



2013-2014  
College Catalog  
Truckee Meadows Community College

[catalog.tmcc.edu](http://catalog.tmcc.edu)  
View the most current catalog online.

Summer Construction  
on Raggio Parkway!  
See Page A-2 for Details

# A General Information

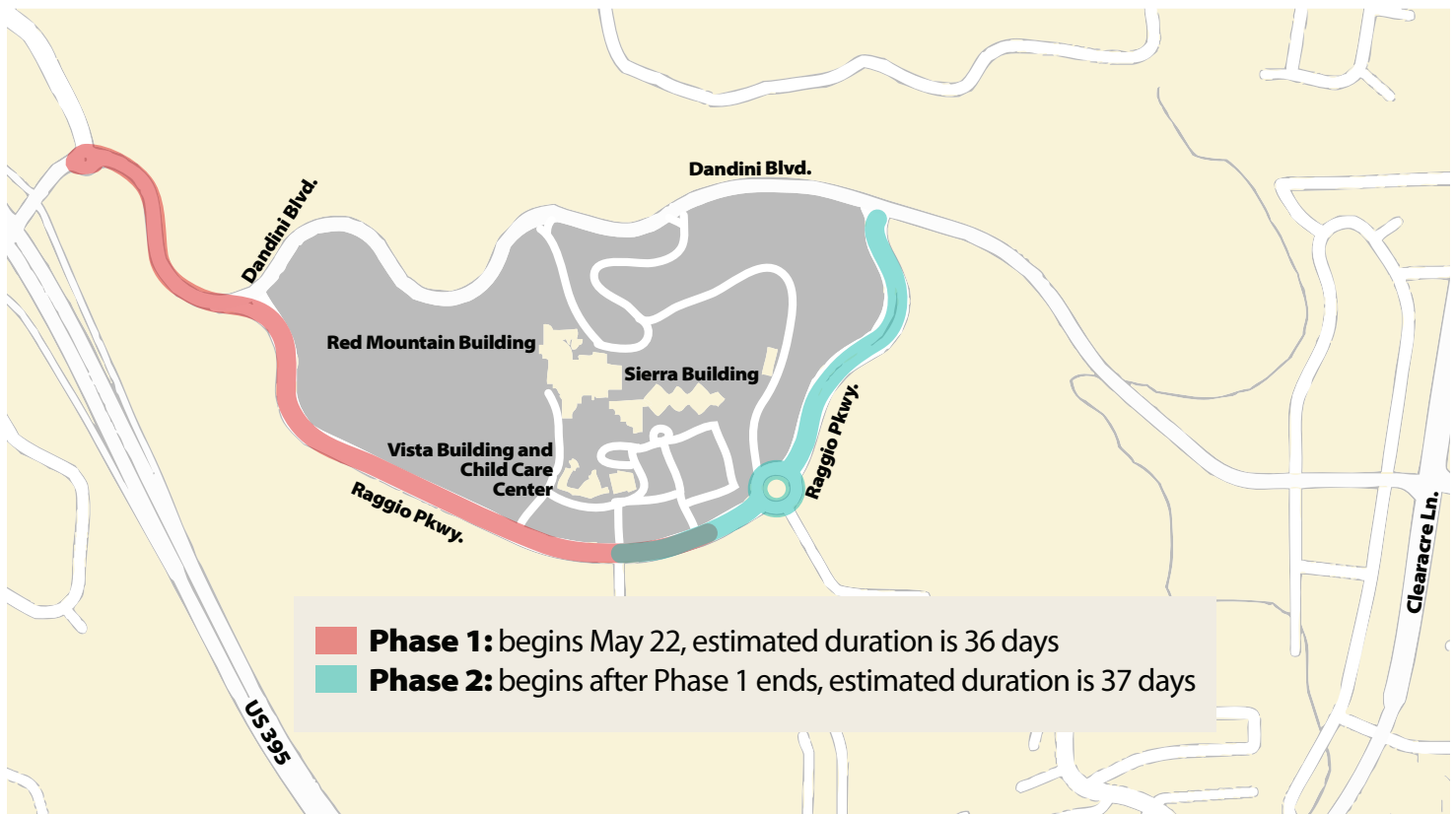
# Raggio Parkway Construction

Summer 2013

Major roadway construction will begin on Raggio Parkway on *Thursday, May 22* and will continue throughout the summer.

Phase 1 of construction will include a closure of the west side of Dandini Blvd. and Raggio Parkway, from the small roundabout near Hwy. 395 exit at Parr Blvd. through the south side of campus. During this time, campus access will be restricted to the Clear Acre entrance to Dandini Blvd. and Raggio Pkwy. Phase 1 of the project is expected to last approximately 36 days.

Phase 2 of the roadwork will include closures on the east side of Raggio Parkway. Dandini Blvd. will remain open.



News about the road closures will be announced on our website, [roadwork.tmcc.edu](http://roadwork.tmcc.edu) and will be updated frequently.

# ACADEMIC CALENDAR

## FALL SEMESTER - FALL 2013

Academic Semester Begins.....	Aug. 15, 2013
Instruction Begins.....	Aug. 24, 2013
Labor Day (Holiday) .....	Aug. 31 - Sept. 2, 2013
Nevada Day (Holiday).....	Oct. 25, 2013
Veterans Day (Holiday) .....	Nov. 11, 2013
Thanksgiving Break (Holiday).....	Nov. 28-Dec. 1, 2013
Instruction Ends.....	Dec. 15, 2013
Final Grades Due – Fall Semester Ends .....	Dec. 17, 2013
No. Instructional Days* .....	75
No. Academic Days* .....	84

## SPRING SEMESTER - SPRING 2014

Academic Semester Begins.....	Jan. 13, 2014
Martin Luther King, Jr. Day (Holiday).....	Jan. 18-20, 2014
Instruction Begins.....	Jan. 25, 2014
Presidents Day (Holiday).....	Feb. 15-17, 2014
Spring Break.....	Mar. 15-21, 2014
Instruction Ends.....	May 18, 2014
Final Grades Due.....	May 20, 2014
Graduation -- Spring Semester Ends .....	May 23, 2014
No. of Instructional Days* .....	74
No. of Academic Days* .....	88

## SUMMER SESSION - SUMMER 2014

First Term .....	May 27-June 27, 2014
Second Term.....	June 30-Aug. 1, 2014

*\*Does not include Saturdays, Sundays or Holidays*

# TMCC PRIVACY NOTICE FOR PRINTED MATERIALS

In accordance with institutional policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), Truckee Meadows Community College vigorously protects the privacy of student education records. The institution does not release private records of individual students, such as grades and class schedules, without prior written consent of the student or as specifically authorized by FERPA. Some of the exceptions to the prior written consent exceptions are reviewed below and are also found in Appendix G of the college catalog.

As permitted under federal law, the sole exception to the above practice is the release of “directory” information considered to be public in nature and not generally deemed to be an invasion of privacy. At Truckee Meadows Community College the following categories are defined as “directory” information: student name, address, telephone number, email address(es), semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s), certificate field(s), honors and awards, and date(s) of graduation.

Students have the right to request non-disclosure of directory information. If they do not restrict release of this information, it is probable that the information will be released and disclosed. Truckee Meadows Community College uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services or opportunities. Directory information may also be provided by commercial purposes to businesses affiliated with the institution, honor societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. The institution exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. The institution does not sell or rent student information for a fee.

It is important to consider carefully the potential consequences of restricting the release of directory information. If a student restricts release for non-commercial educational purposes, the institution will be unable to place the student’s name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships without the express written authorization of the student.

If, after due consideration, you wish to restrict the release of directory information, access the FERPA restriction component of your MyTMCC portal, navigate to Demographic Data > Security > Edit FERPA / DIRECTORY Restrictions and select from the following choices:

- Do not disclose my information for commercial purposes.
- Do not disclose my information for non-commercial, education purposes.
- Do not disclose my information for both commercial and non-commercial purposes.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



# OVERVIEW

## Vision

Truckee Meadows Community College creates the future by changing lives.

## Mission

Truckee Meadows Community College promotes student success, academic excellence and access to lifelong learning by supporting high-quality education and services within our diverse community.

## Values

The values upon which Truckee Meadows Community College bases its mission and vision statements are the principles, standards, and qualities the college considers worthwhile and desirable. Truckee Meadows Community College is committed to:

- *Student access and success*
- *Excellence in teaching and learning*
- *Evidence of student progress through assessment of student outcomes*
- *Nurturing a climate of innovative and creative thought*
- *Collaborative decision making*
- *Community development through partnerships and services*
- *Ethical practices and integrity*
- *Respect, compassion, and equality for all persons*
- *Responsible and sustainable use of resources*
- *Fostering attitudes that exemplify responsible participation in a democratic society*

## Core Themes

Core Theme 1: Support lifelong learning through strengthening institutional infrastructure and partnerships within our diverse community.

Core Theme 2: Academic Excellence.

Core Theme 3: Student Success.

## Student Responsibilities

- *Read and understand the contents of the course catalog;*
- *Become familiar with all college policies and procedures;*
- *Be aware of college deadlines, including dates for registration, fee payments, dropping classes and registration changes;*

- *Keep the college informed of changes in name, address, phone number, enrollment changes which could affect financial aid awards and/or any other circumstances which could affect satisfactory progress toward a degree/emphasis/certificate;*
- *Attend class and complete all assignments in accordance with the expectations established by the instructor; and*
- *Behave in a manner which contributes to a positive learning environment for all in the classroom and on the campus. (See Appendix L or contact the student conduct officer to address any conduct concerns.)*
- *Use the COURSE DESCRIPTIONS beginning in section D, the FACULTY OF THE COLLEGE beginning in section E and a current class schedule to plan your course of study.*
- *Use the worksheet of your chosen program to plan and track your progress. See “Requirements for Graduation” for information on the course catalog that you use to determine graduation requirements.*
- *Use the STUDENT INFORMATION, COLLEGE PROGRAMS and APPENDICES to find the answers to questions you may have.*

Physically or learning disabled students may call 775-673-7277 to receive a copy of this course catalog in a more accessible form.

## Accreditation Status

TMCC is accredited by the Northwest Commission on Colleges and Universities (an institutional accrediting body recognized by the Council for Higher Education Accreditation and/or the Secretary of the U.S. Department of Education). Northwest Commission on Colleges and Universities, 8060 165th Avenue NE, Suite 100, Redmond, Washington 98052-3981.

## Nondiscrimination Statement

TMCC is an EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates. All operating policies of the college pertaining to, but not limited to, the instructional programs, student services programs, learning resources services and the employment of all professional, classified and student employees direct such nondiscrimination.

This college is in compliance with Executive Order 11246, Title VII Civil Rights Act (1964) as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, the Americans with Disabilities Act, the 1991 Civil Rights Act and all other federal, state and Nevada System of Higher Education rules, laws, regulations and policies.

The equal opportunity and affirmative action policy statements, grievance procedures and sexual harassment policy can be found in Appendices M and N of this course catalog. All matters of alleged discrimination under the previously cited laws, regulations and policies should be referred to the affirmative action officer.

Contact information for Title IX/504 Coordinator: Dr. Barbara Wright Sanders, [bsanders@tmcc.edu](mailto:bsanders@tmcc.edu), 775-673-7123, 7000 Dandini Blvd., RDMT 208, Reno, NV 89512.

## Disclaimer

The TMCC course catalog describes anticipated programs, courses and requirements. These are subject to modification at any time to accommodate changes in college resources or educational plans. The course catalog does not constitute a contractual commitment that the college will offer all the courses or programs described. The college reserves the right to eliminate, cancel, reduce or phase out courses, programs and requirements for financial, curricular or programmatic reasons. The college also reserves the right to limit enrollment in specific programs and courses, to change fees during the student's period of study and to require a student to withdraw from the institution for cause at any time.

## COLLEGE LOCATIONS

### DANDINI CAMPUS

7000 Dandini Boulevard, Reno, NV 89512  
775-673-7000

TMCC's main campus houses the administrative functions of the college—everything from Admissions and Records to financial aid to student development services—as well as a wide variety of academic and occupational programs.

### TMCC MEADOWOOD CENTER

5270 Neil Road, Reno, NV 89502  
775-829-9004

The Meadowood Center offers a variety of academic and personal enrichment classes. The Workforce Development and Continuing Education and Adult Basic Education/English as a Second Language programs are housed at the Meadowood Center.

### IGT APPLIED TECHNOLOGY CENTER

475 Edison Way, Reno, NV 89502  
775-856-5300

The TMCC IGT Applied Technology Center provides students with education and training opportunities in industrial technologies.

The center's mission, "to provide world-class training for a technically skilled workforce and guarantee results through student successes," is driven by a faculty and staff who believe in delivering quality education that leads to high-wage, high-skill jobs.

### TMCC/NELL J. REDFIELD FOUNDATION PERFORMING ARTS CENTER

505 Keystone Avenue, Reno, NV 89503  
775-789-5671

### TMCC HIGH TECH CENTER AT REDFIELD

18600 Wedge Pkwy., Bldg. B, Reno, NV 89511  
775-850-4000

## ADMISSIONS INFORMATION

### Admission to the College

Effective fall 2012, prospective students must meet the new TMCC admission policy. The policy states that to be enrolled as a degree-seeking student, students must meet one of the following criteria: be a graduate of a high school or its equivalent (certificate of attendance is not equivalent to high school graduation); or be a qualified international student.

Students who do not meet the above criteria will be admitted, but they will be assigned the status of non-degree seeking. Students who are non-degree seeking are not eligible to receive financial aid and some scholarships.

## Audits of Community College Admissions (effective Fall 2012)

Per Board of Regents policy, institutions shall determine procedures to ensure that high school graduation documentation is accurate on the basis of information reported on the application for admission pursuant to Board policy. If documentation is not required for each student during the admission process, every fall and spring the institution shall conduct random audits by selecting at least 10 percent of the applicant population and collecting the appropriate documentation from each student confirming graduation status as originally reported on the student's application for admission.

## Time Limitation for Degree-Seeking Undeclared/Undecided

Students are limited to "Degree-Seeking Undeclared/Undecided" for two semesters, after which they must declare a degree or certificate. Fall, spring and summer each count as one semester. Those who do not declare a degree or certificate will be placed into Non-Degree status. Students who are non-degree seeking are not eligible to receive financial aid, veterans education benefits, and some scholarships. Students who are unsure of their career path should contact Career Services in the Counseling department for assistance, at 775-673-7060.

## Changing From Non-degree Seeking to Degree-seeking

To qualify, students must meet the following criteria: Provide proof of satisfactory completion of 6 credits of college-level courses equivalent to general education as established in the Board of Regents Handbook Title 4, Chapter 16, Section 25. This includes: English, Math, Communications, Constitution, Human Relations, Social Science/ Humanities or Science; or take the ACCUPLACER placement test and score a minimum course placement of English 98R, or English 112 and Math 95; or request and present official ACT or SAT transcripts. Transcripts must show a minimum course placement of English 101 and Math 120; or take the GED exam and present evidence of official GED transcript showing successful completion.

## Students Who Do Not Qualify for Degree-seeking Status

Students who are not high school graduates or its equivalent or who are not qualified international students and score below English 98R or English 112 and Math 95 in the ACCUPLACER, will remain admitted as non-degree seeking. These students will be referred to: Math Skills Center in RDMT 124 and/or English Skills Center in VSTA B106; or Adult Basic Education and/or English as Second Language Community program located at the TMCC Meadowood Center S220, 775-829-9004.

## Admission to Health Science Programs

The health science programs include:

- *Certified Nursing Assistant (CNA) and Nursing*  
RDMT 417, 673-7115
- *Dental Assisting and Dental Hygiene*  
RDMT 415, 674-4845
- *Emergency Medical Service (EMS) and Paramedic*  
RTC 219-N, 789-5511
- *Radiologic Technology*  
RDMT 324, 674-7657
- *Veterinary Technician*  
HTCR 100, 850-4003

Admission to any of these programs is limited and requires special procedures. In order to be considered for selection into any of these programs, the applicant must satisfy certain requirements and submit the necessary application forms to the specific departments. The admission policies for the health science programs are listed alphabetically with the worksheets that begin on page B-1. Specific information about admission to these programs may be obtained on the program's web page or from the listed department. Information sessions are held. Call departments for dates and times.

## Immunization Requirements

The following programs may have specific immunization requirements:

- *Dental Assisting and Dental Hygiene*  
RDMT 415, 674-4845
- *Early Childhood Education*  
SIER 202, 673-7185
- *Emergency Medical Services (EMS)*  
RTC 214-N, 789-5511
- *Nursing*  
RDMT 417, 673-7115
- *Radiologic Technology*  
RDMT 324, 674-7657



Immunizations that may be required are hepatitis B, measles, mumps and rubella, tetanus and diphtheria. Contact the departments for further information on specific program requirements.

## Steps to Enroll for New Students

All new Degree-Seeking students are required to complete the following Steps to Enroll:

- *Apply for Admission*
- *Apply for Financial Aid (optional)*
- *Complete the ACCUPLACER placement test*
- *Attend a New Student Workshop*
- *Register for Classes*
- *Pay for Classes*

The Steps to Enroll for New Degree-Seeking Students were developed to ensure your academic success as you progress through your program of study at TMCC. If this is your first time in college and you plan to earn a degree at TMCC, you must complete these steps before you can register for classes. If you have any questions about the Steps to Enroll for New Degree-Seeking Students, please call the Registration Call Center at 775-673-7111.

## Steps to Enroll for Transfer Students

The TMCC Steps to Enroll for Transfer Students were developed to ensure your academic success. If you're a new degree-seeking student wishing to transfer credits completed at another institution to TMCC, please follow these steps:

- *Apply for Admission*
- *Apply for Financial Aid (optional)*
- *Request Transcripts*

Have official transcripts from each college or university attended sent directly to the Admissions and Records Office in Red Mountain 319, or you may bring them in an official, sealed envelope to the academic advisement office in Red Mountain 111.

- *Plan Your Courses*

Review the following resources to plan your coursework: TMCC College Catalog online at [catalog.tmcc.edu](http://catalog.tmcc.edu) to view your program worksheet for your major and course descriptions to view prerequisites.

Login to MyTMCC and use the Evaluate My Transfer Credits at [advisement.tmcc.edu](http://advisement.tmcc.edu) to see how your coursework from other institutions might transfer to TMCC.

**Note: This is not a comprehensive list; your coursework could still be accepted if it doesn't appear on the list.**

- *Complete the ACCUPLACER placement test*  
**Note: You may be exempt from testing if you have completed coursework at another college equivalent to ENG 101 and/or MATH 120/126, or have completed prerequisites within the last 2 years, or if ENG/MATH are not required for your desired coursework. Contact academic advisement at [advisement.tmcc.edu](http://advisement.tmcc.edu) for assistance at 775-673-7062, or in Red Mountain 111.**

- *Register for Classes*
- *Request a Credit Evaluation*

Complete a Transfer Credit Evaluation Request, [www.tmcc.edu/admissions/downloads/](http://www.tmcc.edu/admissions/downloads/) and submit it to the Admissions and Records Office in Red Mountain 319 in order to have your transcripts officially evaluated. Please note that the evaluation will only be completed if you are seeking a degree at TMCC.

- *Pay for Classes*

## Student Placement Testing (ACCUPLACER)

Students planning to enroll in math and/or English classes at TMCC should take the ACCUPLACER placement exam. The academic placement exam used at TMCC is the ACCUPLACER and is a computerized placement exam that provides information about your academic skills in math, English, and reading. The exam is not a “pass” or “fail” exam and offers an accurate measurement of your academic skills to help you excel in your educational goals. Many courses at TMCC require specific ACCUPLACER math and/or English scores as prerequisites for registration. Students must have an active admission application and a valid government issued photo id to take the ACCUPLACER at TMCC.

Students may be able to waive the ACCUPLACER requirement with current (less than two years old) ACT and/or SAT scores. Official ACT and/or SAT scores must be submitted to the Admissions and Records Office.

**Note: You may be exempt from testing if you have completed coursework at another college equivalent to ENG 101 and/or MATH 120/126, or have completed prerequisites within the last 2 years, or if ENG/MATH are not required for your desired coursework.**

ACCUPLACER testing is offered on a walk in basis Monday – Friday from 8:30 a.m. to 3:30 p.m., please contact Testing Services at 775-673-8241 or visit [testing.tmcc.edu](http://testing.tmcc.edu) for extended hours and days.

## COURSE PLACEMENT/SCORES POSTING

Course placement for the ACCUPLACER placement test for TMCC students will be determined by the highest valid score within the past twenty-four month period.

**NOTE: TMCC reserves the right to change course placement scores. ACCUPLACER test scores take up to three business days to post to student accounts. Students will not be able to register for classes that have ACCUPLACER scores as prerequisites until scores are posted. See Appendix U for complete listing of test score requirements.**

### ACCUPLACER RETAKE POLICY

Students may retake the math and/or English ACCUPLACER placement test no sooner than 24 hours after the initial try, any subsequent retakes must be spaced at least two weeks apart. Students will be charged a \$20 retake fee for each retake attempt.

**Note: TMCC's English and math departments determine the ACCUPLACER cut score information for new and continuing students who take the ACCUPLACER placement tests.**

### TESTING ACCOMMODATIONS

If you have a disability that will prevent you from taking the test under standard conditions, contact TMCC'S Disability Resource Center (DRC) prior to reserving a testing time. Under the Americans with Disability Act (ADA), any student who needs accommodations which require special testing environments should be scheduled well in advance of the start of the term; requests in the three weeks prior to the start of the term may not be possible to schedule.

## 30-Credit Remedial Policy

Per the Board of Regents Handbook, Title 4, Chapter 16, Section 3.1:

- *All degree-seeking students who place into developmental/remedial coursework must take the prescribed sequence of courses until remediation is completed. Students requiring remediation must complete all required coursework prior to completion of 30 college-level credits unless otherwise authorized by the institution.*

## Developmental Courses

Developmental courses are offered for those students who have been away from school for an extended time or need review classes to build a strong foundation in English and mathematics. These courses are intended to bring the students to a level of proficiency that assures benefit from instruction in occupational or liberal arts (transfer) programs. Developmental courses are not designed to transfer or apply to a degree/emphasis/certificate.

First time degree-seeking students who score on the ACCUPLACER exam 55 or below in reading **and** below 80 in arithmetic will be limited to 9 credits or less per term. Such students must take the prescribed sequence of developmental courses until completed. Students placing into English 101 or above but who place below standard in arithmetic may enroll full-time, but must take the prescribed sequence of developmental courses until completed. Likewise, students placing into MATH 120 or above but who place below standards in reading may enroll full-time but must take the prescribed sequence of developmental courses until completed.

Course descriptions for the following developmental courses may be found in the course descriptions section of this catalog or the course catalog accessible through the MyTMCC portal.

### ENGLISH

- *ENG 98R PREPARATORY COMPOSITION*
- *ENG 95 BASIC WRITING II*
- *READ 95 READING AND IMPROVEMENT*

Registration for online developmental courses in English requires a minimum reading comprehension score of 86 and WritePlacer score between 1 - 4.

### ENGLISH AS A SECOND LANGUAGE

- *ENG 81-A ESL LISTENING AND SPEAKING*
- *ENG 81-C ESL READING/WRITING*
- *ENG 88 ESL GRAMMAR*
- *ENG 112-A BRIDGE ESL LISTENING SKILLS*
- *ENG 112-C BRIDGE ESL READING SKILLS*
- *ENG 112-D BRIDGE ESL COMPOSITION*

### MATHEMATICS

- *MATH 90 CONTINUING STUDIES IN MATH*
- *MATH 95 ELEMENTARY ALGEBRA*
- *MATH 96 INTERMEDIATE ALGEBRA*

Registration for online developmental math courses is by departmental permission and limited to students who meet the following three requirements:

1. *The student has not dropped or failed the class prior,*
2. *The student has earned a grade of 'A' or 'B' in the prerequisite class within the past two years, or has qualifying ACCUPLACER math, ACT math or SAT math score within the past two years, and*
3. *The student has a minimum ACCUPLACER Reading Comprehension score of 86 and a minimum ACCUPLACER WritePlacer score of 5 or the student has a minimum ACCUPLACER ESL Reading Skills score of 115 and a minimum ACCUPLACER ESL WritePlacer score of 3 or the student has a minimum score of 440 on both the SAT Reading and Writing tests, or a minimum score of 18 on both the ACT Reading and Writing tests, taken within the past two years.*

Students who meet these requirements are advised to contact the Math Department.

***Please Note: Students must complete any required coursework before completing 30 credits, otherwise students must pay for them on their own as financial aid will not fund remedial courses once the student has attempted 30 credits.***

## Advanced Standing

TMCC will accept credit from a variety of training and educational programs toward an associate degree and/or certificate of achievement. Contact the Admissions and Records office about how to obtain an advanced standing evaluation.

The maximum number of credits allowed for transfer from all sources is 45 credits per degree. The maximum number of credits possible in each category is:

1. *advanced standing from other colleges and universities: 45 credits total.*
2. *advanced standing from credit by examination: 30 credits.*
3. *advanced standing from nontraditional sources: 15 credits or a maximum of 25% of the total credits required for the degree.*

Transcripts which are received from other colleges or universities must come directly from that school to the Admissions and Records office to be classified as official transcripts. We accept official transcripts from students provided the envelope is not open. All other transcripts will be considered unofficial and will not be evaluated. The TMCC Transfer Credit Policy appears in Appendix C of this course catalog.

## Advisement

Advisement is required for all new degree-seeking students. Visit [advisement.tmcc.edu](http://advisement.tmcc.edu) to enroll in a New Student Advisement Workshop.

### NEW TRANSFER STUDENTS

Students transferring college credits to TMCC should refer to the Steps to Enroll for Transfer Students online at [stepstoenroll.tmcc.edu](http://stepstoenroll.tmcc.edu).

## TMCC High School

TMCC is one of only a handful of colleges nationwide to be home to a school district high school. TMCC High School is designed for juniors and seniors who want to get a jump on their college education. This program gives high school students the opportunity to attend college while they are still in high school. Call 775-674-7660 for details.

## APPEALS INFORMATION

### Appeal of Policy

Students appealing the application of a TMCC policy or procedure should begin the process by completing the “Student Appeals Form” and filing it with the Admissions and Records office. Appeals will be accepted for review if students begin the process within six (6) months from the date of occurrence or six (6) months from when it could be reasonably assumed that the student was aware of the occurrence.

The Student Appeals Board consists of the designee of the president as chair, three faculty members, one counselor, one administrator, two staff members and one student representative. Departmental consultants attending meetings will be non-voting participants. The Board meets monthly, except January and August, to hear appeals and recommend action to the Dean of Student Services, who has final authority.

The Student Appeals Board is responsible to hear appeals initiated by the Admissions and Records procedures, which may include residency issues and refund issues. To initiate an appeal for one of the issues listed below, the student should contact the following:

- ***Affirmative action appeal*** – *contact the affirmative action officer or the Dean of Equity and Inclusion, and follow guidelines listed in the Board of Regents Handbook*



- **Classroom or departmental procedures** - contact the appropriate department
- **Disciplinary issues** - contact the office of the Chief of Police/Public Safety Director
- **Financial aid appeals** - contact the financial aid department
- **Grade change issues** - contact the instructor or follow the procedures outlined in the TMCC catalog under Appeal of Class Grade

## Appeal of Class Grade

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this policy recognizes that:

- *Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,*
- *Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students and applied equally.*

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard.

In a grade appeal, the presence of one or more of the following will be considered as the only legitimate grounds for an appeal: arbitrariness, prejudice, error or personal hardship. A student who wishes to appeal the grade must do so in writing within 90 days of the official ending date of the class.

This policy does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Also excluded from this policy are grade appeals alleging discrimination, harassment or retaliation in violation of TMCC's Sexual Harassment Policy, which shall be referred to the appropriate office at TMCC. A student who wishes to appeal the grade must do so within 90 days of the official ending date of class. Please contact the office of the Vice President of Academic Affairs for instructions on grade appeal procedures (775) 673-7090.

## Grade Replacement

A student who has repeated a course may petition to have the higher grade remain on his/her transcript and have the lower grade changed to an "R" to indicate the course was retaken. Students may replace up to 12 semester credits of 100 level or higher coursework. A student's academic standing (Dean's list, probation, suspension, etc.) cannot be retroactively changed by retaking courses. Students may not apply for grade replacement for courses in which they received a sanction for academic dishonesty.

**Procedures:** A student must submit a Request to Change Grade for Repeated Courses to the Admissions and Records office after completing the repeated course. If a student does not submit the form, no grade changes or calculation will occur. Additional information is available from the Admissions and Records office.

Students must complete the Grade Replacement form listed under documents and forms located on the Admissions and Records web page [admissions.tmcc.edu](http://admissions.tmcc.edu). The completed form must be submitted to the Admissions and Records office located in RDMT 319. Completed forms may also be submitted via fax, as a scanned document sent via an email, or in person to the department.

## Academic Forgiveness

Students may petition, one time only, to have up to two consecutive semesters worth of credits adjusted on their academic record. The names of the courses will remain on the transcript, grades will be converted to "W" and a notation will be placed on the record indicating that a petition was filed and academic forgiveness granted for the semester(s) indicated. All grades for the semester(s) will be converted and none of the forgiven coursework will calculate into the TMCC GPA.

**Procedure:** To receive academic forgiveness, three years need to have passed following the semester(s) forgiven, and a minimum of 15 credits need to be completed, with a cumulative minimum GPA of 2.2, in the interim. Transfer work can be considered and transcripts need to be submitted.



Students must complete the Academic Forgiveness form listed under documents and forms located on the Admissions and Records web page [admissions.tmcc.edu](http://admissions.tmcc.edu). The completed form must be submitted to the Admissions and Records office located at RDMT 319. Completed forms may be submitted via fax, as a scanned document sent via an email, or in person to the department.

## CAMPUS ORGANIZATIONS

### Student Government Association (SGA) of TMCC

The SGA is comprised of a President, Vice President, Treasurer, Secretary and seven (7) student senators elected annually by the student body and meets regularly to serve the TMCC student body by:

- *Serving as the official voice of the student body of TMCC;*
- *Providing student representation on college committees and otherwise;*
- *Recommending action to the appropriate campus bodies or individuals on issues, programs and services affecting students;*
- *Reviewing requests for new student organizations and recognize those that meet specified requirements.*

Any TMCC student interested in an opportunity to serve or volunteer on an activity or event should contact the SGA advisor at 775-673-7203 for additional information.

### STUDENT CLUBS AND ORGANIZATIONS

Student clubs and organizations may be formed if they have as their purpose one or more of the following objectives:

- *To increase and stimulate the students' knowledge and interest in their curricular field;*
- *To promote a feeling of fellowship among students with similar academic interests;*
- *To sponsor educational and recreational activities;*
- *To instill a feeling of unity and loyalty to the college.*

All student organizations must have an approved advisor, a constitution and bylaws, and be approved by the SGA. TMCC students may also participate in specified clubs and organizations at the University of Nevada, Reno. More information about clubs at UNR can be obtained from the Center for Student Engagement Office at 775-784-6589.

The clubs listed below are an example, but not a comprehensive list, of the various types of clubs and organizations students may consider joining:

- *American Institute of Architect Students (AIAS)*
- *Early Child Education Club*
- *Entrepreneur Club*
- *History Club*
- *International Club*
- *InterVarsity Christian Fellowship*
- *Philippine United Students Organizations (PUSO)*
- *Phi Theta Kappa International Honors Society*
- *Student American Dental Hygienists Association (SADHA)*
- *UMOJA Society*

## CAMPUS SERVICES

### Bookstore

The bookstore is located in the Red Mountain Building, room 103 and is open all year long for textbooks, supplies, TMCC merchandise and great snacks to keep you going. Hours are posted on our Web site, which is open 24/7 at [bookstore.tmcc.edu](http://bookstore.tmcc.edu). We are open extended hours at the beginning of each term.

The bookstore gladly offers refunds and exchanges. However, it is mandatory that you bring in the sales receipt, return merchandise in “like-new” purchase condition with the plastic wrap unopened (if applicable). The last day for a full refund is one week after the start of classes. After that, you will have two business days from the date of purchase to return your text. Software is not returnable if the plastic wrap or package has been opened. For more information on refunds or exchanges, contact the bookstore at 775-673-7172

**Please Note: The cost of books is not included in class fees.**

### Child Care

The E.L. Cord Child Care Center is your partner in the care and education of your child. Our center is conveniently located on TMCC's Dandini Campus. To enroll your child in care, or our licensed and NAC Accredited program, please stop in the Center and fill out a wait-list card. The Center offers full-time and part-time options for children of students, employees, and the community. A Semester Care Option is available to TMCC students and faculty.

A first and last week's tuition payment is due upon your child's registration, as well as a \$50 per child enrollment fee. Semester Care requires a \$25 deposit, 50% of tuition before care begins and the remaining 50% is due within 20 business days during fall and spring semesters and within 5 business days for summer sessions. The center is open weekdays from 7 a.m. to 6 p.m. Call 775-674-7515 for details and rates or stop in and pick up a brochure. Please visit the Child Care Center's web site for detailed information, [www.tmcc.edu/childcare/](http://www.tmcc.edu/childcare/).

## Fitness Center

The Fitness Center in RDMT 101 is available for staff and student membership, as well as selected physical education classes. The Fitness Center now offers personal training. For information on starter packages, or per session cost, please contact the Fitness Center at 674-7974.

The TMCC Fitness Center provides a welcoming environment for students, faculty and staff for physical activity and general wellness. The center also promotes educational opportunities and an overall health awareness environment. To join the fitness center, purchase a membership or day pass at the controller's office or take a physical education class that requires time in the fitness center. See the current class schedule for information on those courses.

The Fitness Center has a variety of machine and free weights as well as cardio equipment. Each cardio piece has a heart rate monitor and CD/DVD player. The center also has men's and women's locker rooms with two showers, facilities and lockers. Lockers are available for rent or day use. Inquire within the fitness center for hours of operations, membership fees and locker rentals. Contact the Fitness Center at 775-674-7974 or visit our Web site [www.tmcc.edu/fitness](http://www.tmcc.edu/fitness) or stop by the center in RDMT 101.

## Food Services

The cafeteria is located in RDMT 222. The coffee cart is in the Sierra Building lobby. Vending machines are available in each building.

## Computer and Wireless Access

The Information Technology Operations Department supports computing access for students at TMCC's Dandini Campus (Sierra Building, room 109), Meadowood Center (south building, room 124) and High Tech Center at Redfield (building B, room 100). Access at the IGT Applied Technology Center is available at the Nell J. Redfield Learning Resource Center (room 106). These labs are staffed, equipped with software used for instruction at the college and have access to the Internet and electronic mail. Labs are supported in part by the TMCC Student Technology Fee and are available to all currently enrolled students. Each lab is open throughout the semester and hours are posted at each location and on the TMCC Web site at [www.tmcc.edu/it/](http://www.tmcc.edu/it/). For specific questions regarding hours and services, call information technology at 775-674-7695.

To access these computing resources or to log in to the TMCC academic classroom computers, or the TMCC wireless network, students will need to log in with their TMCC student email username and password, i.e., just the username such as doej, not the full email address. To activate your TMCC student email account, log on to [email.tmcc.edu](mailto:email.tmcc.edu) and follow the prompts.

If you need assistance or have forgotten your password, go to [my.tmcc.edu/support](http://my.tmcc.edu/support) for support options.

## Housing

Students from outside the Reno/Sparks area or who must relocate to attend school are encouraged to make arrangements for housing at their earliest convenience. The college does not own, operate or maintain listings of approved housing facilities for students.

## Elizabeth Sturm Library, Meadowood Library, Redfield Library, IGT Applied Technology Center Library

The TMCC libraries are committed to serving the academic and general information needs of students, staff and faculty. Reference librarians are enthusiastic and passionate about assisting students in finding and using the resources most efficient and effective in completing assignments and developing critical thinking skills and information literacy.

In a dedicated library classroom, reference librarians conduct library orientations for classes and tailor these orientations to specific disciplines. The library print and electronic collections support both curriculum and general interest. Reference books are an excellent starting point for research. The library subscribes to online databases that provide full-text access to magazine and peer-reviewed journal articles. Online databases are available on the library's home page from any computer in the world linked to the Internet. Passwords are required for off-campus access. The library houses a video collection that supports classroom instruction. Students can borrow videos for viewing in the library or at home.

Library hours vary by semester and may be found on the library's website. Students may reach a librarian in person at the reference desk in the library, by phone at 775-674-7602 or online at [www.tmcc.edu/library](http://www.tmcc.edu/library).

Materials are checked out at the circulation desk. Patrons must have a library card to check out materials. Books may be checked out for a three week loan period and renewed twice, unless another patron has requested the item. Patrons may renew their material either at the library circulation desk or by telephone at 775-674-7600. Reserve items are available for library use at the circulation desk. Photocopying is available at \$.10 per page.

Both floors of the Dandini Campus Elizabeth Sturm Library contain ample seating and spacious tables for study. Windows from the second floor embrace panoramic views of the Truckee Meadows and Sierra Mountains. The walls of the library are adorned with the art of student and local artists.

The library also has a branch at the IGT Applied Technology Center that assists the vocational-technical programs and our collaborative efforts with Washoe County School District students. For library hours and assistance, call 775-857-4990.

Library services are available on the first floor of the Meadowood Center, 5720 Neil Road. The Meadowood Center library collection includes materials that support Adult Basic Education, ESL, general studies and grant writing. For library hours and assistance, call 775-824-3816.

The library also provides services at the first floor of the High Tech Center at Redfield, 18600 Wedge Parkway, Building B. The Redfield collections primarily support the Nursing and Veterinary Technology curriculums. For library hours and assistance, call 775-850-4049.

## Phi Theta Kappa International

### *HONOR SOCIETY FOR THE TWO-YEAR COLLEGE*

The TMCC Alpha Pi Gamma Chapter of Phi Theta Kappa was chartered in 1989. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, creates an intellectual climate to exchange ideas and ideals, enhances lively fellowship for scholars and stimulates interest in continuing academic excellence. Phi Theta Kappa has been recognizing academic achievement in two-year colleges since 1918. Invitation to membership in Phi Theta Kappa can be extended by the chapter to students enrolled in an associate degree program. The student must have completed at least 12 hours of course work, above the 100-level, leading to an associate degree and have a minimum grade point average of 3.5. Qualified students will receive a letter of invitation to become members, then periodic emails about chapter meetings and events.

Additional information is available on the Phi Theta Kappa website at [www.tmcc.edu/ptk/](http://www.tmcc.edu/ptk/).

## Recreational Facilities

Students enrolled in any TMCC class are entitled to use the TMCC Fitness Center. Fitness Center membership is free for the semester when registered in some PEX and PT classes. Personal training is also available; please inquire within the Fitness Center. Check with the Fitness Center for current semester fees and hours, call 775-674-7974 or stop by RDMT 101.

Students registered for seven (7) or more credits at TMCC are entitled to use the facilities at the Lombardi Recreation Building, University of Nevada, Reno at specified hours upon payment of a \$80 per semester fee. Check the UNR website for current semester and wellness pass fees.



## Student Health Insurance and Health

### Resources

Enrolled students may choose to enroll in an optional health insurance plan. Students should determine which plan best meets their personal needs since each plan has significant differences in coverage, options and premium amounts. Students are encouraged to review the options carefully before purchasing a plan. Students complete the appropriate application and submit payments directly to the selected insurance provider. Payment of premiums is not processed through the TMCC business office. For more information about available plans, please contact Admissions and Records at 775-673-7042.

### Student Publications

The college funds a bimonthly student newspaper, ECHO. The newspaper, which publishes seven issues each semester, is designed to inform students about the college, its functions and activities. Students interested in becoming members of the publications staff or contributing relevant articles, photographs or other materials are encouraged to contact the student publications office at 775-673-7171.

### Transportation

RTC RIDE, the public transportation system of the Reno/Sparks area is available to and from TMCC campuses and education center. For route and schedule information, call RTC Ride customer service at 775-348-RIDE (775-348-7433) or visit [www.rtcwashoe.com](http://www.rtcwashoe.com). Each individual student is responsible for transportation to the college.

### Office of Equity and Inclusion

The office of equity and inclusion is responsible for creating the vision and developing the overall diversity strategy based upon the college's strategic directions. It will provide guidance and counsel to the leadership of the constituent groups of faculty, staff, students, administrators, and external partners. The areas of focus include student equity, faculty recruitment and retention, curriculum, student cultural diversity center, compliance, and community engagement.

The office seeks to create an environment whereby the college responds to meet the needs of a diverse college community for both internal and external constituent groups, and strives to provide a climate of inclusiveness without regard to race, color, gender, religion, national origin, age, sexual orientation, disability, Veteran status or marital status. It also maintains a work and learning environment with a policy of zero tolerance for sexual harassment or discrimination and provides training for all administrators, faculty and staff.

The office of equity and inclusion is located at 7000 Dandini Blvd., Red Mountain Building, room 208. The office hours are 8 a.m. to 5 p.m. Monday through Friday. Please call 775-673-7123 for more information.

## FINANCIAL AID, SCHOLARSHIPS AND STUDENT EMPLOYMENT

Although the student and the student's family have the primary responsibility for financing the costs of education, there is some aid available through TMCC for those families who cannot meet the total costs. This aid is available in the form of grants, loans, scholarships, student employment or a combination of these. These programs are regulated by federal (Title IV), state and campus guidelines. Most of the financial aid guidelines specify eligibility requirements, which include, but are not limited to the following.

- *Be a citizen, permanent resident or other eligible non-citizen of the United States, as documented by the Department of Homeland Security.*
- *Have earned a high school diploma or successfully completed the GED.*
- *Be accepted to or registered in a specific degree, emphasis, or certificate program at the TMCC Admissions and Records office.*
- *Not be in default or owe a repayment on any Title IV loans or grants.*
- *Be enrolled in classes that will apply to the declared degree, emphasis, or certificate requirements (not to include SENR courses, workforce development and continuing education classes).*
- *Certify that you have not been convicted of violating any federal or state drug possession or sale laws, while receiving Title IV funding.*
- *Provide any other documents, as required.*



Students who do not specifically meet any of the eligibility requirements may still be eligible for some types of aid and should see a financial aid coordinator to discuss their special circumstances.

## Application Deadlines

To receive consideration for all Title IV and other financial aid funds students should apply as soon as possible beginning January 1 of each year. Awards are made on a first-come, first-served basis. Students must have a completed file and be eligible by July 1 for fall, December 1 for spring or April 15 for summer. Otherwise, they will be responsible for paying their own fees and buying their own books and supplies. If payment is not made by the date fees are due, the student will be dropped from all their classes. If a student is determined to be eligible after these dates and is enrolled, they will receive their financial aid award as a reimbursement.

Scholarship applications are available online [scholarships.tmcc.edu](http://scholarships.tmcc.edu). The TMCC scholarship application has an annual due date and may be found online at [scholarships.tmcc.edu](http://scholarships.tmcc.edu).

Student employment and work study positions are posted all year, but are filled according to job and fund availability and the qualifications of the applicant.

## Application Process

The student may apply using the Free Application for Federal Student Aid (FAFSA) available online at [www.fafsa.gov](http://www.fafsa.gov). A new application must be filed each year. Students and parents may apply online for a PIN at [www.pin.ed.gov](http://www.pin.ed.gov) to eliminate the requirement to mail in an original signature. The PIN also enables students and parents to make corrections to FAFSA information electronically. If the student chooses not to obtain and/or use this PIN, they may still apply via the Web, but it may prolong the process.

The student may then complete his/her application via the Web at [www.fafsa.gov](http://www.fafsa.gov). Students who require a paper application may request one from the Department of Education at 1-800-433-3243. Students may mail the application to the central processor in the envelope provided with the application. Students (and/or their parents) who have questions about the application are encouraged to contact TMCC's financial aid office. Students who have a valid Student Aid Report (SAR) will automatically receive a PIN for Web application for the next award year.

If the application is submitted via the Web, students will receive an acknowledgment letter or email from the Department of Education within three weeks once the signature page or application using a PIN is received. If the application is mailed to the processor, they will receive a SAR within four to six weeks. After receipt of the acknowledgment letter or SAR, students must then submit any remaining supplemental documents to the financial aid office as soon as possible.

Students may be asked to submit additional documents. Most forms are available via the Web at [financialaid.tmcc.edu](http://financialaid.tmcc.edu) and click on documents and forms. The financial aid office will interpret or determine eligibility. File completion status and award/denial letters are posted on MyTMCC.

The student's financial aid award cannot exceed the established need. Awards may be a combination of grants, loans, scholarships or work study. Students having unusual circumstances concerning their eligibility for financial aid are encouraged to check Appendix D to see if they should contact a financial aid officer regarding their situation.

## Types of Financial Aid

Detailed information on each type of aid including requirements, satisfactory progress policies, award limitations and repayment schedules are available on the TMCC financial aid Web site and in Appendix D of this course catalog. Following are brief descriptions of different types of aid available.

## Governor Guinn Millennium Scholarship

This scholarship is awarded by the State of Nevada Treasurer's office to all Nevada high school seniors who have met Governor Guinn Millennium Scholarship eligibility requirements, graduated June 2000 or after and meet program requirements, including declaring a degree, emphasis, or certificate at TMCC. The Governor Guinn Millennium Scholarship value at TMCC is \$40 per credit (excluding courses numbered under 100) for a minimum of six credits and a maximum of 12 credits. While fees for the courses numbered under 100 are not eligible for payment of millennium funds, the courses are counted toward the minimum six-credit requirement. The credits and grades earned are calculated into the students' GPA. The millennium scholarship does not cover workforce development and continuing education classes. For more information contact the millennium scholarship office at [nevadatreasurer.gov](http://nevadatreasurer.gov) or call 888-477-2667. Check your millennium status and award online via MyTMCC at [www.tmcc.edu](http://www.tmcc.edu) or go to [financialaid.tmcc.edu](http://financialaid.tmcc.edu) for more information.

## Grants

**Federal Pell Grant:** this grant is funded by the federal government and awarded to eligible students who have not yet received a bachelor's degree. The amount of the grant is determined by the student's estimated family contribution (EFC). The actual award is based on the EFC, the student budget at the institution and the number of credits for which the student enrolls.

**Federal Supplemental Educational Opportunity Grant:** these limited funds are for students enrolled in at least six credits who qualify for a Pell Grant. Students who apply early and show the greatest need are given preference for this grant.

**Bureau of Indian Affairs Grant:** this grant is for eligible Native Americans and offered by the BIA through the individual tribes or BIA agencies. Students initiate the application process by contacting their specific tribal office.

**Access State Grants and Grants-in-Aid:** these limited funds are available for Nevada residents and some nonresidents enrolled at least half-time (six credits). The TMCC financial aid office determines eligibility based on need or merit.

## Loans

**Federal Perkins Loan:** this is a long-term, low-interest loan. The TMCC financial aid office determines who is eligible and the amount of the loan. Students having exceptional need and the least ability to contribute to their own educational costs are given priority. Repayment begins 9 months after the student graduates, leaves school or drops below six credits.

**Federal Stafford Loans (subsidized and unsubsidized):** these are low-interest, need-based and non-need-based loans, respectively, made by banks and other commercial lending institutions to students. Repayment begins six months after the student graduates, leaves school or drops below half-time (six credits). Students must have applied for financial aid with the FAFSA and be enrolled in at least six credits. To receive the separate loan application, the student must contact the financial aid office. Prior to receiving their second disbursement or upon graduating, leaving school or dropping below six credits, students must complete an online exit counseling at [studentloans.tmcc.edu](http://studentloans.tmcc.edu).

**Federal PLUS Loan:** the PLUS loan is for the parents of dependent students. The interest rate is fixed at 8.5%. Repayment of PLUS loans begins 60 days after the final disbursement of the loan check. PLUS packets are available on request from the financial aid office.

**Emergency Loan:** TMCC students who are enrolled at least half-time (six credits) and whose fees have been paid or deferred may apply for a loan of a maximum of \$200. Additional restrictions may apply. This loan must be repaid within 30 days and requires a \$1 processing fee. Students may receive one loan per term. There is a \$5 late fee for loans not repaid by the due date.

