certificate, Northeastern Junior College  
*Additional Studies: University of Nebraska-Omaha*

**Giovana L. Melo** Scottsbluff  
**International Student-Foundation Education Advisor**  
**Head Volleyball Coach**  
M.E., Arizona State  
B.S., Arizona State  
A.A.S., Western Nebraska Community College

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**Interim Veterans Upward Bound Advisor/Instructor**  
B.S., University of Phoenix

**Ce Merrigan** Scottsbluff  
**TRIO Programs Director**  
M.S., Chadron State College  
B.A., Carroll College  
*Additional Studies: Adams State College*

**Carolyn Nading** Scottsbluff  
**AOS Recruiting/Marketing Director**  
M.S., Iowa State University  
B.S., Iowa State University

**Todd M. Rasnic** Scottsbluff  
**Assistant to the Athletic Director**  
**Head Men's & Women's Soccer Coach**  
*Undergraduate Studies: University of South Carolina, West Virginia State College, Sinclair Community College*

**Mark Rein** Scottsbluff  
**Sports Information Assistant**  
B.A., Chadron State College  
A.A., Western Nebraska Community College

**Richard W. Rhode, Jr.** Scottsbluff  
**Veterans Upward Bound Advisor/Instructor - Rapid City**  
M.S., South Dakota State University  
B.S., National American University  
A.S., Community College of the Air Force

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**Board Secretary**  
A.A., Scottsbluff Junior College

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A.A.S., Western Nebraska Community College

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R.N. Diploma, West Nebraska General Hospital  
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Ed.D., University of Nebraska-Lincoln  
M.A., University of Nebraska-Kearney  
B.M.E., University of Nebraska-Lincoln

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B.A., Chadron State College

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**Holly A. Sterkel** Scottsbluff  
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**Erin Stinner** Scottsbluff  
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B.A., Duquesne University  
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B.S., Columbia Southern University  
A.A.S., Western Nebraska Community College

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B.S., Chadron State College  
A.A., Eastern Wyoming College

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**Financial Aid Assistant Director**  
M.S., Virginia College  
B.A., Ashford University

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**Foundation Executive Director**  
J.D., University of Washington School of Law  
B.A., Central Washington University

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**Veterans Upward Bound Program Assistant**  
B.A., Concordia University  
A.A., Western Nebraska Community College

**Merrillene E. Wood** Scottsbluff  
M.L.S., Drexel University  
B.S., Liberty University

**Susan K. Yowell** Scottsbluff  
**Vice President of Student Services**  
J.D., University of Denver College of Law  
M.A., University of Colorado  
B.S., Southern Methodist University

## Academic Supervisors

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M.S., Chadron State College  
B.S., Chadron State College  
*Additional Studies: Chadron State College, University of Nebraska-Kearney*

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**Academic Enrichment Coordinator-Language/ESL-Foundation Instructor**  
M.A., Fort Hays State University  
B.A., University of Wyoming  
*Additional Studies: Chadron State College, Fort Hays State University*

**Hallie Feil** Scottsbluff  
**Social Science Division Chair**  
**Social Science Instructor/Retention Coordinator**  
M.S., University of Nebraska-Kearney  
B.S., University of Wyoming

**David Nash** Scottsbluff  
**Sciences Coordinator/Biology Instructor**  
M.S., Kearney State College  
B.S., Oregon State University  
A.A., Nebraska Western College

**Jennifer L. Pedersen** Scottsbluff  
**English Instructor**  
M.A., Chadron State College  
B.S., Black Hills State University  
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**Willie Quindt** Scottsbluff  
**Applied Technologies Division Chair/Automotive Instructor**  
M.S., Chadron State College  
B.S.Ed., Chadron State College  
A.S., Nebraska Western College  
*Additional Studies: A.S.E. Certified, International Harvester, Dana Corporation, Bailey Technical School, Missouri Department of Vocational & Technical Ed*

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**Math Instructor**  
Ph.D., University of Nebraska-Lincoln  
M.S., University of Nebraska-Lincoln  
B.S., University of Nebraska-Lincoln

**Melaney A. Thomas** Scottsbluff  
**Nursing Instructor/Nursing Education Director**  
M.S.N., Clarkson College  
B.S.N., University of Northern Colorado

**Thomas C. Robinson** Scottsbluff  
**Business Technologies Division Chair/Information Technology Instructor**

M.A., Chadron State College  
B.S., Chadron State College  
A.A., Western Nebraska Community College  
*Certifications: Microsoft Certified Systems Engineer, Microsoft Certified Systems Administrator, Microsoft Certified Trainer*

**Maria L. Winn-Ratliff** Scottsbluff  
**Health-P.E. Coordinator/Physical Education Instructor/Head Women's Softball Coach**

M.Ed., Chadron State College  
M.P.H., Armstrong Atlantic State University  
B.S., Columbia College

**Peggy A. Wolff** Scottsbluff  
**Health Information Management Systems Program Director Health Information Management Systems Instructor**

M.B.A., Butler University  
B.S., College of St. Mary  
R.H.I.A., American Medical Record Association

## Faculty

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**Math Instructor**  
M.A. University of Nebraska-Lincoln  
B.S., Chadron State College

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**Social Science Instructor**  
M.A., University of Wyoming-Laramie  
B.A., University of Wyoming-Laramie

