



GREAT BASIN COLLEGE

CONTINUING EDUCATION
AND
COMMUNITY OUTREACH

Rural Nevada Course Guide Fall 2014

*Registration has never been easier!
Log on and get started today!*

www.campusce.net/gbcnv
775.753.2202

New

**Paralegal
Program**

**LEARN
FOR
LIFE**

Photo courtesy of Dini Esplin
www.diniseye.com



Registration Made Easier!

Welcome to GBC Continuing Education and Community Outreach! Would you like to learn something new just for fun? We offer courses for a variety of ages and interests. Classes begin at different times and dates throughout the semester for your convenience.

Continuing Education has a new registration website that has made the enrollment process for non-credit classes easier! No application for admission is required. **Please prevent cancelled classes by enrolling early!**

Go to: www.campusce.net/gbcnv to register and pay for the **non-credit** courses listed in this schedule. If you prefer to pay with cash or check, stop by our office in Berg Hall at 1500 College Parkway. After business hours, you may utilize our payment drop box located behind Berg Hall.

If your class is offered for academic credit or is online like the two listed below, you must complete an application for admission and register through MyGBC at www.gbcnv.edu. Payment for these classes can be made by debit or credit card online, or you may pay in person at the Controller's Office in Berg Hall.

- **TT 109 Basic Driver Education**
- **PD 115Z Life Coaching Practice**

If you have questions, or need help registering, please email continuing-ed@gbcnv.edu or call us!


Angela de Braga, Director
775.753.2231


Carmen Matlock, Administrative Assistant
775.753.2202

Our Mission

Great Basin College enriches people's lives by providing student-centered, postsecondary education to rural Nevada. The mission of GBC Continuing Education is to provide lifelong learning opportunities for residents in GBC communities through diverse educational, social, cultural, and workforce development courses, activities, and programs.



Find us on
Facebook

Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. For inquiries, 775.738.8493.

Computer Technologies

Android Phone and Tablet Basics NEW!

Register at www.campusce.net/gbcnv

Get familiar with your Android phone or tablet! Learn the basics of the android operating system and how to navigate and use your device. Discover how to download and manage apps and content and learn about device settings and features. Bring your own Android phone or tablet to class.

Day: M
Times: 7-9 p.m.
Location: Ely Center, 108
Instructor: J. Nichols
Dates: 10/13-10/27/14
Cost: \$50.00



Google Apps Workshop NEW!

Register at www.campusce.net/gbcnv

This course offers an introduction to Google Apps and the Chrome Web Browser. Students will become familiar with using Google tools such as: GMail, Google Drive, Chrome and online collaboration and sharing inside Google suite of web based software.

Day: M
Times: 7-9:45 p.m.
Location: Ely Center, 108
Instructor: J. Nichols
Dates: 9/15/14
Cost: \$50.00



Google Apps



Computer Technologies

iPad/iPhone Basics NEW!

Register at www.campusce.net/gbcnv

Get familiar with your iPhone or iPad! This course is a great introduction to learning the functions of the iPad or iPhone for new users. Learn the basics of iOS and how to navigate and use your device. Find out how to download and manage apps and content while also understanding device settings and features. Bring your own iPad or iPhone to class.

Day: M
Times: 7-9 p.m.
Location: Ely Center, 108
Instructor: J. Nichols
Dates: 9/22-10/6/14
Cost: \$50.00



Microsoft Workshop NEW!

Register at www.campusce.net/gbcnv

This course explains the functions of your computer, Windows, MS Office and the web for the beginner. Instructor will give an overview of basic computer skills, using and navigating the Windows Operating System, Word, Excel, and PowerPoint as well as a basic introduction to using and navigating the internet.

Day: M
Times: 7-9:45 p.m.
Location: Ely Center, 108
Instructor: J. Nichols
Dates: 9/8/14
Cost: \$50.00



Microsoft

Life Enrichment & Personal Development

Renewal Weapon Permit

Register at www.campusce.net/gbcnv

Class will meet Wednesday from 6-9 p.m. at the Ely Campus in room 116, and then Saturday from 9 a.m.-5 p.m. at the Ely Firing Range. Please do not bring firearms to classroom.

Day: W, Sa
Times: Wednesday, 6-9 p.m.
Saturday, 9 a.m.-5 p.m.
Location: Wednesday, Ely Center, 116
Saturday, Ely Firing Range
Instructor: M. Stolk
Dates: 9/17 and 9/20/14
Cost: \$45.00

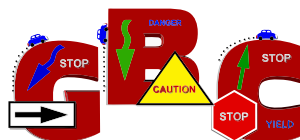


Basic Online Driver's Education (2 credits)

Register at mygbcnv.edu

Day, Times, Location: Online
Instructor: Kunkel, Sellers, or Murphy
Dates: Classes begin 8/5, 9/9, 10/7, and 11/4
Please register early so login and password can be processed.
Cost: \$50 for Nevada High School students under age 18

30-hours of driver's education is now required for Nevada drivers under age 18 seeking their driver's license. This is a comprehensive course covering traffic laws, rules of the road, defensive driving, the cost of vehicle maintenance and insurance, and how to navigate roundabouts. Lessons also stress the dangers of impaired driving and texting while driving. Students successfully completing the course will receive a certificate to present to the DMV as required for obtaining a driver's license. FMI visit: www.gbcnv.edu/drivers-ed.



