College of Southern Nevada Division of Apprenticeship Studies







Enrollment Information for Apprenticeship Students





Training in 18 Trades With 23 Degrees & 25 Certificates Offered

Welcome to the College of Southern Nevada's Division of Apprenticeship Studies

The information contained in this booklet is designed to provide you with a better understanding of the steps needed to complete the general education requirements for a Trade Union Apprenticeship Associate of Applied Science degree or certificate. The information contained herein is general in nature and NOT directed at any specific trade or craft. All students should consult with the Division of Apprenticeship Studies BEFORE enrolling in any classes.

The classes, course descriptions and amount of credits required will vary depending on the specific degree or certificate you are seeking. For further information, call the Division of Apprenticeship Studies at 651-4163 or visit our web site at www.csn.edu/appstudies.



Transferring From Another Institution

Transfer students may request that all schools, colleges and universities which they previously attended send official copies of their transcripts to the Division of Apprenticeship Studies (see address below). Once the transcript(s) are received, a Request for Transfer Credit Evaluation form must be completed before an official evaluation of their credits is done. Transcripts will be evaluated according to the requirements of the specific degree or program being pursued. The official evaluation will be returned to the student indicating the credits accepted and how these credits apply in the specific program of study.

IMPORTANT!! Allow four to six weeks for processing.

If you have served in the military, you can request an official copy of your transcripts at the following web addresses:

Air Force

http://www.au.af.mil/au/ccaf/

Navy/Marines

https://smart.navy.mil/smart/welcome.do

Army

https://aarts.army.mil/

Coast Guard

http://www.uscg.mil/hg/cgi/

VA

http://www.va.gov/vaforms/

Please have all official transcripts sent to:

College of Southern Nevada Division of Apprenticeship Studies 3200 East Cheyenne Avenue Mail Sort Code T2C

North Las Vegas, Nevada 89030

English Placement Testing

Who has to take placement tests and why?

Computerized placement tests are required for all students seeking a degree or transferring credits to another institution. Math and english placement tests are required, even if the student is NOT taking math or english this semester.

Many courses require that the student has a firm foundation of the subject matter. Each subsequent course related to that specific area of study depends on prior knowledge. Students will have a better chance of success if they have the prerequisite knowledge.

English Placement Test

The English Placement Test is mandatory for all students taking english classes. This test is designed to place a student in the english class best suited for their abilities. The test is a one-hour timed essay test.

If a student is placed into English 98 or 92 with the Angel English Placement Essay Test, they MUST also take an Accuplacer Reading Placement Test. The Accuplacer Reading Placement Test MUST be completed before registering for any CSN classes.

Reading Placement Test

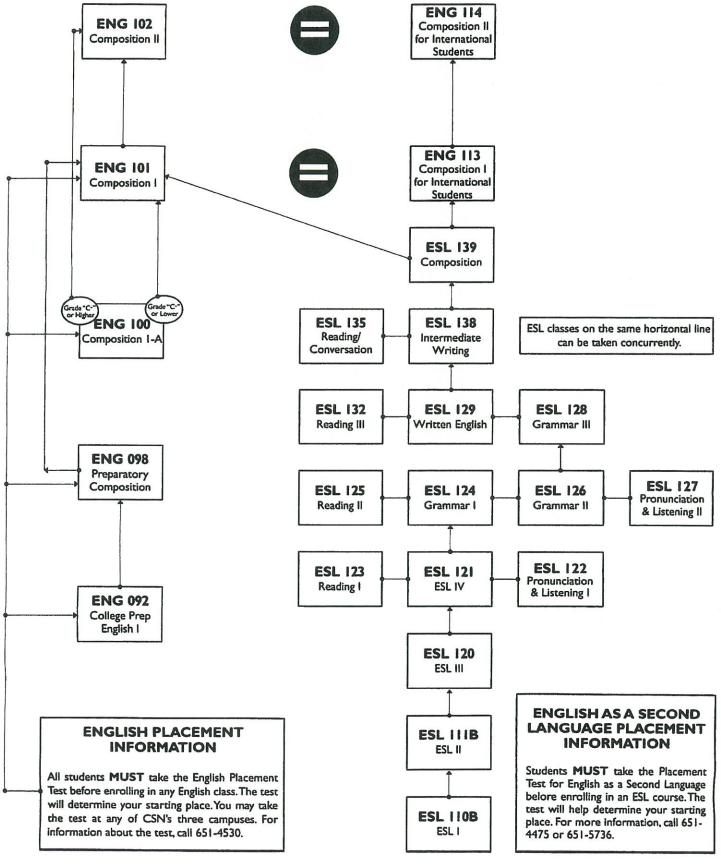
The Accuplacer Reading Placement Test is a prerequisite for any student taking a reading class. Reading tests take one to two hours to complete on average. The Reading Placement Test is multiple choice. Students need to demonstrate skills in reading comprehension and cognitive thinking.