## Employment

**Federal and State Work Study Program:** these programs provide eligible students with an hourly wage to work in an approved job. Students apply for financial aid using the FAFSA and are informed via an award letter on MyTMCC if they are eligible. Job listings are posted on the Web at [studentjobs.tmcc.edu](http://studentjobs.tmcc.edu).

**Regents Service Award Program:** this state-funded work program offers students positions that require a higher level of skill or knowledge and are more directly related to their career goals. Students need not be eligible for financial aid but must meet state-mandated eligibility criteria. Positions are posted on the Web at [studentjobs.tmcc.edu](http://studentjobs.tmcc.edu).

**Student Employment:** students who have not qualified for either of the work study programs may apply for on- or off-campus jobs as available. These jobs are posted on the Web at [studentjobs.tmcc.edu](http://studentjobs.tmcc.edu).

## Financial Aid Student Rights

All consumer information is available via the Web at [financialaid.tmcc.edu](http://financialaid.tmcc.edu).

Students have an equal opportunity to receive financial aid. After making proper application, students are entitled to expect an equitable determination for eligibility of available funds. Each student's application is individually reviewed using the same evaluation criteria.

Students have the right to have access to information about all types of aid available at TMCC and minimum requirements for eligibility.

Students have a right to information regarding repayment schedules and interest rates for loans. This information is available in financial aid publications, but it is still important for students to read their own promissory notes carefully before signing.

Students have the right to appeal decisions made by the financial aid office to the financial aid appeals committee.

## Financial Aid Student Responsibilities

Students receiving financial aid from TMCC are required to accept certain responsibilities in order to receive their aid packages and/or maintain eligibility for continued aid awards.

**Enrollment:** students must be enrolled in a degree, emphasis, or certificate program. Any changes may result in the loss of eligibility and a delay in aid received. Workforce development, continuing education and SENR classes are not considered part of the credit load nor in the completion rate.

- **FULL-TIME:** *If a student's award is based on full-time enrollment, the student must maintain 12 or more credits.*

- **3/4 TIME:** *If a student's award is based on three-quarter-time enrollment, the student must maintain 9-11 credits.*
- **1/2 TIME:** *If a student's award is based on half-time enrollment, the student must maintain 6-8 credits.*
- **LESS THAN 1/2 TIME:** *If a student's award is based on less than half-time enrollment, the student must maintain 1-5 credits.*

See Appendix D for a complete, detailed explanation of satisfactory academic progress.

**Change of Status:** students are required to notify the TMCC financial aid office in writing of any event that may alter their financial status such as a change of residency, receipt of additional educational benefits or acceptance of a scholarship. If it is determined that a student received money that exceeded his/her eligibility, the student is liable for repayment of the over-awarded amount.

Federal regulations do not allow students to receive federal financial aid from two schools at the same time. For additional information please visit [financialaid.tmcc.edu/](http://financialaid.tmcc.edu/).

Students should contact the Admissions and Records office to report any changes in name or degree, emphasis, or certificate. Address changes can be made on MyTMCC. This will ensure that the student receives all correspondence from the college and meets financial aid requirements.

Students are limited to "Degree-Seeking Undeclared" for two semesters, after which they must declare a degree or certificate. Fall, spring and summer each count as one semester. Those who do not declare a degree or certificate will be placed into Non-Degree status. Students who are non-degree seeking are not eligible to receive financial aid, veterans education benefits, and some scholarships. Students who are unsure of their career path should contact Career Services in the Counseling department for assistance, at 775-673-7060.

**Proper Use of Funds:** financial aid funds are to be used for education related expenses only. Direct educational costs are tuition, fees, books and supplies. Indirect educational costs include expenses for room and board, transportation and other applicable living expenses incurred while attending TMCC.



## Financial Aid Refund Policy

Students receiving aid may have their financial aid adjusted. This can result in an over payment and may require students to repay all or a portion of their financial aid funds.

## Scholarships

Scholarships from the Truckee Meadows Community College Foundation and the financial aid office are designed to reward achievements and encourage academic excellence. Awards vary in amount, but can range up to \$1,000 or more an academic year.

Scholarships are based upon many factors including scholastic merit, financial need, college and community service, life circumstances and degree, emphasis, or certificate. Students may apply every year by May 1 for the following academic year.

**Agency/Off-Campus Scholarships:** students who have been awarded a scholarship from an outside agency and want to apply their award to their costs of attending TMCC should have their donor contact TMCC financial aid, scholarship and student employment office. It is the student's responsibility to coordinate the disbursement process between the donor and the college.

**Tribal Scholarships:** these scholarships are for eligible Native Americans and offered through the individual tribes. Students initiate the application process by contacting the respective tribal office and filing the FAFSA.

## Additional Information

For additional information regarding the financial aid, scholarship and student employment programs, visit the financial aid office in RDMT 315 on the Dandini Campus, phone 775-673-7072, visit us on the Web at [financialaid.tmcc.edu](http://financialaid.tmcc.edu).

## GRADUATION

TMCC offers four degrees: associate of arts (AA), associate of science (AS), associate of applied science (AAS), and associate of general studies (AGS). Additionally, the college offers a certificate of achievement. Students are encouraged to read the information on each degree before making their educational decisions. Advisors are available to assist individuals who want more information on college programs.

## Preparation for Graduation

Students are urged to review their on-line Academic Advisement Report each semester to determine course selection, schedule planning, and to evaluate progress toward graduation ([advisement.tmcc.edu](http://advisement.tmcc.edu)). Students with credits from other institutions should submit official transcripts to the Admissions and Records office and request a transfer credit evaluation during their first semester. Students are urged to contact the advising department for questions about course selection applicable to your selected program of study and progress towards graduation. For more information call 775-673-7062.

## Requirements for Graduation

Students wishing to obtain a degree or certificate of achievement from TMCC must have satisfied all the following requirements.

1. *Filed an application for graduation. Each student seeking an associate degree or certificate of achievement is required to submit a completed application for graduation to the Admissions and Records office. A separate application is required for each degree/certificate. The application must include the survey. Deadline dates for filing these applications are:*

- fall semester, November 1
- spring semester, April 1
- summer session, June 1

*Applications submitted after the deadline will be considered for the next semester. The date of graduation that will appear on the student's diploma/certificate and permanent academic record is the last month of the semester in which the application for graduation is approved.*

2. *Completed 15 semester credits within TMCC; credits must be degree applicable. Developmental courses are non-degree applicable. All graduates must have a minimum of 15 credits in residence or through distance education at TMCC. Challenge examinations, nontraditional credit, etc., do not count as resident credit. This applies to all associate degrees and certificates of achievement. Residency credits must be degree applicable.*
3. *Maintained a minimum cumulative grade point average of 2.00. The grade point average for graduation must be at least 2.00. This grade point average is calculated by combining the grade point average of all courses taken at TMCC and the grade point average of those transfer courses used to fulfill the degree requirements. A student must also have a cumulative grade point average of 2.00 for all coursework at TMCC.*



4. *Met all financial and library obligations. Students will not be issued a degree or certificate of achievement if they have not met all their financial and library obligations to the Nevada System of Higher Education. If students have an outstanding debt, they may pay it at the controller's office. Library obligations can be cleared through the library.*
5. *Completed the curriculum requirements for the degree, emphasis, or certificate. Students may elect to graduate under the degree, emphasis, or certificate requirements for the year in which they initially enrolled at TMCC in other than workforce development and continuing education courses (unless these courses are used toward their degree, emphasis, or certificate); the requirements for the year in which they officially declared a degree, emphasis, or certificate at the Admissions and Records office; or the requirements for the year in which they will graduate as long as the course catalog selected is no more than six years old. If a degree, emphasis, or certificate is offered for the first time after a student has enrolled, the student may choose the course catalog year in which the degree, emphasis, or certificate was first offered. Students may not use a combination of course catalogs for graduation. Summer session is included in the previous course catalog year, i.e., summer 2011 would be under the 2010-2011 course catalog. If students interrupt their college studies for more than two consecutive semesters, including summer session, the college encourages them to meet the requirements of the course catalog year under which they will complete the requirements for the degree, emphasis, or certificate. Some plans require students to graduate under the course catalog year they were accepted to the program, e.g., health sciences.*

## Dual Degrees

Students may earn two degrees subsequently or simultaneously, provided they satisfy the following requirements.

1. *File a separate application for graduation.*
2. *Complete the curriculum requirements for each degree, emphasis, or certificate.*
3. *Complete 15 semester credits within TMCC. All graduates must have a minimum of 15 credits in residence or through distance education at TMCC. Challenge examinations, nontraditional credit, etc., do not count as resident credit. This applies to all associate degrees and certificates of achievement. Residency credits must be degree applicable.*
4. *Satisfy all additional requirements for both degrees.*

## Commencement

All graduating students are encouraged to participate in commencement exercises held at the close of the spring semester each year. At that time, all associate degrees and certificates of achievement are conferred upon the fall, spring and summer graduates for the year. Diplomas are not handed out at the Commencement Ceremony.

## Graduation Rates

The Student Right to Know and Campus Security Act requires that TMCC make available to current and prospective students the persistence and graduation rates of first-time full-time, degree-seeking students. The average percentage of first-time, full-time students who graduate within three years of matriculating is 17 percent and 15 percent have transferred to another institution.

Since the majority of our students are not full time (only 27 percent take 12 or more credits a semester) and we know that graduation is not the only measure of success for our students, these rates do not necessarily reflect the success of all of our students.

## METHODS OF PAYMENT

To find out how much you owe, log in to MyTMCC. During the early registration period, you must pay your fees by the published deadline. If you enroll after the early registration period you must pay your fees two days after you register. If you do not, TMCC reserves the right to offer the seat in the class to the next eligible student.

## TMCC 3-Pay Payment Plan

TMCC offers a 3-pay payment plan to any student who owes \$200 or more of eligible charges on their student account (current semester charges). The plan divides the balance into three equal installments. Your enrollment may be cancelled or late fees may be charged if any payment is not made on time. Please log in to MyTMCC to sign up.

## Credit, Debit Card and E-Check Payments

Credit and Debit Card (Visa, Mastercard, Discover or American Express) payments and e-check payments may be made online. Log in to MyTMCC and follow the instructions carefully. Declined credit card transactions are reversed from the student's account, leaving the balance due and payable immediately. Outstanding balances are subject to the unpaid fees and delinquent accounts policy and may result in a student being dropped from his/her classes.

## Payment by Personal Check

Personal check payments (not made online) are accepted. Make the check payable to the BOARD OF REGENTS and write the student's NSHE ID number on the check. TMCC assesses a \$25 collection fee on returned checks.

## Payment by Mail

Pay by mail. Checks must be received by the controller's office in time to be processed by the aforementioned due dates and times. Mail to: Controller's Office, Truckee Meadows Community College, 7000 Dandini Blvd., RDMT 318, Reno, NV 89512.

## Payment in Person

Bring your payment to the controller's office or the TMCC drop box to avoid lines. The drop box is located on the Dandini Campus at: Controller's Office, room 318, Red Mountain Building.

## Unpaid Fees and Delinquent Accounts

All fees must be paid by the due date. Any balance due that is not covered by a payment plan or awaiting anticipated aid may be subject to a penalty fee of a minimum of \$10 up to a maximum of \$100 per semester. If you owe any money to the NSHE, you are ineligible to register or receive a transcript, diploma or certificate, and enrollment verification certificate. Delinquent accounts may be forwarded to a collection agency.

## Federal/State/Employer Paid Programs

You must submit the payment authorization from the paying party to the controller's office on or before the Friday of the week you register.

## RECORDS INFORMATION

### Change of Name, Address or Degree, Emphasis, Certificate

Students can process a change of NAME by bringing legal documentation supporting the name change to the Admissions and Records office. A change of ADDRESS can be made on the Web, in-person at the Admissions and Records office, by mail or by fax (775-673-7028). To be official, a change of Degree, Emphasis or Certificate must be submitted to the Admissions and Records office.

While it is critical that all students keep the Admissions and Records office apprised of any changes, it is required of students who receive federal financial aid or veterans' benefits to keep name, address and degree, emphasis or certificate information current. Failure to do so could affect eligibility for continued benefits. Changes in degree, emphasis or certificate also affect advisement and course catalog choice for graduation. When the Admissions and Records office becomes aware of an incorrect address through returned mail, a registration hold will be placed on the student until the address is corrected. Contact Admissions and Records to remove address holds.

### Classification of Students

**Freshman:** A student who has earned fewer than 30 credits.

**Sophomore:** A student who has earned 30 credits or more, but has not completed all courses and requirements for an associate degree.

### Enrollment Classification

**New student:** A student who has never attended an institution of higher education.

**New transfer:** A student who has not previously attended TMCC but has attended other institutions of higher education.

**Continuing student:** A student who has previously attended TMCC.

### Enrollment Certification

Truckee Meadows Community College has authorized the National Student Clearinghouse to act as our agent for all verifications of student enrollment. Please visit the Clearinghouse online at [www.studentclearinghouse.org](http://www.studentclearinghouse.org) or contact them by phone at 703-742-4200.

## Challenge Examinations

A currently admitted student may petition for a challenge examination in certain courses approved by the college. The credit by examination petition may be obtained from the Admissions and Records office. The student must complete the petition and return it with the necessary fee. It will be approved or disapproved in accordance with the policies listed in Appendix C. Upon approval by the Admissions and Records office, the petition will be forwarded to the department in charge of administering the challenge examination. The examination is prepared by the department of the college responsible for instruction of the course. The examination will be comprehensive in nature, covering all the basic skills required of a student completing the course in the regular manner. Lists of courses approved for challenges and related fees are available in the Admissions and Records office.

## Academic Advisement Report

For help in schedule planning and course selection, degree-seeking students may request an academic advisement report (AAR) on MyTMCC.

Transfer students who wish to use credit earned at other institutions for their degree or certificate may request an evaluation of credits when they have official transcripts from their former institutions on file in the Admissions and Records office. Students must be currently or previously enrolled to receive this service. Transfer work will not show up until an official transcript evaluation is completed. Students must have attended within two years for any academic advisement report to be available online.

Non-traditional education credit can only be applied, if approved, toward an Associate of Applied Science, an Associate of General Studies or a Certificate of Achievement. The student must have at least 15 semester credits at TMCC before non-traditional credit is considered.

## Family Educational Rights and Privacy Act

TMCC conforms to the Family Educational Rights and Privacy Act pertaining to student records and their privacy, their inspection and the appeal rights of the student. For full details about this policy, See Appendix G. In accordance with this act, TMCC designates the following student information as directory information and as such can disclose it to the public at the college's discretion: student name, address, telephone number, email address(es), semesters of enrollment, full or part-time status, degree, emphasis, or certificate awarded, honors and awards, and date(s) of graduation. To withhold disclosure of this directory information, the student must provide written notification to the Admissions and Records office using the TMCC Privacy Notice for Printed Materials, or by updating their privacy settings in their Student Center.

## Attendance

Because instructors consider class attendance an integral part of the learning experience, students are required to attend the first class of each course in which they register and adhere to the attendance policy established by the course instructor and stated in the course syllabus. It is the students' responsibility to withdraw from classes they are unable to attend. During the 100% refund period, an instructor may, but is not required to, drop a student for nonattendance and/or not meeting the prerequisites for a class. For policy governing religious obligations, please refer to Appendix Q.

## Grade Reports

At the end of each semester, students' grades will be available in their Student Center. Students can access the system approximately one week after the end of the term for their grades. Students who require a printed copy of the grade report may print one from MyTMCC. To receive a complete summary of the academic history, students should request an official transcript.

## Grading Scale

The following grades and marks are used at TMCC:

GRADE	GRADE POINT VALUE
A SUPERIOR	4.0
A-	3.7
B+	3.3
B ABOVE AVERAGE	3.0
B-	2.7
C+	2.3
C AVERAGE	2.0
C-	1.7
D+	1.3
D BELOW AVERAGE	1.0
D-	0.7
F FAILURE	0.0

The grade point value associated with each grade denotes how many points are accumulated for each credit earned with that grade. The grade point average is determined by dividing the sum of the grade points earned by the total number of credits earned with a regular letter grade.

Individual faculty members choose whether to use the “plus” and “minus” grades. Students are informed of the instructor’s choice of grading scale at the beginning of the class in the course syllabus. Students may not appeal the format an instructor chooses. The following marks are also part of the grading system, but carry no grade point value.

**P PASS:** *workforce development and continuing education, developmental, credit by exam courses or nontraditional credit only*

**S SATISFACTORY:** *C or above*

**U UNSATISFACTORY:** *D or below*

**I INCOMPLETE**

**IP IN PROGRESS**

**AD AUDIT**

**W WITHDRAWAL:** *student withdraws from a course by the midpoint (60%) of the course. Date of last attendance is stored in PeopleSoft.*

**NR NOT REPORTED:** *assigned by registrar pending submission of final grade by instructor.*

**R REPLACED:** *individual course grade replaced under academic forgiveness (will not calculate into GPA)*

## Incomplete Grades

An incomplete may be given if the student has completed a substantial portion of the class (75 percent) with at least a grade of C. There must be some verifiable, compelling reason for the lack of completion of the class. A conference between the instructor and the student should be held prior to the due date for grades at the end of the semester. A detailed statement describing the work to be completed, signed by the instructor and the department chair, must be submitted to the Admissions and Records office.

Students have 180 days in which to make up assignments or examinations for a course in which they receive an incomplete. Failure to do so will result in the incomplete grade being changed to an ‘F’ grade. Summer session is not defined as a semester for this purpose. Students wishing to complete the work for a course in which they received an incomplete must make arrangements with the instructor who originally issued that incomplete.

## Normal Degree Progress

Students progressing toward a degree, emphasis, or certificate must maintain a minimum cumulative grade point average of 2.00, which is equivalent to an average grade of C.

## Retaking a Course

Students have the right to retake any course and have only the highest grade used in the computation of their total grade point average. Students will not receive duplicate credit for retaken courses. Students who are receiving financial aid or veterans’ benefits should consult with the appropriate office from which they are receiving aid before retaking a course.

For financial aid, students may repeat a course no more than one time, after which they may not receive funding for that class.

## Satisfactory Academic Progress Policy

Students at Truckee Meadows Community College must maintain satisfactory academic progress toward a degree, emphasis, or certificate to remain in good standing. Students who meet the satisfactory academic progress requirements are considered to be in “good standing” status.



The college has established and will apply the following standard of academic progress to all degree-seeking (program) students. This policy applies to the general student population. Additional progress standards for millennium scholarship and financial aid recipients are applied when appropriate.

See Appendix D for additional information.

## Requirements

**Grade Point Average (GPA):** All TMCC program students are required to maintain a minimum cumulative 2.0 GPA.

Students who fall below a 2.0 GPA will be required to enroll in the Academics Success Kit (ASK) Program. Contact Counseling at 775-673-7060.

To review the policy in its entirety visit:

[www.tmcc.edu/vpaa](http://www.tmcc.edu/vpaa)

## Semester System

Credits earned at TMCC are awarded on the basis of semester credits. A semester consists of 15 weeks. One semester credit is earned through 15 hours of classroom instruction or the equivalent.

Summer school is a self-supporting program that offers access to transferable and occupational courses, workforce development and continuing education and special summer activities. There are two 5-week terms in which most of the classes are offered although, due to content and demand for out-of-classroom work, some programs have a unique schedule and/or format. For additional information, please call the summer school office at 775-674-7937.

## Transcript of Record

Current and former students can request copies of their official TMCC transcripts by going to the Student Clearinghouse website, [www.studentclearinghouse.org](http://www.studentclearinghouse.org), clicking on the “Students & Alumni” tab at the top of the page, and following the prompts to place an order. Current students are able to access their unofficial transcripts through their MyTMCC Student Center. In the ACADEMICS box on the Student Center page, click the arrow on the “Other Academics” box. Select “View Transcript” from the drop down menu. Former students who wish to receive an unofficial transcript must make their request through Student Clearinghouse. There is a charge for transcript processing; please check the Student Clearinghouse website for current information.

## REFUND POLICY

If you do not attend or stop attending classes and fail to personally drop online within the full-refund period, you will be held responsible for all tuition and fees. Instructor withdrawals do not remove charges.

Drops during the 100% (one hundred percent) refund period remove class and grade from transcripts.

Withdrawals that result in any monies still owed will result in classes remaining on transcripts and a grade of W.

### Fall/Spring Terms - Regular/Dynamic Extensive or DYE

- A. **100% (one hundred percent) refund** if you drop your class online by 11:59 p.m. on the Friday of the first official start date of classes.
- B. **50% (fifty percent) refund** if you withdraw online by 11:59 p.m. on the Friday of the third week from the official start date of classes.

### Fall/Spring Terms - Dynamic or DYN

- A. **100% (one hundred percent) refund** if you drop online by 11:59 p.m. on the first official start date that the class meets.
- B. **50% (fifty percent) refund** if you withdraw online by 11:59 p.m. of the first 20% of the class period starting from the first official start date of classes.

### Fall/Spring Terms - Dynamic Intensive or DYI

- A. **100% (one hundred percent) refund** if you drop by 11:59 p.m. the day before the first official start date of classes.

### Summer Courses (lasting five weeks)

- A. **100% (one hundred percent) refund** if you officially drop online by 11:59 p.m. on the first official start date of classes.
- B. **50% (fifty percent) refund** if you officially drop your classes online by 11:59 p.m. of the first 20% of the class period starting from the first official start date of classes.

### Cancelled Courses

- A. **No action is required by the student, 100% (one hundred percent) refund.**

Refund checks are issued after the third week of instruction.

Refunds related to credit card payments are refunded back to the credit card that was used to make the payment. Refunds related to cash or check payments are refunded to direct deposit, if set-up in MyTMCC, otherwise a check is issued. All check refunds are mailed to the student's current on-file address.

## REFUNDS FOR EXCEPTIONAL CIRCUMSTANCES

Students are responsible for either paying for, or officially withdrawing online from, each class in which they register, even if they do not attend. If a student fails to withdraw online during the full-refund period, they will be responsible for all tuition and fees.

In the case of exceptional circumstance, upon presentation of documentation and approval of the president or the president's designee, a refund of the registration fees and nonresident tuition for a semester may be given upon official withdrawal made at any time during the semester in the following instances:

1. *Deployment of the student in the United States Armed Forces or Nevada National Guard;*
2. *An incapacitating illness or injury which prevents the student from returning to school;*
3. *Death or incapacitation resulting from an illness or injury of the student, or spouse, child, parent, or legal guardian of the student that prevents the student from returning to school for the remainder of the semester;*
4. *Verifiable error on the part of the institution;*
5. *Involuntary job transfer outside the service area of the institution as documented by employer, or;*
6. *Other exceptional circumstances beyond the control of the institution or the student.*

Refunds are made to the student or to the contributing party in proportion to the payment of original fees made by each.

Students may apply for an exception to the refund policy within a semester, whether or not they have dropped the class(es) online.

Students may apply for an exception to the refund policy within 90 days after the end of a semester provided they have dropped the class(es) online.

Students may not apply for an exception to the refund policy after 90 days from the end of a semester.

***Please note: If you do not attend or stop attending classes and fail to personally withdraw online within the full-refund period, you will be held responsible for all applicable tuition and fees. Instructor withdrawals do not remove charges.***

Workforce development and continuing education programs adhere to different refund policies. Please consult WDCE's course guide for refund details.

## REGISTRATION INFORMATION

Any person wishing to enroll for courses taught by the college must register during the scheduled registration periods using MyTMCC. Each semester, the college will publish (online only) a class schedule which includes detailed information on the courses available, registration procedures and dates, and add/drop periods. Enrollment appointments are assigned to students based on the number of completed credits. Registration materials for all students will be available online. Registration is official only when all registration fees have been paid.

### NSHE Remedial Policy

In 2007, the Nevada System of Higher Education (NSHE) passed the Board of Regents guidelines that all degree-seeking students must be immediately and continuously enrolled in appropriate developmental mathematics, reading and English courses until they have successfully completed all developmental course work prescribed. Students requiring remediation must complete all required course work prior to completion of 30 college credits unless otherwise authorized by TMCC or any other NSHE institution.

## Adding Classes

Students may add classes using the MyTMCC portal only during the published registration periods. The registration period for full term classes is up to 8am of the first day of the semester. The registration period for Dynamically Dated classes (short term) classes is either the day before or the first two days of class, depending on the length of the class. Written permission from the department is required after the registration period has ended. Students may enroll in full term with departmental permission only through the Friday of the first week of classes. Students who add classes or register late become immediately responsible for the fees of these classes. The student should be aware that they may not be eligible for any refunds if they drop from these classes. Refunds are based on the times the class has met and not on the attendance of a particular student. See the refund policy on page A-12 of this course catalog. It is important for students to verify the accuracy of their enrollment schedules and fees any time a change is made.

## Audit

A student who wishes to enroll for no credit may register as an auditor. An auditor pays regular fees and, at the discretion of the instructor, must meet all regular class requirements. A student who audits a course will not receive a grade or credit for that course. Changing from audit to credit or from credit to audit must be completed by the last day for a 100% refund. Forms for changing to or from audit status require the student's signature and must be processed at the Admissions and Records office. The audit form is available on the college's Web site.

## Withdrawing from Classes

Refunds for withdrawing from classes are based on the times the class has met and not on the attendance of a particular student. During the 100% refund period, an instructor may drop a student for non-attendance and/or not meeting prerequisites; in this case, no grade will appear on the student's record. If a student drops during the 100% refund period, no grade will appear on the student's record. See the refund policy in this college catalog for additional information.

Unless the class is officially dropped, the student is responsible for the fees and the instructor may assign a failing grade. It is important for students to verify the accuracy of their enrollment schedules and fees any time a change is made.

A student may choose to withdraw from a course up to the midpoint (60%) of a course. There may be conditions under which a student will be administratively withdrawn from a course. Date of last attendance will be stored in PeopleSoft.

## Cancellation of Classes

The college reserves the right to cancel any class. Students will automatically receive a full refund for a canceled class.

## Concurrent Registration

Veterans, international students and financial aid students who are concurrently enrolled at TMCC and any other post-secondary institution must notify the appropriate office which school is the parent institution and provide verification of fees paid and credits earned at the other institution.

## Credit Load

All classes taken for credit constitute the total credit load for each student. The maximum number of credits a student may carry without the approval of a counselor or academic advisor is 18 credits during the fall/spring terms and 14 credits during summer term (seven credits per summer session). A student wishing to carry more than 18 credits in fall/spring and 14 credits during summer term must have a compelling reason to fulfill specific requirements in a given term, have a grade point average of 3.0 or higher and have completed one semester at or above full time enrollment (12 or more credits).

***\*\*exceptions to the overload policy are highly discouraged in the summer session(s) due to the intensive pace of classes.***

## Full-Time, Part-Time Students

The enrollment status of students is determined by the number of credits, excluding workforce development and continuing education credits, in which they officially enroll each semester.

- **Full time:** 12 credits or more.
- **Three-quarter time:** at least nine but fewer than 12 credits.
- **Half-time:** at least six but fewer than nine credits.
- **Less than half-time:** fewer than six credits.

Students who receive veterans' assistance and/or financial aid must refer to Appendices D and E for the specific federal enrollment requirements students must maintain to remain eligible to receive benefits.

## Date of Matriculation

A student's date of matriculation is the date of the first day of instruction in the semester or term in which enrollment first occurs. Registration in continuing education courses, which are not state funded, will not cause out-of-state tuition to be assessed, nor will enrollment in these courses be included in the date of matriculation for evaluation of residence.

## Satisfactory/Unsatisfactory Registration Option

Any student may choose to take any course on an S/U basis but no course taken for a satisfactory/unsatisfactory grade (except those offered S/U ONLY) may be used to satisfy any TMCC general education or division core requirement.

A maximum of six elective credits graded S/U may be used to satisfy credit requirements for any degree or certificate earned at TMCC.

Students must come to the Admissions and Records office to select this option. Any changes to or from the S/U option must be completed prior to the end of the 100% refund period.

Courses which will be offered on an S/U basis ONLY will be approved by the curriculum committee and published as such in the class schedule. Examples of these courses would be those difficult to grade, in which experience, not mastery is the key (field trips, physical education) or in which prerequisites disallow novices from enrolling (advanced field study or practicum).

## STUDENT SERVICES

TMCC's programs and services support students and community residents in achieving their academic, career and life goals.

These services enhance the educational process by assisting students in overcoming the financial, personal and learning obstacles that may prevent success.

Within TMCC's Student Services department are the following:

- **Admissions and Records, Mandatory Services, Testing and Orientation**  
[admissions.tmcc.edu](http://admissions.tmcc.edu)  
[testing.tmcc.edu](http://testing.tmcc.edu)
- **Academic Advisement, Transfer, Re-Entry and Job Prep**  
[advisement.tmcc.edu](http://advisement.tmcc.edu)
- **Outreach and Recruitment**  
[www.tmcc.edu/aor](http://www.tmcc.edu/aor)
- **Counseling and Career Services**  
[counseling.tmcc.edu](http://counseling.tmcc.edu)
- **Financial Aid**  
[financialaid.tmcc.edu](http://financialaid.tmcc.edu)
- **Disability Resource Center**  
[www.tmcc.edu/drc](http://www.tmcc.edu/drc)
- **Access Programs**  
[www.tmcc.edu/aor](http://www.tmcc.edu/aor)
- **Veterans Upward Bound**  
[veterans.tmcc.edu](http://veterans.tmcc.edu)

## Developing Academic Skills

TMCC offers a number of programs, courses and services to help students acquire the academic skills that lead to success in college. None of the programs, courses and services outlined in this section are offered for transfer credit to the Nevada System of Higher Education universities. They will, however, provide students with the skills that could lead to a successful experience in the college's occupational and liberal arts programs. Students perceiving themselves as needing additional preparation for college are encouraged to take advantage of these opportunities. If you are not sure whether you are prepared, find out by participating in the orientation program.

## Adult Basic Education and English as a Second Language

TMCC, under the auspices of the Nevada State Plan for Adult Education, provides basic literacy education for adults 18 years old or older. Instruction in basic reading, writing and mathematics is offered. Competency and curriculum levels of instruction range from elementary through high school for adults. Individualized and group instruction is provided for a minimal administrative fee.



TMCC also offers English as a Second Language courses to assist speakers of other languages to adapt as quickly as possible to an English-language environment. Depending on their level of proficiency, students are placed in beginning, intermediate or advanced classes. For information on Adult Basic Education or English as a Second Language, call 775-829-9044.

### Adult Literacy Program

The college offers noncredit courses in Adult Basic Education for adults who need to improve their skills in basic reading, writing and math. The students are tested to assess their skills before placement in the program. An individualized curriculum is provided and students receive one-on-one and small group tutoring. An eighth-grade level of reading achievement is the program goal. Call 775-829-9033 for information.

### ESL Program (Basic Level)

The college offers noncredit courses in English as a Second Language for adults who need training in listening, speaking, reading and writing English. Instruction is geared towards working adults. Consequently, the program uses a workplace literacy approach through the Comprehensive Adult Student Assessment System (CASAS). TMCC's ESL program is a nationally-renowned model. There are 7 levels among the Community ESL program. Students are grouped according to ability based on CASAS entrance and periodic testing scores. For details, call 775-829-9044.

### ESL Program (College Level)

English instruction for both transferable and nontransferable college credit is available to students enrolled in college courses. These ESL courses are designed for students whose native language is not English but who have acquired some proficiency in speaking, reading and writing. For more information, call 775-673-7139.

### ESL Testing

Nonnative English speakers are strongly encouraged to have their language skills assessed prior to registering for college courses at TMCC. For assessment information, call 775-673-8241.

### Civics Preparation

Two civics preparation courses are available for permanent residents who have a good command of English. Topics covered are: United States history, contributions of early Americans, United States government, how democracy works in the American system and naturalization requirements. These classes are open to all permanent residents, 18 years of age or older, who have resided in the U.S. for five or more years or who qualify under the new immigration reform law. Students must be able to read and write English. For additional information, visit the Meadowood Center, room S220, or call 775-829-9044.

### GED Program

TMCC's general education development (GED) preparation courses prepare students 18 years and older to pass the GED examination. Courses cover the five GED sub-sections.

1. *Language arts and reading*
2. *Language arts and writing*
3. *Science*
4. *Social studies*
5. *Mathematics*

Orientation for the GED preparation classes is held several times throughout the semester at TMCC's Meadowood Center. For more information, call 775-829-9055.

Assessments are administered prior to enrollment and throughout the training program. TMCC uses the assessments to gauge what is needed so that the instructors can target specific areas of study. Students are eligible to enroll in the GED preparation courses upon completion of the preliminary skills analysis assessment. Call for class and individual advisement times.

For a minimal administrative fee, TMCC provides the following services in an informal classroom environment.

- *Pre-testing*
- *Books and materials*
- *Practice GED tests*
- *Instruction in all subjects covered by the GED exam*
- *GED test registration*
- *Post-GED guidance*
- *Personalized, online GED instruction*
- *On-site GED testing*

For details on GED preparation courses, call 775-829-9055. To take the GED exam, call 775-673-8241.

## Math Skills Center

The TMCC Math Skills Center provides foundation level mathematics education for entering students whose math placement scores indicate preparation levels below Math 95 (elementary algebra). The primary goal of the Skills Center program is to prepare students to place into Math 95 and to develop the mathematical foundation necessary to succeed in this and other college-level mathematics courses. Additionally, the Skills Center also provides training in basic mathematics skills for students taking occupational courses and others who want to develop these skills for other purposes.

Students who enroll in the Skills Center are first given a comprehensive diagnostic assessment to determine exactly what they already know and what they are ready to learn. Then, each student is paired with a math instructor who is a specialist in developmental education. This instructor will design an individualized program for each student so that the program matches the student's needs. Students will then progress through this program at their own individual pace until they have mastered the skills and gained the knowledge necessary to succeed in Math 95. A portfolio will be maintained in the Center for each student as a record of the individualized program and the student's progress.

## Tutoring and Learning Center

TMCC's Tutoring and Learning Center provides free tutoring to TMCC students in several subject areas, including biology, chemistry, economics, French, math, physics, Spanish, college study skills, and writing. In the center, students can also attend workshops in academic success, use computers with Internet access, print papers for free and rent graphing calculators.

For more information, contact the Tutoring and Learning Center in person at the TMCC Dandini Campus, VSTA B106, call us at 775-674-7517 or visit us online at [tutoring.tmcc.edu](http://tutoring.tmcc.edu).

## The Certification Testing and Online Training Center at TMCC

The TMCC Certification Center is an authorized provider of ACT WorkKeys® job skill assessments and online targeted curriculum to help people master applied workplace competencies.

For more information, call 775-824-3838 or visit us online at [wdce.tmcc.edu](http://wdce.tmcc.edu).

## Advisement Center

Academic Advisors are available to help students plan their educational programs, provide the most accurate information about TMCC, its educational offerings, and on transfer to other institutions. Call 775-673-7062 to schedule an appointment. For answers to the most frequently asked questions, visit us online at [advisement.tmcc.edu](http://advisement.tmcc.edu).

## Counseling and Career Services

The Counseling Center offers personal counseling to enrolled students to assist with issues that interfere with normal day-to-day life, academic difficulties, anxiety, crises/emergencies and suicide prevention. Other offerings include career services, instruction in the EPY 101 course which focuses on college and life skills, diversity support, and resources/referrals. Student success initiatives encompass the ASK Workshops, the Summer Bridge Program and campus outreach workshops.

Students are encouraged to make an appointment with a counselor to discuss and resolve their concerns. Regular contact with a counselor can help in making advancement through college smooth and successful.

For enrolled students, returning students or community members seeking guidance in career exploration and choosing a degree, emphasis, or certificate, a comprehensive process using the six components of the Career Cycle is offered. These consist of Discover, Research, Network, Decide, Plan/Act and Transition. Assessments and inventory tools assist the person in understanding their values, interests, personality and skills and how they match occupations/careers. Results of the assessments are interpreted by a counselor in an individual appointment or a mini-group workshop. Within the Counseling Center, the Career Corner contains publications, computers and a printer for taking inventories, researching occupations and companies and connecting to the world of work.

Counseling and Career Services is located in the Red Mountain Building, room 325 and is open Monday through Friday, 8 a.m. to 5 p.m. For information or to make an appointment, please call 775-673-7060 (there is a 24-hour voice mail for messages) or visit us online at [counseling.tmcc.edu](http://counseling.tmcc.edu).

## Disability Resource Center (DRC)

TMCC provides free services and appropriate accommodations to qualified students and program participants with self-identified, documented disabilities who register at the Disability Resource Center. A two week written request is required for most services to be implemented. Alternate print materials formats, interpreting and transcription services should be requested with a minimum 60 day advance notice in order to provide timely services.

Services and accommodations will be determined on a case- by- case basis upon an individual review of supporting documentation and may include one or more of the following: note taking, test accommodations, tutoring referrals, alternate print material formats, assistive computer software, specialized equipment, interpreters, transcriptioning, and other specialized services designed to provide equal access to participants in curricular and co-curricular activities

For more information about services and registration, please call 775-673-7277 (Relay Nevada 711); come to the DRC at the Dandini Campus–Red Mountain Building, room 315; or visit the DRC website at [www.tmcc.edu/drc](http://www.tmcc.edu/drc).

## ESL Students

In order to foster success for students who speak English as a second language, TMCC provides testing for appropriate class placement. It is strongly recommended that all students who speak English as a second language be tested with ACCUPLACER and advised for correct placement in classes.

## International Students

Students who are not U.S. citizens or immigrants and are interested in attending classes at TMCC other than English as a Second Language (ESL) or Bridge and whose native language is other than English, must take and pass the international TOEFL (Test of English as a Foreign Language) with a minimum score of 500 on the paper-based test or 173 on the computer-based test. An exception to the TOEFL is a recommendation from the IELC (Intensive English Language Center) at the University of Nevada, Reno.

Students who are not U.S. citizens or immigrants must also meet the college placement requirements prior to registering for classes. The ACCUPLACER test is available for non-native speakers so that they may enroll in English classes.

Each semester before registering for classes, all international students on TMCC I-20s must meet with the international student advisor to determine their academic schedule and enroll in 12 credits. Students who are not U.S. citizens or immigrants who are interested in attending TMCC on an F-1 visa must follow special application procedures as outlined in Appendix A, part B, section 3.

New international students must attend an orientation prior to their first semester at TMCC. This session will provide academic advisement, international student rules, regulations and responsibilities and information about services and programs at TMCC. New international students must bring their passport with a valid visa and their I-94 to the Admissions and Records office. International students on an F-1 visa from another school must also show proof of being enrolled in 12 credits at their parent institution. For more information, please call 775-674-7627.

## Job Preparation Center

A TMCC employment specialist is located in the Red Mountain Building, room 114, and is available to help simplify the job search process, identify potential needs and prepare job seekers for future challenges. The employment specialist also works with students to locate suitable positions for internships. Call 775-673-7170

## Re-Entry Center

The Re-Entry Center offers assistance to special populations who are returning to school and/or the workplace. The center, which is primarily funded by the college and grant programs, is dedicated to helping these individuals become economically self-sufficient through education, vocational training and enhanced job search skills. Assistance is offered through the following programs.



**Perkins Educational Partnership Program:**

Special populations served by this program include single parents and displaced homemakers. Those admitted to the program must be pursuing vocational education which leads to a high-skill, high-wage occupation. Services offered are academic advising, vocational assessment, job preparation assistance and referrals for instructional assistance and community resources. Program participants may also request financial assistance for the following: books, child care, instructional supplies and transportation costs. To qualify, candidates must present appropriate documentation of special population status.

**Displaced Homemaker Program of Washoe County:**

Displaced homemakers of any economic level may receive support services to assist them in job search and placement. Services offered by this program include: vocational assessment, career counseling, referrals for community assistance, job search skills workshops, job preparation assistance and referrals for vocational training. The program is open to any displaced homemaker. A displaced homemaker is defined as a person whose primary job was caring for the family but now through death, divorce or disability of his or her partner must become the primary wage earner. The person may have been either unemployed or underemployed during the time he or she was a homemaker, as long as the homemaker was dependent upon another person for financial support. Persons dependent upon government programs such as TANF may also qualify as displaced homemakers.

For more information regarding services, eligibility standards or application procedures, please contact the office at 775-673-7170.

**Services for Adults Re-Entering School**

A high proportion of students at TMCC are men and women who have been out of school for a number of years and now want to explore new directions and interests in their lives. Students considering returning to school to update or acquire new skills will find an individual appointment with a counselor helpful. Support groups, classes and personal counseling are available. Self-exploration, educational planning, self-concept development, job search skills and family adjustment are emphasized. More information can be obtained from the counseling center. Call 775-673-7060.

**Transfer Center**

Transfer services provided by the Transfer Center can guide students through the process of transferring college credits to TMCC, as well as assisting with the transition from TMCC to another college or university.

Transfer services include:

- *Transfer agreements with participating institutions*
- *Course equivalency information*
- *College resource guides*
- *Computer research kiosks*

Students intending to transfer from TMCC to another college or university are strongly encouraged to work with academic advisors at both their transfer institution and TMCC.

**Veterans Educational Assistance**

The veterans certifying official is available to assist all veterans and active duty personnel who are eligible for VA Education Benefits. Eligibility is determined by the Veterans Administration, by submitting an online application, and is based on the number of months served on active duty and the discharge disposition. State of Nevada National Guard members and surviving spouses and children of deceased veterans or spouses and children of 100 percent disabled veterans may also apply for VA Education Benefits. The Veterans Education Benefits Office is located in Financial Aid.

All prior credit, both military and other education institutions, must be evaluated by TMCC's admissions office via a request for official transcripts. Military transcript requests are available online through each military branch of service.

Veterans contact Veterans Upward Bound for assistance with degree, emphasis, certificate and class selections. Non-veterans (Chapter 35 and Chapter 33-Transfer of Eligibility: TOE) contact TMCC's Academic Advising department for assistance with degree, emphasis, certificate, and class selections.

Detailed instructions regarding the application process for all chapters of VA Education Benefits are available at [veterans.tmcc.edu](http://veterans.tmcc.edu).



## Veterans Upward Bound Program

The Veterans Upward Bound Program is an educational program funded by the U.S. Department of Education. It is designed to assist veterans in preparing for success in college and other post-secondary training.

Veterans Upward Bound provides a comprehensive program of support services to improve both academic and motivational skills. Services are available for college preparation and GED completion. Specific services include developmental courses to improve basic skills, tutoring, career counseling and advisement, college orientation, assistance with admissions, financial aid and referrals to other agencies. Veterans must meet program eligibility requirements.

For more information, visit the Veterans Upward Bound office at the TMCC Meadowood Center, room S303, or call 775-829-9007.

- **Out-of-state students residing outside of Nevada and enrolled in only distance education:** \$126.75/credit (includes tech fee)
- **Summer school 2013, all students:** \$87.50/credit  
**NOTE: Auditors pay the same per-credit fees.**

Workforce development and continuing education courses are self-supporting and fees vary by course.

## Lab and Special Fees

These fees, added to the per-credit class tuition, are found below the class listing in the class schedule.

## Technology Fee

The NSHE Board of Regents approved a \$5.50 per credit technology fee in October 1999 which is included in the per credit tuition listed above.

## Application Fee

All new students must remit an application for admission fee. A one-time, non-refundable application fee of \$10 is assessed at the time of application.

## TUITION AND FEES

Fees and tuition are set by the Nevada System of Higher Education Board of Regents and are subject to change.

### Fees, Tuition and Other Charges Subject to Change Without Further Notice

Notwithstanding currently posted tuition and fees, all fees, tuition or other charges which students are required to pay each semester are subject to increase by action of the Board of Regents at any time before the commencement of classes (primarily due to budgetary shortfalls). The amount you are charged at the time of registration is not a final bill and may be increased. You will receive a supplemental invoice for any additional amounts which the Board of Regents may impose. Fee changes put in place less than 30 days before commencement of classes will not be subject to late fee penalties.

### Tuition and Fee Schedule

The following fees are in effect for the 2013-2014 school year.

- **Nevada residents:** \$84.50/credit
- **Out-of-state students in fewer than seven credits:** \$177.50/credit
- **Out-of-state students in seven or more credits:** \$84.50/credit + \$3,322.50

### TMCC Fitness Center Fees

You can purchase a TMCC Fitness Center membership or day pass from the controller's office if you are enrolled for at least one TMCC credit, or you can use the fitness center by enrolling in a physical education class that includes time in the center. TMCC faculty and staff may also use the center. For membership fees and hours of operation, contact the fitness center at 775-674-7974.

### UNR Lombardi Recreation Fees

TMCC students enrolled in seven or more credits may purchase a semester pass to the Lombardi Fitness Center at UNR. Please call the Lombardi Center at 784-4041 for more information.

### Good Neighbor Tuition

Effective Fall 2011, the Good Neighbor tuition has been discontinued. Students receiving the discount at that time may continue to receive the discount so long as they are continuously enrolled. Refer to Appendix B for details.

## Nonresident Tuition

Students classified as nonresident students taking seven or more credits shall pay nonresident tuition (\$3,322.50/semester) plus per credit registration fees. Registration in workforce development and continuing education and summer courses, which are not state-funded, shall not cause tuition to be assessed, nor shall enrollment in workforce development and continuing education courses be included in date of matriculation for evaluation of residency. Students who plan to register for courses with TMCC as Nevada residents must provide proof of residency according to the regulations of the Nevada System of Higher Education. This is in conformity with Sections 10.020 and 396.540, Nevada Revised Statutes. Residency requirements can be obtained from the Admissions and Records office. The regulations for determining residency and tuition charges are printed in Appendix B of this course catalog.

## Distance Education Out-of-State Tuition

Out-of-state students enrolling in distance education classes only may be eligible for a special distance education rate of \$126.75 per credit (includes \$5.50 per credit technology fee). Please contact the Admissions and Records office for further information at 775-673-7042.

## Western Undergraduate Exchange

WUE is the Western Undergraduate Exchange, a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college programs at a reduced tuition level: 150 percent of the institution's regular resident tuition. To be eligible for WUE, students must be a resident of a WICHE State. Some colleges and universities have additional criteria. For further information about specific programs in WUE contact the Admissions and Records office at 775-673-7042.

## Workforce Development and Continuing Education Class Fees

Registration fees for each workforce development and continuing education course are variable to cover the cost of instructor's salary, supplies, equipment and overhead. Fees are payable in full at the time of registration.