Life Enrichment & Personal Development

Introduction to Life Coaching (Online!)

Register at mygbcnv.edu

This course offers participants a guided exploration of the issues related to the definition, management, and marketing of a life coaching practice in a compressed time period. Included are strategies and instruction for recognizing and building confidence and motivational skills needed to establish and to maintain a successful life coaching practice. Upon successfully completing the course with a average of a 70% or better, a Certificate of Completion will be issued. A textbook is required for the course. Please contact the GBC bookstore for the book information at 775.753.2270.

Delivery: Online
Instructor: Mary Ray, M.S.
Dates: 10/6-11/30/2014
Cost: \$150.00



Life Enrichment & Personal Development

National Weather Service "SkyWarn" Spotter Training

Register at www.campusce.net/gbcnv

SKYWARN storm spotters are the ranks of citizens who form the nation's first line of defense against severe weather. Their reports give communities the seconds and minutes that can help save lives. Training covers the basics of severe weather safety, thunderstorm development, fundamentals of storm structure, identifying potential severe weather features, as well as what information to report and how to report it.

This class will be held in Elko and offered to various sites around the state by interactive video. **You must pre-register and pre-pay in advance in order to assure materials and interactive video connection at your site.** Please call 775.753.2231 for information. Tentative sites include: Winnemucca, Ely, Wendover, Owyhee, Battle Mountain, McDermitt, Crescent Valley, Austin, Round Mountain, Gabbs, and Tonopah.

- Day:** W
Times: 7-9:30 p.m.
Location: Elko-HSC 107; Battle Mountain-BM 2; Ely 114, Eureka High School; Lovelock - GBC PCMS (Pershing Co. Middle School) Educ Bldg; McDermitt-HCSD; Pahrump-PVC 120; Round Mountain Public Library; Winnemucca-WINN 109.
Instructor: M. Fitzsimmons
Dates: 10/22/2014
Cost: \$5.00



Paralegal Studies

Introduction to Law and Law Office Practice

Register at www.campusce.net/gbcnv

This course presents a holistic view of the inner workings of traditional law firms, large and small, as well as public and in-house legal offices. Emphasis is placed on the role an effective paralegal plays in the logistical aspects of the practice of law. This is the first in a series of 10 non-credit paralegal courses designed for those interested in working in the paralegal profession.

Day: Tu
Times: 7-9 p.m.
Location: Elko- Greenhaw Tech Arts GTA 128; Battle Mountain GBCComputer Lab; Ely Center 111; Pahrump Valley Center 120; Winnemucca Center 124; Wendover High School T2
Instructor: Z. Negrych, Esq.
Dates: 8/26-10/14/2014
Cost: \$199.00



Tort Law (New!)

Register at www.campusce.net/gbcnv

This class will cover substantive tort law emphasizing concepts applicable to negligence and intentional torts including personal injury, strict liability, and product liability.

Day: Th
Times: 7-9 p.m.
Location: Elko GTA 128; Battle Mountain Computer Lab; Ely Center 111; Pahrump Valley Center PVC 120; Winnemucca Center 124; Wendover High School T2
Instructor: Z. Negrych, Esq.
Dates: 8/28-10/16/2014
Cost: \$199.00

Paralegal Studies

Legal Ethics & Communication Skills

Register at www.campusce.net/gbcnv

This course will cover rules, principles and strategies of tactical and interpersonal communication necessary to communicate with and/or interview prospective or ongoing clients and witnesses; communication with individuals from diverse backgrounds with consideration to race, ethnicity, gender, age and special needs; concentration on the ethical guidelines that govern both paralegals and the lawyers that hire them.

- Day:** F
Times: 6-8:45 p.m.
Location: Elko High Tech Center HTC 121;
Battle Mountain 1; Ely Center 111;
Pahrump Valley Center PVC 120;
Winnemucca 124; Wendover High School T2
Instructor: Z. Negrych, Esq.
Dates: 10/24-12/12/2014
Cost: \$199.00



Paralegal Studies

Legal Research & Writing

Register at www.campusce.net/gbcnv

This course provides participants with the basic skills necessary to research legal authorities and secondary sources utilizing print, CD-ROM products, and on-line resources. It introduces the student to the analysis of factual situations in conjunction with controlling law. Instructor utilizes a practical approach in teaching the fundamentals of preparing common legal documents and forms, inter-office memorandums, research memorandums, as well as letters to clients, experts, and witnesses.