For more information, please go to the CSN website at **www.csn.edu**. On the home page locate the "Search Box" (top, right corner) and type in Testing Center or you can access the Testing Center website directly at **www.csn.edu/pages/586.asp**.

It is STRONGLY suggested that you review the sample tests available on the Testing Center website before attempting any placement tests.

IMPORTANT
NO CHILDREN ARE ALLOWED IN THE TESTING ROOMS.

English and ESL Course Sequences



College of Southern Nevada Preparatory English Course Descriptions

ENG 092 College Prep English I 5 (5,0,0,0)*

Emphasis on college-level reading and writing. Practice in paragraph construction and the introduction to the complete essay. Review of grammar/punctuation skills and sentence structure. Guidance and instruction in integrating reading and writing skills.

Prerequisite: Placement Test

ENG 098 Preparatory Composition 3 (3,0,0,0)

Intensive reading and writing course focusing on college level critical reading and essay writing strategies. This course was designed for students whose ACT or SAT scores indicate that they would benefit from an additional semester of English before beginning their college-level work. Students who successfully complete English 098 with a grade of C- or better will be eligible to enroll in English 100, 101, or 113.

Prerequisite: English 092 or Placement Test.

ENG 100 Composition Enhanced 5 (5,0,0,0)

A writing intensive course designed to strengthen college level composition skills, with particular attention to audience, purpose, and context for writing. Students receive extensive background in strategies of planning, drafting, and revising. Research, primary and/or secondary, is introduced as a means by which students can extend their own understanding through the use of outside resources. Additionally, critical reading and thinking strategies are developed. Extra assistance with English writing skills (grammar, sentence structure, usage, and punctuation) is provided. Students who successfully complete ENG 100 with a grade of "C-" or higher will satisfy the ENG 101 requirement and will be eligible to enroll in ENG 102.

Prerequisite: English Placement Test or ENG 098 or ESL 139 with a grade of "C-" or higher

For further information, please access the English Department website at www.csn.edu/english/.



*See page 12 for credit explanation.

Math Placement Testing

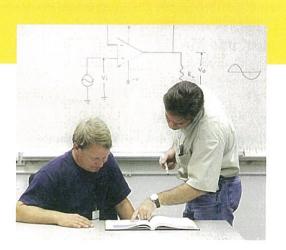
Placement tests are required for all new students seeking a degree or transferring credits to another institution (Except for those wanting to take Math 91, Math 100B, Math 115B or Math 116. These are the lowest levels of math and do not require a placement test. Refer to your degree sheet for the specific math course(s) needed for you degree.). Math placement tests are required, even if the student is NOT taking math this semester. Students WILL NOT be permitted to register for classes until placement tests are completed.

The Accuplacer Math Placement Test is designed to place a student in a math class best suited for their skills. This test encompasses all levels of mathematics starting with elementary algebra and traversing up or down in difficulty, depending on how the student answered the previous questions. The math test lasts one hour on average.