## TMCC PARTNERS IN EDUCATION

### COLLEGE OFFICERS

- *Maria C. Sheehan, Ed.D., President*
- *Jane A. Nichols, Ed.D., Interim Vice President, Academic Affairs*
- *Rachel Solemsaas, Ed.D., Vice President, Finance and Administrative Services*
- *Estela LeVario-Gutierrez, Dean, Student Services*

### NEVADA SYSTEM OF HIGHER EDUCATION BOARD OF REGENTS

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# B Degree Programs, Advisors and Worksheets

# TMCC ACADEMIC DIVISIONS

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## Division of Applied Industrial Technology

Jim New, dean, 856-5307

Apprenticeship, Architecture, Construction Technologies, Cooperative Education, Criminal Justice, Fire Science/Fire Academy, Manufacturing Technologies, Military Occupations, Motorcycle Safety Training, Paramedic/EMS, Police Academy, Renewable Energy Technologies, Safety Training, Transportation Technologies, Veterinary Technician, Wildland Fire

## Division of Business

Dr. Marie Murgolo-Poore, dean, 337-5608

Accounting, Administrative Professional, Business, Customized Training Programs, Economics, Entrepreneurship, Fitness Center, Internships, Logistics, Management, Marketing, Massage Therapy, Non-credit Professional Success Courses, Personal Trainer, Physical Education, Real Estate, Silver College, Summer School

## Division of Liberal Arts

Dr. Armida Fruzzetti, dean, 674-4836

American Sign Language, Anthropology, Art, Communications, Counseling and Personal Development, Dance, Early Childhood Education, Education, Educational Leadership and Psychology, E.L. Cord Child Care Center, English, English as Second Language, Foreign Languages, Graphic Communications, Human Development and Family Studies, Humanities, Humanities (Core), Journalism, Mental Health, Music, Philosophy, Psychology, Reading, Sociology, Social Work, Speech, Study Skills, Theater

## Division of Sciences

Ted Plaggemeyer, dean, 674-7552

Astronomy, Biology, Chemistry, Clinical Lab Specialist (CLS), Computer Science, Computer Technology, Culinary, Dental Assisting, Dental Hygiene, Dietetic Technology and Nutrition, Engineering, Environmental Science, Geography, Geology, Mathematics, Nursing, Physics, Radiologic Technology

## Division of Web College

Fred Lokken, dean, 673-7814

Academic Support Center, Online Classes, Programs and Degrees, History, Legal Assistant/Law, Political Science, Women's Studies



# TMCC Degrees, Emphases and Certificates

	degree	emphasis	certificate
Administrative Professional	•		•
Anthropology		•	
Apprenticeship Program (see specific area of interest)	•		•
<i>Bricklayer Apprentice</i>		•	•
<i>Carpenter Apprentice</i>		•	•
<i>Cement Mason Apprentice</i>		•	•
<i>Electrician Apprentice</i>		•	•
<i>Ironworker Apprentice</i>		•	•
<i>Operating Engineers Apprentice</i>		•	•
<i>Painter/Decorator Apprentice</i>		•	•
<i>Pipefitter/Plumber Apprentice</i>		•	•
<i>Plasterers Apprentice</i>		•	•
<i>Refrigeration Apprentice</i>		•	•
<i>Sheetmetal Worker Apprentice</i>		•	•
<i>Tilesetter Apprentice</i>		•	•
<i>Utility Apprentice</i>			•
Architectural Design Technology	•		
Architecture	•		
Art History		•	
Automotive ASE Technician			•
Automotive Certified Technician		•	
Automotive General Service Technician			•
Baking and Pastry			•
Biology		•	
Bookkeeping			•
Business	•	•	•
Chemistry		•	
Civil Engineering Practitioner	•		
Community Health Science		•	
Computer Information Technology	•		
Computer Numeric Controlled (CNC) Machining			•
Computer Programming		•	
Computer Science		•	
Computer Technologies			•
Construction Management		•	
Construction Technologies	•		
Criminal Justice	•		
Culinary Arts	•		•
Dance		•	
Dental Assisting	•		•
Dental Hygiene	•		
Diesel General Service Technician			•
Diesel Technician		•	
Dietetic	•		

# TMCC Degrees, Emphases and Certificates

	degree	emphasis	certificate
Dietetic Technician	•		
Drafting		•	
Drafting Technology			•
Early Childhood Education	•		
Early Childhood Education, Admin. of Early Care & Education Programs		•	
Early Childhood Education, Infant/Toddler		•	
Early Childhood Education, Preschool		•	
Education, Integrated Elementary Education with Specializations		•	
Education, Secondary		•	
Energy Technologies	•		
Engineering		•	
English		•	
English as a Second Language			
Entrepreneurship		•	•
Environmental Science	•		
Fine Arts	•		
Fire Science Technology	•		•
Food Processing Technology		•	
General Studies	•		•
Geoscience		•	
Geothermal Energy		•	
Geothermal Plant Operator			•
Graphic Communications	•		•
Health Sciences			•
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)		•	•
History		•	
Industrial Systems Technology			•
Law Enforcement		•	
Logistics Management	•	•	
Logistics			•
Machining		•	
Manufacturing Technologies	•		
Massage Certificate Program			
Mathematics		•	
Medical Imaging, Re-Entry Radiographer			•
Music		•	•
Musical Theater		•	
Networking and Server Technologies		•	
Northern Nevada Law Enforcement Academy			
Nursing	•		
Paralegal/Law	•		
Paramedic			•
Personal Trainer-Preparation for Certification			
Philosophy		•	

## TMCC Degrees, Emphases and Certificates

	degree	emphasis	certificate
Physics		•	
Production Systems		•	
Psychology		•	
Radiologic Technology	•		
Residential Design		•	
Solar Energy		•	
Theater		•	•
Transfer Degrees -Associate of Arts, Associate of Science	•		
Transportation Technologies	•		
Veterinary Technology	•		
Web Design Fast Track			•
Web Development		•	
Welding		•	
Welding for Art			•
Welding Technology			•
Wind Energy		•	

## INSTRUCTIONAL PROGRAMS

Specialized programs of study for which associate degrees or certificates are granted contain a recognizable body of instruction in the program-related areas of communication, mathematics/quantitative reasoning and human relations in accordance with accreditation requirements of Northwest Commission on Colleges and Universities.

### Associate of Arts

The Associate of Arts (AA) degree is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Satisfactory completion of the degree guarantees fulfillment of lower-division general education requirements at UNR, UNLV, or NSC. Students who intend to transfer to other institutions should consult an advisor or follow the catalog of the transfer institution. Courses with a “C” or “D” designator or courses with a number less than 100 are not applicable toward either degree. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

### Associate of Science

The Associate of Science (AS) degree is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Satisfactory completion of the degree guarantees fulfillment of lower-division general education requirements at UNR, UNLV, or NSC. Students who intend to transfer to other institutions should consult an advisor or follow the catalog of the transfer institution. Courses with a “C” or “D” designator or courses with a number less than 100 are not applicable toward either degree. Check TMCC course descriptions for transfer status to a baccalaureate degree of science within the universities in the Nevada System of Higher Education (NSHE).

### Associate of Applied Science/Certificate of Achievement/Occupational Programs

The Associate of Applied Science degree is a non-transfer degree designed for students who seek employment and/or certification in their chosen academic and/or career emphases.

### Associate of General Studies/Certificate of Achievement

The Associate of General Studies degree at TMCC is designed as a non-transfer degree/certificate for students who desire a well-rounded education for personal interest or further academic and/or career goals.

### Developmental Programs

Developmental academic skills programs provide students the opportunity to upgrade their basic skills in English grammar, composition, reading, mathematics, algebra, study skills and test taking. Starting with the freshman class of 2007, students who score in developmental education must complete the requirements prior to attempting their thirtieth credit.

## COURSE NUMBERING SYSTEM

To assist students in identifying the types of courses available and their applicability toward degrees, the college maintains the following course numbering system that identifies a specific course by level of proficiency.

- *Freshman*—100-199
- *Sophomore*—200-299
- *Workforce Development and Continuing Education*—100C-299C
- *Developmental Courses*—001-099

### Transfer Courses

Check TMCC course descriptions for transfer status to a baccalaureate degree within the universities in the Nevada System of Higher Education (NSHE).

Courses with three-digit numbers and no letter following the number (with the exception of an “R”), such as English 101, may transfer to UNR, Nevada State College (NSC) and/or UNLV as one of the following.

1. *An equivalent course*  
*The TMCC course is transferable and considered to be equivalent to a comparable course at UNR, NSC or UNLV, even though the course numbers may not be the same.*
2. *An elective*  
*The TMCC course is transferable and may fulfill specific degree, emphasis, or certificate credit requirements or may apply toward total credits needed for graduation.*



## C Letter Designation

Courses with a “C” after the course number, such as MASG 205C, indicate that the course is under the workforce development and continuing education division. The course will not transfer to a Nevada university.

## \*, + and R Designation

A course with “\*”, “+” or “R” after the course number, such as ART 235+ or HIST108R, indicates a course number that has been reused.

## Developmental Courses

Developmental courses (those numbered below 100), will not transfer. Developmental courses do not apply toward any certificate or degree. Starting with the freshman class of 2007, students who score in developmental education must complete the requirements prior to attempting their thirtieth credit.

More information on transfer credit is available at the counseling and advisement center or admissions and records.

# UNIVERSITY TRANSFER INFORMATION

## Transfer Assistance

The Nevada System of Higher Education Transfer Guide provides information on how each course transfers within the post-secondary schools of Nevada. The TMCC-to-UNR or UNLV major transfer guides provide information on how TMCC courses and programs transfer to the various colleges and/or majors at the NSHE universities or state college. Links to the system transfer guide are available on the Web at [advisement.tmcc.edu](http://advisement.tmcc.edu).

Advisors are available to discuss course transfer options to other four-year colleges and universities. Students should contact the admissions office of the college to which they wish to transfer for information regarding the acceptability of any community college course.

Students planning to transfer to UNR or UNLV should select courses using the current catalog for these universities. Nevada State College, Henderson, Western Nevada College, Carson City and Great Basin College, Elko, also offer baccalaureate degrees; students planning to transfer to one of these institutions should consult the college catalog from those schools or the statewide Web site at [www.nevada.edu](http://www.nevada.edu).

All students planning to transfer should see an advisor or faculty advisor for assistance in planning an appropriate educational program while at TMCC.

## University Admission Without High School Requirements

TMCC students planning to transfer to UNR or UNLV who did not satisfy university admission requirements upon graduation from high school must complete the equivalent of 24 semester credits in baccalaureate level courses with an overall grade point average of at least 2.50 at a community college or other accredited institution to qualify for university admission.

## Choice of College Catalog to Satisfy Graduation Requirements for NSHE Transfer Students

A student enrolled at a NSHE institution may elect to graduate under the catalog of the year of enrollment in a baccalaureate-level program or the year of graduation. Students who officially change their degree, emphasis, or certificate with the admissions and records office may choose the college catalog of the year of the latest change of degree, emphasis, or certificate or the year of graduation. Whichever college catalog is used, it cannot be more than 10 years old at the time of graduation from the university.

In the case of NSHE transfer students, any exceptions to this policy will be handled by the transfer center and the transfer agreement contract process. To be guaranteed the college catalog of choice upon transfer, a student must have an approved transfer agreement on file with his or her university.

NSHE institutions do not guarantee the awarding of a degree based upon the unchanged requirements of a particular college catalog. Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational qualifications or the expectations of accrediting authorities. If such revisions have occurred, the college may require a reasonable adherence to the degree requirements of a recent or current college catalog.

## TRANSFER TO THE UNIVERSITY OF NEVADA, RENO

Students may complete the core requirements and some pre-major requirements for transfer to UNR. Transfer guides for all UNR majors, listing all required courses that can be taken at TMCC, are available on the Web at [advisement.tmcc.edu](http://advisement.tmcc.edu).

Students planning to transfer to UNR are encouraged to meet with an advisor to identify transferable courses for their degree or emphasis.

### General Transfer Core Curriculum for UNR

For the most up-to-date UNR Transfer Core Curriculum go to [www.cis.unr.edu/TransferArticulation](http://www.cis.unr.edu/TransferArticulation)

## GENERAL EDUCATION MISSION STATEMENT

General Education at TMCC provides a coherent curriculum that consists of a rigorous foundation of interrelated academic and applied experiences that introduce students to diverse ways of thinking and of understanding the world.

### General Education Objectives:

The competencies associated with general education curriculum are:

**Communications** - Includes the ability to listen, speak, and write competently so as to gain skills to interact effectively with others; and to read with comprehension.

**Critical Thinking** - Includes the ability to grasp complexities, relationships, similarities and differences; to draw inferences and conclusions; to identify and trouble shoot problems; to collect and identify data to formulate and test solutions; and to identify how individual values and perceptions influence decision making.

**Quantitative Reasoning** - Includes the ability to use scientific reasoning skills including induction and deduction; to discern bias and subjectivity; to perform appropriate calculations; and to understand, evaluate, model and effectively use data.

**Information Literacy** - Includes the ability to understand information technology; use applications as tools; and to evaluate the applicability and validity of information.

**Personal/Cultural Awareness** - Includes the ability to develop a broad understanding of linguistic, political, social, environmental, religious, and economic systems; to attain skills to function effectively as responsible, ethical community members; and to learn to value, respect and critique the aesthetic and creative process.

## GENERAL EDUCATION DESCRIPTIONS

### COMMUNICATIONS

A course of study that develops students' abilities to use the English language effectively and accurately to convey information.

### CONSTITUTION

A course of study of systems of written fundamental laws and principles that prescribe the nature, functions and limitations of a government. This course must include the study of the State of Nevada Constitution and the United States Constitution.

### DIVERSITY

A central theme or focus of the course must be a topic pertaining to non-western cultures or to underrepresented groups within western culture. There must be an extensive writing requirement.

The diversity requirement may be reflected in the general education requirement, core, elective or emphasis area of your degree.

The diversity requirement is required for the associate of arts (AA), associate of general studies (AGS), associate of science (AS), associate of applied science (AAS) degrees.

### ENGLISH

A course of study in English composition, language and/or literature.

## FINE ARTS

Any of the visual art forms that include the appreciation of drawing, painting, photography, sculpture and ceramics as well as the appreciation of the performing and literary arts that include creative writing, music, drama and dance.

## HUMANITIES

A course of study that refers to the humanizing influences of civilization from ancient times to the present day and continues the development of the individual's cultural base.

## HUMAN RELATIONS

Refers literally to all interactions among two or more people. Courses shall include, promote or develop a minimum of 75 percent of the following using experiential pedagogy:

- *methods and techniques of developing self-actualizing behavior*
- *communications skills*
- *improvement or enhancement of one's self-concept*
- *methods of overcoming self-defeating behaviors*
- *improving work habits*
- *methods of dealing positively with personal, societal, employment and family relationships*
- *motivation and leadership skills*
- *promoting personal growth*

## MATHEMATICS

A course of study in the science of expressing and studying the relationships between quantities and magnitudes as represented by numbers and symbols. Mathematics is the language of science and the science of patterns and structures.

## SCIENCE

A course of study of the knowledge covering general truths and/or the operation of general laws of nature as established through the scientific method.

## SOCIAL SCIENCES

A course of study that explores the functioning of society and the human relations of individuals as members of society.

## DIVERSITY COURSE LIST

Three credits of diversity course work is required to satisfy all associate degrees granted. A course used to satisfy the diversity requirement may also apply to an additional degree requirement.

- AAD 201 History of the Built Environment (Same as HUM 201)
- ANTH 201 Peoples and Cultures of the World
- ANTH 205 Ethnic Groups in Contemporary Society (Same as SOC 205)
- ANTH 208 Fundamentals of Cultural Diversity
- ANTH 229 Fundamentals of Applied Anthropology
- ART 263 Survey of African, Ocean and Native American Art
- ART 270 Women in Art
- COM 285 Communication Disabilities and Film
- DAN 101 Dance Appreciation
- EDU 203 Intro to Special Education
- ENG 231 World Literature I
- ENG 232 World Literature II
- ENG 267 Women and Literature
- ENG 288 Multicultural Literature
- ENG 294 Intro to Women's History and Literature in the United States
- ENT 220-International Women's Entrepreneurship
- GEOG 200 World Regional Geography
- HDFS 232 Diversity in Children
- HIST 208 World History I
- HIST 209 World History II
- HIST 227 Introduction to Latin American History and Culture I
- HIST 228 Introduction to Latin American History and Culture II
- HIST 289 Introduction to History of the Middle East
- HIST 291 Intro to Women's History and Literature in the U.S.
- HIST 294 Introduction to African American History II
- HUM 201 History of the Built Environment (Same as AAD 201)
- HUM 211 Survey of Chinese Culture
- HUM 214 Survey of Middle East Culture
- HUM 225 A Cultural Perspective: Spain...New Mexico (Same as SPAN 225)
- HUM 260 American Indian Literature and Culture
- LGM 202 International Logistics Management
- NRES 211 Conservation, Humans and Biodiversity
- NURS 212 Cultural Aspects of Nursing Care (open only to students admitted to the nursing program)
- NUTR 253 Cultural Considerations in Nutrition and Health Care
- PHIL 210 World Religions
- PSY 276 Aging in Modern American Society (Same as SOC 276)
- SOC 205 Ethnic Groups in Contemporary Societies (Same as ANTH 205)
- SOC 276 Aging in Modern American Society (Same as PSY 276)
- SPAN 225 A Cultural Perspective: Spain...New Mexico (Same as HUM 225)
- THTR 210 Theater: A Cultural Context
- WMST 101 Introduction to Women's Studies
- WMST 250 Introduction to Feminist Theory
- WMST 255 The American Women's Movement

# UNIVERSITY TRANSFER DEGREES

## ASSOCIATE OF ARTS

The Associate of Arts(AA) degree is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Students planning to transfer prior to completing a transfer degree should refer to the catalog of the transfer institution or applicable transfer agreement. Students may choose from the following options:

- A general course of study (Associate of Arts-General) that uses any approved university transfer course to fulfill the general elective course credits. Students are encouraged to follow a recommended course sequence designed to facilitate a smooth transfer into a major at a four-year college or university. Please consult the appropriate page(s) in this catalog for degree requirements.
- A specific course of study (such as an Associate of Arts in Fine Arts) that may have specific general education and/or additional degree requirements. Please consult the appropriate page(s) in this catalog for degree requirements.
- An emphasis of at least 15 credits in a specific course of study (such as an Associate of Arts-English Emphasis) that prepares students for a designated major at a four-year institution and/or employment within the chosen field. Please consult the appropriate page(s) in this catalog for degree requirements.

Satisfactory completion of the degree guarantees fulfillment of lower-division general education requirements at UNR, UNLV or NSC. Students who intend to transfer to other institutions should consult an advisor or follow the catalog of the transfer institution. Courses with a "C" or "D" designator or courses with a number less than 100 are not applicable toward the degree. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

## ASSOCIATE OF ARTS

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

ENG 101 and 102 or ENG 113 and 114

**FINE ARTS ..... 3 CREDITS**

ART 100, 160, 260\*, 261\*, 263; DAN 101; ENG 221; HUM 101, 102, 106, 271; MUS 101, 121, 122, 125, 225, 226; THTR 100, 105, 210; THTR 180/HUM 105

**HUMANITIES..... 3 CREDITS**

AAD/HUM 201; CH 201, 202, 203; ENG 220, 221, 231, 232, 267; HIST 105, 106, 208, 209; HUM 105/THTR 180; MUS 121, 122; PHIL 101, 135, 210; THTR 100, 210

**MATHEMATICS ..... 3 CREDITS**

MATH 120, 126, 127, 128,176, 181, 182; STAT 152

**SCIENCE (LAB REQUIRED)..... 6 CREDITS**

ANTH 102, 110L; AST 104; BIOL 100, 106, 190, 190L,191,191L; CHEM 100,

121, 122, 201, 202; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180, 180L, 181, 181L

**SOCIAL SCIENCE ..... 3 CREDITS**

ANTH 101, 201, 202; ANTH/SOC 205; CH 201, 202, 203, ECON 102, 103; GEOG 106, 200; HIST 101, 102, 105, 106, 208, 209, 217; PSC 101, 211, 231; PSY 101; SOC 101; WMST 101

**TOTAL GENERAL EDUCATION REQUIREMENTS.....24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

**FOREIGN LANGUAGE ..... 0-14 CREDITS**

AM 145, 146, 147, 148, FREN 111, 112, 211, 212, GER 111, 112, 211, 212, HEB 113, 114, 221, 222, ITAL 113, 114, 213, 214, PORT 111, 112, 211, 212, RUS 111, 112, 211, 212, SPAN 111, 112, 211, 212, 226, 227.

### OPTIONS TO COMPLETE THE FOREIGN LANGUAGE REQUIREMENT:

1. Complete a fourth-semester transferable college course in a foreign language.
2. Complete a fourth-semester transferable college course in ASL.
3. Demonstrate proficiency through placement examination or other means. Students interested in taking a placement examination should contact the TMCC testing Center at 775-673-8241 or [testing.tmcc.edu](http://testing.tmcc.edu) for information.
4. Complete four years of high school foreign language.
5. Students who have proficiency in a foreign language that is equivalent to that of students who have completed four semesters of college-level foreign language may be eligible to waive this requirement. Students will be required to provide appropriate documentation to the department to support this claim. Contact the Humanities department at 775-674-7945 or TMCC Academic Advising at 775-673-7062 for information.

\* Additional elective credits may be necessary to meet minimum credit requirements.

**U.S. & NEVADA CONSTITUTIONS..... (3 CREDITS)**

Choose one or two courses from the following: CH 203 (both constitutions), HIST 111 (both constitutions), PSC 101 (both constitutions), HIST 101 and 102 or HIST 101 and 217, or HIST 101 and PSC 100 or HIST 101 and PSC 208. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

**ADD'L. DEGREE REQUIREMENTS.. 0-20 CREDITS**

**TOTAL ELECTIVES ..... 16-36 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

See the following page for the degree outcomes table for the associate of arts degree.



## ASSOCIATE OF ARTS DEGREE

The Associate of Arts degree at TMCC is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Completion of the Associate of Arts degree is the primary basis for admission to upper-division study, and completion of the degree guarantees fulfillment of lower-division requirements at UNR, UNLV, and NSC.

Student learning outcomes for specific degrees, emphases, and certificates of achievement are located on the corresponding worksheets within this catalog.

Associate of Arts Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for transfer to college and university baccalaureate programs with junior status.	Number of AA degrees awarded	2010-2011 651	2009-2010 468	Continuous improvement
	Number of actual transfers	2010-2011 563	2009-2010 367	Continuous improvement
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being well prepared to further their education	5 year average = 92%	Continuous improvement
2. Enable students to complete TMCC's general education transfer requirements.	Number of courses offered fulfilling General Education criteria	Fall 2012 100 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being satisfied with the variety of courses offered	5 year average = 93%	Continuous improvement
3. Provide a diverse menu of transferable course offerings that allows students to select the combination of courses that best suits their interests and/or chosen academic emphasis.	Total number of transferable courses offered	Fall 2012 564 transferable courses offered (100+ level)	Fall 2012 Total number of courses offered 576	Continuous improvement
	Graduate Outcomes Survey	2011-2012 91% of graduates reported being able to register for classes required for their emphasis	5 year average = 91%	Continuous improvement
4. Enable students to acquire the knowledge, skills and values consistent with a liberal arts education.	Completion of AA degree/emphasis outcomes	2010-11 50% of all degrees awarded were AA (651)	2010-11 Other NSHE Institutions GBC 27% AA (91) WNC 35% AA (171) CSN 47% AA (1,008)	Degree/emphasis outcomes assessment underway (CAR and PUR)
<p>Note: Currency of data varies across outcomes.            CAP = Faculty Senate Curriculum, Assessment and Programs committee.            CAR = Course Assessment Report            PUR = Program Unit Review</p>				

# UNIVERSITY TRANSFER DEGREES

## ASSOCIATE OF SCIENCE

The Associate of Science (AS) degree is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Students planning to transfer prior to completing a transfer degree should refer to the catalog of the transfer institution or applicable transfer agreement.

Students may choose from the following options:

- *A general course of study (Associate of Science-General) that uses any approved university transfer course to fulfill the general elective course credits. Students are encouraged to follow a recommended course sequence designed to facilitate a smooth transfer into a major at a four-year college or university. Please consult the appropriate page(s) in this catalog for degree requirements.*
- *A specific course of study (such as an Associate of Science in Environmental Science) that may have specific general education and/or additional degree requirements. Please consult the appropriate page(s) in this catalog for degree requirements.*
- *An emphasis of at least 15 credits in a specific course of study (such as an Associate of Science-Geoscience Emphasis) that prepares students for a designated major at a four-year institution and/or employment within the chosen field. Please consult the appropriate page(s) in this catalog for degree requirements.*

Satisfactory completion of the degree guarantees fulfillment of lower-division general education requirements at UNR, UNLV or NSC. Students who intend to transfer to other institutions should consult an advisor or follow the catalog of the transfer institution. Courses with a "C" or "D" designator or courses with a number less than 100 are not applicable toward the degree. Check TMCC course descriptions for transfer status to a baccalaureate degree of science within the universities in the Nevada System of Higher Education (NSHE).

## ASSOCIATE OF SCIENCE

### GENERAL EDUCATION REQUIREMENTS

<b>ENGLISH</b> .....	<b>6 CREDITS</b>
ENG 101 and 102 or ENG 113 and 114	
<b>FINE ARTS</b> .....	<b>3 CREDITS</b>
ART 100, 160, 260*, 261*, 263; DAN 101; ENG 221; HUM 101, 102, 106, 271; MUS 101, 121, 122, 125, 225, 226; THTR 100, 105, 210; THTR 180/HUM 105	
<b>HUMANITIES</b> .....	<b>3 CREDITS</b>
AAD/HUM 201; CH 201, 202, 203; ENG 220, 221, 231, 232, 267; HIST 105, 106, 208, 209; HUM 105/THTR 180; MUS 121, 122; PHIL 101, 135, 210; THTR 100, 210	
<b>MATHEMATICS</b> .....	<b>3 CREDITS</b>
MATH 126, 127, 128, 176, 181, 182; STAT 152	
<b>SCIENCE (LAB REQUIRED)</b> .....	<b>6 CREDITS</b>
ANTH 102, 110L; AST 104; BIOL 100, 106, 190, 190L, 191, 191L; CHEM 100, 121, 122, 201, 202; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180, 180L, 181, 181L	
<b>SOCIAL SCIENCE</b> .....	<b>3 CREDITS</b>
ANTH 101, 201, 202; ANTH/SOC 205; CH 201, 202, 203; ECON 102, 103; GEOG 106, 200; HIST 101, 102, 105, 106, 208, 209, 217; PSC 101, 211, 231; PSY 101; SOC 101; WMST 101	
<b>TOTAL GENERAL EDUCATION REQUIREMENTS</b> .....	<b>24 CREDITS</b>

### ADDITIONAL DEGREE REQUIREMENTS

<b>DIVERSITY</b> .....	<b>(3 CREDITS)</b>
See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.	
<b>SCIENCE</b> .....	<b>6 CREDITS</b>
Any transferable science course.	
<b>U.S. AND NEVADA CONSTITUTIONS</b> .....	<b>(3 CREDITS)</b>
Choose one or two courses from the following: CH 203 (both constitutions), HIST 111 (both constitutions), PSC 101 (both constitutions), HIST 101 and 102 or HIST 101 and 217, or HIST 101 and PSC 100 or HIST 101 and PSC 208. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.	
<b>ADDITIONAL DEGREE REQUIREMENTS</b> .....	<b>6-12 CREDITS</b>
<b>TOTAL ELECTIVES</b> .....	<b>24-30 CREDITS</b>
<b>TOTAL DEGREE REQUIREMENTS</b> .....	<b>60 CREDITS</b>

*See the following page for the degree outcomes table for the associate of science degree.*

## ASSOCIATE OF SCIENCE DEGREE

The Associate of Science degree at TMCC is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Completion of the Associate of Science degree is the primary basis for admission to upper-division study, and completion of the degree guarantees fulfillment of lower-division requirements at UNR, UNLV, and NSC.

Student learning outcomes for specific degrees, emphases, and certificates of achievement are located on the corresponding worksheets within this catalog.

Associate of Science Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for transfer to college and university baccalaureate programs with junior status.	Number of AS degrees awarded	2010-2011 140	2009-2010 91	Continuous improvement
	Number of actual transfers	2010-2011 124	2009-2010 75	Continuous improvement
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being well prepared to further their education	5 year average = 92%	Continuous improvement
2. Enable students to complete TMCC's general education transfer requirements.	Number of courses offered fulfilling General Education criteria	Fall 2012 99 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being satisfied with the variety of courses offered	5 year average = 93%	Continuous improvement
3. Provide a diverse menu of transferable course offerings that allows students to select the combination of courses that best suits their interests and/or chosen academic emphasis.	Total number of transferable courses offered	Fall 2012 564 transferable courses offered (100+ level)	Fall 2012 Total number of courses offered 576	Continuous improvement
	Graduate Outcomes Survey	2011-2012 91% of graduates reported being able to register for classes required for their emphasis	5 year average = 91%	Continuous improvement
4. Enable students to acquire the knowledge, skills and values consistent with a science, technology, engineering or math education.	Completion of degree/emphasis outcomes	2010-11 11% of all degrees awarded were AS (140)	2010-11 Other NSHE Institutions GBC 9% AS (30) WNC 6% AS (29) CSN 9% AS (205)	Degree/emphasis outcomes assessment underway (CAR and PUR)

Note: Currency of data varies across outcomes.

CAP = Faculty Senate Curriculum, Assessment and Programs committee.

CAR = Course Assessment Report

PUR = Program Unit Review

# OCCUPATIONAL AND/OR TECHNOLOGICAL DEGREES

## ASSOCIATE OF APPLIED SCIENCE

The Associate of Applied Science (AAS) degree is a non-transfer degree designed for students who seek employment and/or certification in their chosen academic and/or career emphases.

Student learning outcomes for specific degrees, emphases, and certificates of achievement are located on the corresponding worksheets within this catalog.

## ASSOCIATE OF APPLIED SCIENCE

### GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Choose one course from each group.

Communications—BUS 107; ENG 101, 102, 107, 108, 113, 114, 220, 221; COM 113, 215, 285; THTR 160, 161

English—BUS 106, 108; ENG 101, 102, 107, 108, 113, 114, 181

#### DIVERSITY ..... (3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

#### FINE ARTS/HUMANITIES/

#### SOCIAL SCIENCE ..... 3 CREDITS

Choose any course 100-level or above from the following areas:

Fine Arts—DAN 101, 138, 139; HUM 105, 271; MUS 101, 122, 125, 225; THTR 105, 180, 205, 206, 210, 235, 258

Humanities—American sign language, art, English (except 101, 102, 107, 108, 112D, 113, 114), foreign languages, humanities, philosophy or choose from AAD 201; CH 201, 202, 203; HIST 105, 106, 208, 209, 227, 248; MUS 121, 125, 225, 226; THTR 100, 209, 231

Social Science—anthropology (except ANTH 102, 110L), criminal justice, economics, geography (except GEOG 103/104), history, psychology, political science, sociology or choose from EDU 201, 202, 203; HDFS 201, 202; JOUR 101; CH 201, 202, 203; WMST 250, 255

#### HUMAN RELATIONS ..... 3 CREDITS

CE 201; CPD 129; DA 110, 112, 125; EPY 101; MGT 171, 201, 212, 235; PSY 102

⌘ Only accepted program students may take the DA options.

Note: Human Relations must be included as a course or be clearly identified as content included in other required courses for an Associate of Applied Science.

#### QUANTITATIVE REASONING ..... 3 CREDITS

BUS 117; COT 110\*; ECON 261, 262; CUL 245; mathematics (100-level or above); PSY 210; SOC 210; STAT 152

Note: Quantitative Reasoning (Mathematics) may be included as courses or clearly identified as content in other required courses.

#### SCIENCE ..... 3 CREDITS

Choose any course 100-level or above from astronomy, biology,

chemistry, environmental science, geology, physics or choose from ANTH 102, 110L; ATMS 117; GEOG 103/104; MT 150; NUTR 121, 223

Note: Science may be included as courses or clearly identified as content in other required courses.

#### U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

Choose one or two courses from the following. If two courses covering both constitutions are completed, three credits may apply toward social science or electives. PSC 101 (both constitutions), CH 203 (both constitutions), HIST 111 (both constitutions), HIST 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 100 or HIST 101 and PSC 208

#### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 12-21 CREDITS

#### CORE AND/OR EMPHASIS

#### REQUIREMENTS ..... 48-39 CREDITS

*Please consult the appropriate page(s) in this catalog for course requirements.*

#### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

*See the following page for the degree outcomes table for the associate of applied science degree.*

## CERTIFICATE OF ACHIEVEMENT

For students desiring a shorter course of study, TMCC offers certificates of achievement in many occupational areas. Certificate of Achievement candidates must meet all the general education requirements in addition to the specific courses outlined for the program. The maximum number of cooperative education credits that can be applied to a certificate is 16. Only six credits of Special Topics 198 can be applied to a certificate.

### GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS ..... 3 CREDITS

#### HUMAN RELATIONS ..... 3 CREDITS

#### QUANTITATIVE REASONING ..... 3 CREDITS

Note: Quantitative Reasoning (Mathematics) and Human Relations must be included as courses or be clearly identified as content included in other required courses for a Certificate.

#### TOTAL GENERAL

#### EDUCATION REQUIREMENTS ..... 9 CREDITS

#### CORE REQUIREMENTS ..... 21 CREDITS

*See the appropriate page(s) in the catalog for specific program requirements.*

#### TOTAL CERT. REQUIREMENTS ..... 30 CREDITS

*Note: A minimum of 30 credits is required for any certificate of achievement, although the exact number of credits required may differ with particular subject matter.*



## ASSOCIATE OF APPLIED SCIENCE DEGREE

The Associate of Applied Science degree is a non-transfer degree designed for students who seek employment and/or certification in their chosen academic and/or career emphases.

Student learning outcomes for specific degrees, emphases, and certificates of achievement are located on the corresponding worksheets within this catalog.

Associate of Applied Science Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for employment and certification in their chosen academic and/or career emphasis.	Number of AAS degrees awarded	2010-2011 251	2009-2010 232	Continuous improvement
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being well prepared to further their education	5 year average = 92%	Continuous improvement
2. Enable students to complete TMCC's general education requirements.	Number of courses offered fulfilling TMCC's General Education criteria	Fall 2012 396 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE and TMCC requirements
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being satisfied with the variety of courses offered	5 year average = 93%	Continuous improvement
3. Provide a diverse menu of transferable course offerings that allows students to select the combination of courses that best suits their interests and/or chosen occupational field.	Graduate Outcomes Survey	2011-2012 91% of graduates reported being able to register for classes required for their emphasis	5 year average = 91%	Continuous improvement
4. Enable students to acquire the knowledge, skills and values consistent with their academic interests and/or chosen occupational field.	Completion of degree/emphasis outcomes	2010-11 19% of all degrees awarded were AAS (251)	2010-11 Other NSHE Institutions GBC 31% AAS (104) WNC 32% AAS (153) CSN 29% AAS (665)	Degree/emphasis outcomes assessment underway (CAR and PUR)
<p>Note: Currency of data varies across outcomes.            CAP = Faculty Senate Curriculum, Assessment and Programs committee.            CAR = Course Assessment Report            PUR = Program Unit Review</p>				

# GENERAL STUDIES DEGREE

## ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies Arts (AGS) degree at TMCC is designed as a non-transfer degree for students who desire a well-rounded education for personal interest or further academic and/or career goals.

Student learning outcomes for the AGS degree are determined by the student's chosen academic and/or career emphases.

## ASSOCIATE OF GENERAL STUDIES

### GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS/ENGLISH ..... 9 CREDITS

Choose from the following list; note that at least six credits must be from communications.

Communications—BUS 107; ENG 101, 102, 107, 108, 113, 114, 220, 221; COM 113; THTR 160, 161

English—BUS 106, 108; ENG 101, 102, 107, 108, 113, 114, 181

#### COMPUTER SCIENCE..... 3 CREDITS

IS 101

#### DIVERSITY .....(3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses.

#### FINE ARTS ..... 3 CREDITS

Choose any art course 100-level or above; DAN 138, 139; ENG 220, 221; HUM 101, 102, 106; MUS 101, 121, 225, 226; THTR 100, 105, 205, 206, 209, 210, 235, 258; THTR 180/HUM 105

#### HUMANITIES..... 3 CREDITS

Choose any course 100-level or above from , American sign language, art, English (except 101, 102, 107, 108, 112, 113, 114) foreign languages, humanities, philosophy or choose from AAD 201; CH 201, 202, 203; DAN 138, 139; HIST 105, 106, 208, 209, 227; MUS 121, 125, 225, 226; THTR 100, 209, 210, 231, 258

#### HUMAN RELATIONS ..... 3 CREDITS

CE 201; CPD, 129; EPY 101; MGT 171, 201, 212, 235; PSY 102

#### QUANTITATIVE REASONING..... 3 CREDITS

Choose any course 100-level or above from accounting, mathematics or choose from BUS 117; COT 110\*; CUL 245; ECON 261, 262; PSY 210; SOC 210; STAT 152

#### SCIENCE..... 3 CREDITS

Choose any course 100-level or above from astronomy, biology, chemistry, environmental science, geology, physics or choose from ANTH 102, 110L; ATMS 117; GEOG 103/104; NUTR 121, 223

#### SOCIAL SCIENCE ..... 3 CREDITS

Choose any course 100-level or above from anthropology (except ANTH 102, 110L), criminal justice, economics, geography (except GEOG 103/104), history, political science, psychology, sociology or choose from CH 201, 202, 203; ECE 102; EDU 201, 202, 203; HDFS 201, 202; JOUR 101; WMST 250, 255

#### U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

Choose one or two courses from the following. If two courses covering both constitutions are completed, three credits may apply toward social science or electives. PSC 101 (both constitutions), CH 203 (both constitutions), HIST 111 (both constitutions) HIST 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 100 or HIST 101 and PSC 208

#### TOTAL GENERAL EDUCATION REQUIREMENTS..... 33 CREDITS

#### ELECTIVES ..... 27 CREDITS

Great latitude is allowed in the selection of the 27 elective credits. Choice of credits can focus on one area alone or from any combination of occupational or general courses. Developmental courses (numbered less than 100) cannot be applied to any degree or certificate. Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to the associate of general studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

#### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

*See the following pages for the degree outcomes table for associate of applied science degree.*

# CERTIFICATE OF ACHIEVEMENT GENERAL STUDIES

The Associate of General Studies certificate of achievement is highly flexible and allows students to combine classes from a diverse set of disciplines and fields. The certificate may fit personal needs or may be an important step in completion of the Associate of General Studies degree.

## GENERAL EDUCATION REQUIREMENTS

### COMMUNICATIONS/ENGLISH ..... 6 CREDITS

BUS 106, 107, 108; ENG 101, 102, 107, 108, 113, 114, 181, 220, 221; COM 113, 215, 285; THTR 160, 161, 258

### COMPUTER SCIENCE/SCIENCE/

### QUANTITATIVE REASONING ..... 3 CREDITS

Choose any course 100-level or above from accounting, astronomy, biology, chemistry, environmental science, geology, mathematics, physics or choose from ANTH 102, 110L; ATMS 117; BUS 117; CIT 130, 173, 211, 212; COT 110\*; CSCO 120; CUL 245; ECON 261, 262; GEOG 103/104; IS 101, 201; MGT 201; NUTR 121, 223; PSY 210; SOC 210

### FINE ARTS/HUMANITIES ..... 3 CREDITS

Choose any course 100-level or above from American sign language, art, English (except ENG 101, 102, 107, 108, 112, 113, 114), foreign languages, humanities, philosophy or choose from AAD 201; DAN 138, 139; CH 201, 202, 203; COM 285; HIST 105, 106, 208, 209, 227; MUS 101, 121, 125, 225, 226; THTR 100, 105, 205, 206, 207, 209, 210, 231, 235, 258

### HUMAN RELATIONS ..... 3 CREDITS

CE 201; CPD 129; EPY 101; MGT 171, 201, 212, 235; PSY 102

### SOCIAL SCIENCE ..... 3 CREDITS

Choose any course 100-level or above from anthropology (except ANTH 102/110L), criminal justice, economics, geography (except GEOG 103/104), history, psychology, political science, sociology or choose from CH 201, 202, 203; EDU 201, 202, 203; HDFS 201, 202; JOUR 101

### TOTAL GENERAL

### EDUCATION REQUIREMENTS ..... 18 CREDITS

### ELECTIVES ..... 12 CREDITS

Great latitude is allowed in the selection of the 12 elective credits. Choice of credits can focus on one area alone or from any combination of occupational or general courses. Developmental courses, those numbered less than 100, cannot be applied to any degree or certificate. Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to the associate of general studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

### TOTAL CERTIFICATE

### REQUIREMENTS ..... 30 CREDITS

## ASSOCIATE OF GENERAL STUDIES DEGREE

The Associate of General Studies Arts degree at TMCC is designed as a non-transfer degree for students who desire a well-rounded education for personal interest or further academic and/or career goals.

Student learning outcomes for the AGS degree are determined by the student's chosen academic and/or career emphases.

Associate of General Studies Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for completion of foundational courses for academic and/or workforce goals.	Number of AGS degrees awarded	2010-2011 102	2009-2010 103	Continuous improvement
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being well prepared to further their education	5 year average = 92%	Continuous improvement
2011-2012 88% of graduates reported being well prepared for future career or career changes		5 year average = 87%		
2. Enable students to complete TMCC's general education requirements.	Number of courses offered fulfilling General Education criteria	Fall 2012 386 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2011-2012 92% of graduates reported being satisfied with the variety of courses offered	5 year average = 93%	Continuous improvement
3. Provide a diverse menu of transferable course offerings that allows students to select the combination of courses that best suits their broad academic interests.	Total number of transferable courses offered	Fall 2012 564 transferable courses offered (100+ level)	Fall 2012 Total number of courses offered 576	Continuous improvement
	Graduate Outcomes Survey	2011-2012 91% of graduates reported being able to register for classes required for their emphasis	5 year average = 91%	Continuous improvement
4. Enable students to acquire the knowledge, skills and values of their broad academic focus.	Completion of degree outcomes	2010-11 8% of all degrees awarded were AGS (102)	2010-11 Other NSHE Institutions GBC 8% AS (28) WNC 20% AS (98) CSN 7% AS (158)	Degree/emphasis outcomes assessment underway (CAR and PUR)

Note: Currency of data varies across outcomes.

CAP = Faculty Senate Curriculum, Assessment and Programs committee.

CAR = Course Assessment Report

PUR = Program Unit Review



## SKILLS CERTIFICATES AT TMCC

Skills certificates at TMCC are designed to provide students completing all of the requirements with the preparation necessary to take state, national and/or industry recognized certification or licensing examinations. These programs provide training for entry level positions or career advancement instruction. They are shorter and narrower in focus than Certificate of Achievement or Associate Degree programs. These programs are ideal for high school graduates and individuals exploring new career options or skills advancement.

TMCC is dedicated to rigorous and relevant curriculum. The Skills Certificates at TMCC are monitored by industry advisory committees who provide input to the curriculum in each of these areas ensuring that students are learning appropriate and applicable skills needed. Skills Certificates are designed as stackable credentials within existing Associate Degree tracks. Furthermore, each Skills Certificate must be approved by the TMCC Curriculum, Assessment and Programs committee, Faculty Senate and the Vice President of Academic Affairs.

Please note that while Skills Certificate programs at TMCC provide the training and instruction for students, TMCC does not guarantee that a student will pass the appropriate industry certification/licensing exam. Please contact the appropriate department for information on TMCC Skills Certificates.

## SPECIAL ACADEMIC PROGRAMS

### College Tech Prep

Tech Prep is a federally funded program within the Carl D. Perkins Career and Technical Education Improvement Act of 2006. The Washoe Tech Prep Consortium consists of Washoe County School District, Truckee Meadows Community College and Sierra Nevada Job Corps. The program is monitored by the Nevada Department of Education. Tech Prep classes are taught by high school teachers at the high school.

Tech Prep classes are offered to students in school districts in Northern Nevada and the Sierra Nevada Job Corps Center who are enrolled in an articulated class. An articulated class is one in which learner outcomes and course objectives have been aligned between the high school and the community college. High school students who are eligible for Tech Prep credit fill out an application while they are enrolled in the high school class. After the teacher reports the grade as either an A or B as required, the Tech Prep office reports that to the TMCC admissions and records office who records the information and prepares a transcript to be mailed to the student.

For information, please go to [techprep.tmcc.edu](http://techprep.tmcc.edu) or call 775-857-4964.

### Dual Credit

Dual credit courses are college courses that high school juniors and seniors may take for high school and college credit. Credits earned in dual credit classes may be applied toward an associate degree at TMCC, a baccalaureate degree at UNR and toward high school graduation. Students must meet college admission requirements, complete course prerequisites and have the approval of a high school principal and parent in order to enroll in dual credit courses.

### Graphic Communications Workshops

The Graphic Communications program offers a series of 0.5 - 1 credit professional level software applications classes that focus on one particular graphics software over a one- to four-week period. These short courses are tailored to meet the needs of industry professionals and may not apply toward the Associate of Applied Science degree in Graphic Communications.

The following applications are currently being offered:

- *InDesign (beginning and advanced)*
- *Illustrator (beginning and advanced)*
- *Photoshop (beginning and advanced)*
- *Acrobat*
- *Dreamweaver*
- *Flash Professional*
- *Premiere*

These workshops are listed in the TMCC class schedule under the Graphic Communications section. The GRC program also offers customized workshops that can be developed to meet the specific needs of companies and organizations. For more information on customized workshops, please call 775-673-7266.

## Internships

Internships are courses which integrate classroom study with related work experience in a student's place of employment or major field of academic interest. Theory and practice are blended by training in career-related areas of professional interest. This method of instruction serves as a testing ground to make a student's educational program more relevant and meaningful while permitting employers to identify and select well-trained personnel. Any internship:

- *helps to provide greater meaning to formal education*
- *increases motivation for learning*
- *contributes to the student's development of a sense of responsibility*
- *provides an opportunity to move into jobs that require new skills and responsibilities*
- *gives the student a chance to explore specific jobs in relation to his or her capabilities*
- *offers preparatory opportunities to enter the working world in the student's selected professional area.*

To be eligible for an internship a student must

1. *have completed a department's specified number of credits toward a declared degree or certificate*
2. *be available approximately 15 hours per week (for three credits) to work in a position directly related to the student's major area of study*
3. *be able to identify, with the help of the employer and faculty coordinator, a set of job-related learning objectives that will enhance the student's career development.*

Academic credit is awarded for completing the mutually agreed upon learning objectives and for a project assigned by the faculty coordinator. For students already on the job, the employer must agree to new job duties. Credit will not be awarded unless "new learning" takes place at the work site. For more information, contact your program department.

## Summer School

Summer school offers access to academic and occupational courses along with workforce development and continuing education programs.

# WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

[wdce.tmcc.edu](http://wdce.tmcc.edu) • 775-829-9010

WDCE stands committed to enhancing the region's economic stability by training adults to increase their career opportunities and offering customized employee instruction to area businesses. Classes—most of which are noncredit, accelerated programs—start weekly.

TMCC WDCE has taken a cue from area industry: it's working smarter. Streamlining costs, WDCE operates a strategic alliance with the Washoe County School District's Community Education program in offering a one-stop location for TMCC's noncredit career courses and Community Education's personal enrichment classes. ([www.washoecommunityed.org](http://www.washoecommunityed.org)).

## Certificate Programs: Noncredit

WDCE offers relevant, real-world instruction focused on preparing students for new careers. Programs include:

- *Court Interpreting Certificate*
- *Florist Industry Training*
- *Grant Writing Certificate*
- *Health Careers: including pharmacy technician, clinical medical assistant program and more*
- *Herbal Studies Certificate*
- *Massage Therapist Training*
- *Personal Trainer Certificate*
- *Spanish-English Translation Certificate*

## Professional Development Courses: Noncredit

For those seeking to upgrade their skills, WDCE offers short, accelerated courses to strengthen computer skills, present entrepreneurial opportunities, acquire management and marketing expertise, prepare a career as a property manager, and more. WDCE's roster of courses includes hundreds of web-based classes from some of the nation's top online education providers, giving students the ultimate in convenience and diversity of topics.

## Customized Employee Training for Business

Since 1987, Nevada businesses have relied on WDCE for timely, customized, quality instruction. With a vast network of highly qualified instructors with real-world experience, WDCE helps companies spend their training dollars only where they are needed. Whether it's employee skill assessments, curriculum creation, workplace communication or even academic education, each program is uniquely created to fit a business' needs. Training is available 7 days a week, 24 hours a day, in a wide variety of languages.

## WorkKeys® Assessments

This efficient diagnostic tool lets executives know which skills their employees need to learn, so the business can achieve its goals. Individuals may also register for these tests to earn a National Career Readiness Credential through WorkKeys (an ACT product), to prove their expertise to potential employers.

WorkKeys assessments are available in applied mathematics, applied technology, business writing, job fitness, listening, locating information, observation, personal performance, readiness, reading for information and more. Some exams are available in Spanish.

## TMCC Writers' Conference

For decades, writers from throughout the western U.S. have traveled to Reno to learn about publishing trends, book marketing and craft improvement. This event, held each April, features agents, publishers and successful authors.

## Teach for WDCE

WDCE hires instructors with a proven expertise in their field. For details, visit [wdce.tmcc.edu](http://wdce.tmcc.edu).