Day: Tu
Times: 7-9 p.m.
Location: Elko-Greenhaw Tech Arts GTA 128;
Battle Mountain GBC Computer Lab; Ely Center 111;
Pahrump Valley Center 120; Winnemucca Center 124;
Wendover High School T2
Instructor: Z. Negrych, Esq.
Dates: 10/21-12/16/2014
Cost: \$199.00



Civil Procedure

Register at www.campusce.net/gbcnv

This course provides an overview of the development of the American legal system and the mechanisms by which a civil claim is initiated and proceeds through Nevada and federal court systems. Also introduces the role of the paralegal in various legal environments.

Day: Th
Times: 7-9 p.m.
Location: Elko GTA 128, Winnemucca 124; Battle Mountain GBC
Computer Lab; Ely Center 111;
Pahrump Valley Center 120; Wendover High School T2
Instructor: Z. Negrych, Esq.
Dates: 10/23-12/18/2014
Cost: \$199.00

Writing

Oral History Workshop (New!)

Register at www.campusce.net/gbcnv

Learn how to gather and preserve memories and actual history through recorded interviews of family members or other interesting individuals in your community. We will discuss how to get started, how to transcribe the interviews, and how to set up a website for sharing the fascinating stories that are sure to unfold!

Day: F
Times: 1-4 p.m.
Location: Elko-Greenhaw Tech Arts GTA 124; Ely Center 118;
Pahrump Valley Center 124; Winnemucca Center 108;
Instructor: G. Skivington
Dates: 10/17/2014
Cost: \$15.00

Writing a Personal or Family History (New!)

Register at www.campusce.net/gbcnv

Learn how to convert oral family history, letters, journals, and diaries into a intriguing written account of your personal and family experiences, accomplishments, and history. Your children and extended family will thank you for it, and your readership audience may be larger than you think. This course will motivate you to get started sooner, rather than later, and offers you the support and guidance you need.

Day: Th
Times: 5:30-7:30 p.m.
Location: Elko-Health Sciences 107; Ely Center 108;
Pahrump Valley Center 109
Instructor: R. Hooton
Dates: 10/23-11/20/2014
Cost: \$55.00

Travel

Eco Tour Adventure to Costa Rica & Nicaragua

Register at www.campusce.net/gbcnv

Eco Tour Adventure to Costa Rica & Nicaragua


Register at www.worldstridesdiscovery.org/register. Use trip ID #: 107339.

Join Professor, Susanne Bentley on an Eco-Tour of Costa Rica and Nicaragua in June 2015! Enroll by June 30, 2014 and save \$200 on the tour cost. See details by clicking to view the flyer here!

Next June 8 through 18, 2015, Susanne will lead a group of students on a eco-tour adventure to five national parks in Costa Rica and Nicaragua. If you want to experience Latin American culture, and learn more about rain forests, volcanoes, sea turtles, tropical birds, howler monkeys, and equatorial coastal flora and fauna, as well as brush up on your Spanish, then you will love this trip.

The cost of the trip is \$3,278 (with early registration), and includes round trip airfare from Salt Lake City, all meals, and double occupancy accommodations in three or four-star hotels. We will also have our own bilingual tour guide who will be with us for the entire trip. Professor Bentley knows Costa Rica well and even has property there, so she feels confident that she has put together a truly educational trip.

If you are interested, please contact her at susanne.bentley@gbcnv.edu or call GBC Continuing Education at 775.753.2231. You can see the complete itinerary by visiting www.worldstridesdiscovery.org/register. Susanne has lead educational travel trips with this company before. It specializes in working with adults, and is very professional.



Trip dates:
6/8/2015-6/18/2015

Price is \$3,448.00 per person.



ENROLL AT
[www.gbcnv.edu/
 drivers-ed](http://www.gbcnv.edu/drivers-ed) or call
 775.753.2202 /
 775.753.2231

**CLASS
 SCHEDULE**

Fall 2014

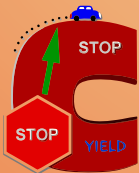
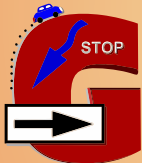
Class No.	Dates	Instructor
86133	8/5-10/14	B. Kunkel
86134	9/9-11/18	L. Sellers
86136	10/7-12/16	C. Murphy
86135	11/4/2014-1/13/2015	B. Kunkel

SIGN UP FOR DRIVER'S EDUCATION AT GREAT BASIN COLLEGE!