There is a calculator built into the Accuplacer math testing software that will be displayed on random questions. Students are NOT allowed to use their own calculators. Students should bring a pencil and picture ID. The testing center will provide scratch paper for computation.

Any student who is not willing to accept their Accuplacer Math Placement level may attempt to raise the placement level by participating in a Mathematics Diagnostic Test. All students must establish a current initial Accuplacer placement before diagnostic testing. Math placement tests are administrated under the strict guidelines of CSN's Mathematics Department.

For additional detailed information on CSN's mathematics placement procedures visit www.csn.nevada.edu/math/. For descriptions, sample questions and test taking tips, visit the Accuplacer web site at http://www.collegeboard.com/student/testing/accuplacer/ or http://www.accuplacertestquestions.com/.



Math Placement Information & Practice Tests

To attain a placement level for a specific course, the Math Department strongly recommends you prepare yourself prior to taking the Math Placement Test. To view a list of suggested references for a specific level visit the web sites listed below. This page can be found online at www.csn.edu/pages/1682.asp.

Unless credit from a different institution or SAT/ACT Scores (not more than 2 years old) are used to determine initial placement, students will determine their placement level by taking the Accuplacer test. Any student unhappy with his/her initial placement may attempt to raise that placement by taking the course specific diagnostic tests.

ACCUPLACER INFO & PRACTICE

- Arithmetic Test (http://sites.csn.edu/istewart/mathweb/Accuplacer/accu_arith/arithmetic_portion.htm)
- Elementary Algebra Test (http://sites.csn.edu/istewart/mathweb/Accuplacer/accu_alg/algebra_portion.htm)
- College-Level Math Test (http://sites.csn.edu/istewart/mathweb/Accuplacer/accu_coll/college_portion.htm)
- Accuplacer Math Placement Information (http://www.csn.edu/uploadedfiles/Academics/Divisions/Science_and_Math/Math/placement/about_accu.pdf)
- Accuplacer Concepts Tested (http://www.csn.edu/uploadedfiles/Academics/Divisions/Science_and_Math/Math/placement/accu_concepts.pdf)

DIAGNOSTIC TEST PRACTICE

- Diagnostic Test 1 Concepts
 - For placement into MATH 093 (http://sites.csn.edu/istewart/mathweb/Diagnostic1/math091.htm)
- Diagnostic Test 2 Concepts
 - For placement into MATH 095 or 097 (http://sites.csn.edu/istewart/mathweb/Diagnostic2/math093.htm)
- Diagnostic Test 3 Concepts
 - For Placement into MATH 096 (http://sites.csn.edu/istewart/mathweb/Diagnostic3/math095.htm)
- Diagnostic Test 4 Concepts
 - For placement into MATH 120, 122, 124, 126 or 128 (http://sites.csn.edu/istewart/mathweb/Diagnostic4/math096.htm)

GENERAL INFORMATION

- Accuplacer, Diagnostic Test, SAT/ACT, CLEP, and AP Test Placement Cut-Off Scores (http://www.csn.edu/uploaded-files/Academics/Divisions/Science_and_Math/Math/placement_cutoffs.pdf)
- $\bullet \ A cademic \ D is honesty \ (http://www.csn.edu/uploaded files/A cademics/Divisions/Science_and_Math/Math/placement/cheating.pdf) \\$

A Guide to Selecting the Appropriate Math Course

PREPARED BY THE CSN MATHEMATICS DEPARTMENT

PLEASE READ CAREFULLY BEFORE CHOOSING A MATH COURSE. Math course selection depends on the degree/program you are seeking.

CSN has designated trained counselors/advisors in the Counseling Department to help you identify the math course required for your program. If you have yet to meet with the Counseling Department, contact information is available at www.csn.edu/counseling.

Any member of the Math Department faculty can provide you with further assistance in selecting the appropriate math course. For Math Department contact information visit **www.csn.edu/math** or call 651-4029 or 651-7472 for an appointment.