## Continuing Education Unit (CEU)

CEUs, which certify completion in noncredit courses, provide a permanent record of educational accomplishments. TMCC follows the International Association of Continuing Education and Training guidelines for the recording of CEUs. One CEU is 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. For further details, review Appendix T in this catalog or call WDCE at 775-829-9010.

## Additional Information

- *Most WDCE programs are self-supporting and solely funded through WDCE enrollments.*
- *Fees may vary depending on the type of projects WDCE offers.*
- *Self-supporting, noncredit courses do not lead to a degree or certificate of achievement. A WDCE course may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to an associate of general studies degree.*
- *Grades are not awarded for most WDCE noncredit classes, except for massage therapy training and personal trainer programs.*
- *Other than the administrative professional degree/certificate or credit physical education courses, WDCE courses do not qualify for financial aid.*

## Residency

WDCE self-supporting courses are exempt from the Nevada System of Higher Education's regulations regarding residency tuition. Individuals may enroll in these courses without having their enrollments counted as matriculation or without having those credits calculated for out-of-state tuition. For complete details, students should read Appendix B, Regulations for Determining Residency and Tuition Charges in this catalog.

# Administrative Professional Degree

## ASSOCIATE OF APPLIED SCIENCE

TMCC's administrative professional AAS degree provides students with the skills needed to be successful in today's competitive business environment. Students will receive a well-rounded curriculum in general education requirements. The emphasis of the degree includes skills in office procedures, computer applications, communications, customer service, accounting, and supervision.

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate advanced keyboarding skills and an intermediate knowledge of hardware and software to perform a wide variety of administrative tasks including electronic filing, formatting and producing business documents and spreadsheets, creating presentations, developing and maintaining databases, and performing internet research to meet modern business needs.
- Model excellent communication skills demonstrated by the ability to provide excellent customer service to internal and external customers; present information in a persuasive, logical, and organized manner using supportive visual aids and professional oral communication; and write informational, analytical, and technical documents, which are organized, precise, and relevant.
- Perform and understand general office procedures to include filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations such as inventory and bookkeeping.
- Manage daily business functions of an organization by using effective problem-solving techniques, consistently meeting deadlines, effectively managing office projects and employees, demonstrating professional work habits such as ethics, team work, diversity, and confidentiality and maintaining a professional appearance and attitude.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)

Recommended: ANTH 208

**COMMUNICATIONS/ENGLISH** ..... 6 CREDITS

Communications-Recommended: BUS 107

English-Recommended: BUS 106 or BUS 108

**FINE ARTS/HUMANITIES/  
SOCIAL SCIENCE** ..... 3 CREDITS

Recommended: ANTH 208

**HUMAN RELATIONS** ..... 3 CREDITS

Recommended: CE 201, MGT 212

**QUANTITATIVE REASONING**..... 3 CREDITS

Recommended: BUS 117

**SCIENCE**..... 3 CREDITS

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS

**TOTAL GENERAL  
EDUCATION REQUIREMENTS**..... 21 CREDITS

### CORE REQUIREMENTS

ACC 135	Bookkeeping I	.....(3)
<b>or</b>		
ACC 201	Financial Accounting	.....(3)
BUS 101	Introduction to Business	.....3
BUS 112	Customer Service	.....3
COT 240	Executive Office Procedures	.....3
IS 101	Introduction to Information Systems	.....3
MGT 171	Supervision	.....3
MGT 201	Principles of Management	.....3

**TOTAL CORE REQUIREMENTS** ..... 21 CREDITS

### EMPHASIS REQUIREMENTS

CIT 107	Databases	..... 1
CIT 201	Word Certification Preparation	..... 3
CIT 202	Excel Certification Preparation	..... 3
COT 207	Business Applications on the Internet	..... 3
COT 217	Office Publications	..... 3

**TOTAL EMPHASIS REQUIREMENTS.. 13 CREDITS**

### ELECTIVE REQUIREMENTS

Choose one of the following:

COM 215	Introduction to Group Communication	..... 3
SPAN 101	Basics of Spanish I	..... 3
SPAN 111	First Year Spanish I	..... 4
PHIL 102	Critical Thinking and Reasoning	..... 3

Choose one of the following:

COT 198	Special Topics in COT	..... 2
COT 290	Internship in Computer/Office Technology	..... 2

**TOTAL ELECTIVE REQUIREMENTS .. 5-6 CREDITS**

**TOTAL DEGREE  
REQUIREMENTS**..... 60-61 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective	COM 215	Introduction to Group Communication	(3)
	or SPAN 101	or Basics of Spanish I	(3)
	or SPAN 111	or First Year Spanish I	(4)
	or PHIL 102	or Critical Thinking and Reasoning	(3)
English	BUS 106 or BUS 108	Business English or Business Letters and Reports	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Core	IS 101	Introduction to Information Systems	3
<b>Total</b>			<b>15-16</b>
2nd Semester			
Core	BUS 101	Introduction to Business	3
Communications	BUS 107	Business Speech Communications	3
Core	BUS 112	Customer Service	3
Emphasis	CIT 201	Word Certification Preparation	3
Science	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>



# Administrative Professional Degree

## ASSOCIATE OF APPLIED SCIENCE

Second Year	Course #	Title	Credits
1st Semester			
Core	ACC 135 or ACC 201	Bookkeeping I or Financial Accounting	3
Emphasis	CIT 202	Excel Certification Preparation	3
Core	COT 240	Executive Office Procedures	3
Core	MGT 171	Supervision	3
Human Relations	MGT 212 or CE 201	Leadership and Human Relations or Workplace Readiness	3
<b>Total</b>			<b>15</b>
2nd Semester			
Diversity/Social Science	ANTH 208	Fundamentals of Cultural Diversity	3
Emphasis	CIT 107	Databases	1
Emphasis	COT 207	Business Applications on the Internet	3
Emphasis	COT 217	Office Publications	3
Elective	COT 290 or COT 198	Internship in Computer/Office Technology or Special Topics in COT	2
Core	MGT 201	Principles of Management	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60-61</b>

# Administrative Professional

## CERTIFICATE OF ACHIEVEMENT

TMCC's administrative professional certificate of achievement focuses on the specific skills an administrative professional needs to be successful. The emphasis of the certificate includes skills in office procedures, computer applications, communications, customer service, accounting, and supervision.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Communications	BUS 107	Business Speech Communications	3
Emphasis	BUS 106 or BUS 108	Business English or Business Letters and Reports	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Emphasis	CIT 201	Word Certification Preparation	3
Emphasis	COT 217	Office Publications	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
Elective	ACC 135 or ACC 201	Bookkeeping I or Financial Accounting	3
Emphasis	BUS 112	Customer Service	3
Emphasis	CIT 202	Excel Certification Preparation	3
Emphasis	COT 240	Executive Office Procedures	3
Human Relations	MGT 212 or CE 201	Leadership and Human Relations or Workplace Readiness	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate advanced keyboarding skills and an intermediate knowledge of hardware and software to perform a wide variety of administrative tasks including electronic filing, formatting and producing business documents and spreadsheets, and performing internet research to meet modern business needs.
- Model excellent communication skills demonstrated by the ability to provide excellent customer service to internal and external customers; present information in a persuasive, logical, and organized manner using supportive visual aids and professional oral communication; and write informational, analytical, and technical documents, which are organized, precise, and relevant.
- Perform and understand tasks requiring basic math calculations such as inventory and bookkeeping.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: BUS 107

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: MGT 212 or CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: BUS 117

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

- BUS 106 Business English .....(3)
- or*
- BUS 108 Business Letters and Reports .....(3)
- BUS 112 Customer Service.....3
- CIT 201 Word Certification Preparation.....3
- CIT 202 Excel Certification Preparation .....3
- COT 217 Office Publications.....3
- COT 240 Executive Office Procedures .....3

**TOTAL EMPHASIS REQUIREMENTS.. 18 CREDITS**

### ELECTIVE REQUIREMENTS

Choose three credits from the following:

- ACC 135 Bookkeeping I .....3
- ACC 201 Financial Accounting .....3

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....30 CREDITS**

# Anthropology Emphasis

## ASSOCIATE OF ARTS

The associate of arts degree in anthropology is designed for students seeking careers in anthropology or related fields. The degree requirements include general education requirements to gain a breadth of knowledge in a wide array of disciplines. Students will also specialize in the theoretical, methodological, and topical concerns of anthropology. This course of study is designed as a university transfer degree or can be tailored for those wishing an emphasis in applied anthropology to gain the practical knowledge to enter the workforce in entry level positions. The associate of arts degree is fully accepted at any four-year institution in the NSHE system and is fully transferable to most four-year schools in the nation.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	ANTH 101	Introduction to Cultural Anthropology	3
Foreign Language	Elective	See approved list	4
Humanities	GE Elective	See approved list	3
Mathematics	GE Elective	See approved list	3
English	ENG 101	Composition I	3
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	ANTH 110L	Physical Anthropology Laboratory	1
Science	ANTH 102	Introduction to Physical Anthropology	3
Foreign Language	Elective	See approved list	4
U.S. and Nevada Constitutions	Elective	See approved list	3
English	ENG 102	Composition II	3
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		See advisor for transfer elective course	3
Social Science/ Diversity	ANTH 201	Peoples and Cultures of the World	3
Emphasis	ANTH 281	Introduction to Language	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		See advisor for transfer elective course	3
Elective		See advisor for transfer elective course	3
Emphasis	ANTH 202	Archeology	3
Fine Arts	GE Elective	See approved list	3
Foreign Language	Elective	See approved list	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Understand the theory and methods used by anthropologists.
- Discuss core concepts of the discipline including stewardship of cultural heritage, the differences between ethnocentrism and cultural relativism, and why anthropologists assert race as a social construct.
- Conduct research, data analysis, and report writing on specific topics within anthropology.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH ..... 6 CREDITS  
 FINE ARTS ..... 3 CREDITS  
 HUMANITIES..... 3 CREDITS  
 MATHEMATICS ..... 3 CREDITS  
 SCIENCE ..... 6 CREDITS

Required: ANTH 102 (must take with ANTH 110L)

SOCIAL SCIENCE ..... 3 CREDITS  
 Required: ANTH 201

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY ..... (3 CREDITS)  
 Recommended: ANTH 201

FOREIGN LANGUAGE ..... 14 CREDITS  
 U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 17 CREDITS**

### EMPHASIS REQUIREMENTS

ANTH 101 Introduction to Cultural Anthropology ..... 3  
 ANTH 110L Physical Anthropology Laboratory ..... 1  
 ANTH 202 Archaeology ..... 3  
 ANTH 281 Introduction to Language ..... 3

**TOTAL EMPHASIS REQUIREMENTS.. 10 CREDITS**

### ELECTIVE REQUIREMENTS

Electives for Transfer Consult an Advisor

**TOTAL ELECTIVE REQUIREMENTS .... 9 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

# Apprenticeship Program Degree

## ASSOCIATE OF APPLIED SCIENCE

Qualifying apprenticeship programs vary from four to five years and may lead to an associate of applied science in apprenticeship. The student that completes an apprenticeship will have the skills, knowledge and abilities to work at a journey person level in one of the associated building or utility trades. Individuals must apply and be accepted to a qualifying apprenticeship program to pursue this degree.

### Qualifying Apprenticeship Programs:

Field Ironworkers, JATC	916-428-7420
International Union of Painters & Allied Trades, JATC	775-323-0567
Northern Nevada Bricklayers/Tilesetters, JATC	702-876-6563
Northern Nevada Carpenters, JATC	702-452-5099
Northern Nevada Electrical, JATC	775-358-4301
Northern Nevada Operating Engineers, JATC	775-575-2729
Northern Nevada Plasterers & Cement Masons, JATC	775-359-4241
Northern Nevada Plumbers & Pipefitters, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### GENERAL EDUCATION REQUIREMENTS

DIVERSITY .....(3 CREDITS)

COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Recommended: ENG 107

FINE ARTS/HUMANITIES/

SOCIAL SCIENCE ..... 3 CREDITS

HUMAN RELATIONS .....3 CREDITS\*

\*Embedded in apprenticeship credits.

QUANTITATIVE REASONING.....3 CREDITS\*\*

Recommended MATH 106, or MATH 108, or higher (may be embedded in apprenticeship credits)

SCIENCE..... 3 CREDITS

U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

**TOTAL GENERAL**

**EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110 General Industrial Safety ..... 1

CE 290 Work Experience .....6

Documented apprenticeship on-the-job training totaling 450 hours will meet this requirement. Contact the apprenticeship training office or the sponsoring indentured apprenticeship training program for details.

Print Reading Requirement: Select one course from the following:

CONS 120 Print Reading and Specification .....3

DFT 110 Print Reading for Industry .....3

**TOTAL CORE REQUIREMENTS ..... 10 CREDITS**

### ELECTIVES REQUIREMENTS

Complete a minimum of 35 approved apprenticeship credits.

Please contact the apprenticeship training office at 775-856-5302, or your qualifying sponsoring indentured apprenticeship training program.

**TOTAL ELECTIVES REQUIREMENTS .....29-32 CREDITS**

**TOTAL DEGREE REQUIREMENTS..... 60-63 CREDITS**

*\*\*Students in apprenticeships with embedded qualifying quantitative reasoning curriculum must complete at least 35 credits.*

### SUGGESTED COURSE SEQUENCE

Course sequences are established separately for each qualified apprenticeship program. Please see your sponsoring indentured apprenticeship training program for the required sequence.



# Apprenticeship

## CERTIFICATE OF ACHIEVEMENT

This is a two to four-year program, depending on the apprenticeship. The student who completes this field of study will have the skills, knowledge and abilities to work in one of the building or utility trades and will be provided with basic technical-trade knowledge and manual skills required in the field. Besides general education requirements, the student will complete skill-specific courses and on-the-job training. Students must apply and be accepted into one of the qualified apprenticeship programs.

Qualifying Apprenticeship Programs:

Field Ironworkers, JATC	916-428-7420
International Union of Painters & Allied Trades, JATC	775-323-0567
Northern Nevada Bricklayers/Tilesetters, JATC	702-876-6563
Northern Nevada Carpenters, JATC	702-452-5099
Northern Nevada Electrical, JATC	775-358-4301
Northern Nevada Operating Engineers, JATC	775-575-2729
Northern Nevada Plasterers & Cement Masons, JATC	775-359-4241
Northern Nevada Plumbers & Pipefitters, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393

## ELECTIVE REQUIREMENTS

Please contact the apprenticeship training office at 775-856-5302 or your qualified apprenticeship training program.

**TOTAL ELECTIVE REQUIREMENTS ..... 11-14 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....30-33 CREDITS**

***\*\*Students in apprenticeships with embedded qualifying quantitative reasoning curriculum must complete at least 17 credits.***

## SUGGESTED COURSE SEQUENCE

Course sequences are established separately for each qualified apprenticeship program. Please see your apprenticeship coordinator for the required sequence.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate a comprehensive understanding of principles, skills, and applications of the specific trade to work safely and efficiently in the industry.

## GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: ENG 101 (113) or 107

**HUMAN RELATIONS .....3 CREDITS\***

\*Embedded in apprenticeship curriculum.

**QUANTITATIVE REASONING .....3 CREDITS\*\***

Recommended: MATH 106, or 108, or higher (may be embedded in apprenticeship credits)

(Human Relations and Quantitative Reasoning skills may be embedded in other required courses for a certificate rather than required as specific general education courses.)

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

## CORE REQUIREMENTS

AIT 110	General Industrial Safety	1
CE 290	Work Experience	6

Apprentice work experience (on-the-job training) totaling 2,000 hours will meet the work experience requirements, contact the apprenticeship training office at 775-856-5302.

Print Reading Requirement: Select one course from the following:

CONS 120	Print Reading and Specification	3
DFT 110	Print Reading for Industry	3

**TOTAL CORE REQUIREMENTS ..... 10 CREDITS**

# Architecture Degree

## ASSOCIATE OF ARTS

This transferable degree introduces students to the design philosophies, methodologies, theories and techniques necessary to continue their education in the field of architecture. Courses adhere to standards established by national industry associations and may fulfill requirements for students transferring into accredited baccalaureate programs. Students completing the associate of arts fulfill general education requirements and most lower-division architecture courses for the Bachelor of Science degree at UNLV. Students are strongly encouraged to work with a faculty adviser to select appropriate courses for their selected baccalaureate program.

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate a basic knowledge of architectural design theory as it relates to form, space and order as it pertains to the practice of architecture.
- Gain the ability to prepare basic architectural presentations demonstrating design and construction knowledge.
- Synthesize course knowledge and skills that will enable them to meet the requirements for third-year status in an accredited architectural program.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

**FINE ARTS ..... 3 CREDITS**

Recommended: ART 100

**HUMANITIES ..... 3 CREDITS**

Required: AAD 201

**MATHEMATICS ..... 3 CREDITS**

Required: MATH 126 or higher

**SCIENCE ..... 6 CREDITS**

Recommended: PHYS 100 or higher and ENV 100

**SOCIAL SCIENCE ..... 3 CREDITS**

(Fulfilled by U.S. and Nevada Constitutions courses)

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Required: AAD 201

**FOREIGN LANGUAGE ..... 0 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS**

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 0 CREDITS**

### CORE REQUIREMENTS

AAD 100	Introduction to Architectural Design .....	3
AAD 180	Fundamentals of Design I.....	3
AAD 181	Fundamentals of Design I Discussion.....	3
AAD 202	Analysis of the Built Environment .....	3
AAD 223	Graphic Software for Architecture, Construction, and Design Planners .....	3
AAD 265	Computer Applications in Architecture I.....	3
AAD 280	Fundamentals of Architecture Design I.....	3
AAD 282	Fundamentals of Architecture Design II.....	3

**TOTAL CORE REQUIREMENTS ..... 24 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 12 credits from the following:

AAD 101	Design with Nature .....	3
AAD 125	Construction Drawings and Detailing.....	3
AAD 182	Fundamentals of Design II.....	3
AAD 183	Fundamentals of Design Discussion II.....	3
AAD 230	Design with Climate .....	3
ADT 245	Static and Strength of Materials .....	3

**TOTAL ELECTIVE REQUIREMENTS .... 12 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	AAD 100	Introduction to Architectural Design	3
Core	AAD 180	Fundamentals of Design I	3
Core	AAD 181	Fundamentals of Design I Discussion	3
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Humanities/Diversity	AAD 201	History of the Built Environment	3
Fine Arts	ART 100	Visual Foundations	3
English	ENG 102	Composition II	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	AAD 223	Graphic Software for Arch. Const., Dsgnr. Planners	3
Core	AAD 280	Fundamentals of Architectural Design I	3
Science	ENV 100	Humans and the Environment	3
Social Science/U.S. and Nevada Constitutions	GE Elective	See approved lists	3
Science	PHYS 100 or higher	Introductory Physics	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Core	AAD 202	Analysis of the Built Environment	3
Core	AAD 265	Computer Applications in Architecture I	3
Core	AAD 282	Fundamentals of Architectural Design II	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Art History Emphasis

## FINE ARTS DEGREE – ASSOCIATE OF ARTS

The art history emphasis area within the associate of arts degree allows the department of visual and performing arts to serve those students seeking to transfer into a baccalaureate program in art history. This emphasis area stresses critical analysis of art, knowledge and awareness of a variety of western and global artistic traditions and communications skills.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Successfully transfer to a baccalaureate program.
- Acquire the supportive and theoretical information necessary to sustain and forward analysis of the visual arts.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**  
**FINE ARTS ..... 3 CREDITS**

Required: ART 260

**HUMANITIES..... 3 CREDITS**  
**MATHEMATICS ..... 3 CREDITS**  
**SCIENCE..... 6 CREDITS**  
**SOCIAL SCIENCE ..... 3 CREDITS**

Required: CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY .....(3 CREDITS)**  
 Required: ART 270  
**FOREIGN LANGUAGE ..... 14 CREDITS**  
**U.S. AND NEVADA CONSTITUTIONS .....(3) CREDITS**

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 14 CREDITS**

### CORE REQUIREMENTS

ART 100 Visual Foundations .....3  
 ART 261 Survey of Art History II .....3  
 ART 263 Survey of African, Oceanic and Native American Art.....3  
 ART 270 Women in Art.....3

**TOTAL CORE REQUIREMENTS ..... 12 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 10 credits from the following:

ART 101 Drawing I.....3  
 ART 102 Drawing II.....(3)  
*or*  
 ART 201 Life Drawing I.....(3)  
 ART 135 Photography I .....3  
 ART 231 Painting I.....3  
 ART 295 Special Topics in Art History ..... 1  
 ART 296 Independent Study..... 1  
 ART 297 Field Study ..... 1

**TOTAL ELECTIVE REQUIREMENTS .... 10 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Core	ART 100	Visual Foundations	3
Fine Arts	ART 260	Survey of Art History I	3
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
<b>Total</b>			<b>16</b>
2nd Semester			
Core	ART 261	Survey of Art History II	3
Foreign Language	Elective	See approved list	4
Humanities	GE Elective	See approved list	3
Mathematics	GE Elective	See approved list	3
English	ENG 102	Composition II	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Core/Diversity	ART 270	Women in Art	3
Social Science/U.S. and Nevada Constitution	CH 203	American Experiences and Constitutional Change	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	1
Core	ART 263	Survey of African, Oceanic and Native American Art	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

B – Degree Programs, Advisors and Worksheets

# Automotive ASE Technician

## TRANSPORTATION TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

The automotive ASE technician certificate of achievement is a program for individuals who would like to enter the automotive repair industry with the core skills established by the automotive service excellence certification. The successful student will become a qualified entry level technician with strong basic skills using the latest technology and repair equipment.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester – Summer			
Core	AUTO 101	General Auto	4
			<b>Total</b> 4
2nd Semester – Fall			
Core	AIT 110	General Industrial Safety	1
Core	AUTO 111	Automotive Electricity	4
Core	AUTO 145	Automotive Brakes	5
Core	AUTO 150	Steering and Suspension Systems	5
Quantitative Reasoning	MATH 108	Math for Technicians	3
			<b>Total</b> 18
3rd Semester – Spring			
Core	AUTO 112	Automotive Electricity II	4
Core	AUTO 136	Engine Repair	5
Core	AUTO 225	Engine Performance I	4
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 107	Technical Communications I	3
			<b>Total</b> 19
Second Year	Course #	Title	Credits
1st Semester – Fall			
Core	AUTO 227	Engine Performance II	4
Core	AUTO 265	Electrical/Electronic Systems III	4
			<b>Total</b> 8
			<b>Certificate Total</b> 49

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Identify and implement safety procedures involved in diagnosis, service, and repair of all major light vehicle components and systems.
- Analyze and interpret diagnostic and test information to formulate correct repair procedures.
- Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstration of mechanical skills to accomplish repair tasks.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

Strongly recommended: CE 201

QUANTITATIVE REASONING ..... 3 CREDITS

MATH 108 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety	1
AUTO 101	General Auto	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
AUTO 225	Engine Performance I	4
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4

**TOTAL CORE REQUIREMENTS ..... 40 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 49 CREDITS**

B – Degree Programs, Advisors and Worksheets





# Automotive Certified Technician Emphasis

## TRANSPORTATION TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

Certified by the National Automotive Technicians Education Foundation (NATEF), the TMCC automotive program prepares graduates for highly skilled apprentice positions as service, repair and maintenance technicians. The automotive certified technician emphasis meets the Automotive Service Excellence (ASE) standards necessary for a career in repair shops in new car dealerships or independent businesses. The program emphasizes skills in diagnosis, troubleshooting, repair and maintenance of passenger vehicles and light duty trucks.

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements for the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.
- Emphasis Outcomes
- Students completing the emphasis will:
- Identify and implement safety procedures involved in diagnosis, service, and repair of all major light vehicle components and systems.
- Analyze and interpret diagnostic and test information to formulate correct repair procedures.
- Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstrating mechanical skills to accomplish repair tasks.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Recommended: ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING..... 3 CREDITS**

Recommended: MATH 108 or higher

**SCIENCE..... 3 CREDITS**

Recommended: PHYS 100

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety.....	1
AUTO 111	Automotive Electricity .....	4
DT 211	Light Duty Performance .....	2

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

### EMPHASIS REQUIREMENTS

AUTO 101	General Auto .....	4
AUTO 112	Automotive Electricity II.....	4
AUTO 136	Engine Repair .....	5
AUTO 145	Automotive Brakes.....	5
AUTO 150	Steering and Suspension Systems .....	5
AUTO 225	Engine Performance I.....	4
AUTO 227	Engine Performance II.....	4
AUTO 265	Electrical/Electronic Systems III.....	4

**TOTAL EMPHASIS REQUIREMENTS.. 35 CREDITS**

### ELECTIVE REQUIREMENTS

Choose from one of the following tracks:

#### TRACK 1–ENGINE PERFORMANCE (CHOOSE 9 CREDITS)

AUTO 165	Auto Heating and Air Conditioning.....	5
AUTO 235	Engine Performance III .....	4
AUTO 290	Internship in Auto Level 1.....	4-5

#### TRACK 2–DRIVE TRAINS (CHOOSE 9 CREDITS)

AUTO 205	Manual Drive Trains and Axles.....	4
AUTO 216	Automatic Transmissions.....	5
AUTO 290	Internship in Auto Level 1.....	4-5

**TOTAL ELECTIVE REQUIREMENTS ..... 9 CREDITS**

**TOTAL DEGREE REQUIREMENTS....72 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester – Summer			
Emphasis	AUTO 101	General Auto	4
English	ENG 101	Composition I	3
			<b>Total</b> 7
2nd Semester – Fall			
Core	AIT 110	General Industrial Safety	1
Core	AUTO 111	Automotive Electricity	4
Emphasis	AUTO 145	Automotive Brakes	5
Emphasis	AUTO 150	Steering and Suspension Systems	5
Quantitative Reasoning	MATH 108	Math for Technicians	3
			<b>Total</b> 18
3rd Semester – Spring			
Emphasis	AUTO 112	Automotive Electricity II	4
Emphasis	AUTO 136	Engine Repair	5
Emphasis	AUTO 225	Engine Performance I	4
Science	PHYS 100	Introductory Physics	3
			<b>Total</b> 16
Second Year	Course #	Title	Credits
1st Semester – Fall			
Emphasis	AUTO 227	Engine Performance II	4
Emphasis	AUTO 265	Electrical/Electronic Systems III	4
U.S. and Nevada Constitutions	Elective	See approved list	3
Track Requirement	Elective	Choose Track 1 or Track 2	4
			<b>Total</b> 15
2nd Semester – Spring			
Humanities/Diversity	AAD 201	History of the Built Environment	3
Human Relations	CE 201	Workplace Readiness	3
Core	DT 211	Light Duty Performance	2
Track Requirement	Elective	Choose Track 1 or Track 2	5
Communications	ENG 107	Technical Communications I	3
			<b>Total</b> 16
			<b>Degree Total</b> 72

B – Degree Programs, Advisors and Worksheets



# Automotive General Service Technician

## TRANSPORTATION TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

The automotive general service technician certificate of achievement trains individuals in basic automotive repair and maintenance. Graduates of the program will be well qualified for entry level automotive maintenance and parts store positions. Successful students complete the core areas of ASE training. All general service training may be applied toward other automotive certificate and degree programs.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester – Summer			
Core	AUTO 101	General Auto	4
<b>Total</b>			<b>4</b>
2nd Semester – Fall			
Core	AIT 110	General Industrial Safety	1
Core	AUTO 111	Automotive Electricity	4
Core	AUTO 145	Automotive Brakes	5
Core	AUTO 150	Steering and Suspension Systems	5
Quantitative Reasoning	MATH 108	Math for Technicians	3
<b>Total</b>			<b>18</b>
3rd Semester – Spring			
Core	AUTO 112	Automotive Electricity II	4
Core	AUTO 136	Engine Repair	5
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 107	Technical Communications I	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>37</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Identify and implement safety procedures involved in diagnosis, service, and repair of all major light vehicle components and systems.
- Analyze and interpret diagnostic and test information to formulate correct repair procedures.
- Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstration of mechanical skills to accomplish repair tasks.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

BUS 107 or COM 113

**HUMAN RELATIONS ..... 3 CREDITS**

Strongly recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

MATH 108 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety.....	1
AUTO 101	General Auto .....	4
AUTO 111	Automotive Electricity.....	4
AUTO 112	Automotive Electricity II.....	4
AUTO 136	Engine Repair .....	5
AUTO 145	Automotive Brakes.....	5
AUTO 150	Steering and Suspension Systems .....	5

**TOTAL CORE REQUIREMENTS ..... 28 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....37 CREDITS**

B – Degree Programs, Advisors and Worksheets

# Baking and Pastry

## CULINARY ARTS – CERTIFICATE OF ACHIEVEMENT

Trained baking and pastry professionals will find plenty of career opportunities in Northern Nevada. Challenging positions are open in retail and wholesale bakeries, pastry shops, upscale restaurants, hotels and casinos, assisted living centers, educational institutions, supermarkets, hospitals, ski and lake resorts, corporate cafeterias and commissaries. There is a real shortage of skilled and knowledgeable bakers and pastry cooks.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	CUL 105	Basic Skills Development	3
Core	CUL 100	Sanitation/HACCP	2
English	GE Elective	Choose from recommended list	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>11</b>
2nd Semester			
Communications	BUS 107	Business Speech Communications	3
Core	CUL 125	Principles of Baking	3
Core	CUL 225	Advanced Baking	3
Quantitative Reasoning	CUL 245	The Business Chef	3
Core	NUTR 121	Human Nutrition	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	CUL 170	Retail Deli and Bakery	3
Core	CUL 230	Pastry Arts	3
Core	CUL 295	Work Experience in Culinary Arts	3
<b>Total</b>			<b>9</b>
<b>Certificate Total</b>			<b>35</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate basic and advanced culinary skills through a series of learned competencies including but not limited to knife care, cutting techniques, stock preparation, and functions of the bakery including terminology and bakery fundamentals.
- Demonstrate the knowledge to work in commercial hot food kitchens, and commercial bakery kitchens.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: BUS 107

**ENGLISH ..... 3 CREDITS**

Recommended: BUS 106 or 108

**HUMAN RELATIONS ..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING..... 3 CREDITS**

Required: CUL 245

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 12 CREDITS**

### CORE REQUIREMENTS

CUL 100	Sanitation/HACCP .....	2
CUL 105	Basic Skills Development .....	3
CUL 125	Principles of Baking.....	3
CUL 170	Retail Deli and Bakery .....	3
CUL 225	Advanced Baking.....	3
CUL 230	Pastry Arts.....	3
CUL 295	Work Experience in Culinary Arts .....	3
NUTR 121	Human Nutrition .....	3

**TOTAL CORE REQUIREMENTS .....23 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....35 CREDITS**

B – Degree Programs, Advisors and Worksheets

# Biology Emphasis

## ASSOCIATE OF SCIENCE

This is a two-year transferable program leading to an associate of science with an emphasis in biology. The curriculum includes a core of courses in the biological and physical sciences and mathematics. All courses recommended will partially satisfy the bachelor of science in biology at the University of Nevada, Reno.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Apply principles of mathematics and physical sciences to laboratory practices and biological processes.
- Explain concepts and theories in molecular structure and function, cellular processes, and genetics.
- Demonstrate knowledge of the structural and physiological functions of organisms, their ecological context, and the evolutionary relationships and hierarchical organization of biological diversity.
- Demonstrate proficient use of standard laboratory equipment and follow safe laboratory practices; apply the method of scientific inquiry by designing a controlled experiment, and collecting, analyzing and interpreting data; and present findings in written and oral formats.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 6 CREDITS

Required: ENG 101 and 102 or ENG 113 and 114

**FINE ARTS** ..... 3 CREDITS

Recommended: THTR 210

**HUMANITIES** ..... 3 CREDITS

Recommended: AAD/HUM 201; CH 201, 202, 203; ENG 220, 221, 267; HIST 105, 106, 208, 209; HUM 105/THTR 180; MUS 121; PHIL 101, 135, 210; THTR 100, 210

**MATHEMATICS** ..... 3 CREDITS

Required: MATH 127

**SCIENCE** ..... 6 CREDITS

Required: CHEM 121 and CHEM 122

**SOCIAL SCIENCE** ..... 3 CREDITS

Recommended: ANTH 101, 201, 202; ANTH/SOC 205; CH 201, 202, 203; ECON 102, 103; GEOG 106, 200; HIST 101, 102, 105, 106, 208, 209, 217; PSC 101, 211, 231; PSY 101; SOC 101; WMST 101

**TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)

**SCIENCE** ..... (6 CREDITS)

**U.S. AND NEVADA CONSTITUTIONS** ..... (3 CREDITS)

**TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... 0 CREDITS

### EMPHASIS REQUIREMENTS

BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
BIOL 191/191L	Introduction to Organismal Biology/Lab	4
CHEM 241	Organic Chemistry I	3
CHEM 242	Organic Chemistry II	3
MATH 181	Calculus I	4
PHYS 151	General Physics I	(4)

or

PHYS 180/180L	Physics for Scientists and Engineers I /Lab I	(4)
STAT 152	Introduction to Statistics	3
	Additional GE science credits	2

**TOTAL EMPHASIS REQUIREMENTS.. 27 CREDITS**

### ELECTIVE REQUIREMENTS

Choose nine credits from the following:

BIOL 201	General Zoology	4
BIOL 202	General Botany	4
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
BIOL 251	General Microbiology	4
BIOL 295	Current Topics in Infectious Disease	
	(may not transfer to UNR)	1-3
BIOL 299	Selected Topics in Biology	1-3

**TOTAL ELECTIVE REQUIREMENTS ..... 9 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Science	CHEM 121	General Chemistry I	4
English	ENG 101	Composition I	3
Mathematics	MATH 127	Pre-Calculus II	3
Emphasis	STAT 152	Introduction to Statistics	3
Diversity/Fine Arts	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
Science	CHEM 122	General Chemistry II	4
English	ENG 102	Composition II	3
Mathematics	MATH 181	Calculus I	4
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	4
Social Science/U.S. Nevada Constitution	Elective	Choose from recommended list	3
Emphasis	BIOL 191/191L	Introduction to Organismal Biology/Lab	4
Emphasis	CHEM 241	Organic Chemistry I	3
<b>Total</b>			<b>14</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	2
Humanities	GE Elective	Choose from recommended list	3
Emphasis	CHEM 242	Organic Chemistry II	3
Emphasis	PHYS 151 or PHYS 180/180L	General Physics or Physics for Scientists and Engineers I/ Lab I	4
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>



# Bookkeeping

## CERTIFICATE OF ACHIEVEMENT

The certificate of achievement in bookkeeping shows that you have acquired the knowledge and skills necessary to be successful working in a bookkeeping position in the business world and makes you more marketable and appealing to employers.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Possess knowledge of and be ready to perform basic functions of bookkeeping/accounting procedures and duties as required in entry level bookkeeping/accounting positions, such as assistant bookkeeper/accountant, accounting trainee, or business owner.
- Demonstrate proficiency in using accounting computer software (e.g. Peachtree and QuickBooks) to do basic bookkeeping/accounting and prepare basic accounting reports.
- Be prepared to pursue opportunities for professional development, career change, and pursuance of Associate and higher degrees in accounting or related disciplines.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Required: BUS 106, 107 or 108

**HUMAN RELATIONS ..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING..... 3 CREDITS**

Required: BUS 117

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 9 CREDITS**

### CORE REQUIREMENTS

ACC 135 Bookkeeping I ..... 3

ACC 136 Bookkeeping II ..... 3

ACC 180 Payroll and Employee Benefit Accounting ..... 3

ACC 220 Microcomputer Accounting Systems ..... 3

ACC 295 Work Experience ..... 3

IS 101 Introduction to Information Systems ..... 3

IS 201 Computer Applications..... 3

**TOTAL CORE REQUIREMENTS ..... 21 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....30 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	ACC 135	Bookkeeping I	3
Core	ACC 180	Payroll and Employee Benefits	3
Communications	BUS 108	Business Letters and Reports	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Core	IS 101	Introduction to Information Systems	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
Core	ACC 136	Bookkeeping II	3
Core	ACC 220	Microcomputer Accounting	3
Core	ACC 295	Work Experience	3
Core	IS 201	Computer Applications	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# Business

## CERTIFICATE OF ACHIEVEMENT

The certificate of achievement shows that you have applied yourself within the business discipline and have successfully completed a series of courses which makes you more marketable and appealing to employers.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate understanding of and competency in applied skills, including information technology literacy, information literacy, research, writing, and presentations at the entry level of a business career.
- Demonstrate understanding of and competency in interpersonal/group skills, including interpersonal and teamwork, international perspective, cultural awareness, and ethics and personal responsibility at the entry level of a business career.
- Demonstrate understanding of and competency in analytical skills, including problem-solving and decision-making in a business environment at the entry level of a business career.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: BUS 106, 107 or 108

**HUMAN RELATIONS ..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING ..... 3 CREDITS**

Required: BUS 117

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

ACC 135	Bookkeeping I	.....	3
BUS 101	Introduction to Business	.....	3
MKT 210	Marketing Principles	.....	3

**TOTAL CORE REQUIREMENTS ..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

Credits chosen from approved business electives.

Business Electives—The following area courses are business courses: accounting, business, computer office technology, economics, entrepreneurship, logistics management, management, marketing and real estate.

**TOTAL EMPHASIS REQUIREMENTS .. 15 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 33 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	ACC 135	Bookkeeping I	3
Core	BUS 101	Introduction to Business	3
Communications	BUS 107	Business Speech Communications	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Emphasis	ECON 102	Principles of Microeconomics	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>18</b>
<b>2nd Semester</b>			
Emphasis	ACC 136	Bookkeeping II	3
Emphasis	BUS 108	Business Letters and Reports	3
Emphasis	ECON 103	Principles of Macroeconomics	3
Core	MKT 210	Marketing Principles	3
Emphasis	MGT 171	Supervision	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>33</b>

# Business Degree

## ASSOCIATE OF APPLIED SCIENCE

The associate of applied science is a useful two-year degree that employers see as verification of your capabilities in the business area. You will undertake a broad spectrum of business related classes that will provide you with a strong foundation of business knowledge.

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate understanding of and competency in applied professional skills, including information technology literacy, information literacy, research, writing, and presentations.
- Demonstrate understanding of and competency in interpersonal/group skills, including interpersonal and, teamwork, international perspective, cultural awareness, and ethics and personal responsibility.
- Demonstrate understanding of and competency in analytical skills, including problem-solving and decision-making in a business environment.

### GENERAL EDUCATION REQUIREMENTS

#### DIVERSITY ..... (3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

#### COMMUNICATIONS ..... 3 CREDITS

Recommended: BUS 107 or COM 113

#### ENGLISH ..... 3 CREDITS

Recommended: BUS 108

#### FINE ARTS/HUMANITIES/

#### SOCIAL SCIENCE ..... 3 CREDITS

Recommended: ECON 103

#### HUMAN RELATIONS ..... 3 CREDITS

Required: MGT 212

#### QUANTITATIVE REASONING..... 3 CREDITS

Recommended: BUS 117 or MATH 120

#### SCIENCE..... 3 CREDITS

#### U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

Recommended: PSC 101

### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS

### CORE REQUIREMENTS

ACC 135 Bookkeeping I .....(3)

or

ACC 201 Financial Accounting .....(3)

BUS 101 Introduction to Business..... 3

BUS 106 Business English ..... 3

IS 101 Introduction to Information Systems ..... 3

ECON 102 Principles of Microeconomics ..... 3

MKT 210 Marketing Principles ..... 3

MGT 171 Supervision .....(3)

or

MGT 201 Principles of Management .....(3)

### TOTAL CORE REQUIREMENTS ..... 21 CREDITS

### EMPHASIS REQUIREMENTS

Approved Business Electives..... 18

Choose from: accounting, business, computer and office technology, economics, information systems, management, marketing and real estate.

### TOTAL EMPHASIS REQUIREMENTS.. 18 CREDITS

### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	BUS 101	Introduction to Business	3
English	BUS 108	Business Letters and Reports	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Core	MGT 171	Supervision	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>15</b>
2nd Semester			
Core	BUS 106	Business English	3
Communications	BUS 107	Business Speech Communications	3
Core	ECON 102	Principles of Microeconomics	3
Core	IS 101	Introduction to Information Systems	3
Core	MKT 210	Marketing Principles	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	ACC 135	Bookkeeping I	3
Emphasis	Business Elective	Choose from: accounting, business, computer and office technology, economics, information systems, management, marketing and real estate.	3
Science	GE Elective	See approved list	3
Social Science/ Humanities/ Diversity	GE Elective	See approved list	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>15</b>
2nd Semester			
Emphasis	ACC 136	Bookkeeping II	3
Emphasis	ECON 103	Principles of Macroeconomics	3
Emphasis	Business Elective	Choose from: accounting, business, computer and office technology, economics, information systems, management, marketing and real estate.	3
Emphasis	Business Elective	Choose from: accounting, business, computer and office technology, economics, information systems, management, marketing and real estate.	3
Emphasis	ENT 280	Entrepreneurship and Business Plan Development	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Business Emphasis

## ASSOCIATE OF ARTS

The associate of arts degree with an emphasis in business is designed for students who are interested in graduating from TMCC and pursuing a bachelor's degree in business at a four-year accredited institution. This degree is the result of a cooperative effort with NSHE to allow students to freely transfer more business credits than previously offered through the associate of applied science degree. Since this emphasis is part of a 2+2 program, students receiving this degree will be eligible for transfer to upper division status in UNR's College of Business. Within the program, students will explore a wide variety of opportunities in various business fields. The solid background in economics, statistics, and accounting is designed to provide skills required to pursue advanced degrees in any business major. In addition to the completion of the AA Business emphasis, students must also have a minimum overall grade point average of 2.0 to be admitted directly into a major in UNR's College of Business.

### EMPHASIS OUTCOMES

- Students completing the emphasis will:
- Obtain the required knowledge and familiarity with the range of business disciplines including accounting, economics, statistics, and marketing.
  - Demonstrate understanding of and competency in applied skills, analytical skills, and interpersonal/group relation skills as they contribute to business professional skills.

### GENERAL EDUCATION REQUIREMENTS

- ENGLISH ..... 6 CREDITS**  
 Required: ENG 101 and 102 or ENG 113 and 114
- FINE ARTS ..... 3 CREDITS**  
 Recommended: THTR 210
- HUMANITIES..... 3 CREDITS**  
 Required: CH 201 or 202
- MATHEMATICS ..... 3 CREDITS**  
 Required: MATH 176 or equivalent
- SCIENCE..... 6 CREDITS**  
 Lab required.  
 See transfer requirements.
- SOCIAL SCIENCE ..... 3 CREDITS**  
 Required: ANTH 101, PSC 211, 231, PSY 101, SOC 101
- TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

- DIVERSITY ..... (3 CREDITS)**
- FOREIGN LANGUAGE ..... 0 CREDITS**
- U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**  
 Required: CH 203
- TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 3 CREDITS**

### EMPHASIS REQUIREMENTS

ACC 201	Financial Accounting .....	3
ACC 202	Managerial Accounting .....	3
COM 113	Fundamentals of Speech Communications.....	3
ECON 102	Principles of Microeconomics .....	3
ECON 103	Principles of Macroeconomics .....	3
ECON 261	Principles of Statistics I.....	3
ECON 262	Principles of Statistics II.....	3
IS 101	Introduction to Information Systems .....	3
MKT 210	Marketing Principles .....	3

### EMPHASIS REQUIREMENTS ..... 27 CREDITS

### ELECTIVE REQUIREMENTS

- Choose six credits from the following:
- MATH 126 Pre-Calculus I ..... 3  
**or**  
 Transferable elective
- Choose an additional Social Science course from the following:
- ANTH 101, PSC 211, PSC 231, PSY 101, SOC 101 ..... 3

### TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS

### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	COM 113	Fundamentals of Speech Communications	3
Emphasis	ECON 102	Principles of Microeconomics	3
English	ENG 101	Composition I	3
Emphasis	IS 101	Introduction to Information Systems	3
Mathematics	MATH 126	Pre-Calculus I	3
			<b>Total 15</b>
2nd Semester			
Social Science	GE Elective	Choose from recommended list	3
Emphasis	ECON 103	Principles of Macroeconomics	3
English	ENG 102	Composition II	3
Mathematics	MATH 176	Elements of Calculus	3
Diversity/Fine Arts	THTR 210	Theater: A Cultural Context	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	ACC 201	Financial Accounting	3
Emphasis	ECON 261	Principles of Statistics I	3
Elective		Choose from additional social science course list	3
Humanities	GE Elective	Choose from required list	3
Science	GE Elective	See approved list	3
			<b>Total 15</b>
2nd Semester			
Emphasis	ACC 202	Managerial Accounting	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	ECON 262	Principles of Statistics II	3
Science	GE Elective	See approved list	3
Emphasis	MKT 210	Marketing Principles	3
			<b>Total 15</b>
			<b>Degree Total 60</b>

B – Degree Programs, Advisors and Worksheets



# Chemistry Emphasis

## ASSOCIATE OF SCIENCE

This is a two-year transferable program leading to an associate of science with an emphasis in chemistry. The curriculum includes a core of courses in the physical sciences and mathematics which are advised by the American Chemical Society (ACS) for transfer to any ACS accredited chemistry program. All courses recommended will partially satisfy the bachelor of science in chemistry at the University of Nevada, Reno.

## TOTAL DEGREE REQUIREMENTS... 60 CREDITS

### SUGGESTED COURSE SEQUENCE

*Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or have a qualifying ACCUPLACER, ACT or SAT score.*

First Year	Course #	Title	Credits
1st Semester			
Fine Arts	GE Elective	See approved list	3
Science	CHEM 121	General Chemistry I	4
English	ENG 101	Composition I	3
Mathematics	MATH 181	Calculus I	4
Social Science/U.S. and Nevada Constitutions	CH 203 or PSC 101	American Experiences and Constitutional Change or Introduction to American Politics	3
<b>Total</b>			<b>17</b>
2nd Semester			
Diversity/Humanities	GE Elective	See approved list	3
Science	CHEM 122	General Chemistry II	4
English	ENG 102	Composition II	3
Emphasis	MATH 182	Calculus II	4
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose a transferable elective course	3
Emphasis	CHEM 241/241L	Organic Chemistry I/Lab	4
Elective	MATH 283	Calculus III	4
Emphasis	PHYS 180/180L	Physics for Scientists and Engineers I/ Lab I	4
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose a transferable elective course	3
Emphasis	CHEM 242/242L	Organic Chemistry II/Lab II	4
Elective	MATH 285	Differential Equations	3
Emphasis	PHYS 181/181L	Physics for Scientists and Engineers II/ Lab II	4
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>60</b>

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate a basic knowledge of General Chemistry in topics such as stoichiometry, nomenclature, acids and bases, gas laws, equilibrium, kinetics, thermochemistry, and electrochemistry.
- Demonstrate a basic knowledge of Organic Chemistry in topics such as stoichiometry, organic nomenclature, acids and bases, organic synthesis, reaction mechanisms, and spectroscopy.
- Demonstrate knowledge of scientific methods and the relationship of theory, experiment, and data analysis.

### GENERAL EDUCATION REQUIREMENTS

#### ENGLISH ..... 6 CREDITS

ENG 101 and 102 or ENG 113 and 114

#### FINE ARTS ..... 3 CREDITS

#### HUMANITIES..... 3 CREDITS

#### MATHEMATICS ..... 3 CREDITS

Required: MATH 181

#### SCIENCE..... 6 CREDITS

Lab required.

Required: CHEM 121 and CHEM 122.

#### SOCIAL SCIENCE ..... 3 CREDITS

Recommended: CH 203 or PSC 101.

### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

#### DIVERSITY ..... (3 CREDITS)

#### SCIENCE..... (6 CREDITS)

#### U.S. AND NEVADA CONSTITUTIONS ..... (3 CREDITS)

### TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 0 CREDITS

### EMPHASIS REQUIREMENTS

CHEM 122 (additional 2 credits from Gen. Ed.) ..... 2

CHEM 241/241L Organic Chemistry I/Lab..... 4

CHEM 242/242L Organic Chemistry II/Lab..... 4

MATH 181 (additional 1 credit from Gen. Ed.) ..... 1

MATH 182 Calculus II ..... 4

PHYS 180/180L Physics for Scientists and Engineers I/Lab ..... 4

PHYS 181/181L Physics for Scientists and Engineers II/Lab ..... 4

### TOTAL EMPHASIS REQUIREMENTS .. 23 CREDITS

### ELECTIVE REQUIREMENTS

Choose 13 credits from transferable electives:

Recommended: MATH 283 and MATH 285.

### TOTAL ELECTIVE REQUIREMENTS .... 13 CREDITS

# Civil Engineering Practitioner Degree

## ASSOCIATE OF APPLIED SCIENCE

TMCC's Civil Engineering Practitioner program is designed to provide students with the skills necessary to enter the workforce to assist engineers in the day to day activities of a Civil Engineering firm, a construction contractor, or a government agency that employs civil engineers. Civil Engineering Technicians (or Practitioners) will be able to collect field and laboratory data, conduct elementary analysis, provide construction quality control, cost estimating and computer-aided design drafting (CADD).

### DEGREE OUTCOMES

Students completing the degree will:

- Apply current knowledge and adapt to emerging applications of science, technology, engineering, and mathematics (STEM).
- Collaborate with others, communicate effectively, and function productively on teams.
- Identify, analyze, and develop solutions for engineering problems.
- Perform, analyze, and interpret standardized field and laboratory tests on engineering materials, and apply results to improve processes.
- Understand professional, ethical, and social responsibilities in engineering.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)

**COMMUNICATIONS/ENGLISH** ..... 6 CREDITS

Recommended: ENG 101 (113), ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE** ..... 3 CREDITS

**HUMAN RELATIONS** ..... 3 CREDITS

Recommended: CE 201

**QUANTITATIVE REASONING**..... 3 CREDITS

Recommended: MATH 128

**SCIENCE**..... 3 CREDITS

Recommended: CHEM 121

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS

Recommended: PSC 101

**TOTAL GENERAL EDUCATION REQUIREMENTS**..... 21 CREDITS

### EMPHASIS REQUIREMENTS

ADT 245	Static and Strength of Materials .....	3
CADD 100	Introduction to Computer-Aided Drafting.....	4
CONS 120	Print Reading and Specification .....	3
CONS 121	Principles of Construction Estimating.....	3
CONS 281	Construction Planning, Scheduling and Control .....	3
CONS 282	Construction Law .....	2
CONS 283	Construction Documents and Specifications .....	2
ENGR 100	Introduction to Engineering Design .....	3
ENGR 242	Case Histories in Civil Engineering.....	1
ENGR 243	Fluid Mechanics, Hydraulics, and Hydrology for Engineering Practitioner .....	3
ENGR 244	Introduction to Engineering Economics.....	2
ENGR 245	Materials Behavior and Statistical Analysis.....	4
IS 101	Introduction to Information Systems .....	3
PHYS 151	General Physics I.....	4
SUR 161	Elementary Surveying.....	4
	Additional credits from MATH 128.....	2
	Additional credits from CHEM 121 .....	1

**TOTAL EMPHASIS REQUIREMENTS.. 47 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 68 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
English	ENG 101	Composition I	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Emphasis	ENGR 242	Case Histories in Civil Engineering	1
Emphasis	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 128	Pre-Calculus and Trigonometry	5
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>18</b>
2nd Semester			
Emphasis	CADD 100	Introduction to Computer-Aided Drafting	4
Science	CHEM 121	General Chemistry I	4
Communications	ENG 107	Technical Communications I	3
Emphasis	ENGR 244	Introduction to Engineering Economics	2
Emphasis	PHYS 151	General Physics I	4
<b>Total</b>			<b>17</b>
Second Year	Course #	Title	Credits
1st Semester – Fall			
Human Relations	CE 201	Workplace Readiness	3
Emphasis	CONS 120	Print Reading and Specification	3
Emphasis	CONS 121	Principles of Construction Estimating	3
Emphasis	CONS 282	Construction Law	2
Emphasis	CONS 283	Construction Documents and Specifications	2
Emphasis	SUR 161	Elementary Surveying	4
<b>Total</b>			<b>17</b>
2nd Semester			
Emphasis	ADT 245	Static and Strength of Materials	3
Emphasis	CONS 281	Construction Planning, Scheduling and Control	3
Social Science/ Diversity	GE Elective	See approved list	3
Emphasis	ENGR 243	Fluid Mechanics, Hydraulics, and Hydrology for Engineering Practitioner	3
Emphasis	ENGR 245	Materials Behavior and Statistical Analysis	4
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>68</b>

# Community Health Science Emphasis

## ASSOCIATE OF SCIENCE

The Associate of Science Community Health Science Emphasis affords students a broad, integrated, and interdisciplinary perspective on a variety of health topic and allows for them to begin developing an understanding of personal, public, and community health issues. The emphasis provides the lower division coursework towards potential Bachelor degrees in community health, public health, health education and other related areas, and satisfies the lower division major requirements towards UNR's Bachelor of Science in Community Health Sciences.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Recognize how the social, cultural, economic, political, geographical and biological environments affect personal and community health.
- Describe and apply behavioral strategies to promote personal health and wellness, and disease and illness prevention.
- Demonstrate the ability to gather and interpret evidence-based information, and effectively communicate, in both written and oral formats, on topics related to community health.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 6 CREDITS

Required: ENG 101 and 102 or ENG 113 and 114

**FINE ARTS** ..... 3 CREDITS

Recommended: ART 100, 260, 261; ENG 221; MUS 101, 121; THTR 100 105, 210, THTR 180/HUM 105

**HUMANITIES**..... 3 CREDITS

Recommended: AAD/HUM 201; CH 201, 202, 203; ENG 220, 221, 231, 232, 267; HIST 105, 106, 208, 209; HUM 105/THTR 180; MUS 121, 122; PHIL 101, 135, 210; THTR 100, 210

**MATHEMATICS** ..... 3 CREDITS

Recommended: MATH 126,127, 128, 176, 181, 182

**SCIENCE**..... 6 CREDITS

Recommended: CHEM 121 or CHEM 201 and NUTR 121

**SOCIAL SCIENCE** ..... 3 CREDITS

Recommended: ANTH 101, 201, 202; ANTH/SOC 205; CH 201, 202, 203; ECON 102, 103; GEOG 106, 200; HIST 101, 102, 105, 106, 208, 209, 217; PSC 101, 211, 231; PSY 101; SOC 101; WMST 101

**TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)

**SCIENCE**..... (6 CREDITS)

**U.S. AND NEVADA CONSTITUTIONS** ..... (3 CREDITS)

**TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... 0 CREDITS

### EMPHASIS REQUIREMENTS

- BIOL 190/190L Introduction to Cell and Molecular Biology/Lab ..... 4
- BIOL 223 Human Anatomy and Physiology I..... 4
- BIOL 224 Human Anatomy and Physiology II..... 4
- CHS 101 Introduction to Community Health Sciences ..... 3
- CHS 102 Foundations of Personal Health and Wellness..... 3

- CHS 200 Introduction to Public Health Biology ..... 3
- CHS 230 Introduction to Environmental Health..... 3
- STAT 152 Introduction to Statistics ..... 3
- PEX/DAN Any PEX or Dan courses (two activities)..... 2
- Additional General Education Science Credit ..... 1

**TOTAL EMPHASIS REQUIREMENTS.. 30 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

- BIOL 251 General Microbiology ..... 4
- BIOL 295 Current Topics in Infectious Disease ..... 1-3
- CEP 254 Biopsychosocial Factors in Addiction ..... 3
- CPD 116 Substance Abuse-Fundamental Facts and Insights ..... 3
- CPD 120 Treatment Planning and Case Management..... 2
- ENV 100 Humans and the Environment ..... 3
- HDFS 201 Lifespan Human Development ..... 3
- HDFS 202 Introduction to Families ..... 3
- MHDD 102 Medical Component ..... 1
- MHDD 109 Introduction to Therapeutic Interventions ..... 2
- MHDD 150 Issues in Substance Abuse ..... 1
- MHDD 153 Life Span Development ..... 1
- MHDD 154 Advanced Therapeutic Interventions..... 2
- NRES 210 Environmental Pollution ..... 3
- NRES 211 Conservation, Humans and Biodiversity..... 3
- NURS 140 Medical Terminology..... 3
- OSH 101 Intro to Safety and Health ..... 3
- PHIL 244 Bioethics ..... 3
- PSY 240 Introduction to Research Methods ..... 3
- PSY 261 Introduction to Social Psychology ..... 3
- SOC 101 Principles of Sociology ..... 3
- SOC 102 Contemporary Social Issues..... 3

**TOTAL ELECTIVE REQUIREMENTS .... 6 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Fine Arts/Diversity	GE Elective	Choose from recommended list	3
Emphasis	CHS 101 or CHS 102	Introduction to Community Health Science or Foundations of Personal Health and Wellness	3
English	ENG 101	Composition I	3
Mathematics	MATH 126 or higher	Pre-Calculus I	3
Science	NUTR 121	Human Nutrition	3
<b>Total</b>			<b>15</b>
2nd Semester			
Emphasis	BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
Science	CHEM 121 or CHEM 201	General Chemistry I or General Chemistry for Scientists and Engineers	4
Emphasis	CHS 101 or CHS 102	Introduction to Community Health Sciences or Foundations of Personal Health and Wellness	3
English	ENG 102	Composition II	3
Emphasis	PEX or DAN	Choose any PEX or DAN course	1
<b>Total</b>			<b>15</b>

# Community Health Science Emphasis

## ASSOCIATE OF SCIENCE

Second Year	Course #	Title	Credits
1st Semester			
Social Science/ Diversity	GE Elective	Choose from recommended list	3
Emphasis	BIOL 223	Human Anatomy and Physiology I	4
Emphasis	CHS 200 or CHS 230	Introduction to Public Health Biology or Introduction to Environmental Health	3
Emphasis	STAT 152	Introduction to Statistics	3
Emphasis	PEX or DAN	Choose any PEX or DAN course	1
<b>Total</b>			<b>14</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	2
Emphasis	BIOL 224	Human Anatomy and Physiology II	4
Emphasis	CHS 200 or CHS 230	Introduction to Public Health Biology or Introduction to Environmental Health	3
U.S. and Nevada Constitutions/ Humanities	GE Elective	Choose from recommended list	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>60</b>



# Computer Numeric Controlled (CNC) Machining

## MANUFACTURING TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

The CNC Machining Certificate of Achievement provides students with the skills and knowledge required for an entry level position as a computer numerical control (CNC) machine tool operator. This certificate stresses the skill sets required to set up, program, and operate CNC mills and lathes in order to produce high quality, precision machined components required by today's competitive and diverse manufacturing industries along with the general education skills that are strongly requested by commercial and industrial employers.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Elective		Choose from list	3-4
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Print Reading for Industry	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
Core	MTT 230	Computer Numerical Control I	4
<b>Total</b>			<b>14-15</b>
<b>2nd Semester</b>			
Elective		Choose from list	6-7
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 107	Technical Communications I	3
Core	MTT 232	Computer Numerical Control II	4
<b>Total</b>			<b>16-17</b>
<b>Certificate Total</b>			<b>30-32</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Read and interpret technical prints for the production and inspection of manufactured work pieces.
- Produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ..... 3 CREDITS  
 HUMAN RELATIONS ..... 3 CREDITS  
 QUANTITATIVE REASONING ..... 3 CREDITS

Recommended: MATH 108 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

AIT 110 General Industrial Safety ..... 1  
 DFT 110 Print Reading for Industry ..... 3  
 MTT 230 Computer Numerical Control I ..... 4  
 MTT 232 Computer Numerical Control II ..... 4

**TOTAL CORE REQUIREMENTS ..... 12 CREDITS**

### ELECTIVE REQUIREMENTS

Choose at least nine credits from the following:

MPT 140 Quality Control ..... 3  
 MT 150 Material Science ..... 3  
 MTT 101 Introduction to Machine Shop ..... 3  
 MTT 140 Inspection Techniques ..... 3  
 MTT 292 Computer-Aided Manufacturing I ..... 4  
 MTT 293 Computer-Aided Manufacturing II ..... 4  
 Any other MTT, WELD or CADD course not listed above

**TOTAL ELECTIVE REQUIREMENTS ..... 9-11 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 30-32 CREDITS**

B – Degree Programs, Advisors and Worksheets

# Computer Programming Emphasis

## COMPUTER INFORMATION TECHNOLOGY DEGREE – ASSOCIATE OF APPLIED SCIENCE

The computer programming emphasis provides students with entry level programming skills. Computer programming professionals must also have a broad knowledge of computer systems and technologies, as well as strong problem solving and analysis skills. They must be able to think logically and have strong verbal and written communication skills.

### JAVA

CIT 130	Beginning Java.....	3
CIT 230	Advanced Java.....	3

### C#

CIT 134	Beginning C# Programming.....	3
CIT 234	Advanced C# Programming.....	3

### C++

CS 135R	Computer Science I.....	3
CS 202	Computer Science II.....	3

### TOTAL EMPHASIS REQUIREMENTS.. 21 CREDITS

### ELECTIVE REQUIREMENTS

Choose at least six credits from any CIT, CS, or CSCO course not used in the core or emphasis requirements to ensure a minimum degree total of 60 credits.

CIT, CS or CSCO.....6-7

### TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS

### TOTAL DEGREE REQUIREMENTS..... 60-61 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	CIT 114R	IT Essentials	4
Core	CIT 128	Introduction to Software Development	4
English	GE Elective	Choose from recommended list	3
Quantitative Reasoning	MATH 126 or higher	Pre-Calculus I	3
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
Emphasis	CIT 151	Beginning Web Development	3
Core	CIT 112 or CSCO 120	Network + or CCNA Internetworking Fundamentals	(3) or (4)
Science	GE Elective	See approved list	3
Social Science/ Humanities/Diversity	GE Elective	See approved list	3
Emphasis		First programming language- beginning course	3
<b>Total</b>			<b>15-16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
Communications	BUS 107	Business Speech Communications	3
Emphasis	CIT 180	Database Concepts and SQL	3
Human Relations	MGT 212	Leadership and Human Relations	3
Emphasis		First programming language-advanced course	3
Emphasis		Second programming language- beginning course	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
Elective		Choose from any CIT, CS, or CSCO course not included in the core or emphasis requirements.	6-7
U. S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	CIT 263R	Project Management	3
Emphasis		Second programming language- advanced course	3
<b>Total</b>			<b>15-16</b>
<b>Degree Total</b>			<b>60-61</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements for the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Have the technical proficiency required to design and program a solution to a stated problem.
- Demonstrate an understanding of dynamic data structures and generic methods.
- Have the ability to communicate and work effectively with members of a team and members of external groups.

### GENERAL EDUCATION REQUIREMENTS

#### DIVERSITY ..... (3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

#### COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Communications-Highly Recommended: BUS 107, COM 113 or 215  
English-Highly Recommended: BUS 108, ENG 101 (or 113), 102 (or 114), 107 or 108

#### FINE ARTS/HUMANITIES/

#### SOCIAL SCIENCE ..... 3 CREDITS

#### HUMAN RELATIONS ..... 3 CREDITS

Highly Recommended: MGT 212

#### QUANTITATIVE REASONING..... 3 CREDITS

Choose from: MATH 126 or higher (MATH 127 required for CS 135R)

#### SCIENCE..... 3 CREDITS

#### U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

### TOTAL GENERAL EDUCATION REQUIREMENTS..... 21 CREDITS

### CORE REQUIREMENTS

CIT 112 Network + .....(3)

or

CSCO 120 CCNA Internetworking Fundamentals .....(4)

CIT 114R IT Essentials..... 4

CIT 128 Introduction to Software Development ..... 4

### TOTAL CORE REQUIREMENTS ..... 11-12 CREDITS

### EMPHASIS REQUIREMENTS

CIT 151 Beginning Web Development ..... 3

CIT 180 Database Concepts and SQL..... 3

CIT 263R Project Management..... 3

Beginning and Advanced Programming Languages.... 12

Students must complete the beginning and advanced courses in two programming languages for 12 credits.

# Computer Science Emphasis

## ASSOCIATE OF SCIENCE

This is a two-year transferable program leading to an associate of science with an emphasis in computer science. Computer science encompasses the methodology, tools, techniques, and theory of information derivation, storage, manipulation and communication. All courses recommended will partially satisfy the bachelor of science in computer science and engineering at the University of Nevada, Reno.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Have the ability to apply knowledge of computing and logical reasoning necessary to analyze a problem and identify, formulate and use the appropriate analytical skills to obtain a solution.
- Have the ability to design and implement a computer program to meet desired specifications for a problem.
- Have the ability to communicate and work effectively on a team to achieve a common goal.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 6 CREDITS

Required: ENG 101 and 102 or ENG 113 and 114

**FINE ARTS** ..... 3 CREDITS

Recommended: The following courses are highly recommended for students wishing to major in Computer Science at UNR: ART 100, ART 260, ART 261, HUM 105, MUS 121, THTR 100, THTR 105, THTR 180, THTR 210.

**HUMANITIES**..... 3 CREDITS

Recommended: CH 201 is highly recommended for students wishing to major in Computer Science at UNR.

**MATHEMATICS** ..... 3 CREDITS

Required: MATH 181. Additional credits may be used to satisfy electives.

**SCIENCE**..... 6 CREDITS

Required: PHYS 180/180L, PHYS 181/181L. Additional credits may be used to satisfy electives.

**SOCIAL SCIENCE** ..... 3 CREDITS

Recommended: CH 202 is highly recommended for students wishing to major in Computer Science at UNR.

**TOTAL GENERAL EDUCATION REQUIREMENTS**..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... 3 CREDITS

Recommended: Choosing from ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 227, PSY 276, SOC 205, or SOC 276 will meet this requirement.

**SCIENCE**..... (6 CREDITS)

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS

Recommended: CH 203 or PSC 101 is required for students wishing to major in Computer Science at UNR.

**TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... 6 CREDITS

### EMPHASIS REQUIREMENTS

CPE 201	Introduction to Computer Engineering.....	4
CS 135R	Computer Science I.....	3
CS 202	Computer Science II.....	3
CS 282	Simulation Physics .....	4
ENGR 100	Introduction to Engineering Design .....	(3)

or

CIT 128	Introduction to Software Development .....	(4)
MATH182	Calculus II .....	4
MATH283	Calculus III.....	4

**TOTAL EMPHASIS REQUIREMENTS** ..... 31-32 CREDITS

### ELECTIVE REQUIREMENTS

MATH 181	(additional 1 credit from Gen. Ed.) .....	1
PHYS 181	(additional 2 credits from Gen. Ed.) .....	2
	Elective credits from CS/CIT course prefix .....	2-3
Recommend:	CIT 173 Introduction to Linux .....	3

**TOTAL ELECTIVE REQUIREMENTS** .. 5-6 CREDITS

**TOTAL DEGREE REQUIREMENTS**..... 60-62 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		CS or CIT course prefix	(2-3)
Emphasis	CS 135R	Computer Science I	3
Fine Arts	GE Elective	Choose from recommended list	3
English	ENG 101	Composition I	3
Emphasis	ENGR 100 or CIT 128	Introduction to Engineering Design or Introduction to Software Development	(3) (4)
<b>Total</b>			<b>14-16</b>
2nd Semester			
Emphasis	CS 202	Computer Science II	3
Diversity	Elective	Choose from recommended list	3
English	ENG 102	Composition II	3
Mathematics	MATH 181	Calculus I	4
<b>Total</b>			<b>13</b>
Second Year	Course #	Title	Credits
1st Semester			
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	CPE 201	Introduction to Computer Engineering	4
Emphasis	MATH 182	Calculus II	4
Science	PHYS 180/180L	Physics for Scientists and Engineers I/ Lab I	4
<b>Total</b>			<b>15</b>
2nd Semester			
Social Science	CH 202	The Modern World	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	CS 282	Simulation Physics	4
Emphasis	MATH 283	Calculus III	4
Science	PHYS 181/181L	Physics for Scientists and Engineers II/ Lab II	4
<b>Total</b>			<b>18</b>
<b>Degree Total</b>			<b>60-62</b>

# Computer Technologies

## COMPUTER INFORMATION TECHNOLOGY – CERTIFICATE OF ACHIEVEMENT

The certificate of achievement in computer technologies provides students with a broad knowledge of computer systems and technologies that can be used for entry-level employment or pursuit of an associate of applied science degree.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Have the technical proficiency required to perform entry level technical support functions.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Highly Recommended: BUS 107 or ENG 107

**HUMAN RELATIONS ..... 3 CREDITS**

Highly Recommended: MGT 212

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 126 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

CIT 114R IT Essentials ..... 4

CIT 128 Introduction to Software Development ..... 4

CIT 263R Project Management ..... 3

CSCO 120 CCNA Internetworking Fundamentals ..... 4

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**

### EMPHASIS REQUIREMENTS

Choose at least six credits from any CIT, CS, CSCO, or IS courses numbered 100 or higher.

**TOTAL EMPHASIS REQUIREMENTS .... 6 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 30 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	CIT 114R	IT Essentials	4
Core	CIT 128	Introduction to Software Development	4
Core	CSCO 120	CCNA Networking Fundamentals	4
Quantitative Reasoning	MATH 126 or higher	Pre-Calculus I	3
<b>Total</b>			<b>15</b>
2nd Semester			
Core	CIT 263R	Project Management	3
Emphasis		Choose from any CIT, CS, CSCO, or IS course	6
Communications	BUS 107 or ENG 107	Business Speech Communications or Technical Communications I	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>



# Construction Management Emphasis

## CONSTRUCTION TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

This course of study will provide the student with the basic, entry-level skills set and understanding of the construction industry as it relates to the residential, commercial and heavy construction markets. The successful student upon completion of this two-year program will possess the necessary knowledge to enter the construction management field.

### EMPHASIS REQUIREMENTS

AAD 125	Construction Drawings and Detailing .....	3
ADT 230	Mechanical and Electrical Equipment for Buildings.....	3
CONS 121	Principles of Construction Estimating.....	3
CONS 155	On-Site Construction Supervision .....	3
CONS 211	Construction Cost Control.....	3
CONS 221	Construction Estimating II.....	3
CONS 281	Construction Planning, Scheduling and Control .....	3
CONS 282	Construction Law .....	3
IS 101	Introduction to Information Systems .....	3
SUR 161	Elementary Surveying.....	4

### TOTAL EMPHASIS REQUIREMENTS.. 31 CREDITS

### ELECTIVE REQUIREMENTS

Choose at least two credits from the following:

ADT 120	Introduction to LEED and Sustainable Building .....	3
ADT 245	Static and Strength of Materials .....	3
ADT 256	Introduction to Land Use Planning.....	3
CONS 198	Special Topics in Construction .....	0.5-6
CONS 290	Internship in Construction.....	3
MGT 201	Principles of Management .....	3

### TOTAL ELECTIVE REQUIREMENTS ..... 2 CREDITS

### TOTAL DEGREE REQUIREMENTS....61 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	AAD 125	Construction Drawings and Detailing	3
Core	AIT 110	General Industrial Safety	1
Core	CONS 120	Print Reading and Specification	3
Emphasis	CONS 155	On-Site Construction Supervision	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Social Science/ Diversity	AAD 201	History of the Built Environment	3
			<b>Total 16</b>
2nd Semester			
English	GE Elective	See approved list	3
Core	BI 101	Introduction to Building Codes	3
Communications	ENG 107	Technical Communications I	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
Human Relations	MGT 171	Supervision	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	2
Emphasis	ADT 230	Mechanical and Electrical Equipment for Buildings	3
Emphasis	CONS 121	Principles of Construction Estimating	3
Science	ENV 100	Humans and the Environment	3
Emphasis	SUR 161	Elementary Surveying	4
			<b>Total 15</b>
2nd Semester			
Emphasis	CONS 211	Construction Cost Control	3
Emphasis	CONS 221	Construction Estimating II	3
Emphasis	CONS 281	Construction Planning, Scheduling and Control	3
Emphasis	CONS 282	Construction Law	3
Emphasis	IS 101	Introduction to Information Systems	3
			<b>Total 15</b>
			<b>Degree Total 61</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.
- Emphasis Outcomes
- Students completing the emphasis will:
- Understand, develop, apply and demonstrate specific construction management skills related to supervision techniques, scheduling, cost control systems and construction contracts.
- Examine and evaluate construction project documents, plans and specifications as determined by the needs included in the material takeoff and estimating process.
- Formulate and organize management applications utilizing general construction knowledge in the areas of safety, construction materials, scheduling and methods for efficient production.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY** .....(3 CREDITS)

Recommended: AAD 201

**COMMUNICATIONS/ENGLISH** ..... 6 CREDITS

Recommended: ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE** ..... 3 CREDITS

Recommended: AAD 201

**HUMAN RELATIONS** ..... 3 CREDITS

Recommended: MGT 171

**QUANTITATIVE REASONING**..... 3 CREDITS

Required: MATH 108 or higher

**SCIENCE**..... 3 CREDITS

Recommended: ENV 100

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS**..... 21 CREDITS

### CORE REQUIREMENTS

AIT 110 General Industrial Safety..... 1

BI 101 Introduction to Building Codes..... 3

CONS 120 Print Reading and Specification ..... 3

**TOTAL CORE REQUIREMENTS** ..... 7 CREDITS

# Criminal Justice Degree

## ASSOCIATE OF ARTS

TMCC's associate of arts in criminal justice degree is designed for students wishing to explore or enter a highly rewarding career in the criminal justice system. It is designed as either a stand-alone associate degree in the field of criminal justice or as a university transfer option to UNR. The transfer option allows students to earn their university required lower division courses upon completion of their associate of arts.

Students are strongly encouraged to obtain academic advisement at TMCC for courses that are consistent with the UNR-TMCC transfer agreement to ensure a smooth transition in the university transfer process.

- CRJ 211 Police in America: An Introduction\* .....3
  - CRJ 289 Law and Justice\*\* .....3
- (see faculty advisor for appropriate courses aligned with UNR transfer)*

### TOTAL EMPHASIS REQUIREMENTS.... 6 CREDITS

### ELECTIVE REQUIREMENTS

Choose seven credits to include UNR College Breadth from the following:

- PHIL 102 Critical Thinking and Reasoning\*\* .....3
- STAT 152 Introduction to Statistics\*, \*\* .....3
- Lower-division Breadth courses  
(see list of approved courses)

### TOTAL ELECTIVE REQUIREMENTS ..... 7 CREDITS

### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

Students planning to complete the general Bachelor of Arts in Criminal Justice at UNR should take the following Emphasis and Elective courses:

\*CPD 116, CRJ 106 or CRJ 211, STAT 152

Students planning to complete the Pre-Law specialization of the Bachelor of Arts in Criminal Justice at UNR should take the following Emphasis and Elective courses:

\*\*CRJ 125, CRJ 126, CRJ 127, CRJ 289, PHIL 102, STAT 152

### DEGREE OUTCOMES

Students completing the degree will:

- Describe the rights and protections granted under the US Constitution, particularly the Bill of Rights, to individuals involved in the criminal justice system.
- Explain the process of conducting a professional criminal investigation, the process of an arrest and pretrial detention, criminal trial procedures, and possible sanctions after conviction.
- Describe ethics adhered to by individuals involved in the various professions in the criminal justice system.

### GENERAL EDUCATION REQUIREMENTS

- ENGLISH ..... 6 CREDITS
- FINE ARTS ..... 3 CREDITS
- HUMANITIES..... 3CREDITS

Recommended: AAD 201

- MATHEMATICS ..... 3 CREDITS
- Recommended: MATH 126 or higher

- SCIENCE..... 6 CREDITS
  - SOCIAL SCIENCE ..... 3 CREDITS
- (Satisfied by U.S. and Nevada Constitutions requirement)

### TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

- DIVERSITY ..... (3 CREDITS)
- Recommended: AAD 201

- FOREIGN LANGUAGE ..... 14 CREDITS
- U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS

### TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 14 CREDITS

### CORE REQUIREMENTS

- CRJ 101 Introduction to Criminal Justice I..... 3
- CRJ 102 Introduction to Criminal Justice II..... 3
- CRJ 222 Criminal Law and Procedures..... 3

### TOTAL CORE REQUIREMENTS ..... 9 CREDITS

### EMPHASIS REQUIREMENTS

Choose six credits from the following:

- CRJ 106 Introduction to Corrections\* ..... 3
- CPD 116 Substance Abuse-Fundamental Facts and Insights\*..... 3
- CRJ 125 Legal Careers and Law Schools\*\* ..... 1
- CRJ 126 Legal Research and Methods\*\* ..... 1
- CRJ 127 Legal Writing\*\* ..... 1

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Humanities/Diversity	AAD 201	History of the Built Environment	3
Core	CRJ 101	Introduction to Criminal Justice I	3
Foreign Language	Elective	See approved list	4
Social Science/U.S. and Nevada Constitution	GE Elective	See approved list	3
English	ENG 101	Composition I	3
			<b>Total 16</b>
2nd Semester			
Emphasis		Choose from list	3
Core	CRJ 102	Introduction to Criminal Justice II	3
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Mathematics	MATH 126	Pre-Calculus I	3
			<b>Total 16</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Emphasis		Choose from list	3
Core	CRJ 222	Criminal Law and Procedures	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
			<b>Total 15</b>
2nd Semester			
Elective		Choose from list	4
Fine Arts	GE Elective	See approved list	3
Foreign Language	Elective	See approved list	3
Science	GE Elective		3
			<b>Total 13</b>
			<b>Degree Total 60</b>

# Culinary Arts

## CERTIFICATE OF ACHIEVEMENT

Culinarians will find plenty of career opportunities in Northern Nevada. Challenging positions are open in restaurants, hotels assisted living centers, educational institutions, supermarkets, bakeries, pastry shops, hospitals, ski and lake resorts, corporate cafeterias and casinos.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate basic and intermediate culinary skills through a series of learned competencies including but not limited to knife care, cutting techniques, stock preparation, meal planning, and menu writing.
- Demonstrate the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: BUS 107

**ENGLISH ..... 3 CREDITS**

Recommended: BUS 106 or 108

**HUMAN RELATIONS ..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING..... 3 CREDITS**

Required: CUL 245

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 12 CREDITS**

### CORE REQUIREMENTS

CUL 100 Sanitation/HACCP ..... 2

CUL 105 Basic Skills Development ..... 3

CUL 106 Understanding Culinary Techniques I ..... 6

CUL 108 Understanding Culinary Techniques II ..... 6

CUL 114 Buffet Catering .....(3)

*or*

CUL 130 Garde Manger .....(3)

*or*

CUL 220 International Cuisine .....(3)

CUL 125 Principles of Baking.....3

**TOTAL CORE REQUIREMENTS ..... 23 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....35 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	CUL 105	Basic Skills Development	3
Core	CUL 100	Sanitation/HACCP	2
English	GE Elective	Choose from recommended list	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>11</b>
<b>2nd Semester</b>			
Communications	BUS 107	Business Speech Communications	3
Core	CUL 106	Culinary Techniques I	6
Quantitative Reasoning	CUL 245	The Business Chef	3
<b>Total</b>			<b>12</b>
<b>3rd Semester</b>			
Core	CUL 108	Culinary Techniques II	6
Core	CUL 114 or CUL 130 or CUL 220	Buffet Catering or Garde Manger or International Cuisine	(3) (3) (3)
	CUL 125	Principles of Baking	3
<b>Total</b>			<b>12</b>
<b>Certificate Total</b>			<b>35</b>

B – Degree Programs, Advisors and Worksheets



# Culinary Arts Degree

## ASSOCIATE OF APPLIED SCIENCE

The culinary arts curriculum has been designed to meet the needs of the multi-faceted industry we serve. Individual courses provide the skill sets necessary to work in and operate culinary facilities. They take into account the business, people, skills and general education required to achieve success in a wide range of different food operations.

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate basic and advanced culinary skills through a series of learned competencies including but not limited to knife care, cutting techniques, stock preparation, complete meal planning, and restaurant experience.
- Demonstrate the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

### GENERAL EDUCATION REQUIREMENTS

#### DIVERSITY ..... (3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

#### COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Communications-Recommended: BUS 107

English-Recommended: BUS 106 or 108

#### FINE ARTS/HUMANITIES/

#### SOCIAL SCIENCE ..... 3 CREDITS

Recommended: ECON 102 or 103

#### HUMAN RELATIONS ..... 3 CREDITS

Required: MGT 212

#### QUANTITATIVE REASONING ..... 3 CREDITS

Required: CUL 245

#### SCIENCE ..... 6 CREDITS

#### U. S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS

### CORE REQUIREMENTS

CUL 100	Sanitation/HACCP .....	2
CUL 105	Basic Skills Development .....	3
CUL 106	Understanding Culinary Techniques I .....	6
CUL 108	Understanding Culinary Techniques II .....	6
CUL 125	Principles of Baking .....	3
CUL 130	Garde Manger .....	3
CUL 200	Aromatics/Restaurant Experience .....	4
CUL 210	American Regional Cuisine .....	3
CUL 220	International Cuisine .....	3
NUTR 121	Human Nutrition .....	3

### TOTAL CORE REQUIREMENTS ..... 36 CREDITS

### EMPHASIS REQUIREMENTS

Choose seven credits from the following:

CUL 114	Buffet Catering .....	3
CUL 198	Special Topics in Culinary Arts .....	0.5-6
CUL 225	Advanced Baking .....	3
CUL 230	Pastry Arts .....	3
CUL 250	Saucier .....	3
CUL 295	Work Experience in Culinary Arts .....	3

### TOTAL EMPHASIS REQUIREMENTS.... 7 CREDITS

### TOTAL DEGREE REQUIREMENTS....67 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	CUL 100	Sanitation/HACCP	2
Core	CUL 105	Basic Skills Development	3
Human Relations	MGT 212	Leadership and Human Relations	3
Core	NUTR 121	Human Nutrition	3
<b>Total</b>			<b>11</b>
<b>2nd Semester</b>			
Communications	BUS 107	Business Speech Communications	3
Core	CUL 106	Culinary Techniques I	6
Science	GE Elective	See approved list	3
<b>Total</b>			<b>12</b>
<b>3rd Semester</b>			
Core	CUL 108	Culinary Techniques II	6
Core	CUL 125	Principles of Baking	3
Quantitative Reasoning	CUL 245	The Business Chef	3
<b>Total</b>			<b>12</b>
<b>4th Semester</b>			
Emphasis		Choose from list	3
English	GE Elective	Choose from recommended list	3
Core	CUL 130	Garde Manger	3
Core	CUL 210	American Regional Cuisine	3
<b>Total</b>			<b>12</b>
<b>5th Semester</b>			
Core	CUL 220	International Cuisine	3
Emphasis	CUL 295	Work Experience in Culinary Arts (recommended) or choose from list	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Fine Arts, Humanities/Social Science/Diversity	GE Elective	See approved list	3
<b>Total</b>			<b>12</b>
<b>6th Semester</b>			
Emphasis		Choose from list	1
Core	CUL 200	The Restaurant Experience	4
Science	GE Elective	See approved list	3
<b>Total</b>			<b>8</b>
<b>Degree Total</b>			<b>67</b>





# Dance Emphasis

## FINE ARTS DEGREE – ASSOCIATE OF ARTS

The dance program seeks to be an outstanding performing arts program within the visual and performing arts department. This program is noted for its excellence in the classroom and on stage, providing our students with the knowledge and skills upon which they build careers and become productive students.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate competency in specific dance skills.
- Demonstrate competence in skills relating to the knowledge of the historical and cultural dimensions of dance.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH ..... 6 CREDITS  
FINE ARTS ..... 3 CREDITS

Recommended: THTR 210

HUMANITIES..... 3 CREDITS

Recommended: THTR 100

MATHEMATICS ..... 3 CREDITS

SCIENCE..... 6 CREDITS

SOCIAL SCIENCE ..... 3 CREDITS

Required: CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY ..... (3 CREDITS)

Required: DAN 101

FOREIGN LANGUAGE ..... 14 CREDITS

U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS

Recommended: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 14 CREDITS**

### CORE REQUIREMENTS

DAN 101 Dance Appreciation ..... 3

DAN 188 Choreography I: Improvisation for Composition ..... 2

DAN 288 Choreography II: Elements of Dance Composition ..... 2

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

### EMPHASIS REQUIREMENTS

Choose six credits from the following:

DAN 132 Jazz Dance (Beginning) ..... 1

DAN 135 Ballet, Beginning..... 1

DAN 136 Ballet, Beginning/Intermediate ..... 1

DAN 138 Modern Dance, Beginning ..... 1

DAN 232 Jazz Dance (Intermediate) ..... 1

DAN 235 Ballet (Intermediate)..... 1

DAN 238 Modern Dance Intermediate..... 1

DAN 281 Dance Performance ..... 1

DAN 287 Concert Dance Company ..... 1

**TOTAL EMPHASIS REQUIREMENTS.... 6 CREDITS**

### ELECTIVE REQUIREMENTS

Choose nine credits from the following:

DAN 136 Ballet Beginning/Intermediate ..... 1

DAN 139 Modern Dance, Beginning/Intermediate..... 1

DAN 144 Tap Dance (Beginning) ..... 1

DAN 145 Intermediate Tap Dance ..... 1

DAN 236 Ballet, (Intermediate/Advanced)..... 1

DAN 239 Modern Dance, Intermediate/Advanced..... 1

DAN 244 Tap Dance (Intermediate) ..... 1

DAN 295 Independent Study: Dance ..... 1-3

Note: Students transferring to UNR should consult an advisor.

**TOTAL ELECTIVE REQUIREMENTS ..... 9 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis		Choose from list	3
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
Core/Diversity	DAN 101	Dance Appreciation	3
Core	DAN 188	Choreography I: Improvisation for Composition	2
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	2
Emphasis		Choose from list	2
Core	DAN 288	Choreography II: Elements of Dance Composition	2
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Mathematics	GE Elective	See approved list	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	4
Emphasis		Choose from list	1
Social Science/U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
<b>Total</b>			<b>14</b>
2nd Semester			
Elective		Choose from list	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Humanities	THTR 100	Introduction to Theater	3
Fine Arts	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Dental Assisting Program

## SPECIAL ADMISSION REQUIREMENTS AND PROCEDURES

Program completion time varies and depends on number of credits taken per semester. Please contact the program coordinator at 775-673-7125 for information concerning salaries, careers and employment upon completion of this program. [www.tmcc.edu/dental](http://www.tmcc.edu/dental)

### THE DENTAL ASSISTING PROGRAM OFFERS A:

- *Certificate of Achievement* – Can be completed in 10-12 months, see certificate worksheet.
- *Associate of Applied Science* – Can be completed in 2 years, see degree worksheet.

Admission to the dental assisting AAS degree program and the certificate program is limited with special requirements and procedures. Please contact program coordinator for program application procedure updates.

Students start the program at the beginning of the fall semester.

The program has a chronological applicant list and is based on a “first-come, first-served” policy. The student’s name will be placed on the applicant list when the following criteria have been satisfied.

- Be at least 17 years old.
- Submit a completed application to the dental assisting program to the admissions and records office.
- Submit the application for admission, available online at [www.tmcc.edu](http://www.tmcc.edu), and resident fees form to the admissions and records office.

In addition to the above listed requirements, applicants must fulfill the following requirements by June 5\* to be eligible for acceptance into the fall semester program.

- Schedule and attend a health science department advisement/orientation session on the dental assisting program with the dental assisting coordinator. The certificate of advisement form must be signed by the program coordinator and student, then submitted to the division of sciences dean’s office. Please call 775-673-7204 to reserve your seat at an orientation session.
- Submit an official transcript showing proof of high school graduation or official results of high school equivalency.
- Satisfy all general college admission criteria.  
**\*After June 1, call program coordinator to get updated information regarding the deadline extension policy.**

Students accepted into the DA program are required to attend a mandatory program orientation class prior to the beginning of the fall semester. Upon acceptance into the program, students will be notified by mail of the date of the orientation class. At this orientation, the students will receive:

- orientation packet,
- course syllabi,
- policies and procedures,
- bloodborne pathogens and universal precautions training, and
- lab safety/procedure instructions.

Students accepted into the DA program are required to provide copies of the following documents at the mandatory orientation class:

- Current healthcare provider CPR card
- Results of a negative (current) two-stage TB test/chest X-ray.
- DT immunization (within the last 10 years)
- MMR immunization (students born after 1956 must have received a booster)
- Hepatitis B vaccination series (recommended by the American Dental Association). Provide documentation of initial immunization and each subsequent required immunization of the series or a letter of refusal from student’s physician.
- Current proof of health insurance. If you do not have private insurance, you can purchase insurance through Student Insurance Programs.

Dental assisting students must meet certain technical standards.

- Be free from conditions that put other humans at risk.
- Be able to concentrate and attend.
- Be able to sit, bend, lift and reach.
- Be able to visualize the immediate environment.
- Be able to hear environmental sounds and instructions.
- Possess the ability to read, write, record and report.
- Be able to understand and react to verbal instructions.
- Be able to effectively communicate with instructors and patients to provide and gather information.
- Be able to remember.

**Applications for specific years will not be accepted.**

# Dental Assisting Program

## SPECIAL ADMISSION REQUIREMENTS AND PROCEDURES

### APPLICANT LIST

The program has a chronological applicant list and is based on a “first-come, first-served” policy. The student’s name will be placed on the applicant list when the following criteria have been satisfied. Students who do not accept the program in the year offered will have their name deleted from the list and must reapply for the following year. Points toward admission can move a student from a lower to a higher position on the list. You can apply and be accepted into the program before completing these courses; however, it is suggested that they be completed prior to the application deadline to be included in the admissions selection process.

Points toward admission:

***Subject to change fall 2013. Contact program coordinator for updated information.***

- *ENG 101 – 2 points*
- *PSY 101 – 1 point*
- *COM 113 – 1 point*

***Students will be notified of program acceptance by mid-June.***

- *An appeals process is available for those applicants who are unable to meet the admissions criteria for the program due to extenuating circumstances. Please refer to this college catalog for current information.*
- *Applicants for specific years will not be accepted.*
- *The student’s name will be deleted from the applicant list if the student’s numerical position on the list is equal to or less than the number of openings available for the program in a given year, or the student does not accept the program when selected. Students who have been deleted from the list may reapply to the program by completing and submitting a new application.*
- *Each spring individuals on the applicant list who were not selected into the program will be notified. They will be required to respond positively for their names to remain on the applicant list for the next year. All individuals who do not respond by the indicated deadline will have their names deleted from the list.*

Student progression in the program is contingent upon attaining a grade of “C” or better in all dental assisting curriculum. Courses are to be taken in the sequence outlined on the worksheet.

Interested individuals must contact the dental assisting program, 775-673-7125 or 775-673-7204, or stop by the dental office located in the Red Mountain Building, room 415.

***NOTE: All dental assisting courses are taught during the day via the Internet and in classrooms on the Dandini Campus by full- and part-time instructors with an average class size of 20-25.***

### ACCREDITATION

The TMCC program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements. The commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

# Dental Assisting Degree

## ASSOCIATE OF APPLIED SCIENCE

### DEGREE OUTCOMES

Students completing the degree will:

- Perform basic side chair functions to facilitate completion of restorative and advanced operative procedures as allowed by the state dental act.
- Demonstrate knowledge of radiation safety and proficiency in exposing, processing, and mounting dental radiographs.
- Demonstrate knowledge of infection and hazard control in the lab/workplace.
- Perform basic office procedures necessary to assist in managing the dental practice.

### GENERAL EDUCATION REQUIREMENTS\*

It is recommended that the following courses be taken prior to entering the dental assisting program.

#### DIVERSITY ..... (3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

#### COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Required: COM 113 and ENG 101

#### FINE ARTS/HUMANITIES/

#### SOCIAL SCIENCE ..... 6 CREDITS

Required: PSY 101 and SOC 101

#### HUMAN RELATIONS

(included in core requirements)

#### QUANTITATIVE REASONING..... 3 CREDITS

Required: MATH 100

Course subject to name change. See program coordinator for update.

#### SCIENCE..... 11 CREDITS

Required: BIOL 223, 224 and NUTR 223

#### U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

Required: PSC 101

#### TOTAL GENERAL

#### EDUCATION REQUIREMENTS ..... 29 CREDITS

*\* General Education Requirements are subject to change fall 2013. Contact program coordinator for updated information.*

### CORE REQUIREMENTS

All DA courses are to be taken in the time sequence indicated. A grade of "C" or better required.

#### LEVEL I (FALL)

DA 110	Orientation to Dental Assisting .....	1
DA 111	Dental Radiography I.....	3**
DA 112	Dental/Head and Neck Anatomy .....	3
DA 115	Dental Health Education.....	1
DA 116	Preclinical Dental Science.....	1.5
DA 117	Dental Materials and Techniques I.....	2
DA 119	Dental Chairside Procedures.....	4**

#### TOTAL LEVEL I REQUIREMENTS ..... 15.5 CREDITS

#### LEVEL II

DA 121	Dental Radiography II .....	2**
DA 122	Clinical Dental Science.....	2
DA 123	Practice Management and Procedures .....	2
DA 125	Supervised Clinical I .....	4**
DA 127	Dental Materials and Lab Techniques II .....	2

#### TOTAL LEVEL II REQUIREMENTS..... 12 CREDITS

#### SUMMER SESSION

DA 135	Supervised Clinical II .....	5**
DA 137	Specialized Dental Assisting .....	1**

#### TOTAL SUMMER

#### SESSION REQUIREMENTS ..... 6 CREDITS

#### TOTAL CORE REQUIREMENTS ..... 33.5 CREDITS

#### TOTAL DEGREE REQUIREMENTS 62.5 CREDITS

*\*\*Starting fall 2013 these courses may be subject to a credit hour increase. Please contact the program coordinator for updated information.*



# Dental Assisting Degree

## ASSOCIATE OF APPLIED SCIENCE

### SUGGESTED COURSE SEQUENCE

All emphasis courses are to be taken in the sequence indicated. A grade of 75% or better is required in all emphasis courses. Credits may increase fall 2013. Contact program coordinator for details.

General Education Requirements are subject to change fall 2013. Contact program coordinator for updated information.

Full-time	Course #	Title	Credits
Level I – Fall			
Core	DA 110	Orientation to Dental Assisting	1
Core	DA 111	Introduction to Dental Radiography	3
Core	DA 112	Dental/Head and Neck Anatomy	3
Core	DA 115	Dental Health Education	1
Core	DA 116	Pre Clinical Dental Science	1.5
Core	DA 117	Dental Materials and Techniques I	2
Core	DA 119	Dental Chairside Procedures	4
<b>Total</b>			<b>15.5</b>
Level II – Spring			
Core	DA 121	Dental Radiography	2
Core	DA 122	Clinical Dental Science	2
Core	DA 123	Practice Management and Procedures	2
Core	DA 125	Supervised Clinical I	4
Core	DA 127	Dental Materials and Lab Techniques II	2
<b>Total</b>			<b>12</b>
Level III – Summer			

Core	DA 135	Supervised Clinical II	5
Core	DA 137	Specialized Dental Assisting	1
<b>Total</b>			<b>6</b>
<b>Core Requirements Total</b>			<b>62.5</b>
Part-time	Course #	Title	Credits
Level I – Fall			
Communications	COM 113	Fundamentals of Speech Communications	3
Core	DA 110	Orientation to Dental Assisting	1
Core	DA 112	Dental Head and Neck Anatomy	3
Core	DA 116	Pre Clinical Dental Science	1.5
English	ENG 101	Composition I	3
Social Science	PSY 101	General Psychology	3
<b>Total</b>			<b>14.5</b>
Level II – Spring			
Science	BIOL 223	Human Anatomy and Physiology I	4
Core	DA 122	Clinical Dental Science	2
Core	DA 123	Practice Management and Procedures	2
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
Social Science	SOC 101	Principles of Sociology	3
<b>Total</b>			<b>14</b>
Level III – Fall			
Science	BIOL 224	Human Anatomy and Physiology II	4
Core	DA 111	Introduction to Dental Radiography	3
Core	DA 115	Dental Health Education	1
Core	DA 117	Dental Materials and Techniques I	2
Core	DA 119	Dental Chairside Procedures	4
<b>Total</b>			<b>14</b>
Level IV – Spring			
Core	DA 121	Dental Radiography	2
Core	DA 125	Supervised Clinical I	4
Core	DA 127	Dental Materials and Lab Techniques II	2
Science	NUTR 223	Principles of Nutrition	3
Quant. Reasoning	MATH 100	Math for Allied Health Programs	3
<b>Total</b>			<b>14</b>
Level V – Summer			
Core	DA 135	Supervised Clinical II	5
Core	DA 137	Specialized Dental Assisting	1
<b>Total</b>			<b>6</b>
<b>Degree Total</b>			<b>62.5</b>

# Dental Assisting, Full-time/Part-time

## CERTIFICATE OF ACHIEVEMENT

### CERTIFICATE OUTCOMES

- Perform basic side chair functions to facilitate completion of restorative and advanced operative procedures as allowed by the state dental act.
- Demonstrate knowledge of radiation safety and proficiency in exposing, processing, and mounting dental radiographs.
- Demonstrate knowledge of infection and hazard control in the lab/workplace.
- Perform basic office procedures necessary to assist in managing the dental practice.