*Driver's Education is now required for Nevada drivers under age 18.
 Classes are completely online for your convenience!*

How to Enroll

1. Complete the **Application for Admission** at www.gbcnv.edu/admissions. Click **Apply Online Now!**
2. Wait 24-48 business hours to receive your 10-digit student user ID and password by e-mail before trying to register for driver's ed.
3. Note the **Class Number from the chart** to the left for the course you want to take.
4. Go to www.gbcnv.edu and click on **My GBC** (top right) then click **My GBC Self Service Center**. Sign on with your new user ID and temporary password. You will be prompted to change your temporary password.
5. Click on the **My GBC Student Center** link.
6. Under **Academics**, click **Enroll**. If more than one semester is open for enrollment, you may need to **Select a Term**, then click **Continue**.
7. Enter the 5-digit **Class Number** and click enter. Click **Next** and class is placed in your shopping cart. Click **Proceed to Step 2 of 3 button**. Click **Finish, Enrolling**.
8. Look at the charges for this course. You should be entered in the **High School Student group** and the course fee should reflect the special high school distance education rate of \$50.00. If you are being charged for the full cost of two credits, you the student must contact the Admissions Office immediately at 775.753.2102.
9. **Pay** for your class as soon as you enroll to avoid late fees.
10. Once enrolled, you will receive a letter in the mail from Continuing Education with your Webcampus password explaining how to log into the driver's education online classroom.



GBC's Argentum CALL FOR ARTISITS AND WRITERS

Great Basin College's art and literary magazine devoted to highlighting the excellent artistic expression of its students, faculty and staff. Community members are also encouraged to submit work, but must be at least 18 years old.

ARGENTUM wants your submissions!

How do I submit?

Complete the official Argentum Submission Form including the Declaration of Originality and Copyright Agreement. All Great Basin College students, faculty, staff, and members of all communities served by GBC are eligible to submit written and visual work. Multiple submissions are accepted and selection will be based on quality and originality. Please submit your completed forms and attached work (or photo of your work), via email to: argentum@gbcnv.edu.

What can I submit?

- Ceramics
- Design (graphic or architectural)
- Drawing
- Painting
- Photography (both unenhanced and digitally altered)
- Jewelry
- Sculpture
- Prose (fiction or non-fiction)
- Poetry
- Any medium that can be represented in print

What format can I use?

Visual Images: Please do not submit PDF files. JPEG or TIF files are preferred.

- Dimensions no smaller than 8" x 10" at 600 dpi.
- Files labeled as: LastNameTitle.jpg
- Large pieces-ceramics, sculptures, etc. should be photographed with a digital camera with a plain gray or white background and a white light source (daylight).
- Please provide specific medium information (acrylic on canvas, etc.).

Written Work: should be submitted as editable digital file(s) with the following specifications:

- RTF files no larger than 750 words.
- Files labeled as: LastNameTitle.rtf
- Only three submissions total per person will be considered.
- When can I submit?

Submissions will be accepted through **March 16, 2015 5:00 p.m.**

Questions?

If you have questions regarding how to submit or document your work and need assistance in doing so, please contact: argentum@gbcnv.edu.

If you need assistance photographing your artwork for submission, please contact GBC Media Services at 753.2103 to make an appointment. Media Services is open 8 a.m.-5 p.m. Monday through Friday. They are located in Room 103C in Lundberg Hall.





Paralegals and legal assistants perform tasks such as legal research, maintaining files, and drafting documents.

Quick Facts about Paralegals and Legal Assistants From the U.S. Bureau of Labor Statistics website:

- ✓ 2010 Median Pay
\$46,680 per year
\$22.44 per hour
- ✓ Entry-Level Education
Associate's degree
- ✓ No prior experience in the legal field is needed to enroll in this program

**For more information:
775.753.2231
or
continuing-
ed@gbcnv.edu**

**REGISTER AT
www.campusce.net/gbcnv**

Paralegal Studies Orientation

**Great Basin College locations:
Elko –High Tech Center 121; Battle Mountain 1;
Ely 111; Pahrump 120; Wendover High School T2;
and Winnemucca 108**

**August 12, 2014
5:30–6:30 p.m.**

**Please join us to learn more about the
Great Basin College Paralegal Program and
meet instructor Zane Negrych, Esq.**



Coursework includes:

- Introduction to Law & Law Office Practice
- Tort Law
- Legal Research and Writing
- Communication Skills and Legal Ethics
- Civil Procedure
- Contract Law
- Evidence
- Pleadings and Motions
- Investigation, Discovery, and Trial Prep
- Family Law

Great Basin College is pleased to announce Bradshaw Law LLC is sponsoring a Paralegal Studies scholarship for the fall and spring semesters! Please call GBC student financial services at 753-2259 for information.

**REGISTER AT
www.campusce.net/gbcnv**

*This is a non-credit certificate program,
completed in two semesters.*

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