You may also consult CSN's degree sheet list available at www.csn.edu/pages/203.asp.

IF YOU ARE STILL UNDECIDED ABOUT WHAT DEGREE YOU WILL BE SEEKING, PLEASE BE AWARE OF THE FOLLOWING:

- MATH 100B, MATH 111B, MATH 115B, and MATH 116 are for the most part NON-TRANSFERABLE courses that do not satisfy the general education math requirement of a 4-year institution. These courses only satisfy general education requirements for the Associate of Applied Science Degrees considered occupational in nature. Please note most 4-year institution will likely require different math courses.
- MATH 091, 093, 095, 096, and 097 are called "developmental" courses and are prerequisites to college-level courses. That is, you must show proficiency in MATH 096 or MATH 097 (5-credit-hour combination course of MATH 095 and MATH 096) before you can enroll in a college-level course. Please note that developmental courses do not satisfy the general education math requirements of ANY institution, including CSN.

Math Placement Information & Practice Tests - continued

- MATH 097 is 5-credit-hour combination of MATH 095 and MATH 096. You do not need to take MATH 095 and 096 before taking Math 097.
- MATH 120, 124, 126, 127, 128, 132, 181, 182, 251, and 283 are college-level courses and they satisfy the general math education requirement for an Associate of Arts, an Associate of Science, an Associate of Business and CSN's Bachelor Degree in Dental Hygiene.

IMPORTANT NOTES:

Depending on your major/program, take <u>EITHER</u> MATH 120, 122, 124, 126, <u>OR</u> 128. You DO NOT need to take all of these courses. Math 120 is usually taken by Associate of Arts majors; Math 124 is usually taken by Business majors, and Math 126 or Math 128 is usually taken by Associate of Science majors. <u>It is very important that you confirm your choice with an academic counselor or advisor.</u>

MATH 122 and MATH 123 are only for majors in Elementary Education or Early Childhood Education and therefore are not considered general math education courses.

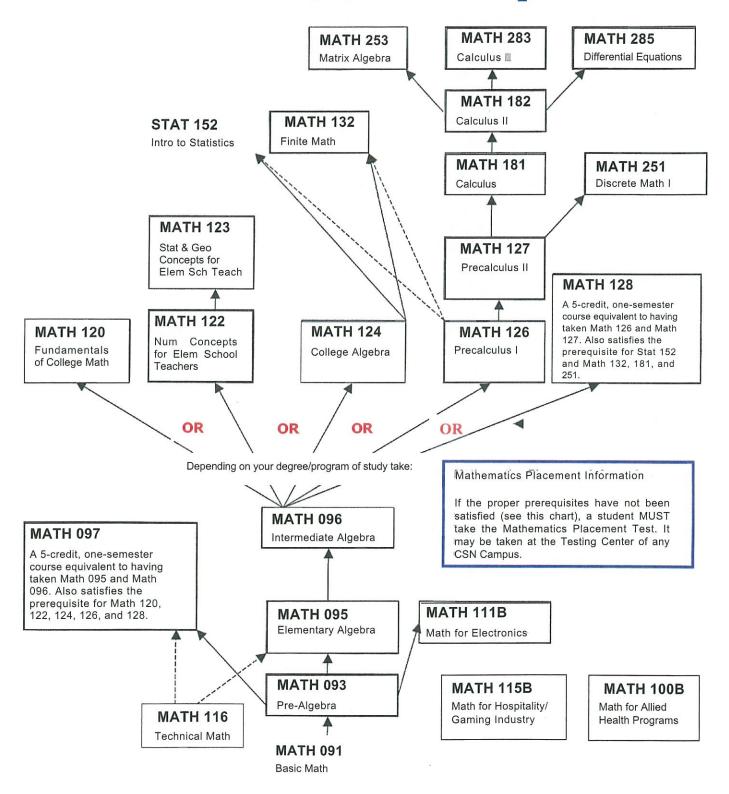
Taking MATH 120 does not prepare you to take MATH 124 or above.