### GENERAL EDUCATION REQUIREMENTS\*

“C” or better required. It is highly recommended that the following courses be taken prior to entering the dental assisting program.

#### COMMUNICATIONS ..... 6 CREDITS

Required: ENG 101 and COM 113

#### HUMAN RELATIONS

(included in emphasis requirements)

#### SOCIAL SCIENCE ..... 3 CREDITS

Required: PSY 101

#### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS

### EMPHASIS REQUIREMENTS

#### LEVEL I

DA 110	Orientation to Dental Assisting .....	1
DA 111	Dental Radiography I.....	3 **
DA 112	Dental/Head and Neck Anatomy .....	3
DA 115	Dental Health Education.....	1
DA 116	Preclinical Dental Science.....	1.5
DA 117	Dental Materials and Techniques I.....	2
DA 119	Dental Chairside Procedures.....	4 **

#### TOTAL LEVEL I REQUIREMENTS ..... 15.5 CREDITS

#### LEVEL II

DA 121	Dental Radiography II.....	2 **
DA 122	Clinical Dental Science.....	2
DA 123	Practice Management and Procedures.....	2
DA 125	Supervised Clinical I .....	4 **
DA 127	Dental Materials and Lab Techniques II .....	2

#### TOTAL LEVEL II REQUIREMENTS ..... 12 CREDITS

#### SUMMER SESSION

DA 135	Supervised Clinical II .....	5 **
DA 137	Specialized Dental Assisting.....	1 **

#### TOTAL SUMMER SESSION REQUIREMENTS ..... 6 CREDITS

#### TOTAL EMPHASIS REQUIREMENTS ..... 33.5 CREDITS

#### TOTAL CERTIFICATE REQUIREMENTS ..... 42.5 CREDITS

\*\* Starting fall 2013 these courses may be subject to credit hour increase. Please contact the program coordinator for updated information.

### SUGGESTED COURSE SEQUENCE

All emphasis courses are to be taken in the sequence indicated. A grade of 75% or better is required in all emphasis courses. Contact program coordinator for details.

Full-time	Course #	Title	Credits
Level I – Fall			
Emphasis	DA 110	Orientation to Dental Assisting	1
Emphasis	DA 111	Introduction to Dental Radiography	3
Emphasis	DA 112	Dental/Head and Neck Anatomy	3
Emphasis	DA 115	Dental Health Education	1
Emphasis	DA 116	Pre Clinical Dental Science	1.5
Emphasis	DA 117	Dental Materials and Techniques I	2
Emphasis	DA 119	Dental Chairside Procedures	4
<b>Total</b>			<b>15.5</b>
Level II – Spring			
Emphasis	DA 121	Dental Radiography	2
Emphasis	DA 122	Clinical Dental Science	2
Emphasis	DA 123	Practice Management and Procedures	2
Emphasis	DA 125	Supervised Clinical I	4
Emphasis	DA 127	Dental Materials and Lab Techniques II	2
<b>Total</b>			<b>12</b>
Level III – Summer			
Emphasis	DA 135	Supervised Clinical II	5
Emphasis	DA 137	Specialized Dental Assisting	1
<b>Total</b>			<b>6</b>
<b>Core Requirements Total</b>			<b>33.5</b>
Part-time	Course #	Title	Credits
Level I – Fall			
Emphasis	DA 110	Orientation to Dental Assisting	1
Emphasis	DA 112	Dental Head and Neck Anatomy	3
Emphasis	DA 116	Pre Clinical Dental Science	1.5
<b>Total</b>			<b>5.5</b>
Level II – Spring			
Emphasis	DA 122	Clinical Dental Science	2
Emphasis	DA 123	Practice Management and Procedures	2
<b>Total</b>			<b>4</b>
Level III – Fall			
Emphasis	DA 111	Introduction to Dental Radiography	3
Emphasis	DA 115	Dental Health Education	1
Emphasis	DA 117	Dental Materials and Techniques I	2
Emphasis	DA 119	Dental Chairside Procedures	4
<b>Total</b>			<b>10</b>
Level IV – Spring			
Emphasis	DA 121	Dental Radiography	2
Emphasis	DA 125	Supervised Clinical I	4
Emphasis	DA 127	Dental Materials and Lab Techniques II	2
<b>Total</b>			<b>8</b>
Level V – Summer			
Emphasis	DA 135	Supervised Clinical II	5
Emphasis	DA 137	Specialized Dental Assisting	1
<b>Total</b>			<b>6</b>
<b>Emphasis Requirements Total</b>			<b>33.5</b>

\* General Education Requirements are subject to change fall 2013. Contact program coordinator for updated information.

# Dental Hygiene Program

The dental hygienist is dedicated to providing preventative and therapeutic dental hygiene care. Some of the responsibilities routinely performed by hygienists in Nevada include:

- *performing oral cancer screening through examination of soft tissues*
- *examining periodontal (gum and bone) structure around and supporting teeth*
- *taking and interpreting radiographs*
- *removing stain, hard (calculus), and soft (plaque) deposits from tooth surfaces above and below the gum line utilizing scaling and rootplaning procedures*
- *administering topical fluoride treatments*
- *applying dental sealants*
- *administering local anesthesia and nitrous-oxide sedation*
- *designing and implementing treatment plans for individuals*
- *designing and implementing oral health programs for groups*
- *providing dental health education for individuals and groups*

Graduates of the TMCC dental hygiene program will be prepared to complete the written Dental Hygiene National Board Examination, the Nevada State Board Clinical Examination and many other state/regional clinical examinations in the U.S.

The dental hygiene program is a two-year (four-semester) program once the student has been accepted which does not include the general education requirements for the Associate of Science degree or the science prerequisite courses for dental hygiene.

Dental hygiene students must meet certain technical standards:

- *possess good hand/eye coordination and manual strength and dexterity to perform instrumentation skills necessary for direct patient care*
- *hold a current CPR card and be able to perform emergency procedures required in the field*
- *be free from conditions which put other humans at risk (i.e., active tuberculosis. Persons with blood borne pathogen infections are not excluded from the program or clinic facility.)*
- *possess ability to read, write, record and report*
- *be able to understand and react quickly to verbal instructions and patient needs*
- *be able to effectively communicate with patients to explain procedures, provide instructions and educate*

## LIMITED ENTRY

The dental hygiene program is a limited entry program with a competitive admissions process. Twelve students will be admitted each fall with a minimum GPA of 2.75 in prerequisite course work. Applicants not selected will not be carried forward to the next year, and must reapply for consideration. Additional program information is available in the dental clinic office 775-673-8247, located in the Red Mountain Building (RDMT) 415A, the health sciences office 775-673-7115, located in RDMT 417, Admissions and Records in RDMT 319, counseling in RDMT 325, and academic advisement in RDMT 111.

## STUDENT SELECTION

This is a limited-entry program. The division of sciences dean's office will be responsible for the initial screening of applicants meeting minimum criteria. The final selection of students will be conducted by the dental hygiene program screening committee. Applicants will be ranked using selection criteria including experience in the field, overall prerequisite GPA, prerequisite science GPA and other criteria established by the screening committee.

## ACCEPTED STUDENTS

Students accepted into the program will be required to show proof of CPR certification, health insurance and adherence to the dental hygiene program infectious disease/immunization policy, prior to admission into the program. Please contact program director for requirement information. Medical, eye and dental exams must also be completed. Medical insurance is recommended.

## LICENSURE

All states require that dental hygienists be licensed. In addition to successfully graduating from the accredited dental hygiene program and passing the written Dental Hygiene National Board Examination, graduates must pass a Clinical Examination. The Nevada Dental Practice Act (NRS 631.290) requires that candidates for licensure be of good moral character and be citizens of the U.S. or lawfully entitled to remain and work in the U.S. Prospective students are advised that if they have felony or misdemeanor convictions or have a history of substance abuse or infectious disease that this may preclude subsequent licensure as a dental hygienist in Nevada (NAC 631.050).

# Dental Hygiene Degree

## ASSOCIATE OF SCIENCE

### DEGREE OUTCOMES

Students completing the degree will:

- Gain the skills, knowledge, and ability to pass the course attaining eligibility to succeed into subsequent/sequential semesters.
- Have met course competencies over the course of the two year program and will be eligible to take the national written examination, National Dental Hygiene Board Examination (NDHBE).
- Pass a state or regional clinical board examination on the first attempt.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

**FINE ARTS ..... 3 CREDITS**

Required: THTR 210

**HUMANITIES ..... 3 CREDITS**

Required: PHIL 135

**MATHEMATICS ..... 3 CREDITS**

Required: MATH 126 or higher

**SCIENCE ..... 6 CREDITS**

Required: BIOL 190/190L and CHEM 121

**SOCIAL SCIENCE ..... 3 CREDITS**

Required: PSY 101

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

**SCIENCE ..... 6 CREDITS**

Science courses fulfilling the six credits include:

BIOL 190 Introduction to Cell and Molecular Biology (1 credit from General Education)

BIOL 190L Introduction to Cell and Molecular Biology Laboratory (1 credit from General Education)

BIOL 251 General Microbiology (4 credits)

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

BIOL 223 Human Anatomy and Physiology I..... 4

BIOL 224 Human Anatomy and Physiology II..... 4

CHEM 220 Introductory Organic Chemistry ..... 4

COM 113 Fundamentals of Speech Communications..... 3

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**

### EMPHASIS REQUIREMENTS

DH 102	Oral Biology.....	4
DH 103	Head and Neck Anatomy .....	2
DH 104	Dental Hygiene I.....	3
DH 105	Intro to Clinical Practice.....	2
DH 107	Legal and Ethical Implications in Dental Hygiene .....	1
DH 110	Concepts of Oral Health.....	2
DH 112	Oral Radiology.....	3
DH 113	General and Oral Pathology.....	3
DH 115	Clinical Practice I .....	3
DH 118	Advanced Clinical Topics in Dental Hygiene.....	2
DH 120	Fundamentals of Nutrition in Dentistry.....	3
DH 202	Pharmacology .....	2
DH 203	Special Patients .....	2
DH 205	Clinical Practice II .....	5
DH 207	Periodontics I .....	2
DH 208	Community Dental Health I.....	2
DH 209	Pain and Anxiety Control.....	3
DH 211	Dental Materials and Techniques.....	2
DH 214	Periodontics II .....	1
DH 215	Clinical Practice III .....	5
DH 218	Community Dental Health II.....	2

**TOTAL EMPHASIS REQUIREMENTS ..54 CREDITS**

**TOTAL DEGREE REQUIREMENTS ...102 CREDITS**

It is highly recommended that all prospective Dental Hygiene students complete all general education in addition to the prerequisite courses before applying for admission to the program.



# Dental Hygiene Degree

## ASSOCIATE OF SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	COM 113	Fundamentals of Speech Communications	3
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I	3
Fine Arts/Diversity	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>12</b>
2nd Semester			
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology/Laboratory	4
Science	CHEM 121	General Chemistry I	4
English	ENG 102	Composition II	3
<b>Total</b>			<b>11</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	BIOL 223	Human Anatomy and Physiology I	4
Core	CHEM 220	Introductory Organic Chemistry	4
Humanities	PHIL 135	Introduction to Ethics	3
Social Science	PSY 101	General Psychology	3
<b>Total</b>			<b>14</b>
2nd Semester			
Core	BIOL 224	Human Anatomy and Physiology II	4
Science	BIOL 251	General Microbiology	4
U.S. and Nevada Constitutions	Elective	See approved list	3
<b>Total</b>			<b>11</b>
Third Year	Course #	Title	Credits
1st Semester			
Emphasis	DH 102	Oral Biology	4
Emphasis	DH 103	Head and Neck Anatomy	2
Emphasis	DH 104	Dental Hygiene I	3
Emphasis	DH 105	Introduction to Clinical Practice	2
Emphasis	DH 110	Concepts of Oral Health	2
Emphasis	DH 112	Oral Radiology	3
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	DH 113	General and Oral Pathology	3
Emphasis	DH 115	Clinical Practice I	3
Emphasis	DH 118	Advanced Clinical Topics in Dental Hygiene (offered in July-August)	2
Emphasis	DH 120	Fundamentals of Nutrition in Dentistry	3
Emphasis	DH 202	Pharmacology	2
Emphasis	DH 209	Pain and Anxiety Control	3
<b>Total</b>			<b>16</b>
Fourth Year	Course #	Title	Credits
1st Semester			
Emphasis	DH 203	Special Patients	2
Emphasis	DH 205	Clinical Practice II	5
Emphasis	DH 207	Periodontics I	2
Emphasis	DH 208	Community Dental Health I	2
Emphasis	DH 211	Dental Materials and Techniques	2
<b>Total</b>			<b>13</b>
2nd Semester			
Emphasis	DH 107	Legal and Ethical Implications in Dental Hygiene	1
Emphasis	DH 214	Periodontics II	1
Emphasis	DH 215	Clinical Practice III	5
Emphasis	DH 218	Community Dental Health II	2
<b>Total</b>			<b>9</b>
<b>Degree Total</b>			<b>102</b>

# Diesel General Service Technician

## TRANSPORTATION TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

The diesel general service technician certificate program is a one-year, two-semester training program for the student that would like to enter the heavy equipment/over the road repair field with skills in basic maintenance. All general service training may be applied toward other diesel degree programs.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	AUTO 111	Automotive Electricity	4
Emphasis	DT 101	Basic Diesel Engines	4
Emphasis	DT 201	Diesel Brakes and Pneumatics	3
Quantitative Reasoning	MATH 108 or higher	Math for Technicians	3
<b>Total</b>			<b>15</b>
2nd Semester			
Communications	GE Elective	Choose from recommended list	3
Electives		Choose from list	3
Human Relations	CE 201	Workplace Readiness	3
Core	DT 211	Light Duty Performance	2
Emphasis	DT 235	Steering and Suspension	2
Emphasis	DT 250	Preventative Maintenance	2
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Identify and implement safety procedures involved in diagnosis, service, and repair of all major medium/heavy duty truck and heavy equipment components and systems.
- Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstration of mechanical skills to accomplish repair tasks.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: BUS 107 or ENG 107

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 108 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety	1
AUTO 111	Automotive Electricity	4
DT 211	Light Duty Performance	2

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

### EMPHASIS REQUIREMENTS

DT 101	Basic Diesel Engines	4
DT 201	Diesel Brakes and Pneumatics	3
DT 235	Steering and Suspension	2
DT 250	Preventative Maintenance	2

**TOTAL EMPHASIS REQUIREMENTS.. 11 CREDITS**

### ELECTIVE REQUIREMENTS

Choose at least three credits from the following:

AUTO 101	General Automotive	4
AUTO 112	Automotive Electricity II	4
AUTO 145	Automotive Brakes	5
DT 130	Heavy Duty Hydraulics	2
DT 210	Advanced Diesel Engines	4
DT 217	Electronic Fuel Injection II	3

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 30 CREDITS**

# Diesel Technician Emphasis

## TRANSPORTATION TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

The diesel technician program trains individuals for apprentice level positions servicing, repairing, and maintaining heavy equipment and over the road long-haul vehicles. The program emphasizes principles of operation, diagnosis and service procedures. Using the latest technology in diagnosis and repair equipment, this comprehensive training prepares graduates with skills that are in high demand in the diesel repair industry.

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

### EMPHASIS REQUIREMENTS

DT 101	Basic Diesel Engines .....	4
DT 106	Heavy Duty Transmissions and Power Trains .....	5
DT 107	Heavy Duty Drive Trains.....	5
DT 110	Heavy Duty Electrical Systems.....	3
DT 130	Heavy Duty Hydraulics .....	2
DT 201	Diesel Brakes and Pneumatics .....	3
DT 210	Advanced Diesel Engines.....	4
DT 217	Electronic Fuel Injection II .....	3
DT 235	Steering and Suspension .....	2
DT 250	Preventative Maintenance .....	2

**TOTAL EMPHASIS REQUIREMENTS.. 33 CREDITS**

**TOTAL DEGREE REQUIREMENTS....61 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Quantitative Reasoning	GE Elective	Math 108 or higher	3
Core	AIT 110	General Industrial Safety	1
Emphasis	DT 101	Basic Diesel Engines	4
Emphasis	DT 210	Advanced Diesel Engines	4
Emphasis	DT 217	Electronic Fuel Injection II	3
			<b>Total 15</b>
2nd Semester			
U.S. and Nevada Constitutions	Elective	See approved list	3
Core	AUTO 111	Automotive Electricity	4
Core	DT 211	Light Duty Performance	2
Emphasis	DT 235	Steering and Suspension	2
Emphasis	DT 250	Preventative Maintenance	2
Science	PHYS 100	Introductory Physics	3
			<b>Total 16</b>
Second Year	Course #	Title	Credits
1st Semester			
Human Relations	CE 201	Workplace Readiness	3
Emphasis	DT 110	Heavy Duty Electrical Systems	3
Emphasis	DT 201	Brakes and Pneumatics	3
English	ENG 107	Technical Communications I	3
Diversity/Social Science	AAD 201	History of the Built Environment	3
			<b>Total 15</b>
2nd Semester			
Communications	BUS 107	Business Speech Communications	3
Emphasis	DT 106	Heavy Duty Transmissions and Power Trains	5
Emphasis	DT 107	Heavy Duty Drive Trains	5
Emphasis	DT 130	Heavy Duty Hydraulics	2
			<b>Total 15</b>
			<b>Degree Total 61</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements for the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Identify and implement safety procedures involved in diagnosis, service, and repair of all major medium/heavy duty truck and heavy equipment components and systems.
- Analyze and interpret diagnostic and test information to formulate correct repair procedures.
- Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstrating mechanical skills to accomplish repair tasks.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY .....(3 CREDITS)**

Recommended: AAD 201

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Communications-Recommended: BUS 107

English-Recommended: ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: AAD 201

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING..... 3 CREDITS**

Recommended: MATH 108 or higher

**SCIENCE..... 3 CREDITS**

Recommended: PHYS 100

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety .....	1
AUTO 111	Automotive Electricity .....	4
DT 211	Light Duty Performance .....	2

# Dietetic Degree

## ASSOCIATE OF SCIENCE

This is a two-year transferable program leading to an associate of science with an emphasis in dietetics. The curriculum includes an emphasis in the nutritional, biological and physical sciences. All recommended courses partially satisfy the Bachelor of Science in clinical dietetics at the University of Nevada, Reno. If the student wishes to seek a credential as a Dietetic Technician, Registered (DTR), the following courses should be added, from the AAS Dietetic Technician Degree: CUL 100, NUTR 100, NUTR 223, NUTR 243, NUTR 244, NUTR 291, NUTR 292, and NUTR 293.

BIOL 251	General Microbiology .....	4
COM 113	Fundamentals of Speech Communications.....	3
NUTR 220	Food Service Systems Management .....	3
NUTR 221	Quantity Food Purchasing .....	3
NUTR 223	Principles of Nutrition .....	3
NUTR 253	Cultural Considerations in Nutrition and Health Care .....	3

**TOTAL CORE REQUIREMENTS ..... 27 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
English	ENG 101	Composition I	3
Fine Arts	GE Elective	See approved list	3
Mathematics	MATH 126	Pre-Calculus I	3
Core	NUTR 220	Food Service Systems Management	3
Social Science	PSY 101	General Psychology	3
<b>Total</b>			<b>15</b>
2nd Semester			
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology/Laboratory	4
Science	CHEM 121	General Chemistry I	4
English	ENG 102	Composition II	3
Core	NUTR 221	Quantity Food Purchasing	3
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	BIOL 223	Human Anatomy and Physiology I	4
Science	CHEM 122	General Chemistry II	4
Humanities	GE Elective	See approved list	3
Core	NUTR 223	Principles of Nutrition	3
<b>Total</b>			<b>14</b>
2nd Semester			
Core	BIOL 224	Human Anatomy and Physiology II	4
Core	BIOL 251	General Microbiology	4
Core	COM 113	Fundamentals of Speech Communications	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Core/Diversity	NUTR 253	Cultural Considerations in Nutrition and Health Care	3
<b>Total</b>			<b>17</b>
<b>Degree Total</b>			<b>60</b>

### DEGREE OUTCOMES

Student completing the degree will:

- Demonstrate a basic knowledge of nutrition, science, and math that comprise the integral foundation applicable to a four-year degree.
- Synthesize and apply nutrition principles in a variety of settings.
- Demonstrate academic and practical knowledge of standards appropriate to dietetic practice.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH .....	6 CREDITS
FINE ARTS .....	3 CREDITS
HUMANITIES.....	3 CREDITS
MATHEMATICS .....	3 CREDITS
SCIENCE.....	6 CREDITS

Required: CHEM 121 and 122

SOCIAL SCIENCE .....	3 CREDITS
Required: PSY 101	

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY .....	(3 CREDITS)
Recommended: NUTR 253	

SCIENCE.....	6 CREDITS
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Science courses fulfilling the six credits include:

- BIOL 190 Introduction to Cell and Molecular Biology
- BIOL 190L Introduction to Cell and Molecular Biology Laboratory
- CHEM 122 General Chemistry (2 credits from General Education)

U.S. AND NEVADA CONSTITUTIONS .....	3 CREDITS
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**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

BIOL 223	Human Anatomy and Physiology I.....	4
BIOL 224	Human Anatomy and Physiology II.....	4



# Dietetic Technician Program

Upon successful completion of the dietetic technician program, the student is eligible to sit for the Commission of Dietetics Registration (CDR) national exam for dietetic technician, registered (DTR). A student may complete the dietetic technician program by successfully completing one of the following three options.

1. *Track 1: Dietetic Technician Degree-Associate of Applied Science*

This track is for students who are seeking an Associate of Applied Science (AAS) degree. Students take eight credits of science prerequisites: Biology 141 and 142. These credits may not transfer to a four-year institution within the NSHE system.

2. *Track 2: Dietetic Degree-Associate of Science*

This track is for students who are seeking an Associate of Science (AS) degree.

3. *Track 3: Students with a Four-year Degree*

A student with a four-year didactic degree in nutrition from an institution accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may qualify as a Track 3 student. The following conditions must be met with documentation provided to the Dietetic Technician Program Coordinator:

- *Official Copies of All Transcripts.*
- *The original Statement of Verification issued from and Academy of Nutrition and Dietetics accredited four-year institution. The Statement of Verification must be for a didactic program in dietetics.*
- *To complete the program to be eligible to take the national exam for DTR, students with a four-year degree must complete three of the three-credit courses comprised of 450 hours of supervised work experience at a satisfactory level.*

To be considered for acceptance as a Track 3 student, please contact the Dietetic Technician Program Coordinator, Heather Williams at 775-673-7138 or [hgwilliams@tmcc.edu](mailto:hgwilliams@tmcc.edu).

## ACCREDITATION

The Dietetic Technician Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. ACEND can be contacted at:

Accreditation Council for Education in Nutrition and Dietetics  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
Phone: 800-877-1600 x5400  
Fax: 312-899-4817  
Email: [ACEND@eatright.org](mailto:ACEND@eatright.org)  
URL: [www.eatright.org/acend](http://www.eatright.org/acend)

# Dietetic Technician Degree

## ASSOCIATE OF APPLIED SCIENCE

This program leads to an associate of applied science degree in dietetic technician. For a complete description of the program, please refer to the previous page in this catalog.

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate application of theoretical and practical foundations to be adequately prepared as entry-level dietetic technician practitioners.
- Demonstrate academic and practical knowledge of standards appropriate to dietetic practice.
- Be eligible to take the national credentialing exam for Dietetic Technician, Registered.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY .....(3 CREDITS)**

Required: NUTR 253

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Recommended: ENG 101,102, 113, 114, BUS 107

**FINE ARTS/HUMANITIES/  
SOCIAL SCIENCE ..... 3 CREDITS**

Required: PSY 101

**HUMAN RELATIONS ..... 3 CREDITS**

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 100 or higher

**SCIENCE ..... 3 CREDITS**

Required: BIOL 141

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL  
EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

BIOL 141	Human Structure and Function I (1 credit from General Education).....	1
BIOL 142	Human Structure and Function II .....	4
COM 113	Fundamentals of Speech Communications.....	3

**TOTAL CORE REQUIREMENTS ..... 8 CREDITS**

### EMPHASIS REQUIREMENTS

CUL 100	Sanitation/HACCP .....	2
NUTR 100	Introduction to Dietetic Technician Program .....	0.5
NUTR 220	Food Service Systems Management .....	3
NUTR 221	Quantity Food Purchasing .....	3
NUTR 223	Principles of Nutrition .....	3
NUTR 233	Community and Lifecycle Nutrition.....	3
NUTR 243	Medical Nutrition Therapy for Dietetic Techs I .....	3
NUTR 244	Medical Nutrition Therapy for Dietetic Techs II .....	3
NUTR 253	Cultural Considerations in Nutrition and Health Care ....	3
NUTR 291	Nutrition Internship – Food Service .....	3
NUTR 292	Nutrition Internship – Community.....	3
NUTR 293	Nutrition Internship – Clinical .....	3

**TOTAL EMPHASIS  
REQUIREMENTS ..... 32.5 CREDITS**

**TOTAL DEGREE  
REQUIREMENTS ..... 61.5 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	CUL 100	Sanitation/HACCP	2
Core/Science	BIOL 141	Human Structure and Function I	4
English/ Communications	GE Elective	Choose from recommended list	3
Quantitative Reasoning	MATH 100 or higher	Math for Applied Health Programs	3
Emphasis	NUTR 100	Introduction to Dietetic Technician Program	0.5
Emphasis	NUTR 220	Food Service Systems Management	3
<b>Total</b>			<b>15.5</b>
2nd Semester			
Core	BIOL 142	Human Structure and Function II	4
Core	COM 113	Fundamentals of Speech Communications	3
Communications/ English	GE Elective	Choose from recommended list	3
Emphasis	NUTR 221	Quality Food Purchasing	3
Emphasis	NUTR 223	Principles of Nutrition	3
<b>Total</b>			<b>16</b>
Summer			
Emphasis	NUTR 291	Nutrition Internship – Food Service	3
<b>Total</b>			<b>3</b>
Second Year	Course #	Title	Credits
1st Semester			
U.S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	NUTR 233	Community and Lifecycle Nutrition	3
Emphasis/Diversity	NUTR 253	Cultural Considerations in Nutrition and Health Care	3
Social Science	PSY 101	General Psychology	3
<b>Total</b>			<b>12</b>
2nd Semester			
Human Relations	GE Elective	See approved list	3
Emphasis	NUTR 243	Medical Nutrition Therapy for Dietetic Techs I	3
Emphasis	NUTR 244	Medical Nutrition Therapy for Dietetic Techs II	3
Emphasis	NUTR 292	Nutrition Internship – Community	3
<b>Total</b>			<b>12</b>
Summer			
Emphasis	NUTR 293	Nutrition Internship – Clinical	3
<b>Total</b>			<b>3</b>
<b>Degree Total</b>			<b>61.5</b>

# Drafting Emphasis

## MANUFACTURING TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

Drafting is a critical skill for a diversity of industries, including manufacturing, engineering, construction and architecture. Students in the TMCC drafting program develop both manual and computerized drafting skills, including standard two-dimensional drawings and three dimensional solid modeling. With an AAS degree, drafters are prepared to work with designers and engineers to develop graphic instructions used to complete a variety of projects.

### EMPHASIS REQUIREMENTS

CADD 100	Introduction to Computer-Aided Drafting .....	3
CADD 105	Intermediate Computer-Aided Drafting .....	3
CADD 140	Technical Drafting I .....	3
CADD 141	Technical Drafting II .....	3
CADD 142	Technical Drafting III .....	3
CADD 245	Solid Modeling and Parametric Design.....	3
CADD 299	Capstone/Assessment .....	1
CADD Elective	Choose 3 credits from remaining CADD classes .....	3
DFT 100	Basic Drafting Principles.....	3
ENGR 100	Introduction to Engineering Design .....	3
MATH 127	Pre-Calculus II .....	3

**TOTAL EMPHASIS REQUIREMENTS.. 31 CREDITS**

### ELECTIVE REQUIREMENTS

Choose one of the following:

DFT 240	Introduction to 3D Studio Max .....	3
IS 101	Introduction to Information Systems .....	3
MTT 140	Inspection Techniques.....	3

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL DEGREE REQUIREMENTS...62 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Core	AIT 110	General Industrial Safety	1
Emphasis	CADD 100	Introduction to Computer-Aided Drafting	3
Emphasis	DFT 100	Basic Drafting Principles	3
Core	DFT 110	Print Reading For Industry	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
			<b>Total 16</b>
2nd Semester			
Emphasis	CADD 105	Intermediate Computer-Aided Drafting	3
Emphasis	CADD 140	Technical Drafting I	3
Emphasis	CADD 141	Technical Drafting II	3
Communications	ENG 107	Technical Communications I	3
Emphasis	MATH 127	Pre-Calculus II	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose CADD course	3
Emphasis	CADD 142	Technical Drafting III	3
English	GE Elective	See approved list	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Core	MPT 140	Quality Control	3
			<b>Total 15</b>
2nd Semester			
Elective		Choose from list	3
Emphasis	CADD 245	Solid Modeling and Parametric Design	3
Emphasis	CADD 299	Capstone/Assessment	1
Human Relations	CE 201	Workplace Readiness	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Science	PHYS 100	Introductory Physics	3
			<b>Total 16</b>
			<b>Degree Total 62</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Understand drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to mechanical drawings.
- Create complex drawings including orthographic projections, pictorials, working drawings, and development drawings; and prepare drawing details including auxiliary views, sections, tolerances, and surface finishes, all within specifications.
- Create complex 3D models to specifications using advanced commands.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Recommended: ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 126

**SCIENCE ..... 3 CREDITS**

Recommended: PHYS 100

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety.....	1
MPT 140	Quality Control .....	3
DFT 110	Print Reading for Industry .....	3

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

B – Degree Programs, Advisors and Worksheets

# Drafting Technology

## MANUFACTURING TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

The drafting technology certificate is designed to provide training and technical job skills to students seeking employment and/or skill upgrades. A drafting technician works with designers and engineers within a variety of industries including manufacturing, architecture, construction and landscaping. The program is competency-based. Students complete a variety of hands-on learning exercises ranging from manually drafted drawings to advanced computerized two and three dimensional wireframe and solid modeling projects.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	CADD 100	Introduction to Computer-Aided Drafting	3
Core	DFT 100	Basic Drafting Principles	3
Core	DFT 110	Print Reading for Industry	3
Core	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 120	Fundamentals of College Math	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
Core	CADD 105	Intermediate Computer-Aided Drafting	3
Core	CADD 140	Technical Drafting I	3
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 107	Technical Communications I	3
<b>Total</b>			<b>12</b>
<b>3rd Semester</b>			
Elective		Choose CADD or DFT course	3
Core	CADD 210	CADD Project	3
<b>Total</b>			<b>6</b>
<b>Degree Total</b>			<b>33</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate a basic knowledge of drafting theory as it relates to working with designers and engineers within a variety of industries including manufacturing, architecture and construction.
- Prepare technical drawings and presentations demonstrating understanding of manual drawing and CAD techniques.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: ENG 107

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: Math 120 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

CADD 100	Introduction to Computer-Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 140	Technical Drafting I	3
CADD 210	CADD Project	3
DFT 100	Basic Drafting Principles	3
DFT 110	Print Reading for Industry	3
IS 101	Introduction to Information Systems	3

**TOTAL CORE REQUIREMENTS ..... 21 CREDITS**

### ELECTIVE REQUIREMENTS

Choose three credits from remaining CADD or DFT classes.

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 33 CREDITS**



# Early Childhood Education Degree

## ASSOCIATE OF ARTS

The associate of arts in early childhood education is designed to serve students either as a stand-alone associate degree, or as a university transfer degree. The transfer option allows students to complete specific lower division courses at TMCC and obtain an associate of arts degree in Early Childhood Education; and then transfer to UNR as a junior to complete a bachelor of science degree in Human Development and Family Studies. Students are encouraged to obtain academic advisement from early childhood education faculty to facilitate the university transfer process.

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate proficiency in the knowledge and skills represented in the National Association for the Education of Young Children (NAEYC) national Standards for Early Childhood Professional Preparation Programs.
- Gain competence and skills required to gain entry into a baccalaureate degree program, including but not limited to: understanding child development; guiding young children; developing professionalism in the ECE field; developing and implementing curriculum for children birth through preschool; working with families and the community; understanding children with disabilities; observing, documenting and accessing young children; and field experiences working with young children.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

**FINE ARTS ..... 3 CREDITS**

**HUMANITIES..... 3 CREDITS**

Recommended: CH 203

**MATHEMATICS ..... 3 CREDITS**

**SCIENCE..... 6 CREDITS**

Lab required.

Required: NUTR 121

**SOCIAL SCIENCE ..... 3 CREDITS**

Required: PSY 101

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... 3 CREDITS**

Required: HDFS 232

**FOREIGN LANGUAGE ..... 0 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS**

Recommended: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 3 CREDITS**

Note: Students must maintain a cumulative grade point average of a 2.0 (C) or better, and must also earn a grade of "C" or better in each ECE and HDFS course.

### CORE REQUIREMENTS

ECE 130	Infancy .....	3
ECE 190	Professionalism in Early Care and Education .....	3
ECE 200	The Exceptional Child .....	3
ECE 204	Principles of Child Guidance .....	3
ECE 210	Observation, Documentation and Assessment of Young Children.....	3
ECE 231	Preschool Practicum: Early Childhood Lab.....	3
ECE 245	Practicum Seminar .....	2
ECE 250	Introduction to Early Childhood Education .....	3
ECE 251	Curriculum in Early Childhood Education.....	3
HDFS 201	Lifespan Human Development .....	3
HDFS 202	Introduction to Families .....	3
SOC 101	Principles of Sociology (required by UNR).....	3

**TOTAL CORE REQUIREMENTS ..... 35 CREDITS**

**TOTAL DEGREE REQUIREMENTS.... 62 CREDITS**

Note: Students completing the AA-Early Childhood Education degree must complete their practicum through TMCC.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	ECE 190	Professionalism in Early Care and Education	3
Core	ECE 250	Introduction to Early Childhood Education	3
Mathematics	GE Elective	See approved list	3
English	ENG 101	Composition I	3
Core	HDFS 201	Lifespan Human Development	3
			<b>Total 15</b>
2nd Semester			
Core	ECE 130	Infancy	3
Core	ECE 204	Principles of Child Guidance	3
Core	ECE 210	Observation, Documentation and Assessment of Young Children	3
English	ENG 102	Composition II	3
Diversity	HDFS 232	Diversity in Children	3
Social Science	PSY 101	General Psychology	3
			<b>Total 18</b>
Second Year	Course #	Title	Credits
1st Semester			
Humanities/U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional ChangeThe Modern World	3
Core	ECE 200	The Exceptional Child	3
Core	ECE 251	Curriculum in Early Childhood Education	3
Core	HDFS 202	Introduction to Families	3
Science	NUTR 121	Human Nutrition	3
			<b>Total 15</b>
2nd Semester			
Core	ECE 231	Preschool Practicum: Early Childhood Lab	3
Core	ECE 245	Practicum Seminar	2
Fine Arts	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
Core	SOC 101	Principles of Sociology	3
			<b>Total 14</b>
			<b>Degree Total 62</b>

B – Degree Programs, Advisors and Worksheets



# Early Childhood Education Degree

## ADMINISTRATION OF EARLY CARE AND EDUCATION PROGRAMS EMPHASIS –

### ASSOCIATE OF APPLIED SCIENCE

The associate of applied science in early childhood education is a degree option for students seeking to enter a rewarding career working with young children and their families. This practitioner oriented program has a degree emphasis in three fields: administration of early care and education programs, preschool and infant/toddler. This gives the student the opportunity to select their educational experience based on their specific interests and allows for greater learning in a specific area of concentration.

Note: Students must maintain a cumulative grade point average of a 2.0 (C) or better and must also earn a grade of “C” or better in each ECE and HDFS course.

**TOTAL CORE REQUIREMENTS ..... 30 CREDITS**

### EMPHASIS REQUIREMENTS

COM 215	Introduction to Group Communication.....	3
ECE 244	Practicum in Administration in Early Care and Education Programs .....	3
ECE 245	Practicum Seminar .....	2
ECE 247	Effective Management and Supervision in Early Care and Education.....	2

**TOTAL EMPHASIS REQUIREMENTS.. 10 CREDITS**

**TOTAL DEGREE REQUIREMENTS....61 CREDITS**

Note: Students completing the Associate of Applied Science Early Childhood Education Degree-Administration of Early Care and Education Programs emphasis must complete their practicum through TMCC.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	3
Core	ECE 250	Introduction to Early Childhood Education	3
English	ENG 101 or 113	Composition I or Composition I for International Students	3
Quantitative Reasoning	GE Elective	See approved list	3
Core	HDFS 201	Lifespan Human Development	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
Communications/Emphasis	COM 215	Introduction to Group Communication	3
Core	ECE 130	Infancy	3
Core	ECE 210	Observation, Documentation and Assessment of Young Children	3
Diversity	HDFS 232	Diversity in Children	3
Science	NUTR 121	Human Nutrition	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	ECE 200	The Exceptional Child	3
Core	ECE 204	Principles of Child Guidance	3
Emphasis	ECE 247	Effective Management and Supervision in Early Care and Education	2
Core	ECE 251	Curriculum in Early Childhood Education	3
Human Relations	MGT 212	Leadership and Human Relations	3
Social Science	PSY 101 or SOC 101	General Psychology or Principles of Sociology	3
<b>Total</b>			<b>17</b>
<b>2nd Semester</b>			
Core	ECE 240	Administration of the Preschool	3
Emphasis	ECE 244	Practicum in Administration of Early Care and Education Programs	3
Emphasis	ECE 245	Practicum Seminar	2
U.S. and Nevada Constitutions	Elective	See approved list	3
Core	HDFS 202	Introduction to Families	3
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>61</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate proficiency in the knowledge and skills represented in the National Association for the Education of Young Children (NAEYC) national standards for Early Childhood Professional Preparation Programs.
- Demonstrate proficiency in the knowledge and skills specific to the degree emphasis, including supervision and management of staff in early care and education programs, and comprehensive administration of an early care and education program

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... 3 CREDITS**

Required: HDFS 232

**COMMUNICATIONS ..... (3 CREDITS)**

Required: COM 215

**ENGLISH ..... 3 CREDITS**

Required: ENG 101 or 113

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: PSY or SOC 101

**HUMAN RELATIONS ..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING..... 3 CREDITS**

**SCIENCE..... 3 CREDITS**

Required: NUTR 121

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL**

**EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

ECE 130	Infancy.....	3
ECE 190	Professionalism in Early Care and Education .....	3
ECE 200	The Exceptional Child .....	3
ECE 204	Principles of Child Guidance .....	3
ECE 210	Observation, Documentation and Assessment of Young Children .....	3
ECE 240	Administration of the Preschool.....	3
ECE 250	Introduction to Early Childhood Education.....	3
ECE 251	Curriculum in Early Childhood Education.....	3
HDFS 201	Lifespan Human Development .....	3
HDFS 202	Introduction to Families .....	3

# Early Childhood Education Degree

## INFANT/TODDLER EMPHASIS – ASSOCIATE OF APPLIED SCIENCE

The associate of applied science in early childhood education is a degree option for students seeking to enter a rewarding career working with young children and their families. This practitioner oriented program has a degree emphasis in three fields: administration of early care and education programs, preschool and infant/toddler. This gives the student the opportunity to select their educational experience based on their specific interests and allows for greater learning in a specific area of concentration.

### CORE REQUIREMENTS

Required for all ECE emphases.

A student must maintain a cumulative grade point average of a 2.0 (C) or better and a minimum grade of "C" must be made in each of the core requirements.

ECE 130	Infancy .....	3
ECE 190	Professionalism in Early Care and Education .....	3
ECE 200	The Exceptional Child .....	3
ECE 204	Principles of Child Guidance .....	3
ECE 210	Observation, Documentation and Assessment of Young Children .....	3
ECE 240	Administration of the Preschool .....	3
ECE 250	Introduction to Early Childhood Education .....	3
ECE 251	Curriculum in Early Childhood Education.....	3
HDFS 201	Lifespan Human Development .....	3
HDFS 202	Introduction to Families .....	3

**TOTAL CORE REQUIREMENTS ..... 30 CREDITS**

### EMPHASIS REQUIREMENTS

ECE 124	Sensorimotor Development Infants and Toddlers .....	1
ECE 125	Language Development for Infants/Toddlers .....	1
ECE 126	Social/Emotional Development for Infants and Toddlers.....	1
ECE 129	Environments for Infants and Toddlers.....	2
ECE 232	Practicum: Infant and Toddler .....	3
ECE 245	Practicum Seminar .....	2
ECE 252	Infant/Toddler Curriculum.....	3

**TOTAL EMPHASIS REQUIREMENTS.. 13 CREDITS**

**TOTAL DEGREE REQUIREMENTS....67 CREDITS**

Students who receive an early childhood education AAS degree with an emphasis in infant/toddler must complete practicum through TMCC.

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the five National Association for the Education of Young Children's (NAEYC) Associate Degree Standards. These include promoting child development and learning; building family and community relationships; observing, documenting, and assessing; teaching and learning; and becoming a professional.
- Demonstrate a scope of knowledge and skills based on the infant and toddler emphasis. These include understanding child development with an emphasis on infant and toddlers; guiding infants and toddlers; developing professionalism in the ECE field; developing and implementing curriculum for infants and toddlers; working with families and the community; understanding children with disabilities; observing, documenting and assessing young children; and various field experiences with infants and toddlers.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... 3 CREDITS**

Required: HDFS 232

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Required: ENG 101 or 113

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: SOC 101, PSY 101

**HUMAN RELATION..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING..... 3 CREDITS**

**SCIENCE..... 3 CREDITS**

Required NUTR 121

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL**

**EDUCATION REQUIREMENTS ..... 24 CREDITS**

B – Degree Programs, Advisors and Worksheets



# Early Childhood Education Degree

## INFANT/TODDLER EMPHASIS – ASSOCIATE OF APPLIED SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	ECE 130	Infancy	3
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	3
Core	ECE 250	Introduction to Early Childhood Education	3
Quantitative Reasoning	GE Elective	See approved list	3
Communications/English	ENG 101 or 113	Composition I or Composition I for International Students	3
Core	HDFS 201	Lifespan Human Development	3
<b>Total</b>			<b>18</b>
2nd Semester			
Emphasis	ECE 124	Sensorimotor Development Infants and Toddlers	1
Emphasis	ECE 125	Language Development for Infants/Toddlers	1
Emphasis	ECE 126	Social/Emotional Development for Infants and Toddlers	1
Core	ECE 210	Observation, Documentation and Assessment of Young Children	3
Core	ECE 251	Curriculum in Early Childhood Education	3
Communications/English	ENG 102 or 114	Composition II or Composition II for International Students	3
Diversity	HDFS 232	Diversity in Children	3
Science	NUTR 121	Human Nutrition	3
<b>Total</b>			<b>18</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	ECE 129	Environments for Infants and Toddlers	2
Core	ECE 200	The Exceptional Child	3
Core	ECE 204	Principles of Child Guidance	3
Emphasis	ECE 252	Infant/Toddler Curriculum (ECE 130 may be taken concurrently)	3
Fine Arts/ Humanities/ Social Science	GE Elective	Choose from list	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>17</b>
2nd Semester			
Emphasis	ECE 232	Practicum: Infant and Toddler (ECE 232 and ECE 245 must be taken concurrently)	3
Core	ECE 240	Administration of the Preschool	3
Emphasis	ECE 245	Practicum Seminar (ECE 232 and ECE 245 must be taken concurrently)	2
U.S. and Nevada Constitutions	Elective	See approved list	3
Core	HDFS 202	Introduction to Families	3
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>67</b>

# Early Childhood Education Degree

## PRESCHOOL EMPHASIS – ASSOCIATE OF APPLIED SCIENCE

The associate of applied science in early childhood education is a degree option for students seeking to enter a rewarding career working with young children and their families. This practitioner oriented program has a degree emphasis in three fields: administration of early care and education programs, preschool and infant/toddler. This gives the student the opportunity to select their educational experience based on their specific interests and allows for greater learning in a specific area of concentration.

### CORE REQUIREMENTS

Required for all ECE emphases.

A student must maintain a cumulative grade point average of a 2.0 (C) or better and a minimum grade of "C" must be made in each of the core requirements.

ECE 130	Infancy .....	3
ECE 190	Professionalism in Early Care and Education .....	3
ECE 200	The Exceptional Child .....	3
ECE 204	Principles of Child Guidance .....	3
ECE 210	Observation, Documentation and Assessment of Young Children .....	3
ECE 240	Administration of the Preschool .....	3
ECE 250	Introduction to Early Childhood Education .....	3
ECE 251	Curriculum in Early Childhood Education .....	3
HDFS 201	Lifespan Human Development .....	3
HDFS 202	Introduction to Families .....	3

**TOTAL CORE REQUIREMENTS ..... 30 CREDITS**

### EMPHASIS REQUIREMENTS

ECE 121	Parent Caregiver Relationships .....	1
ECE 123	Health and Nutrition for Young Children .....	1
ECE 155	Literacy and the Young Child .....	1
ECE 231	Preschool Practicum: Early Childhood Lab .....	3
ECE 245	Practicum Seminar .....	2
Electives	Any ECE/HDFS course, or other approved class .....	5

**TOTAL EMPHASIS REQUIREMENTS.. 13 CREDITS**

**TOTAL DEGREE REQUIREMENTS .... 67 CREDITS**

Students who receive an early childhood education AAS degree with an emphasis in preschool must complete practicum through TMCC.