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**Auto Body Instructor**  
A.A.S., Southeast Community College  
*Additional Studies: Dupont Training Center, Chevrolet Certified Technician Program, National Institute For Automotive Service Excellence, PPG Certified, Martin-Senour Chief Training, ICAR Certified*

**Russell D. Beck** Scottsbluff  
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M.S., Adams State College  
B.S., Southern Utah University  
A.S., Dixie State College

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**English Instructor**  
M.A., Adams State College  
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*Additional Studies: Northern Arizona University, University of Illinois, Chadron State College*

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Ed.S., University of Wyoming  
M.A., Chadron State College  
M.A., Chadron State College  
B.S., Southwestern State University

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**Powerline Instructor**  
Ed.D., University of Texas  
M.S., University of Tennessee  
B.A., University of Tennessee  
*Additional Studies: Nashville State Technical Institute, Knoxville Utilities Board, Merchant Job Training & Safety graduate*

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B.S., University of Nebraska Medical Center

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B.S.N., University of Nebraska Medical Center

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**Health Information Management Systems Instructor**  
R.H.I.T.  
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B.S., University of Minnesota  
B.S., Weber State University  
B.A., Saint Olaf College

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Northeast Community College*

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R.N. Diploma, Methodist School of Nursing-Omaha  
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Chadron State College*

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D.A., University of Northern Colorado  
M.M., University of Northern Colorado  
B.A., Metropolitan State College

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**Science/Athletic Training Instructor**  
B.S., Creighton University

**Michael S. Jones** Scottsbluff  
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M.S., Emporia State University  
B.S., Emporia State University

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M.S., Mendeleev University of Chemical Technology, Russia  
B.A., Russian Federation, Moscow

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M.S.N., Walden University  
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R.N., Bryan Memorial Hospital School of Nursing  
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B.S., The University of Nebraska-Lincoln

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B.A., Pedagogical University of Oryol

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M.S., University of Louisiana-Monroe  
M.S., Louisiana Tech University  
M.A., Louisiana Tech University  
B.S., Louisiana Tech University  
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**Ronda K. Kinsey** Scottsbluff  
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M.S.N., University of Nebraska Medical Center  
B.S.N., University of Nebraska Medical Center  
Diploma, Mary Lanning Memorial Hospital School of Nursing  
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**Jon H. Leever** Sidney

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**Pamela J. Leever** Sidney

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B.S., Washington University - St. Louis

B.S.E., Chadron State College

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A.A., Iowa Lakes Community College

*Certifications: Microsoft Certified Trainer, Microsoft Certified System Engineer, Microsoft Certified IT Professional, Microsoft Certified Technology Specialist, CompTia A+, CompTia Network+, Certified Professional Electronic Health Records, Certified Profession Health Information Technology*

*Additional Studies: Laramie County Community College, Chadron State College, Iowa Western Community College, Indiana University*

**James R. MacArthur** Scottsbluff

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Ph.D., University of Northern Colorado

M.S., Colorado School of Mines

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**Alice M. Macht** Sidney

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*Additional Studies: Northeastern Junior College*

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**Early Childhood Education Instructor**

M.S., Northern Illinois University

M.A., University of Pittsburgh

B.S., Pennsylvania State University

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**Keith H. Miller** Sidney

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Diploma, Western Nebraska Community College

Diploma, Bryan School of Nursing

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M.A., New Mexico State University

B.F.A., Arizona State University

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A.A., Metropolitan Community College

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A.S., University of Nebraska Medical Center-Lincoln

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**Math Instructor**

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B.S., Federico Villarreal National University

A.A., Nebraska Western College

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B.S., University of Nebraska-Lincoln

A.S., Nebraska Western College

*Certifications: Professional Agricultural Engineer in Nebraska, CIW (Certified Internet Webmaster) Associate Certification*

**Rita E. Stinner** Scottsbluff  
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M.M., University of Nebraska-Lincoln  
B.M., University of Nebraska-Lincoln

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M.A., University of Montana  
B.A., University of Montana  
A.A. & S., Big Bend Community College

**Paula A. Weimer** Scottsbluff  
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B.S., Bellevue University  
R.N. Diploma, Mary Lanning School of Nursing  
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### **Advisory Committees Program**

Western Nebraska Community College is proud of its business and vocational programs both on and off the campus. These programs are growing in scope and popularity primarily because they are relevant to student and area needs.

The Success of these programs is due, in a large part, to the knowledge and energy given to the programs by the advisory committees, which work with the staff to make the program practical and meaningful. The committees assist the College in determining needs, defining objectives, developing program content and serving as liaison for student placement in working positions. At the present time, the following advisory committees are assisting Western Nebraska Community College:

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Adult Education, Marilyn Dodge  
Alliance Campus, Ellen Dillon  
Auto Body, Corey Batt  
Automotive Technology, Larry Collins  
Aviation, Jon Leever  
Business Department, Thomas C. Robinson  
Cosmetology, Alice Macht  
Guadalupe Center, Rachel Gonzales  
Health Occupations (All Sites), Peg Wolff/Melaney Thomas  
Hispanic, Maryann Shockley  
Scottsbluff Campus, Todd R. Holcomb  
Sidney Campus, Paula Abbott  
Welding, Dean Rindels



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