If you are undecided about your major, it is best to take MATH 126 or MATH 128, especially if you are inclined to pursue a program in Math or the Sciences; otherwise you may take MATH 120 or MATH 124.

The prerequisite courses for MATH 181, Calculus I, are MATH 126 and MATH 127 OR MATH 128. Please note that MATH 124 is not an appropriate substitute for MATH 126 and it is not a prerequisite for Math 127.

MATH 128 is a 5 credit-hour combination of MATH 126 and MATH 127. You do not need to take MATH 126 and 127 before taking Math 128.

CSN Mathematics Course Sequence



Every degree/program requires a certain mathematics course. If you plan to transfer, it is strongly recommended that you confirm degree math requirements for the college or university you wish to attend.

General Education Class Requirements

The following course descriptions are intended to briefly describe the nature of each of the courses. For more complete information, departments or faculty can provide specific course syllabuses.

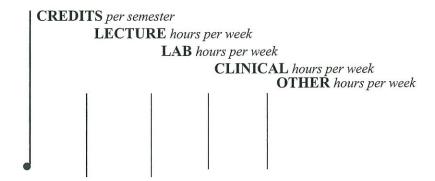
The numbers in the right side of each description define the credits and average weekly contact hours the student will spend in formal classes during a 16 week semester.

Classes scheduled for other than a 16 week semester will have the contact hours adjusted accordingly.

- a defines the number of semester credits
- b average number of lecture hours per week
- c average number of laboratory hours per week
- d average number of clinical hours per week
- e average number of other formal instructional hours per week

NOTE: In addition to these hours, students are expected to complete homework assignments on their own time. These assignments may include library research, computer utilization, field trips, cultural performances, and other instructional activities.

EXAMPLE--ENG 101 Composition I 3 (3,0,0,0) 3 credits 3 lecture hours 0 laboratory hours 0 clinical hours 0 other hours



A (B, C, D, E)

Division of Apprenticeship Studies General Education Classes

(Please note: some classes have prerequisite course requirements)

Communications (3 - 6 credits required, depending on discipline)

COM 101 Oral Communication 3(3,0,0,0)

Theory and practice in spoken communication, including prepared and extemporaneous speaking experience.

COM 215 Introduction to Group Communication 3(3,0,0,0)

Principles of small group communication and problem solving theory and practice.

ENG 101 Composition I 3 (3,0,0,0)

English 101 is designed to strengthen college-level writing skills, with particular attention to audience, purpose nd rhetorical situation. Students receive extensive background in strategies of planning, drafting and revising. Research is introduced as a means by which students can extend their own understanding through the use of utside resources. Additionally, critical reading and thinking strategies are developed. Students who successfully omplete ENG 101 with a grade of "C-" or higher will be eligible to enroll in ENG 102.

rerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher

Computing (1 – 3 credits required, depending on discipline)

IT 100B Computer Sampler 1 (1,0,0,0)

hands-on learning experience for the new computer user/owner. This course will teach how a computer orks, how to work in a Windows operating system, how to add new programs and components to your system id how to "surf the Internet." Graded Pass/Fail.

T 102B Introduction to Windows 1 (1,0,0,0)

horough introduction to the Windows computing environment. Hands-on tutorials and projects on Personal omputers help students understand how to use this popular graphic-oriented user interface. Graded Pass/Fail.

T 103B Internet 1 (1,0,0,0)

overs the principles of the Internet, including such topics as searching the Internet, Internet access, Usenet ews groups, E-mail, and World Wide Web browser software. **Graded Pass/Fail**.

CIT 106B Spreadsheets 1 (1,0,0,0)

The basics of manipulating and presenting numerical data using a spreadsheet. Hands-on experience with a popular spreadsheet program. Prerequisites: Knowledge of personal computers and Windows; IS 101 or CIT 102B. Graded Pass/Fail.