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the five National Association for the Education of Young Children's (NAEYC) Associate Degree Standards. These include promoting child development and learning; building family and community relationships; observing, documenting, and assessing; teaching and learning; and becoming a professional.
- Demonstrate a scope of knowledge and skills based on the preschool emphasis. These include understanding child development; guiding young children; developing professionalism in the ECE field; developing and implementing curriculum for children birth through preschool; working with families and the community; understanding children with disabilities; observing, documenting and assessing young children; and various field experiences with young children.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... 3 CREDITS**

Required: HDFS 232

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Required: ENG 101 or 113

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: SOC 101, PSY 101

**HUMAN RELATIONS ..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING..... 3 CREDITS**

**SCIENCE..... 3 CREDITS**

Required: NUTR 121

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL**

**EDUCATION REQUIREMENTS ..... 24 CREDITS**





# Early Childhood Education Degree

## PRESCHOOL EMPHASIS – ASSOCIATE OF APPLIED SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	ECE 121	Parent Caregiver Relationships	1
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	3
Core	ECE 250	Introduction to Early Childhood Education	3
Quantitative Reasoning	GE Elective	See approved list	3
Communications/English	ENG 101 or 113	Composition I or Composition I for International Students	3
Core	HDFS 201	Lifespan Human Development	3
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	ECE 123	Health and Nutrition for Young Children	1
Core	ECE 130	Infancy	3
Core	ECE 210	Observation, Documentation and Assessment of Young Children	3
Communications/English	ENG 102 or 114	Composition II or Composition II for International Students	3
Diversity	HDFS 232	Diversity in Children	3
Science	NUTR 121	Human Nutrition	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	ECE 155	Literacy and the Young Child	1
Core	ECE 200	The Exceptional Child	3
Core	ECE 204	Principles of Child Guidance	3
Core	ECE 251	Curriculum in Early Childhood Education	3
Fine Arts/Humanities/Social Science	GE Elective	Choose from recommended list	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	ECE 231	Preschool Practicum: Early Childhood Lab (ECE 231 and ECE 245 must be taken concurrently)	3
Core	ECE 240	Administration of the Preschool	3
Emphasis	ECE 245	Practicum Seminar (ECE 231 and ECE 245 must be taken concurrently)	2
U.S. and NV Constitutions	Elective	See approved list	3
Core	HDFS 202	Introduction to Families	3
<b>Total</b>			<b>14</b>
Electives: Students may choose from list of ECE courses (1-3 credits) and add them to any semester.	ECE 124, 125, 126, 127, 128, 129, 151, 152, 154, 155, 156, 157, 158, 159, 161, 167, 168, 169, 235		5
<b>Degree Total</b>			<b>67</b>

# Education

## SECONDARY EDUCATION EMPHASIS – ASSOCIATE OF ARTS

The associate of arts degree in secondary education is designed for students seeking careers in secondary education (junior and senior high schools). The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the secondary education school settings.

In addition, students will also need to select a “teaching major” and complete some of the coursework prior to transfer. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.A. in secondary education majors at UNR. Also, please note: Any concerns or questions of requirements when entering a teaching certification program need to be addressed by advisors for any University of interest.

In order to complete an AA, the ‘teaching major’ courses will include a focus in foreign languages, English, social studies, history, music, art, career and technical.

### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

#### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	EDU 110	Society and Education	3
Emphasis	EDU 202	Introduction to Secondary Education	3
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
Fine Arts	GE Elective	See approved list	3
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	EDU 210	Nevada School Law	3
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Humanities	GE Elective	See approved list	3
Mathematics	GE Elective	See approved list	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		See advisor for information	3
Emphasis/Diversity	EDU 203	Introduction to Special Education	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Social Science	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		See advisor for information	1
Emphasis	EDU 214	Preparing Teachers to Use Technology	3
Foreign Language	Elective	See approved list	3
U.S. and Nevada Constitutions	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

#### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards and Five Domains of Professional Competence.

#### GENERAL EDUCATION REQUIREMENTS

ENGLISH .....	6 CREDITS
FINE ARTS .....	3 CREDITS
HUMANITIES.....	3 CREDITS
MATHEMATICS .....	3 CREDITS
SCIENCE.....	6 CREDITS

Lab required.

SOCIAL SCIENCE .....	3 CREDITS
<b>TOTAL GENERAL EDUCATION REQUIREMENTS .....</b>	<b>24 CREDITS</b>

#### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY .....	(3) CREDITS
Recommended: EDU 203	
FOREIGN LANGUAGE .....	14 CREDITS
U.S. AND NEVADA CONSTITUTIONS .....	3 CREDITS
<b>TOTAL ADDITIONAL DEGREE REQUIREMENTS .....</b>	<b>17 CREDITS</b>

#### EMPHASIS REQUIREMENTS

EDU 110	Society and Education .....	3
EDU 202	Introduction to Secondary Education .....	3
EDU 203	Introduction to Special Education .....	3
EDU 210	Nevada School Law .....	3
EDU 214	Preparing Teachers to Use Technology .....	3

**TOTAL EMPHASIS REQUIREMENTS.. 15 CREDITS**

#### ELECTIVE REQUIREMENTS

Students transferring to UNR take credits in their teaching major.

See an advisor for more information ..... 4

**TOTAL ELECTIVE REQUIREMENTS ..... 4 CREDITS**

# Education

## INTEGRATED ELEMENTARY EDUCATION WITH SPECIALIZATIONS EMPHASIS –

### ASSOCIATE OF SCIENCE

The associate of science degree in elementary education is designed for students seeking careers in elementary education. The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the elementary education school setting. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. in elementary majors at UNR. Also, please note: Any concerns or questions of requirements when entering a teaching certification program need to be addressed by advisors at any University of interest.

For transfer into UNR, elementary education has emphasis embedded into three areas of focus: early childhood (ECE), special education (sp.ed), or English language learners (ELL).

#### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards and Five Domains of Professional Competence.

#### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

**FINE ARTS ..... 3 CREDITS**

**HUMANITIES..... 3 CREDITS**

**MATHEMATICS ..... 3 CREDITS**

Recommended: MATH 126 or higher

**SCIENCE..... 6 CREDITS**

Lab required.

Required: GEOL 100, or 101 or GEOG 103/104 and CHEM 100 or 121

**SOCIAL SCIENCE ..... 3 CREDITS**

Required: GEOG 106

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

#### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3) CREDITS**

Recommended: EDU 203

**SCIENCE..... 6 CREDITS**

Science courses fulfilling the six credits include the following choices:

PHYS 100 Introductory Physics.....(3)

or

PHYS 151 General Physics I.....(4)

And

BIOL 100 General Biology for Non-Majors .....(3)

BIOL 110 Biology for Elementary/Middle Level Education (recommended at UNR).....(3)

BIOL 191/191L Introduction to Cell and Molecular Biology/Lab .....(4)

or

ENV 100 (or above) Humans and the Environment.....(3)

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 9 CREDITS**

#### EMPHASIS REQUIREMENTS

EDU 110	Society and Education .....	3
EDU 201	Introduction to Elementary Education .....	3
EDU 203	Introduction to Special Education .....	3
EDU 207	Exploration of Children's Literature .....	3
EDU 210	Nevada School Law .....	3
EDU 214	Preparing Teachers to Use Technology .....	3
MATH 122	Number Concepts for Elementary School Teachers.....	3
MATH 123	Statistical and Geometrical Concepts for Elementary School Teachers.....	3

Specialization requirements for elementary education emphasis-Choose one area:

#### EARLY CHILDHOOD SPECIALIZATION:

ECE 250 Introduction to Early Childhood Education .....3

#### SPECIAL EDUCATION SPECIALIZATION:

EDU 208 Student with Diverse Abilities and Backgrounds .....3

#### ENGLISH LANGUAGE LEARNERS:

ENG 280 Introduction to Language .....(3)

or

ENG 282 Introduction to Language and Literary Expression .....(3)

**TOTAL EMPHASIS REQUIREMENTS.. 27 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

#### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	EDU 110	Society and Education	3
Emphasis	EDU 201	Introduction to Elementary Education	3
Emphasis/Diversity	EDU 203	Introduction to Special Education	3
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I or higher	3
<b>Total</b>			<b>15</b>
2nd Semester			
Emphasis	EDU 210	Nevada School Law	3
English	ENG 102	Composition II	3
Humanities	GE Elective	See approved list	3
Emphasis	MATH 122	Number Concepts for Ele. Sch. Teachers	3
Science	PHYS 100 or PHYS 151	Introductory Physics or General Physics I	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	Choose from the Specialization Requirements course list		3
Emphasis	EDU 207	Exploration of Children's Literature	3
Science	GE Elective	Choose from required course list	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	MATH 123	Statistical and Geometrical Concepts for Elementary School Teachers	3
<b>Total</b>			<b>15</b>
2nd Semester			
Science	BIOL 100 or BIOL 110	General Biology for Non-Majors or Biology for Elementary Middle Level Education	3
Emphasis	EDU 214	Preparing Teachers to Use Technology	3
Science	GE Elective	Choose from required course list	3
Fine Arts	GE Elective	See approved list	3
Social Science	GEOG 106	Introduction to Cultural Geography	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Education

## SECONDARY EDUCATION EMPHASIS – ASSOCIATE OF SCIENCE

The associate of science degree in secondary education is designed for students seeking careers in secondary education (junior and senior high schools). The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the secondary education school settings.

In addition, students will also need to select a “teaching major” and complete some of the coursework prior to transfer. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. in secondary education majors at UNR. Also, please note: Any concerns or questions of requirements when entering a teaching certification program need to be addressed by advisors for any University of interest.

In order to complete an AS, the ‘teaching major’ courses will include a focus in foreign languages, English, social studies, history, music, art, career and technical.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards and Five Domains of Professional Competence.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 6 CREDITS  
**FINE ARTS** ..... 3 CREDITS  
**HUMANITIES**..... 3 CREDITS  
**MATHEMATICS** ..... 3 CREDITS

Recommended: MATH 127

**SCIENCE**..... 6 CREDITS  
 Lab required.  
 Required: Choose one from BIOL 100, ENV 100 or BIOL 191/191L and choose one from CHEM 100, 121; GEOL 100, 101; PHYS 100, 151, 180/180L

**SOCIAL SCIENCE** ..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS**..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3) CREDITS  
 Recommended: EDU 203

**SCIENCE**..... 6 CREDITS  
 Science courses fulfilling the six credits include the following choices.

Choose one from each area:

Biology- BIOL 100, ENV 100 or BIOL 191/191L

Physical Science- CHEM 100, 121; GEOL 100, 101; PHYS 100, 151, 180/180L

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS

**TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... 9 CREDITS

### EMPHASIS REQUIREMENTS

EDU 110	Society and Education .....	3
EDU 202	Introduction to Secondary Education .....	3
EDU 203	Introduction to Special Education .....	3
EDU 210	Nevada School Law .....	3
EDU 214	Preparing Teachers to Use Technology .....	3

**TOTAL EMPHASIS REQUIREMENTS.. 15 CREDITS**

### ELECTIVE REQUIREMENTS

Students transferring to UNR take credits in their teaching major.  
 See an advisor for more information. .... 12

**TOTAL ELECTIVE REQUIREMENTS .... 12 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		See an advisor for course selection	3
Emphasis	EDU 110	Society and Education	3
Emphasis	EDU 202	Introduction to Secondary Education	3
English	ENG 101	Composition I	3
Fine Arts	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		See an advisor for course selection	3
Emphasis	EDU 210	Nevada School Law	3
English	ENG 102	Composition II	3
Humanities	GE Elective	See approved list	3
Mathematics	MATH 127	Pre-Calculus II	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		See advisor for course selection	3
Emphasis/Diversity	EDU 203	Introduction to Special Education	3
U.S. and Nevada Constitutions	GE Elective	See approved list	3
Science	GE Elective	See required course list	6
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		See advisor for course selection	3
Emphasis	EDU 214	Preparing Teachers to Use Technology	3
Science	Degree Reg.	See required course list	6
Social Science	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Engineering Emphasis

## ASSOCIATE OF SCIENCE

This is a two-year transferable program leading to an associate of science with an emphasis in engineering. The associate of science degree in engineering is designed for students planning to obtain a four-year engineering degree. Engineering is the practical application of scientific theory and principles. This program develops a strong foundation in mathematics and physical science while providing an introduction to the fundamental aspects of engineering. Students who complete the associate degree can transfer to other colleges or universities in many engineering disciplines including civil, chemical, computer, electrical, geological, mechanical, metallurgical, mining, computer science and engineering physics.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Describe and apply the engineering design process.
- Demonstrate effective communication skills via writing and presentations, work effectively in teams, and perform basic computational skills appropriate to the engineering field.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH ..... 6 CREDITS  
 FINE ARTS ..... 3 CREDITS  
 HUMANITIES..... 3 CREDITS  
 MATHEMATICS ..... 3 CREDITS

Required: \*MATH 181

SCIENCE..... 6 CREDITS

Required: \*CHEM 121 or 201 and \*PHYS 180/180L

SOCIAL SCIENCE ..... 3 CREDITS

Required: ECON 102

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY .....(3) CREDITS  
 SCIENCE..... 6 CREDITS

Science courses fulfilling the six credits include:

\*PHYS 180 Physics for Scientists and Engineers I (1 credit from General Education) • \*PHYS 180L Physics for Scientists/ Engineers Lab I (1 credit from General Education) • \*PHYS 181 Physics for Scientists and Engineers II (3 credits) • \*PHYS 181L Physics for Scientists/Engineers Lab II (1 credit)

U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

CS 135R Computer Science I ..... 3  
 ENGR 100 Introduction to Engineering Design ..... 3  
 \*MATH 181 Calculus I (1 credit from General Education) ..... 1  
 \*MATH 182 Calculus II ..... 4  
 \*MATH 283 Calculus III ..... 4  
 \*MATH 285 Differential Equations..... 3  
 \*ME 241 Statics ..... 3

\* Must maintain a "C" or higher in these courses.

**TOTAL EMPHASIS REQUIREMENTS.. 21 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following based on appropriate engineering major desired:

BIOL 190/190L Introduction to Cell and Molecular Biology/  
 Laboratory (civil) ..... 4  
 CHEM 202 General Chemistry for Scientists and  
 Engineers II (chemical) ..... 4  
 CPE 201 Introduction to Computer Engineering  
 (electrical, computer) ..... 4  
 CS 202 Computer Science II (computer) ..... 3  
 CS 282 Simulation Physics (computer) ..... 4  
 ENGR 110 Introduction to Renewable Energy  
 (renewable energy minor)..... 3  
 GEOL 101 Geology: Exploring Plant Earth (civil) ..... 4

Note: The proper selection of credits from this list is highly dependent on the engineering discipline. Please consult an advisor prior to selecting from this list.

**TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

Note: To enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or have a qualifying ACCUPLACER, ACT or SAT score.

First Year	Course #	Title	Credits
1st Semester			
Science	CHEM 121 or CHEM 201	General Chemistry I or General Chemistry for Scientists and Engineers	4
English	ENG 101	Composition I	3
Humanities/Diversity	GE Elective	See approved list	3
Mathematics	MATH 181	Calculus I	4
<b>Total</b>			<b>14</b>
2nd Semester			
Social Science	ECON 102	Principles of Microeconomics	3
U. S. and Nevada Constitutions	Elective	See approved list	3
English	ENG 102	Composition II	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Emphasis	MATH 182	Calculus II	4
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	CS 135R	Computer Science I	3
Fine Arts	GE Elective	See approved list	3
Emphasis	MATH 283	Calculus III	4
Science	PHYS 180/ 180L	Physics for Scientists and Engineers I/ Lab I	4
<b>Total</b>			<b>14</b>
2nd Semester			
Elective		Choose from list appropriate for specific program	6
Science	PHYS 181/ 181L	Physics for Scientists and Engineers II/ Lab II	4
Emphasis	MATH 285	Differential Equations	3
Emphasis	ME 241	Statics	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>60</b>



# English Emphasis

## ASSOCIATE OF ARTS

This degree emphasizes a critical understanding and appreciation of literature through an introduction to, and investigation of, its foundations and expressions. The English emphasis within the Associate of Arts degree program allows the TMCC English department to serve those students seeking a terminal degree or transfer into a baccalaureate program.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Identify and explain the methods and materials of literary research and gain the ability to conduct basic literary research.
- Evaluate/analyze/synthesize historical and cultural attitudes and ideas, including the ability to identify common and dissimilar traits, that emerge from literary masterpieces.
- Analyze literature of various periods and come to understand each as a unique art form that reflects human life, culture, trends, and ideas of the time.
- Cross-apply knowledge gained from previous courses in the analysis/synthesis and/or production of creative works.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH ..... 6 CREDITS  
 FINE ARTS ..... 3 CREDITS  
 HUMANITIES..... 3 CREDITS

Required: ENG 231 or ENG 232

MATHEMATICS ..... 3 CREDITS  
 SCIENCE..... 6 CREDITS  
 SOCIAL SCIENCE ..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY ..... (3 CREDITS)

Recommended: ENG 231 or 232

FOREIGN LANGUAGE ..... 14 CREDITS  
 U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 17 CREDITS**

### CORE REQUIREMENTS

Choose three credits from the following language courses:

ENG 281 Introduction to Language .....(3)

or

ENG 282 Introduction to Language and Literary Expression.....(3)

ENG 298 Writing About Literature ..... 3

**TOTAL CORE REQUIREMENTS ..... 6 CREDITS**

### EMPHASIS REQUIREMENTS

Choose three credits from the following survey courses:

ENG 231 World Literature I .....(3)

or

ENG 232 World Literature II .....(3)

**TOTAL EMPHASIS REQUIREMENTS.... 3 CREDITS**

### ELECTIVE REQUIREMENTS

Any other English course ..... 6

Consult with an advisor for courses to meet transfer agreement requirements ..... 4

**TOTAL ELECTIVE REQUIREMENTS .... 10 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Fine Arts	GE Elective	See approved list	3
Foreign Language	Elective	See approved list	4
Mathematics	GE Elective	See approved list	3
Social Science	GE Elective	See approved list	3
English	ENG 101	Composition I	3
<b>Total</b>			<b>16</b>
2nd Semester			
Foreign Language	Elective	See approved list	4
Science	GE Elective	See approved list	3
English	ENG 102	Composition II	3
Humanities/Diversity	ENG 231 or ENG 232	World Literature I or World Literature II	3
Core	ENG 298	Writing About Literature	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Emphasis		Choose from list	3
U. S. and Nevada Constitutions	GE Elective	See approved list	3
Core	ENG 281 or ENG 282	Introduction to Language or Introduction to Language and Literary Expression	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose any other English course	3
Elective		Choose any other English course	3
Elective		See an advisor	3
Elective		See an advisor	1
Foreign Language	Elective	See approved list	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

B – Degree Programs, Advisors and Worksheets

# English as a Second Language (ESL)

## (ADULT BASIC EDUCATION AND COLLEGE ESL)

### COMMUNITY ESL

For students who wish to learn survival communication and job skills that help them function in the community. This is a non-credit, free program.

#### **Community ESL classes help students to:**

- *develop their survival communication skills in order to function in American society*
- *reach their academic goals, such as entering GED preparation courses and community college classes*
- *enhance their job skills so they improve their ability to get a job or get promoted*
- *build their self-confidence, so they can fully participate in the community while reaching personal goals*

#### **Clases de Inglés**

Community ESL ofrece clases gratis de inglés como segundo idioma para adultos en la comunidad. La oficina de ESL (Inglés como segundo Idioma) está localizada en TMCC Meadowood Center. Para empezar el proceso de entrada a las clases del Community ESL, tiene que asistir a una orientación los lunes o miércoles a las 8 de la noche o los viernes a las 11 de la mañana, en TMCC Meadowood Center, salón número S120.

El programa de Community ESL ofrece seis niveles diferentes de clases, desde principiante hasta avanzado. Los alumnos aprenderán diferentes habilidades del lenguaje como escuchar, hablar, leer y escribir en inglés. Los cursos son cuatro veces por semana de lunes a jueves y el horario de las clases son por la mañana o por la noche.

#### **Citizenship Preparation**

Classes are offered to prepare you for your INS interview which is required for United States Citizenship naturalization. We can assist you in preparing the application (form N-400) as well as cover various applicable topics 1) U.S. history 2) government 3) our flag 4) the presidency and 5) responsible citizenship. A strong command of English is required for this course.

#### **Adult Basic Education**

Truckee Meadows Community College provides basic literacy education for adults 17 years and over. Instruction in basic listening, speaking, reading, writing and math are offered. Instruction is provided one-on-one, in small group settings and in classroom environments appropriate to the adult learner. These classes are designed to assist learners in acquiring necessary skills up to the eighth grade level. Please call us at 775-829-9033 for details.

#### **General Education Development (GED)**

TMCC's GED program will help prepare you to take the GED examination. You will study the five sub-sections that are covered in the examination: language arts and writing, science, social studies, language arts and reading, and mathematics. Please call us at 775-829-9055 for details or visit [www.tmcc.edu/abe/](http://www.tmcc.edu/abe/).

#### **College ESL**

For students who wish to learn English in preparation for university-level courses or for career advancement. This is a college credit program.

College ESL classes help students to:

- *strengthen their English language skills*
- *understand American culture*
- *develop good study skills*
- *build knowledge in various academic or vocational subject areas*
- *earn vocational certification*
- *pursue a college or university degree*
- *practice English during interaction with students from many countries*

# Entrepreneurship

## CERTIFICATE OF ACHIEVEMENT

This degree allows the new entrepreneur the opportunity to get grounding in the fundamentals of being an entrepreneur. This certificate suits entrepreneurial-minded individuals who want to start their business as soon as possible.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Develop a business plan, including the creation, development and presentation of innovative ideas.
- Possess effective networking skills.
- Possess skills and knowledge in each of the major business functions (accounting, marketing, economics, and finance) requisite for the owning and operating of a small business venture.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Highly recommended: BUS 107

**HUMAN RELATIONS ..... 3 CREDITS**

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: BUS 117

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

- BUS 272 Legal Environment ..... 3
- ENT 200 Fundamentals of Entrepreneurship ..... 3
- ENT 210 Art, Science and Discipline of Creativity ..... 3
- ENT 230 Financing Your Small Business Venture ..... 3
- ENT 240 Marketing for Small Business ..... 3
- ENT 280 Entrepreneurship and Business Plan Development ..... 3

**TOTAL EMPHASIS REQUIREMENTS.. 18 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

- BUS 108 Business Letters and Reports ..... 3
- ENT 220 International Women's Entrepreneurship ..... 3
- LGM 201 Fundamentals of Logistics Management ..... 3
- MGT 212 Leadership and Human Relations ..... 3

**TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 33 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Communications	BUS 107	Business Speech Communications	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Emphasis	ENT 200	Fundamentals of Entrepreneurship	3
Emphasis	ENT 210	Art, Science and Discipline of Creativity	3
<b>Total</b>			<b>12</b>
2nd Semester			
Elective		Choose from list	3
Emphasis	BUS 272	Legal Environment	3
Emphasis	ENT 230	Financing Your Small Business Venture	3
Emphasis	ENT 240	Marketing for Small Business	3
<b>Total</b>			<b>12</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Human Relations	GE Elective	See approved list	3
Emphasis	ENT 280	Entrepreneurship and Business Plan Development	3
<b>Total</b>			<b>9</b>
<b>Certificate Total</b>			<b>33</b>

# Entrepreneurship Emphasis

## ASSOCIATE OF ARTS

This degree prepares students to start their own business ventures or act and participate in any size organization with an entrepreneurial spirit. Students who successfully complete this degree will be eligible for transfer to upper division status in the University of Nevada, Reno's College of Business.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Graduate and/or transfer to a four-year institution.
- Demonstrate their proficiency and knowledge of the fundamentals of small business management.
- Assist in the development of entrepreneurial enterprises in the Reno community.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH ..... 6 CREDITS

FINE ARTS ..... 3 CREDITS

Recommended: THTR 210

HUMANITIES..... 3 CREDITS

Required: CH 203

MATHEMATICS ..... 3 CREDITS

Required: MATH 176 or higher

SCIENCE..... 6 CREDITS

SOCIAL SCIENCE ..... 3 CREDITS

Required: ECON 102

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY ..... (3 CREDITS)

Required: THTR 210

FOREIGN LANGUAGE ..... 0 CREDITS

U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 0 CREDITS**

### CORE REQUIREMENTS

ACC 201 Financial Accounting ..... 3

ACC 202 Managerial Accounting ..... 3

COM 113 Fundamentals of Speech Communications..... 3

ECON 103 Principles of Macroeconomics ..... 3

ECON 261 Principles of Statistics I..... 3

ECON 262 Principles of Statistics II..... 3

IS 101 Introduction to Information Systems ..... 3

MKT 210 Marketing Principles ..... 3

**TOTAL CORE REQUIREMENTS ..... 24 CREDITS**

### EMPHASIS REQUIREMENTS

Take \*ENT 200 and choose an additional six credits from the following or any ENT course:

ENT 200 Fundamentals of Entrepreneurship ..... 3

ENT 210 The Art, Science, and Discipline of Creativity ..... 3

ENT 230 Financing Your Small Business Venture ..... 3

ENT 240 Marketing for Small Business ..... 3

ENT 280 Entrepreneurship and Business Plan Development ..... 3

\*ENT 200 and the six additional ENT courses in the emphasis requirements will be accepted toward the Entrepreneurship minor at UNR. Students will need to complete nine additional upper-division credits at UNR to earn the minor. Those upper division credits should be selected by students in conjunction with the UNR program advisor, Mark Pingle (784-6634; [Pingle@unr.edu](mailto:Pingle@unr.edu)).

**TOTAL EMPHASIS REQUIREMENTS.... 9 CREDITS**

### ELECTIVE REQUIREMENTS

MATH 126 Pre-Calculus I ..... (3)

or

Any ENT course ..... (3)

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL DEGREE REQUIREMENTS...60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Core	COM 113	Fundamentals of Speech Communications	3
English	ENG 101	Composition I	3
Emphasis	ENT 200	Fundamentals of Entrepreneurship	3
Mathematics	MATH 176	Elements of Calculus I	3
<b>Total</b>			<b>15</b>
2nd Semester			
Social Science	ECON 102	Principles of Microeconomics	3
Core	ECON 103	Principles of Macroeconomics	3
English	ENG 102	Composition II	3
Emphasis	ENT 230	Financing Your Small Business Venture	3
Fine Arts/Diversity	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	ACC 201	Financial Accounting	3
Humanities/U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Core	ECON 261	Principles of Statistics I	3
Science	GE Elective	See approved list	3
Emphasis	ENT 280	Entrepreneurship and Business Plan Development	3
<b>Total</b>			<b>15</b>
2nd Semester			
Core	ACC 202	Managerial Accounting	3
Core	ECON 262	Principles of Statistics II	3
Science	GE Elective	See approved list	3
Core	IS 101	Introduction to Information Systems	3
Core	MKT 210	Marketing Principles	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Environmental Science Degree

## ASSOCIATE OF SCIENCE

Environmental science focuses on issues that are of relevance to all citizens of the United States and all countries. With growth and development comes the need for people trained in environmental sciences that can deal with environmental issues. Sustainable development is a local and regional concern, especially as Nevada's growth continues to lead the nation. The associate of science degree in environmental science is specifically designed to transfer seamlessly into the environmental science curriculum at the University of Nevada, Reno. It will also prepare students for transfer into similar programs at other four-year institutions.

### DEGREE OUTCOMES

Students completing the degree will:

- Perform both laboratory and field experiments using the scientific method, which requires observation, hypothesis testing, data collection, and the application of basic biological and chemical principles to explain results.
- Demonstrate effective oral and written communication, teamwork and collaboration in scientific, mathematical and other settings.
- Utilize primary and secondary sources in the scientific literature to obtain information pertaining to environmental science.
- Explain the impacts of different environmental pollutants and critically evaluate various pollution mitigation efforts in the context of regional and global policies, economics, and politics.
- Analyze the impact of human activities on biodiversity, and how patterns of biodiversity have shaped human activities, employing the ecological, evolutionary, and geological factors that control patterns of biodiversity and extinction.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

Required: ENG 102 or ENG 114

**FINE ARTS ..... 3 CREDITS**

**HUMANITIES..... 3 CREDITS**

Recommended: CH 201

**MATHEMATICS ..... 3 CREDITS**

Required: MATH 127 or higher

Recommended: MATH 181 or 176 (if transferring to UNR)

**SCIENCE..... 6 CREDITS**

Required: CHEM 121 and 122

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Recommended: NRES 211 will also satisfy 3 credits in the Core Requirements

**SCIENCE..... (6 CREDITS)**

**U.S. AND NEVADA CONSTITUTIONS ..... (3 CREDITS)**

Recommended: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 0 CREDITS**

### CORE REQUIREMENTS

BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab .....	4
BIOL 191/191L	Introduction to Organismal Biology/Lab .....	4
CHEM 122	General Chemistry II (add'l. 2 credits from Gen. Ed.) .....	2
GEOG 210	Introduction to Geotechnology .....	3
GEOL 101	Geology: Exploring Planet Earth.....	4
ECON 102	Principles of Microeconomics .....	3
NRES 100	Principles of Natural Resources and Environmental Sciences.....	3
NRES 210	Environmental Pollution .....	3
NRES 211	Conservation, Humans and Biodiversity.....	3
STAT 152	Introduction to Statistics.....	3

**TOTAL CORE REQUIREMENTS ..... 32 CREDITS**

### ELECTIVE REQUIREMENTS

Choose one from the following:

BIOL 251	General Microbiology .....	4
CHEM 241/241L	Organic Chemistry I/Lab.....	4
PHYS 151	General Physics I.....(4)	
<b>or</b>		
PHYS 180	Physics for Scientists and Engineers I .....	(4)

**TOTAL ELECTIVE REQUIREMENTS ..... 4 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Humanities	CH 201	Ancient and Medieval Cultures	3
Core	ECON 102	Principles of Microeconomics	3
Fine Arts	GE Elective	See approved list	3
English	ENG 101	Composition I	3
Core	NRES 100	Principles of Natural Resources and Environmental Sciences	3
<b>Total</b>			<b>15</b>
2nd Semester			
Core	BIOL 190/190L	Introduction to Cell and Molecular Biology/Laboratory	4
Science	CHEM 121	General Chemistry I	4
English	ENG 102	Composition II	3
Mathematics	MATH 176	Elements of Calculus	3
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	4
Science/Core	CHEM 122	General Chemistry II	4
Core	GEOL 101	Geology: Exploring Planet Earth	4
Core	NRES 210	Environmental Pollution	3
<b>Total</b>			<b>15</b>
2nd Semester			
Core	BIOL 191/191L	Introduction to Organismal Biology/Lab	4
Social Science/U.S. and NV Constitutions	CH 203	American Experiences and Constitutional Change	3
Core	GEOG 210	Introduction to Geotechnology	3
Core/Diversity	NRES 211	Conservation, Humans and Biodiversity	3
Core	STAT 152	Introduction to Statistics	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>60</b>



# Fine Arts Degree

## ASSOCIATE OF ARTS

The associate of arts–fine arts degree is primarily for the student who is planning to make a career in the fine arts. The emphasis is in studio art with an awareness of art history and fine art communication skills. The associate of arts – fine arts degree is a transferable degree satisfying lower-division university requirements for a baccalaureate degree in fine arts.

### DEGREE OUTCOMES

Students completing the degree will:

- Acquire specific practical fine arts skills.
- Acquire the supportive and theoretical information necessary to sustain and forward techniques in the studio arts.
- Transfer to a baccalaureate program or become a professional in the studio arts or in a related field.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

**FINE ARTS ..... 3 CREDITS**

Required: ART 100

**HUMANITIES ..... 3 CREDITS**

**MATHEMATICS ..... 3 CREDITS**

**SCIENCE ..... 6 CREDITS**

**SOCIAL SCIENCE ..... 3 CREDITS**

Required: CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Required: ART 270

**FOREIGN LANGUAGE ..... 0 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS**

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 0 CREDITS**

### CORE REQUIREMENTS

ART 101\* Drawing I.....3

ART 260\* Survey of Art History I .....3

ART 261\* Survey of Art History II .....3

ART 270 Women in Art.....3

ART 298 Portfolio Emphasis .....3

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**

### EMPHASIS REQUIREMENTS

Choose nine credits from the following:

ART 102 Drawing II.....(3)

or

ART 201 Life Drawing I.....(3)

ART 135 Photography I .....3

ART 141 Introduction to Digital Photography .....3

ART 216 Sculpture I.....3

ART 231 Painting I.....3

**TOTAL EMPHASIS REQUIREMENTS.... 9 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

Studio Art course .....6

Students transferring to UNR consult with an advisor for course selection.....6

**TOTAL ELECTIVE REQUIREMENTS .... 12 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis		Choose from list	3
Fine Arts	ART 100	Visual Foundations	3
Core	ART 260*	Survey of Art History I	3
English	ENG 101	Composition I	3
Mathematics	GE Elective	See approved list	3
			<b>Total 15</b>
2nd Semester			
Elective		Choose any Studio Art course	3
Emphasis		Choose from list	3
Core	ART 101*	Drawing I	3
Core	ART 261*	Survey of Art History I	3
English	ENG 102	Composition II	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis		Choose from list	3
Core/Diversity	ART 270	Women in Art	3
Core	ART 298	Portfolio Emphasis	3
Social Science/U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Science	GE Elective	See approved list	3
			<b>Total 15</b>
2nd Semester			
Elective		Choose any Studio Art course	3
Elective		See an advisor for course selection	3
Elective		See an advisor for course selection	3
Humanities	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
			<b>Total 15</b>
			<b>Degree Total 60</b>

# Fire Science Technology

## CERTIFICATE OF ACHIEVEMENT

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Learn about the different theaters of firefighting and prevention.
- Identify and properly use the different equipment needed in the different theaters of firefighting.

### GENERAL EDUCATION REQUIREMENTS

EMS 108 Emergency Medical Technician I Basic Training is strongly recommended in addition to the other requirements.

COMMUNICATIONS ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

Recommended: MGT 212

QUANTITATIVE REASONING..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 9 CREDITS**

### CORE REQUIREMENTS

FS 241 Fire Company Organization Management ..... 3

FT 101 Introduction to Fire Protection ..... 3

FT 125 Build Construction I..... 3

FT 131 Hazardous Materials..... 3

FT 243 Firefighting Tactics and Strategy..... 3

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**

### ELECTIVE REQUIREMENTS

Six additional credits required. Choose from the following or other FS courses listed in the catalog.

FS 285 Selected Topics in Fire Science..... 0.5-6

FT 110 Basic Wildland Firefighting ..... 3

FT 121 Fire Prevention I..... 3

FT 122 Codes/Ordinances I..... 3

FT 291 Fire Administration ..... 3

**TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....30 CREDITS**

*Fire science students without prior fire service experience must take FT 101 Introduction to Fire Protection before entering the fire academy.*

The curriculum follows National Wildland Cooperation Group standards.

### SUGGESTED COURSE SEQUENCE

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

# Fire Science Technology Degree

## ASSOCIATE OF APPLIED SCIENCE

The Fire Science Technology degree is designed for individuals who wish to advance their careers in firefighting. Students completing the Fire and Rescue Academy may also apply their academy credits toward completion of this degree. For those interested in a career in wildland firefighting, we recommend this degree with additional wildland firefighter certification workshops.

### DEGREE OUTCOMES

Students completing the degree will:

- Identify, classify, analyze, and work in the elements of the different theaters of firefighting and prevention.
- Identify and properly use the various equipment needed in the different theaters of firefighting.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Choose a diversity course which is also a general education course.

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

**HUMAN RELATIONS ..... 3 CREDITS**

**QUANTITATIVE REASONING ..... 3 CREDITS**

**SCIENCE ..... 3 CREDITS**

Recommended: CHEM 100

**U. S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

EMS 108 EMT I Basic Training ..... 6

FT 101 Introduction to Fire Protection ..... (3)

or

FT 102 Entry Level Firefighter ..... (3)

FT 243 Firefighting Tactics and Strategy ..... 3

**TOTAL CORE REQUIREMENTS ..... 12 CREDITS**

### ELECTIVE REQUIREMENTS

Choose at least 27 credits from the following.

FS 150 Physical Fitness and Nutrition for Fire Service ..... 3

FS 241 Fire Company Organization Management ..... 3

FS 285 Selected Topics in Fire Science ..... 0.5-6

FT 106 Firefighter I Academy ..... 12

FT 109 Internship in Fire Science ..... 5

FT 110 Basic Wildland Firefighting ..... 3

FT 121 Fire Prevention I ..... 3

FT 122 Codes/Ordinances I ..... 3

FT 125 Build Construction I ..... 3

FT 131 Hazardous Materials ..... 3

FT 206 Firefighter II Academy ..... 10

FT 291 Fire Administration ..... 3

Any FS or FT course not listed above ..... 3

**TOTAL ELECTIVE REQUIREMENTS .... 27 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

*Note: Fire Science students without prior fire science experience must take FT 101 prior to entering academy.*

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
English	GE Elective	See approved list	3
Quantitative Reasoning	GE Elective	See approved list	3
Core	EMS 108	EMS I Basic Training	6
Core	FT 101 or FT 102	Introduction to Fire Protection or Entry Level Firefighter	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	9
Science	CHEM 100	Molecules and Life in the Modern World	3
Fine Arts/ Humanities/Social Science/Diversity	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	9
Communications/ Diversity	GE Elective	See approved list	3
Core	FT 243	Firefighting Tactics and Strategy	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	9
Human Relations	GE Elective	See approved list	3
U.S. and Nevada Constitutions	Elective	See approved list	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Food Processing Technology Emphasis

## MANUFACTURING TECHNOLOGIES DEGREE-ASSOCIATE OF APPLIED SCIENCE

The Food Processing Technology emphasis prepares students for entry level employment in the food manufacturing industry. It provides an understanding of the selection, preservation, processing, packaging and distribution of safe, nutritious, and wholesome foods

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Practice occupational safety at all levels in a modern food processing plant.
- Have the ability to work in commercial food processing plants.
- Apply sanitation standards in a bulk food preparation environment.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... 3 CREDITS**

Recommended: LGM 202

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Communications-Required: ENG 107

English- Required: ENG 101

**FINE ARTS/HUMANITIES/  
SOCIAL SCIENCE ..... 3 CREDITS**

Required: PHIL 135

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Required: MATH 126 or higher

**SCIENCE ..... 4 CREDITS**

Required: BIOL 190/190L

**U. S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

Recommended: PSC 101

**TOTAL GENERAL  
EDUCATION REQUIREMENTS ..... 25 CREDITS**

### CORE REQUIREMENTS

AIT 110 General Industrial Safety ..... 1  
MPT 140 Quality Control ..... 3

**TOTAL CORE REQUIREMENTS ..... 4 CREDITS**

### EMPHASIS REQUIREMENTS

CHEM 121 General Chemistry I ..... 4  
CUL 100 Sanitation/HACCP ..... 2  
CUL 105 Basic Skills Development ..... 3  
CUL 106 Understanding Culinary Techniques I ..... 6  
NUTR 220 Food Service Systems Management ..... 3

NUTR 222 Principles of Food Science ..... 3  
NUTR 223 Principles of Nutrition ..... 3  
NUTR 226 Food Processing Microbiology ..... 4

**TOTAL EMPHASIS REQUIREMENTS.. 28 CREDITS**

### ELECTIVE REQUIREMENTS

Choose three credits from the following:

CE 290 Work Experience ..... 0.5-9  
CUL 125 Principles of Baking ..... 3  
CUL 245 The Business Chef ..... 3  
NUTR 221 Quantity Food Purchasing ..... 3  
STAT 152 Introduction to Statistics I ..... 3

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	AIT 110	General Industrial Safety	1
Emphasis	CUL 100	Sanitation /HACCP	2
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
Core	MPT 140	Quality Control	3
Emphasis	NUTR 220	Food Service Systems Management	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
Science	BIOL 190	Introduction to Cell and Molecular Biology	3
Science	BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
Emphasis	CUL 105	Basic Skills Development	3
Communications	ENG 107	Technical Communications I	3
Diversity	LGM 202	International Logistics Management	3
<b>Total</b>			<b>13</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
Emphasis	CHEM 121	General Chemistry I	4
Emphasis	CUL 106	Understanding Culinary Techniques I	6
Emphasis	NUTR 222	Principles of Food Science	3
Humanities	PHIL 135	Introduction to Ethics	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
Elective		Choose from list	3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	NUTR 223	Principles of Nutrition	3
Emphasis	NUTR 226	Food Processing Microbiology	4
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>60</b>

# General Studies

## CERTIFICATE OF ACHIEVEMENT

The Associate of General Studies certificate of achievement is highly flexible and allows students to combine classes from a diverse set of disciplines and fields. The certificate may fit personal needs or may be an important step in completion of the Associate of General Studies degree.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate competencies specific to their choice of occupational or general courses.

### GENERAL EDUCATION REQUIREMENTS

COMPUTER SCI./SCIENCE/  
 QUANT. REASONING..... 3 CREDITS  
 COMMUNICATIONS/ENGLISH ..... 6 CREDITS  
 FINE ARTS/HUMANITIES..... 3 CREDITS  
 HUMAN RELATIONS ..... 3 CREDITS  
 SOCIAL SCIENCE ..... 3 CREDITS  
**TOTAL GENERAL  
 EDUCATION REQUIREMENTS..... 18 CREDITS**

### ELECTIVE REQUIREMENTS

Electives ..... 12  
 Great latitude is allowed in the selection of the 12 elective credits. Choice of credits can focus on one area alone or from any combination of occupational or general courses. Developmental courses, those numbered less than 100, cannot be applied to any degree or certificate.

Credits earned in many WDCE “C” courses may be considered nontraditional and must be approved by the vice president for academic affairs and student services in order to be applied to the associate of general studies degree. Please check with a TMCC advisor for further information. The WDCE “C” courses may not be counted for financial aid credit requirements.

**TOTAL ELECTIVE REQUIREMENTS .... 12 CREDITS**

**TOTAL CERTIFICATE  
 REQUIREMENTS.....30 CREDITS**

Please consult the appropriate page(s) in this catalog for courses that satisfy general education requirements.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective			3
Elective			3
Social Science	GE Elective	See approved list	3
English	ENG 101	Composition I	3
Fine Arts/ Humanities	HUM 101	Introduction to Humanities I	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective			3
Elective			3
Communications	ENG 102	Composition II	3
Computer Science	IS 101	Introduction to Information Systems	3
Human Relations	PSY 102	Psychology of Personal and Social Adjustment	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

B – Degree Programs, Advisors and Worksheets



# General Studies Degree

## ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies Arts (AGS) degree at TMCC is designed as a non-transfer degree for students who desire a well-rounded education for personal interest or further academic and/or career goals.

Student learning outcomes for the Associate of General Studies degree are determined by the student's chosen academic and/or career emphases.

### DEGREE OUTCOMES

Students completing the degree will:

- Be prepared for academic and/or workforce goals.
- Complete TMCC's general education requirements.
- Acquire the knowledge, skills, and values of their broad academic focus.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS/ENGLISH ..... 9 CREDITS**  
**COMPUTER SCIENCE..... 3 CREDITS**  
**DIVERSITY ..... (3 CREDITS)**

Refer to the 'Diversity' section of the general education description of this college catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

**FINE ARTS ..... 3 CREDITS**  
**HUMANITIES..... 3 CREDITS**  
**HUMAN RELATIONS ..... 3 CREDITS**  
**QUANTITATIVE REASONING..... 3 CREDITS**  
**SCIENCE..... 3 CREDITS**  
**SOCIAL SCIENCE ..... 3 CREDITS**  
**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**  
**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 33 CREDITS**

### ELECTIVE REQUIREMENTS

Electives ..... 27

Great latitude is allowed in the selection of the 27 elective credits. Choice of credits can focus on one area alone or from any combination of occupational or general courses. Developmental courses (numbered less than 100) cannot be applied to any degree or certificate.

Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president for academic affairs in order to be applied to the associate of general studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

**TOTAL ELECTIVE REQUIREMENTS .... 27 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

Please consult the appropriate page(s) in this catalog for courses that satisfy general education requirements.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective			3
Elective			3
English	ENG 101	Composition I	3
Fine Arts	HUM 101	Introduction to Humanities I	3
Computer Science	IS 101	Introduction to Information Systems	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective			3
Elective			3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Social Science	GE Elective	See approved list	3
English	ENG 102	Composition II	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective			3
Elective			3
Communications	BUS 107	Business Speech Communications	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
Human Relations	PSY 102	Psychology of Personal and Social Adjustment	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective			3
Elective			3
Elective			3
Science	BIOL 100	General Biology for Non-Majors	3
Diversity/ Humanities	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# Geoscience Emphasis

## ASSOCIATE OF SCIENCE

The geoscience emphasis in physical science is designed to provide a solid foundation for students interested in geology, natural resources, physical geography, renewable energy (in particular geothermal energy), environmental sciences and planning, and teaching of science. After completing the emphasis program, students will be well prepared to either enter the work force as a technician or transfer to four-year professional baccalaureate degree programs. The program will maximize student transfer opportunities.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Relate how the various earth systems, consisting of the geosphere, hydrosphere, cryosphere, atmosphere, and biosphere, interact with each other so as to affect surface landforms, climate and weather, oceanic circulation patterns, and well being of life forms including the human condition.
- Utilize the theory of plate tectonics to explain the distribution of volcanoes, earthquakes, energy and mineral resources, and formation of different types of rocks and minerals.
- Demonstrate an ability to identify and classify rocks and minerals and relate their origin to both internal and external forces and processes. Much like words in a book tell a story, students will “read” rocks to interpret their history as written by nature.
- Recognize that changes in life over time involve feedbacks between life forms and the physical environment—that changes in our physical environment, driven by both internal and external forces, govern the explosions and extinctions of life forms with time and will continue to do so.
- Apply the scientific method and geologic knowledge gained in a capstone course to interpret the geologic history of select areas of the Reno region through field studies, involving rock and structure identification and plotting their distribution to make basic but informative geologic maps also useful in assessments of geological hazards.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

Required: ENG 101 and 102 or ENG 113 and 114

**FINE ARTS ..... 3 CREDITS**

Recommended: THTR 210

**HUMANITIES..... 3 CREDITS**

Recommended: CH 201

**MATHEMATICS ..... 3 CREDITS**

Required: MATH 127 or higher. MATH 181 and 182 are required of Geology majors at UNR prior to graduation.

**SCIENCE..... 6 CREDITS**

Required: CHEM 121 and 122

**SOCIAL SCIENCE ..... 3 CREDITS**

Required CH 202

**TOTAL GENERAL**

**EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

**SCIENCE..... (6 CREDITS)**

**U.S. AND NEVADA CONSTITUTIONS ..... (3 CREDITS)**

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 0 CREDITS**

### EMPHASIS REQUIREMENTS

BIOL 100 General Biology for Non-Majors ..... 3

CH 203 American Experiences and Constitutional Change..... 3

ECON 102 Principles of Microeconomics ..... (3)

*or*

ECON 103 Principles of Macroeconomics ..... (3)

GEOL 101 Geology: Exploring Planet Earth..... 4

GEOL 102 Earth and Life Through Time..... 4

GEOL 260 Introduction to Field Methods..... 2

MATH 181 Calculus I ..... 4

MATH 182 Calculus II ..... 4

PHYS 151 General Physics I..... (4)

*or*

PHYS 180/180L Physics for Scientists & Engineers I/Lab I (preferred) ..(4)

Additional GE science credits..... 2

**TOTAL EMPHASIS REQUIREMENTS.. 33 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 3 credits from the following:

GEOG 103/104 Physical Geography/Lab ..... 4

GEOG 121 Climate Change: The Science Basis ..... 4

GEOG 210R Introduction to Geotechnology ..... 3

GEOL 100 Earthquakes, Volcanoes and Natural Disasters ..... 3

GEOL 105R Introduction to Geology of National Parks..... 3

GEOL 206 Geology of Geothermal Energy Resources..... 3

NRES 100 Principles of Natural Resources and

Environmental Sciences ..... 3

PHYS 152\* General Physics II..... (4)

*or*

PHYS 181/181L Physics for Scientists & Engineers II/Lab II (preferred) (4)

\*Required for UNR Geology baccalaureate degree.

Note: PHYS 152 is not regularly taught at TMCC, however, PHYS

181/181L is normally taught at TMCC.