CIT 107B Database 1 (1,0,0,0)

Fundamentals of creating tables and manipulating data, querying, customizing reports and data entry screens and working with multiple tables. Hands-on experience with a popular database management program. Prerequisites: Knowledge of personal computers and Windows; IS 101 or CIT 102B. Graded Pass/Fail.

CIT 108B PowerPoint 1 (1,0,0,0)

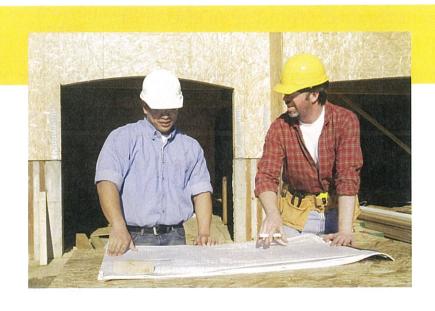
With Microsoft PowerPoint, you can easily organize, powerfully illustrate, and professionally deliver your ideas using computer presentations or slide shows. Whether conducting an informal meeting, presenting to an audience, or delivering your message over the Internet, PowerPoint has the tools you need to communicate with impact. This class starts with the basics and continues with a study of its numerous features. Prerequisite: CIT 102B. Graded Pass/Fail.

CIT 109B WordPerfect 1 (1,0,0,0)

Hands-on learning of WordPerfect features to create, modify and print documents, change layout and preferenc parameters, merge documents, incorporate graphics, create outlines and tables, and to use other features. Graded Pass/Fail.

IS 101 Introduction to Information Systems 3 (3,0,0,0)

Concepts and applications of Information Systems. Introduction to hardware, software, data, and file concepts. Microcomputer applications software including word processing, spreadsheet, database, Internet, and presentation software



English (3 - 6 credits required, depending on discipline)

ENG 101 Composition I 3(3,0,0,0)

English 101 is designed to strengthen college-level writing skills, with particular attention to audience, purpose and rhetorical situation. Students receive extensive background in strategies of planning, drafting and revising. Research is introduced as a means by which students can extend their own understanding through the use of outside resources. Additionally, critical reading and thinking strategies are developed. Students who successfully complete ENG 101 with a grade of "C-" or higher will be eligible to enroll in ENG 102. Prerequisite: English Placement Test or completion of ENG 098 or ESL 139 with a grade of "C-" or higher.

ENG 102 Composition II 3 (3,0,0,0)

English 102 is a continuation and extension of ENG 101 and equivalents with attention to analytical reading and writing, critical thinking, and research methodologies, while emphasizing interpretation, analysis, synthesis, and argument. Prerequisite: ENG 100, or 113 or 101 or 101G.

ENG 107 Technical Communications I 3 (3,0,0,0)

Instruction and practice in writing in the business world. Emphasis on reports, visuals, and forms of correspondence. Prerequisite: Satisfactory performance on placement test or ENG 101.

Human Relations (3 credits required)

MGT 100B Practical Human Relations for Business 3 (3,0,0,0)

Study of human factors involved in business and management with emphasis upon mutual responsibilities and communication problems of employees, managers and customers. Team activities.

Mathematics (3 credits required)

MATH 116 Technical Mathematics 3 (3,0,0,0)

Concepts that will allow students to become proficient in the mathematics used in technical fields are the focal point of this course. Topics include manipulations of whole numbers, integers, fractions and decimals; measurement systems; an introduction to simple geometric figures; algebraic expressions; linear and quadratic equations; and fundamentals of trigonometry.

Science (8 credits required)

EGG 131 Technical Physics I 4 (3,3,0,0)

This course is designed for students in technical areas to study physics. Numerical calculations are intensive. This is the first semester of a one-year course. It covers equilibrium, motion, dynamics, wave and fluid mechanics. Prerequisites: MATH 111B, 116 or above (except MATH 122, 123).

EGG 132 Technical Physics II 4 (3,3,0,0)

Continuation of EGG 131. Covers thermodynamics, electricity, magnetism, basic AC/DC circuits, solid state physics, optics, and an introduction to modern physics. **Prerequisite: EGG 131**.

Social Sciences/Humanities (3 - 6 credits required, depending on discipline)

ANTH 101 Introduction to Cultural Anthropology 3(3,0,0,0)

An in-depth analysis of culture revealed by world ethnography.

ART 160 Art Appreciation 3(3,0,0,0)

An introduction to the visual arts. Emphasis will be placed upon the acquisition of the tools and the skills necessary to understand and interpret works of art. Traditional art forms, such as painting and sculpture will be considered as well as newer genres such as installation and performance.

ECON 102 Principles of Microeconomics 3 (3,0,0,0)

An examination of the price theory for product market models and consumer demand models with attention focused on the application of price theory in current economic issues. Prerequisite: MATH 124.

MUS 121 Music Appreciation 3(3,0,0,0)

The course is for students with little or no musical training and focuses on the historical background of classical music and composers and listening to representative works. Emphasis is on increasing enjoyment and understanding of a variety of classical musical styles.

MUS 125 History of Rock Music 3(3,0,0,0)

The esthetics and sociology of rock from its origins in rhythm and blues to the rise of Elvis Presley and Rocka-Billy, Chuck Berry and teenage-rock, Bob Dylan and protest rock, the Beatles and the Rolling Stones, Psychedelic Rock, and Soul.

PHIL 102 Critical Thinking and Reasoning 3(3,0,0,0)

Introduction to the analysis and evaluation of actual arguments, to the practice of constructing logically sound arguments, and to logic as the theory of argument. Emphasizes arguments of current or general interest.

PSY 101 General Psychology 3(3,0,0,0)

A study of the principles of human behavior, including discussions of motivation, perception, learning and personality development.

SOC 101 Principles of Sociology 3(3,0,0,0)

Sociological principles underlying the development, structure and function of culture, society, human groups, personality formation and social change.



U.S. and NV Constitution* (4 - 6 credits required, depending on discipline)

PSC 101 Introduction to American Politics 4 (4,0,0,0)

A survey of United States, national, state and local governments with emphasis on the cultural aspects of the governing process. (Satisfies the legislative requirement for the United States and Nevada Constitutions.) **Prerequisite:** ENG 101.

HIST 101 U.S. History I 3 (3,0,0,0)

A survey of United States political, social, economic, diplomatic, and cultural development from colonial times to 1877. Satisfies the United States Constitution requirement. History 101 and 102 need not be taken in sequence; either class may be taken alone. **Prerequisite: ENG 100, 101, 101G, or 113**.

HIST 102 U.S. History II 3 (3,0,0,0)

A survey of United States political, social, economic, diplomatic, and cultural development from 1877 to present. Satisfies the Nevada Constitution requirement. History 101 and 102 need not be taken in sequence; either class may be taken alone. Prerequisite: ENG 100, 101, 101G, or 113.

HIST 217 Nevada History 3 (3,0,0,0)

A study of Nevada from early exploration to the present. Satisfies the Nevada Constitution requirement. Prerequisite: ENG 100, 101, 101G, 113.

Class enrollment options:

Option #1. Take PSC 101; this is a four (4) credit course.

Option #2. Take HIST 101, (3 credits) and HIST 102 (3 credits) for a total of six (6) credits.

Option #3. Take HIST 101, (3 credits) and HIST 217 (3 credits) for a total of six (6) credits.

*As required by Nevada Legislative Language from Chapter 396, Nevada System of Higher Education, all students must receive instruction in the essentials of the Constitution of the United States and the Constitution of the State of Nevada and pass an examination (NRS 396.500).



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Division of Apprenticeship Studies 702-651-4163 www.csn.edu/appstudies





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