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

# Geoscience Emphasis

## ASSOCIATE OF SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Science	CHEM 121	General Chemistry I	4
English	ENG 101	Composition I	3
Emphasis	GEOL 101	Geology: Exploring Planet Earth	4
Mathematics	MATH 127	Pre-Calculus II	3
Diversity/Fine Arts	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>17</b>
2nd Semester			
Emphasis	ECON 102 or ECON 103	Principles of Microeconomics or Principles of Macroeconomics	3
English	ENG 102	Composition II	3
Science	CHEM 122	General Chemistry II	4
Mathematics	MATH 181	Calculus I	4
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	BIOL 100	General Biology for Non-Majors	3
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	GEOL 102	Earth and Life Through Time	4
Emphasis	GEOL 260	Introduction to Field Methods	2
Emphasis	PHYS 151 or PHYS 180/180L	General Physics I or Physics for Scientists and Engineers I/ Lab I	4
<b>Total</b>			<b>16</b>
2nd Semester			
Social Science	CH 202	The Modern World	3
U.S. and NV Constitutions	CH 203	American Experiences and Constitutional Change	3
Elective		Choose from list	
Mathematics	MATH 182	Calculus II	4
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# Geothermal Energy Emphasis

## ENERGY TECHNOLOGIES DEGREE-ASSOCIATE OF APPLIED SCIENCE

The geothermal energy program is designed to provide students with the skills necessary to enter the workforce in the renewable energy field as Geothermal Power Plant Operators (GPO). GPOs control and monitor geothermal production for power plants. They regulate and distribute power among generators, monitor instruments to maintain voltage, and regulate electricity current from the plant. GPOs need strong mechanical, electrical, technical, and computer skills.

### EMPHASIS REQUIREMENTS

ELM 127	Introduction to AC Controls .....	3
ELM 129	Electric Motors and Drives .....	3
ENGR 243	Fluid Mechanics, Hydraulics, and Hydrology.....	3
ENGR 171	Well Design, Construction, and Geology.....	1
ENRG 172	Fluids, Piping, Valves, and Pumps.....	4
ENRG 173	Geothermal Plants, Turbines, and Generators .....	3
ENRG 174	Environmental Regulations for Geothermal Plants.....	1
ENRG 271	Fundamentals of Process Controls .....	3
GEOL 206	Geology of Geothermal Energy Resources .....	3

**TOTAL EMPHASIS REQUIREMENTS..24 CREDITS**

**TOTAL DEGREE REQUIREMENTS....61 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	ENGR 100	Introduction to Engineering Design	3
Core	ENGR 110	Introduction to Renewable Energy	3
Core	ENRG 110	Basic Electricity	3
Core	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
<b>Total</b>			<b>16</b>
2nd Semester			
Fine Arts/Humanities/ Social Science/ Diversity	GE Elective	See approved list	3
Emphasis	ELM 127	Introduction to AC Controls	3
English	ENG 101	Composition I	3
Core	ENGR 244	Introduction to Engineering Economics	2
Emphasis	ENRG 171	Well Design, Construction, and Geology	1
Emphasis	ENRG 172	Fluids, Piping, Valves, and Pumps	4
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
U. S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	ELM 129	Electric Motors and Drives	3
Communications	ENG 107	Technical Communications I	3
Emphasis	ENGR 243	Fluid Mechanics, Hydraulics, and Hydrology	3
Emphasis	ENRG 174	Environmental Regulations for Geothermal Plants	1
Science	GEOL 101	Geology: Exploring Planet Earth	4
<b>Total</b>			<b>17</b>
2nd Semester			
Human Relations	CE 201	Workplace Readiness	3
Emphasis	ENRG 173	Geothermal Plants, Turbines, and Generators	3
Emphasis	ENRG 271	Fundamentals of Process Controls	3
Emphasis	GEOL 206	Geology of Geothermal Energy Resources	3
<b>Total</b>			<b>12</b>
<b>Degree Total</b>			<b>61</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate knowledge of the operation of a geothermal power plant.
- Demonstrate the ability to resolve typical technical problems associated with the operation of a geothermal power plant.
- Demonstrate an understanding of environmental regulations in the operation of a geothermal power plant.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY .....(3 CREDITS)**

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Required: ENG 101 or ENG 113, ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING..... 3 CREDITS**

Required: MATH 126

**SCIENCE..... 4 CREDITS**

Required: GEOL 101

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS.....22 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety.....	1
ENGR 100	Introduction to Engineering Design .....	3
ENGR 110	Introduction to Renewable Energy.....	3
ENGR 244	Introduction to Engineering Economics.....	2
ENRG 110	Basic Electricity .....	3
IS 101	Introduction to Information Systems .....	3

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**

# Geothermal Plant Operator

## CERTIFICATE OF ACHIEVEMENT

Geothermal Plant Operators control and monitor geothermal production, injection wells, pumps, vaporizers, condensers, turbines, generators, and auxiliary equipment used in power plants. They distribute power among generators, regulate the output from several generators, and monitor instruments to maintain voltage and regulate electricity flow from the plant. Computers are used to generate reports, maintain records, and track maintenance. Geothermal Plant Operators generally need a combination of higher education, on-the-job training, and experience. Geothermal Plant Operators also need strong mechanical, electrical, technical, and computer skills.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Emphasis	AIT 110	General Industrial Safety	1
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 101	Composition I	3
Emphasis	ENRG 110	Basic Electricity	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
<b>Total</b>			<b>13</b>
<b>2nd Semester</b>			
Emphasis	ELM 127	Introduction to AC	3
Emphasis	ELM 233	Introduction to Instrumentation	3
Emphasis	ENRG 171	Well Design, Construction and Geology	1
Emphasis	ENRG 173	Geothermal Plants, Turbines and Generators	3
Emphasis	ENRG 174	Environmental Regulations for Geothermal Plant Operators	1
<b>Emphasis</b>			<b>11</b>
<b>3rd Semester</b>			
Emphasis	ELM 129	Electric Motors and Drives	3
Emphasis	ENRG 172	Fluids, Piping, Valves and Pumps	4
Emphasis	ENRG 271	Fundamentals of Process Controls and Instrumentation	3
<b>Total</b>			<b>10</b>
<b>Certificate Total</b>			<b>34</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate the ability to apply current knowledge and skills to the operation of a geothermal power plant.
- Demonstrate the ability to identify, analyze, and solve typical technical problems associated with the operation of a geothermal power plant.
- Demonstrate the ability to communicate with and function effectively on a team.
- Demonstrate the ability to apply knowledge of environmental regulations for geothermal power plants.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Recommended: ENG 101 or 113

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 126 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

AIT 110	General Industrial Safety .....	1
ELM 127	Introduction to AC Controls .....	3
ELM 129	Electric Motors and Drives .....	3
ELM 233	Introduction to Instrumentation .....	3
ENRG 110	Basic Electricity .....	3
ENRG 171	Well Design, Construction and Geology.....	1
ENRG 172	Fluids, Piping, Valves and Pumps .....	4
ENRG 173	Geothermal Plants, Turbines and Generators .....	3
ENRG 174	Environmental Regulations for Geothermal Plant Operators .....	1
ENRG 271	Fundamentals of Process Controls and Instrumentation.....	3

**TOTAL EMPHASIS REQUIREMENTS ..25 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....34 CREDITS**



# Graphic Communications

## CERTIFICATE OF ACHIEVEMENT

The certificate of achievement in graphic communications prepares students for jobs in areas of graphic communications. This includes graphic design, advertising design, electronic media production and computer graphics for a variety of media. The program instructs in both theory and application on the latest print and monitor-based graphics software. GRC certificates are for students who may have a degree or have industry experience and are looking for certification in their field.

## SUGGESTED COURSE SEQUENCE

For a suggested program sequence, please contact the GRC Program office at 775-673-7291.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- Understand and apply historical and current design theories and concepts in the production of visually engaging media that meets the requirements of the graphic communications industry.
- Acquire a broad skill set in current graphics related technologies, including computer software applications, processes and other production techniques used in the graphic communications industry.

## GENERAL EDUCATION REQUIREMENTS

### COMMUNICATIONS ..... 3 CREDITS

BUS 107 or COM 113 preferred or choose from ENG 101 (113), 102 (114), 107, 108, 220, 221, or COM 215

### HUMAN RELATIONS ..... 3 CREDITS

MGT 212 preferred or choose from CE 201, CPD 126, 129, 132, MGT 171, 201, 235 or PSY 102

### QUANTITATIVE REASONING..... 3 CREDITS

BUS 117 or MATH 120 preferred or choose from CUL 245, ECON 261, 262, all other MATH courses 100-level or above, PSY 210 or SOC 210

### TOTAL GENERAL EDUCATION REQUIREMENTS..... 9 CREDITS

## EMPHASIS REQUIREMENTS

Choose 21 credits from the following list:

GRC 107	Design Fundamentals.....	3-4
GRC 109	Color and Design .....	3-4
GRC 110	Rendering and Illustration .....	3-4
GRC 118	Computer Graphics/Print Media.....	3-4
GRC 119	Computer Graphics/Digital Media .....	3-4
GRC 125	Graphics Software.....	1-9
GRC 132	Basic Principles of Animation .....	3
GRC 135	Storyboarding .....	3
GRC 144	Electronic Layout and Typography .....	3
GRC 153	Commercial Printing Processes.....	4
GRC 156	Computer Illustration .....	3
GRC 175	Web Design and Publishing I.....	3
GRC 183	Electronic Imaging I .....	3
GRC 188	Web Animation and Interactivity I .....	3
GRC 244	Electronic Layout and Typography II.....	3
GRC 275	Web Design and Publishing II.....	3
GRC 283	Electronic Imaging II .....	3
GRC 284	3D Modeling and Animation .....	3
GRC 294	Portfolio Workshop .....	3

### TOTAL EMPHASIS REQUIREMENTS.. 21 CREDITS

### TOTAL CERTIFICATE REQUIREMENTS.....30 CREDITS

# Graphic Communications Degree

## ASSOCIATE OF APPLIED SCIENCE

### DEGREE OUTCOMES

The Graphic Communications (GRC) program offers classes that lead to an Associate degree or a Certificate of Achievement. Instruction includes the use of industry standard graphics software, and GRC computer labs are equipped with the latest Macintosh computers with support scanners, printers, a sound recording facility and a complete prepress/print shop facility.

Students completing the degree will:

- Identify and apply historical and current design theories and concepts in the production of visually engaging media that meets the requirements of the graphic communications industry.
- Acquire a broad skill set in current graphics related technologies, including computer software applications, processes and other production techniques used in the graphic communications industry.
- Develop and assemble a portfolio of work that will illustrate and communicate their visual design skills at a professional level.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)

Required: AAD 201 (fine arts/humanities/social science requirement)

**COMMUNICATIONS/ENGLISH** ..... 6 CREDITS

Recommended: ENG 101, 107 113, or BUS 106/ENG 102, 114, BUS 107 or COM 113

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE** ..... 3 CREDITS

Required: AAD 201

**HUMAN RELATIONS** ..... 3 CREDITS

Recommended: MGT 212, EPY 101

**QUANTITATIVE REASONING** ..... 3 CREDITS

Recommended: BUS 117 or MATH 120

**SCIENCE** ..... 3 CREDITS

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS

Recommended: PSC 101 or CH 203

**TOTAL GENERAL**

**EDUCATION REQUIREMENTS** ..... 21 CREDITS

### CORE REQUIREMENTS

GRC 107 Design Fundamentals ..... 4

GRC 109 Color and Design ..... 4

GRC 110 Rendering and Illustration ..... 4

GRC 118 Computer Graphics/Print Media ..... 4

GRC 119 Computer Graphics/Digital Media ..... 4

GRC 294 Portfolio Workshop ..... 2

**TOTAL CORE REQUIREMENTS** ..... 22 CREDITS

### EMPHASIS REQUIREMENTS

Choose 17 credits from the following:

GRC 132	Basic Principles of Animation .....	3
GRC 135	Storyboarding .....	3
GRC 144	Electronic Layout and Typography .....	3
GRC 153	Commercial Printing Processes .....	4
GRC 156	Computer Illustration .....	3
GRC 175	Web Design and Publishing I .....	1-3
GRC 182	Digital Video Production .....	3
GRC 183	Electronic Imaging I .....	3
GRC 188	Web Animation and Interactivity I .....	3
GRC 244	Electronic Layout and Typography II .....	3
GRC 275	Web Design and Publishing II .....	3
GRC 282	Motion Graphics for Video .....	3
GRC 283	Electronic Imaging II .....	3
GRC 284	3D Modeling and Animation .....	3
GRC 290	Internship in Graphic Communications .....	1-3
GRC 298	Special Problems in Graphic Communications .....	0.5-6
GRC 299	Independent Study .....	1-3

**TOTAL EMPHASIS REQUIREMENTS.. 17 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
English	GE Elective	See recommended list	3
Core	GRC 107	Design Fundamentals	4
Core	GRC 109	Color and Design	4
Core	GRC 110	Rendering and Illustration	4
<b>Total</b>			<b>15</b>
2nd Semester			
Communications	GE Elective	See recommended list	3
Science	GE Elective	See approved list	3
Quantitative Reasoning	GE Elective	See recommended list	3
Core	GRC 118	Computer Graphics/Print Media	4
Core	GRC 119	Computer Graphics/Digital Media	4
<b>Total</b>			<b>17</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis		Choose from list	3
Emphasis		Choose from list	3
Emphasis		Choose from list	3
Emphasis		Choose from list	3
Humanities/Diversity	AAD 201	History of the Built Environment	3
<b>Total</b>			<b>15</b>
2nd Semester			
Emphasis		Choose from list	3
Emphasis		Choose from list	3
Human Relations	GE Elective	See recommended list	3
Core	GRC 294	Portfolio Workshop	2
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# Health Sciences

## CERTIFICATE OF ACHIEVEMENT

This certificate of achievement prepares students for entry-level employment in allied health and fulfills many prerequisite requirements for accredited health sciences training programs. Students completing this certificate may gain an advantage in the competitive selection process of health sciences programs.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Apply the scientific method, describe cell and tissue structure, and describe skeletal, muscular, digestive and lymphatic systems and their interrelationships.
- Identify the components of the circulatory nervous, integumentary, respiratory, endocrine, urinary, reproductive and immune systems and describe their interrelationships.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

Required: ENG 101 or ENG 113

**HUMAN RELATIONS ..... 3 CREDITS**

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 120 (required for BIOL 190)

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

BIOL 141 Human Structure and Function I .....(4)

BIOL 142 Human Structure and Function II .....(4)

*or*

BIOL 223 Human Anatomy and Physiology I.....(4)

BIOL 224 Human Anatomy and Physiology II.....(4)

**TOTAL CORE REQUIREMENTS ..... 8 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 13 credits from the following:

BIOL 190 Introduction to Cell and Molecular Biology ..... 3

BIOL 190L Introduction to Cell and Molecular Biology Lab ..... 1

BIOL 251 General Microbiology ..... 4

CHEM 121 General Chemistry I ..... 4

CHEM 220 Introductory Organic Chemistry ..... 4

CLS 151 Phlebotomy ..... 2

CLS 152 Applied Phlebotomy ..... 2

NURS 130 Nursing Assistant ..... 6

NUTR 223 Principles of Nutrition ..... 3

**TOTAL ELECTIVE REQUIREMENTS .... 13 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 30 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Communications	ENG 101 or ENG 113	Composition I or Composition I for International Students	3
Human Relations	GE Elective	See approved list	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
<b>Total</b>			<b>12</b>
2nd Semester			
Elective		Choose from list	6
Core Elective	BIOL 141 or BIOL 190 and BIOL 190L	Human Structure and Function I or Introduction to Cell and Molecular Biology and Introduction to Cell and Molecular Biology Laboratory	(4) or (3) and (1)
<b>Total</b>			<b>10</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	4
Core	BIOL 142 or BIOL 223 and BIOL 224	Human Structure and Function II or Human Anatomy and Physiology I (Fast Track) and Human Anatomy and Physiology II (Fast Track)	(4) or (4) and (4)
<b>Total</b>			<b>8-12</b>
<b>Certificate Total</b>			<b>30-34</b>

# Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)

## CONSTRUCTION TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

The HVAC/R certificate of achievement prepares individuals for entry-level positions in the heating, ventilation, air conditioning and refrigeration industries. The training focuses on maintenance, troubleshooting and repair of modern equipment used in residential, commercial and industrial buildings throughout Northern Nevada. Emphasizing hands-on training, the program prepares students with the knowledge and skills required for industry-standard certifications and sought by employers.

### SUGGESTED COURSE SEQUENCE

Recommended Program Prerequisites:

ENG 090 or 097 or qualifying ACCUPLACER score

MATH 093 or qualifying ACCUPLACER score

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Emphasis	AC 102	Refrigeration Theory	3
Emphasis	AC 107	Electrical and Controls for HVAC	6
Emphasis	AIT 110	General Industrial Safety	1
Quantitative Reasoning	MATH 108	Math for Technicians	3
Communications	ENG 107	Technical Communications I	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
Electives		Choose from list	6
Emphasis	AC 150	Basic Refrigeration Servicing	6
Human Relations	CE 201	Workplace Readiness	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>31</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate a comprehensive understanding of HVAC/R principles and applications and the skills to work safely and efficiently in the HVAC industry.
- Design residential and commercial HVAC/R systems.
- Gain the knowledge and skills to troubleshoot and repair residential and commercial HVAC/R systems.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

Recommended: CE 201

QUANTITATIVE REASONING..... 3 CREDITS

(Human Relations and Quantitative Reasoning skills may be embedded in other required courses for a certificate rather than required as specific general education courses.)

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

AC 102 Refrigeration Theory ..... 3

AC 107 Electrical and Controls for HVAC ..... 6

AC 150 Basic Refrigeration Servicing..... 6

AIT 110 General Industrial Safety ..... 1

**TOTAL EMPHASIS REQUIREMENTS.. 16 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

AC 106 Residential Gas Heating..... 6

AC 111 Heat Pumps..... 3

AC 121 Sheet Metal I..... 3

AC 200 Commercial Refrigeration I..... 6

AC 210 Boiler Operation and Maintenance ..... 3

**TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....31 CREDITS**

# Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) Emphasis

## CONSTRUCTION TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

The AAS degree in heating, ventilation, air conditioning and refrigeration trains technicians to design and maintain complex heating, cooling and refrigeration systems in structures of all sizes and functions, from homes to casino resort hotels. The HVAC/R program combines classroom instruction with hands-on practice and provides industry upgrade training on an on-going basis.

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate a comprehensive understanding of HVAC/R principles and applications and the skills to work safely and efficiently in the HVAC industry.
- Design residential and commercial HVAC/R systems.
- Gain knowledge and practical skills to troubleshoot and repair residential and commercial HVAC/R systems.

### GENERAL EDUCATION REQUIREMENTS

DIVERSITY ..... (3 CREDITS)

COMMUNICATIONS/ENGLISH ..... 6 CREDITS

FINE ARTS/HUMANITIES/

SOCIAL SCIENCE ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

Recommended: CE 201

QUANTITATIVE REASONING ..... 3 CREDITS

Recommended: MATH 108

SCIENCE ..... 3 CREDITS

U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110 General Industrial Safety ..... 1

BI 101 Introduction to Building Codes ..... 3

CONS 120 Print Reading and Specification ..... 3

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

### EMPHASIS REQUIREMENTS

AC 102 Refrigeration Theory ..... 3

AC 107 Electrical and Controls for HVAC ..... 6

AC 121 Sheet Metal I ..... 3

AC 150 Basic Refrigeration Servicing ..... 6

ENRG 130 Introduction to Solar Energy ..... 3

Choose one of the following:

AC 106 Residential Gas Heating ..... (6)

or

AC 200 Commercial Refrigeration I ..... (6)

**TOTAL EMPHASIS REQUIREMENTS .. 27 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

AC 111 Heat Pumps ..... 3

AC 122 Sheet Metal II ..... 3

AC 210 Boiler Operation and Maintenance ..... 3

AC 295 Internship HVAC Career ..... 3

CONS 121 Principles of Construction Estimating ..... 3

ENRG 142 Solar Thermal Technologies ..... 3

Any other AC courses not listed

**TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS**

**TOTAL DEGREE REQUIREMENTS .... 61 CREDITS**

### SUGGESTED COURSE SEQUENCE

Recommended program prerequisites:

ENG 090 or 097 or qualifying ACCUPLACER score

MATH 093 or qualifying ACCUPLACER score

First Year	Course #	Title	Credits
1st Semester			
Emphasis	AC 102	Refrigeration Theory	3
Emphasis	AC 107	Electrical and Controls for HVAC	6
Core	AIT 110	General Industrial Safety	1
Core	CONS 120	Print Reading and Specification	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
			<b>Total 16</b>
2nd Semester			
Emphasis	AC 121	Sheet Metal I	3
Core	BI 101	Introduction to Building Codes	3
Communications	ENG 107	Technical Communications I	3
Emphasis	ENRG 130	Introduction to Solar Energy	3
Science	PHYS 100	Introductory Physics	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	AC 150	Basic Refrigeration Servicing	6
English	ENG 101	Composition I	3
			<b>Total 15</b>
2nd Semester			
Elective		Choose from list	3
Social Science/Diversity	AAD 201	History of the Built Environment	3
Emphasis	AC 106 or AC 200	Residential Gas Heating Commercial Refrigeration I	6
Human Relations	CE 201	Workplace Readiness	3
			<b>Total 15</b>
			<b>Degree Total 61</b>



# History Emphasis

## ASSOCIATE OF ARTS

The history emphasis area within the associate of arts degree allows the TMCC history department to serve those students seeking to transfer into a baccalaureate program in history. This emphasis area stresses historical thinking skills as well as historical knowledge.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Evaluate historical arguments and interpretations.
- Interpret evidence found in primary sources and develop an historical argument based on and sustained by the evidence available.
- Write historical essays that are coherent, cogent, and grammatically correct.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH .....	6 CREDITS
FINE ARTS .....	3 CREDITS
HUMANITIES.....	3 CREDITS
MATHEMATICS .....	3 CREDITS
SCIENCE.....	6 CREDITS
SOCIAL SCIENCE .....	3 CREDITS

Required: HIST 101

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY .....(3 CREDITS)

Recommended: HIST 208, 209, 227, 228, 291 or 294

FOREIGN LANGUAGE ..... 14 CREDITS

U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

Recommended: HIST 102

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 17 CREDITS**

### CORE REQUIREMENTS

HIST 105	European Civilization I.....	3
HIST 106	European Civilization II.....	3
HIST 251	Introduction to Historical Methods.....	3

**TOTAL CORE REQUIREMENTS ..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

Choose nine credits from the following courses, at least one course must satisfy the diversity requirement (indicated by \*\*):

HIST 208**	World History I .....	3
HIST 209**	World History II .....	3
HIST 217	Nevada History.....	3
HIST 225	Introduction to the Vietnam War .....	3
HIST 227**	Introduction to Latin American History and Culture I ....	3
HIST 228**	Introduction to Latin American History and Culture II ...	3
HIST 248	Introduction to the American Civil War .....	3
HIST 273	Introduction to the History and Culture of the Cold War.....	3
HIST 288	Hitler and Stalin: Studies in Tyranny .....	3
HIST 291**	Introduction to Women's History and Literature in the U.S. ....	3
HIST 294**	Introduction to African American History II.....	3
HIST 295	Special Topics in History .....	1-3

(HIST 295 can be taken a total of 3 times for 9 credits)

**TOTAL EMPHASIS REQUIREMENTS.... 9 CREDITS**

### ELECTIVE REQUIREMENTS

Choose any transferable courses.

Transferable Courses ..... 1-15

**TOTAL ELECTIVE REQUIREMENTS ..... 1 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
English	GE Elective	See approved list	3
Foreign Language	Elective	See approved list	4
Mathematics	GE Elective	See approved list	3
Social Science	HIST 101	U.S. History I (to 1865)	3
Core	HIST 105	European Civilization I	3
<b>Total</b>			<b>16</b>
2nd Semester			
English	GE Elective	See approved list	3
Fine Arts	GE Elective	See approved list	3
Foreign Language	Elective	See approved list	4
Science	GE Elective	See approved list	3
U.S. and Nevada Constitutions	HIST 102	United States History II (since 1865)	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis		Choose from list	3
Foreign Language	Elective	See approved list	3
Humanities	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
Core	HIST 106	European Civilization II	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose any transferable course	1
Emphasis		Choose from list	3
Emphasis/Diversity		Choose from list a course that meets the diversity requirement	3
Foreign Language	Elective	See approved list	3
Core	HIST 251	Introduction to Historical Methods	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# Industrial Systems Technology

## MANUFACTURING TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

The industrial systems technology certificate is a program designed to provide training and technical job skills to students seeking employment and/or skill upgrades as a technician responsible for the support and maintenance of industrial systems including computer-controlled electrical and mechanical production equipment, material processing and handling equipment, general maintenance, and facility support systems. The program is competency-based, requiring students to complete a variety of hands-on learning exercises ranging from building and testing of equipment controls to troubleshooting of advanced electronic and mechanical systems.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Emphasis	AIT 110	General Industrial Safety	1
Emphasis	DFT 110	Print Reading for Industry	3
Emphasis	ENRG 110	Basic Electricity	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
<b>Total</b>			<b>13</b>
2nd Semester			
Elective		Choose from list	2-3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	ELM 127	Introduction to AC Controls	3
Communications	ENG 107	Technical Communications I	3
<b>Total</b>			<b>11-12</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	ELM 129	Electric Motors and Drives	3
Emphasis	ELM 134	Programmable Logic Controllers I	3
<b>Total</b>			<b>6</b>
<b>Certificate Total</b>			<b>30-31</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Troubleshoot and repair components commonly used in industrial operations.
- Practice safety in all aspects of task performance.
- Develop the ability to communicate technical issues.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS ..... 3 CREDITS**

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 108 or higher

(Human Relations and Quantitative Reasoning skills may be embedded in other required courses for a certificate rather than required as specific general education courses.)

### TOTAL GENERAL

**EDUCATION REQUIREMENTS ..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

AIT 110	General Industrial Safety	1
DFT 110	Print Reading for Industry	3
ELM 127	Introduction to AC Controls	3
ELM 129	Electric Motors and Drives	3
ELM 134	Programmable Logic Controllers I	3
ENRG 110	Basic Electricity	3

**TOTAL EMPHASIS REQUIREMENTS.. 16 CREDITS**

### ELECTIVE REQUIREMENTS

Choose two courses from the following:

AC 121	Sheet Metal	3
ELM 233	Introduction to Instrumentation	3
MT 109	Small Engine Operation and Maintenance	3
MT 111	Pneumatic Systems	2
MT 160	Hydraulic Power	3
MT 290	Internship in Mechanical Technology	2-3
WELD 101	Basic Metals	3

**TOTAL ELECTIVE REQUIREMENTS .. 5-6 CREDITS**

### TOTAL CERTIFICATE

**REQUIREMENTS.....30-31 CREDITS**

# Law Enforcement Emphasis

## CRIMINAL JUSTICE DEGREE – ASSOCIATE OF APPLIED SCIENCE

TMCC's associate of applied science in law enforcement degree is designed for students wishing to explore or enter a highly rewarding career in the criminal justice system. The AAS in law enforcement provides students with a strong foundation for careers in law enforcement, probation, investigations, corrections, and corporate security.

The associate of applied science in law enforcement is designed as a practitioner oriented and possibly terminal degree. This degree is not intended as a university transfer degree for those students who wish to continue on to complete their bachelor degree. Students interested in university transfer should instead major in the associate of arts in criminal justice degree.

The AAS in law enforcement allows students a greater opportunity to select and customize their educational experience around their specific interests in criminal justice.

### ELECTIVE REQUIREMENTS

Choose 27 credits from CRJ courses or approved electives. See department for approved substitutions. Recommended courses may include:

CRJ 125	Legal Careers and Law Schools.....	1
CRJ 126	Legal Research and Methods.....	1
CRJ 127	Legal Writing .....	1
CRJ 155	The Juvenile Justice System.....	3
CRJ 162	Investigative Photography I.....	3
CRJ 163	Investigative Photography II.....	3
CRJ 164	Introduction to Criminal Investigation.....	3
CRJ 214	Principles of Police Patrol Techniques.....	3
CRJ 215	Probation and Parole.....	3
CRJ 225	Criminal Evidence.....	3
CRJ 226	Preventions and Control of Delinquency.....	3
CRJ 265	Introduction to Physical Evidence.....	3
CRJ 270	Introduction to Criminology.....	3
CRJ 289	Law and Justice.....	3
CRJ 290	Internship in Criminal Justice.....	1-8
CRJ 299	Special Topics.....	3

**TOTAL ELECTIVE REQUIREMENTS .... 27 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Emphasis	CRJ 101	Introduction to Criminal Justice I	3
Emphasis	CRJ 211	Police in America	3
Quantitative Reasoning	GE Elective	See approved list	3
English	ENG 101	Composition I	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	3
Emphasis	CRJ 102	Introduction to Criminal Justice II	3
Human Relations	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
English	ENG 102	Composition II	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
Emphasis	CRJ 222	Criminal Law and Procedure	3
Fine Arts/Humanities/ Social Science	GE Elective	See approved list	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
U.S. and Nevada Constitutions	Elective	See approved list	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Describe the rights and protections granted under the US Constitution, particularly the Bill of Rights, to individuals involved in the criminal justice system.
- Explain the process of conducting a professional criminal investigation, the process of an arrest and pretrial detention, criminal trial procedures, and possible sanctions after conviction.
- Describe ethics adhered to by individuals involved in the various professions in the criminal justice system.

### GENERAL EDUCATION REQUIREMENTS

DIVERSITY .....	(3 CREDITS)
COMMUNICATIONS/ENGLISH .....	6 CREDITS
FINE ARTS/HUMANITIES/ SOCIAL SCIENCE .....	3 CREDITS
HUMAN RELATIONS .....	3 CREDITS
QUANTITATIVE REASONING.....	3 CREDITS
SCIENCE.....	3 CREDITS
U.S. AND NEVADA CONSTITUTIONS .....	3 CREDITS
<b>TOTAL GENERAL EDUCATION REQUIREMENTS.....</b>	<b>21 CREDITS</b>

### EMPHASIS REQUIREMENTS

CRJ 101	Introduction to Criminal Justice I.....	3
CRJ 102	Introduction to Criminal Justice II.....	3
CRJ 211	Police in America.....	3
CRJ 222	Criminal Law and Procedure.....	3

**TOTAL EMPHASIS REQUIREMENTS.. 12 CREDITS**

# Logistics Management Degree

## ASSOCIATE OF APPLIED SCIENCE

This program will provide the student with a degree in the field of logistics management. The program is well suited to the student seeking to obtain a career at the entry level of logistics management. Students will graduate with a core set of knowledge and skills that will allow them to advance in the logistics industry.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Communications/English	BUS 107	Business Speech Communications	3
Social Science	ECON 102	Principles of Microeconomics	3
Emphasis	LGM 201	Essentials of Logistics Management	3
Human Relations	MGT 212	Leadership and Human Relations	3
Quantitative Reasoning	MATH 120	Fundamentals of College Math	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective	ACC 201	Financial Accounting	3
Communications/English	BUS 108	Business Letters and Reports	3
Emphasis	ECON 103	Principles of Macroeconomics	3
Emphasis	IS 101	Introduction to Information Systems	3
Emphasis/Diversity	LGM 202	International Logistics Management	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	ACC 202	Managerial Accounting	3
Elective	ECON 261	Principles of Statistics I	3
Emphasis	LGM 205	Logistics Planning and Control	3
Emphasis	MKT 210	Marketing Principles	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>15</b>
2nd Semester			
Science	GE Elective	See approved list	3
Elective	ECON 262	Principles of Statistics II	3
Elective	LGM 210	Studies in Procurement and Logistics	3
Elective	LGM 212	Transportation Management	3
Elective	MGT 171	Supervision	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate knowledge of the role of Logistics Management within business that is associated with the applied utilization of logistics knowledge.
- Possess applied knowledge of the tools that are used in entry to mid-level logistics positions, including Total Quality Management, Six Sigma, Lean and others.
- Possess applied knowledge of the software that is used within the logistics industry.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

(May apply to two subject areas.)

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Recommended: BUS 107 and 108 or ENG 101 (113) and 102 (114)

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: ECON 102

**HUMAN RELATIONS ..... 3 CREDITS**

Required: MGT 212

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 120 or 126 or 127

**SCIENCE ..... 3 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

Recommended: PSC 101 or CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21-24 CREDITS**

### EMPHASIS REQUIREMENTS

ACC 202	Managerial Accounting	3
ECON 103	Principles of Macroeconomics	3
IS 101	Introduction to Information Systems	3
LGM 201	Essentials of Logistics Management	3
LGM 202	International Logistics Management	3
LGM 205	Logistics Planning and Control	3
MKT 210	Marketing Principles	3

**TOTAL EMPHASIS REQUIREMENTS .. 21 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 18 credits from the following:

ACC 201	Financial Accounting	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
LGM	Any approved LGM courses	6
MGT 171	Supervision	3

**TOTAL ELECTIVE REQUIREMENTS .... 18 CREDITS**

**TOTAL DEGREE REQUIREMENTS ..... 60-63 CREDITS**

# Logistics Management Emphasis

## ASSOCIATE OF ARTS

The Associate of Arts with a Logistics Management emphasis introduces students to the tools and basic knowledge set of the Logistics industry and discipline. Students who complete the AA – Logistics Management Emphasis will articulate to UNR with junior standing and approximately 60 credits remaining to complete a four-year degree.

Please note that the Supply Chain Management major has been eliminated as of 2010 and students who choose the Logistics Management Emphasis must choose one of the currently available majors in the College of Business at UNR upon transfer.

### EMPHASIS REQUIREMENTS

Choose three courses from the following or any other LGM course:

LGM 201	Essentials of Logistics Management .....	3
LGM 202	International Logistics Management .....	3
LGM 205	Logistics Planning and Control .....	3
LGM 207	Service Logistics .....	3
LGM 208	Logistics and Quality Management Tools I .....	3
LGM 210	Studies in Procurement and Logistics.....	3
LGM 212	Transportation Management .....	3

**TOTAL EMPHASIS REQUIREMENTS.... 9 CREDITS**

### ELECTIVE REQUIREMENTS

MATH 126	Pre-Calculus I .....	(3)
<i>or</i>		
LGM Course	.....	(3)

**TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	COM 113	Fundamentals of Speech Communications	3
English	ENG 101	Composition I	3
Emphasis	LGM 201	Essentials of Logistics Management	3
Elective	MATH 126	Pre- Calculus I	3
Fine Arts/Diversity	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>15</b>
2nd Semester			
Social Science	ECON 102	Principles of Microeconomics	3
Core	ECON 103	Principles of Macroeconomics	3
English	ENG 102	Composition II	3
Emphasis	LGM 202	International Logistics Management	3
Mathematics	MATH 176	Elements of Calculus	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	ACC 201	Financial Accounting	3
Humanities/U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Core	ECON 261	Principles of Statistics I	3
Science	GE Elective	See approved list	3
Emphasis	LGM 210	Studies in Procurement and Logistics	3
<b>Total</b>			<b>15</b>
2nd Semester			
Core	ACC 202	Managerial Accounting	3
Emphasis	ECON 262	Principles of Statistics II	3
Science	GE Elective	See approved list	3
Core	IS 101	Introduction to Information Systems	3
Core	MKT 210	Marketing Principles	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Possess the appropriate vocabulary for the logistics industry.
- Demonstrate knowledge of the theories and tools that are used in the logistics discipline.
- Possess professional knowledge and competency in the Logistics Management industry.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH..... 6 CREDITS**

**FINE ARTS..... 3 CREDITS**

Recommended: THTR 210

**HUMANITIES..... 3 CREDITS**

Required: CH 203

**MATHEMATICS..... 3 CREDITS**

Required: MATH 176 or equivalent

**SCIENCE..... 6 CREDITS**

Highly Recommend: complete seven credits

**SOCIAL SCIENCE..... 3 CREDITS**

Required: ECON 102

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY..... (3 CREDITS)**

Recommended: THTR 210

**FOREIGN LANGUAGE..... 0 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS..... (3) CREDITS**

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS..... 0 CREDITS**

### CORE REQUIREMENTS

ACC 201	Financial Accounting .....	3
ACC 202	Managerial Accounting .....	3
COM 113	Fundamentals of Speech Communications.....	3
ECON 103	Principles of Macroeconomics .....	3
ECON 261	Principles of Statistics I.....	3
ECON 262	Principles of Statistics II.....	3
IS 101	Introduction to Information Systems .....	3
MKT 210	Marketing Principles .....	3

**TOTAL CORE REQUIREMENTS..... 24 CREDITS**

B – Degree Programs, Advisors and Worksheets



# Logistics

## LOGISTICS MANAGEMENT – CERTIFICATE OF ACHIEVEMENT

Students will gain hands-on practical knowledge that will give them skills and knowledge to advance in a career in the logistics industry. Designed for working adults who have industry experience, the certificate of achievement quantifies and documents a core competency within the industry. Students completing a certificate of achievement are also one-half or further towards the achievement of an AAS in logistics management.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Emphasis	LGM 201	Essentials of Logistics Management	3
Elective	LGM 202	International Logistics Management	3
Human Relations	MGT 212	Leadership and Human Relations	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Communications	BUS 108	Business Letters and Reports	3
Emphasis	LGM 205	Logistics Planning and Control	3
Emphasis	LGM 210	Studies in Procurement and Logistics	3
Emphasis	LGM 212	Transportation Management	3
<b>Total</b>			<b>18</b>
<b>Degree Total</b>			<b>33</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate knowledge and skills of the logistics discipline (including supply chain management, production planning and scheduling, reverse logistics).
- Demonstrate increased knowledge of the software and hardware that are used within the logistics industry.

### GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS ..... 3 CREDITS

Recommended: BUS 106, 107 or 108

#### HUMAN RELATIONS ..... 3 CREDITS

Recommended: MGT 212

#### QUANTITATIVE REASONING ..... 3 CREDITS

Recommended: MATH 120

#### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS

### EMPHASIS REQUIREMENTS

LGM 201	Essentials of Logistics Management	3
LGM 205	Logistics Planning and Control	3
LGM 210	Studies in Procurement and Logistics	3
LGM 212	Transportation Management	3

#### TOTAL EMPHASIS REQUIREMENTS.. 12 CREDITS

### ELECTIVE REQUIREMENTS

Choose 12 credits from the following:

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
ECON 103	Principles of Macroeconomics	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
IS 101	Introduction to Information Systems	3
LGM	Any approved LGM course	3
MGT 171	Supervision	3
MKT 210	Marketing Principles	3

#### TOTAL ELECTIVE REQUIREMENTS .... 12 CREDITS

#### TOTAL CERTIFICATE REQUIREMENTS ..... 33 CREDITS

# Machining Emphasis

## MANUFACTURING TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

The manufacturing technologies, machining emphasis AAS degree program, is a two-year program designed to provide training and technical job skills to students seeking employment and/or skill upgrades within the manufacturing and machine trades. The program is competency-based, requiring students to complete a variety of hands-on learning exercises ranging from manually machined projects to advanced multi-axis CNC tasks. This program is offered in a flexible open-entry/open-exit format to respond to the needs of industry and the working professional.

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate an ability to read and interpret technical prints for the production and inspection of manufactured work pieces.
- Demonstrate an ability to produce precision machined work pieces within print specifications on manually controlled machine tools.
- Demonstrate an ability to produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Recommended: AAD 201

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Recommended: ENG 101, ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: AAD 201

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 108

**SCIENCE ..... 3 CREDITS**

Recommended: PHYS 100

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

Recommended: PSC 101

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety .....	1
DFT 110	Print Reading for Industry .....	3
MPT 140	Quality Control .....	3

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

### EMPHASIS REQUIREMENTS

MTT 101	Introduction to Machine Shop .....	3
MTT 105	Machine Shop I .....	3
MTT 110	Machine Shop II .....	3
MTT 140	Inspection Techniques .....	3
MTT 230	Computer Numerical Control I .....	4
MTT 232	Computer Numerical Control II .....	4
MTT 292	Computer Aided Manufacturing I .....	4

**TOTAL EMPHASIS REQUIREMENTS...24 CREDITS**

### ELECTIVE REQUIREMENTS

Choose nine credits from the following:

CE 290	Work Experience .....	3
LGM 201	Essentials of Logistics Management .....	3
LGM 208	Logistics and Quality Management Tools I .....	3
MT 150	Material Science .....	3
MTT 250	Machine Shop III .....	3
MTT 260	Machine Shop IV .....	3
MTT 293	Computer Aided Manufacturing (CAM) II .....	4
	Any WELD Class .....	3

**TOTAL ELECTIVE REQUIREMENTS ..... 9 CREDITS**

**TOTAL DEGREE REQUIREMENTS....61 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Print Reading for Industry	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
Core	MPT 140	Quality Control	3
Emphasis	MTT 101	Introduction to Machine Shop	3
Emphasis	MTT 105	Machine Shop I	3
			<b>Total 16</b>
<b>2nd Semester</b>			
Elective		Choose from list	3
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Communications	ENG 107	Technical Communications I	3
Emphasis	MTT 110	Machine Shop II	3
Science	PHYS 100	Introductory Physics	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
English	ENG 101	Composition I	3
Emphasis	MTT 230	Computer Numerical Control I	4
Emphasis	MTT 292	Computer Aided Manufacturing I	4
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
			<b>Total 14</b>
<b>2nd Semester</b>			
Elective		Choose from list	6
Human Relations	CE 201	Workplace Readiness	3
Emphasis	MTT 140	Inspection Techniques	3
Emphasis	MTT 232	Computer Numerical Control II	4
			<b>Total 16</b>
			<b>Degree Total 61</b>

# Massage Certificate Program

## WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

### Nevada State Licensure – Preparation Classes

This series of courses is designed to follow the guidelines established by local Nevada ordinances as well as the National Certification Board of Therapeutic Massage and Bodywork. Students completing the TMCC program will be eligible to take the National Certification Exam and also will be eligible to join either of the two nationally recognized professional organizations: AMTA (American Massage Therapy Association) or ABMP (Associated Bodywork and Massage Professionals).

### ELECTIVES

Electives ..... 3  
45 hours of additional program-approved workshops, classes and seminars. Check the class schedule for offerings.

### TOTAL ELECTIVES ..... 3 CREDITS

*Please note: the massage courses do not lead to TMCC associate of arts, associate of science or associate of applied science degrees or certificates of achievement. Credits earned in many WDCE “C” courses may be considered nontraditional and must be approved by the vice president for academic affairs in order to be applied to the general studies associate degree or certificate. Also “C” classes may not be counted for financial aid credit requirements.*

### SUGGESTED COURSE SEQUENCE

Sequence designed for a full-time student.

First Year	Course #	Title	Credits
1st Semester			
	Electives	Electives in MASG	0.5+
	MASG 106C	Meridians	1
	MASG 202C	Anatomy and Physiology I for Massage Professionals	4
	MASG 200C	Introduction to Massage Training	0.5
	MASG 201C	Fundamentals of Professional Massage	6
	NURS 140	Medical Terminology	3
<b>Total</b>			<b>15+</b>
2nd Semester			
	Electives	Electives in MASG	1+
	MASG 110C	Integrated Massage	1
offered spring only	MASG 203C	Pathology for Massage Professionals	3
	MASG 205C	Kinesiology	3
offered spring only	MASG 215C	Business and Marketing for Professionals	3
	MASG 216C	Ethics for Massage Therapists	0.5
<b>Total</b>			<b>11+</b>
Second Year	Course #	Title	Credits
1st Semester			
	Electives	Electives in MASG	0.5+
	EMS 101	CPR and First Aid	1
	MASG 208C	Functional Anatomy and Physiology II for Massage Professionals	4
offered spring only	MASG 210C	Massage Clinic	7
	MASG 221C	National Test Prep and Review	1
<b>Total</b>			<b>12+</b>
<b>Certificate Program Total</b>			<b>40.5</b>

### COURSE REQUIREMENTS

Choose one of the following sets:

- MASG 202C Anatomy and Physiology I for Massage Professionals..(4)
- and**
- MASG 208C Anatomy and Physiology II for Massage Professionals.(4)

**or**

- BIOL 141 Human Structure and Function I .....(4)
- and**
- BIOL 142 Human Structure and Function II .....(4)

**or**

- BIOL 223 Human Anatomy and Physiology I .....(4)
- and**
- BIOL 224 Human Anatomy and Physiology II.....(4)

- EMS 101 CPR and First Aid ..... 1
- NURS 140 Medical Terminology ..... 3
- MASG 106C Meridians of Oriental Medicine ..... 1
- MASG 110C Integrated Massage1 ..... 0.5
- MASG 200C Introduction to Massage Training..... 0.5
- MASG 201C Fundamentals of Professional Massage ..... 6  
Prerequisite: MASG 200C.  
Prerequisite/corequisite: MASG 202C or BIOL 141 or 223.
- MASG 203C Pathology for Massage Professionals ..... 3  
Offered spring semester only.
- MASG 205C Kinesiology..... 3  
Prerequisite : MASG 202C or BIOL 141 or 223.
- MASG 210C Massage Clinic..... 7  
Prerequisites: MASG 201C and MASG 205C.
- MASG 215C Business and Marketing for Professionals..... 3  
Offered spring semester only
- MASG 216C Ethics for Massage Therapists ..... 0.5
- MASG 221C National Test Prep and Review ..... 1

### TOTAL COURSE REQUIREMENTS ..... 38 CREDITS

B – Degree Programs, Advisors and Worksheets

# Mathematics Emphasis

## ASSOCIATE OF SCIENCE

This is a two-year transferable program leading to an associate of science with an emphasis in mathematics. This program will provide students with the necessary background in calculus and differential equations needed for a bachelor's degree in mathematics and will also provide the computer science needed for a bachelor of science degree at UNR. All courses recommended will partially satisfy the degree requirements for any of the bachelor's degree options offered by the mathematics department at the University of Nevada, Reno.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Select and apply the appropriate algorithm or methodology to solve mathematical problems.
- Use deductive reasoning to construct mathematical proofs.
- Communicate mathematical information formally through appropriate notation, terminology, and graphical representation as well as communicate mathematical ideas informally using everyday language.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH .....	6 CREDITS
FINE ARTS .....	3 CREDITS
HUMANITIES.....	3 CREDITS
MATHEMATICS .....	3 CREDITS
Required: MATH 181	
SCIENCE.....	6 CREDITS
SOCIAL SCIENCE .....	3 CREDITS
<b>TOTAL GENERAL EDUCATION REQUIREMENTS.....</b>	<b>24 CREDITS</b>

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY .....	(3 CREDITS)
SCIENCE.....	6 CREDITS
U.S. AND NEVADA CONSTITUTIONS .....	3 CREDITS
<b>TOTAL ADDITIONAL DEGREE REQUIREMENTS .....</b>	<b>9 CREDITS</b>

### EMPHASIS REQUIREMENTS

CS 135R	Computer Science I.....	3
CS 202	Computer Science II.....	3
MATH 181	Calculus I (1 credit from General Education) .....	1
MATH 182	Calculus II .....	4
MATH 283	Calculus III .....	4
MATH 285	Differential Equations.....	3

Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or have a qualifying ACCUPLACER, ACT or SAT score.

### TOTAL EMPHASIS REQUIREMENTS.. 18 CREDITS

### ELECTIVE REQUIREMENTS

Choose nine transferable elective credits.

Note: MATH 126 and MATH 127 qualify if taken; additional credits from science courses may be electives.

### TOTAL ELECTIVE REQUIREMENTS ..... 9 CREDITS

### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	CS 135R	Computer Science I	3
English	ENG 101	Composition I	3
Fine Arts	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
Mathematics/Emphasis	MATH 181	Calculus I	4
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	CS 202	Computer Science II	3
U.S. and Nevada Constitutions	Elective	See approved list	3
English	ENG 102	Composition II	3
Science	GE Elective	See approved list	3
Mathematics	MATH 182	Calculus II	4
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose transferable elective course	3
Humanities	GE Elective	See approved list	3
Science	Degree Elective	Choose any transferable science course	3
Science	Degree Elective	Choose any transferable science course	3
Emphasis	MATH 283	Calculus III	4
<b>Total</b>			<b>16</b>
2nd Semester			
Elective		Choose any transferable course	3
Elective		Choose any transferable course	3
Social Science/Diversity	GE Elective	See approved list	3
Emphasis	MATH 285	Differential Equations	3
<b>Total</b>			<b>12</b>
<b>Degree Total</b>			<b>60</b>

# Medical Imaging for Re-Entry Radiographers

## CERTIFICATE OF ACHIEVEMENT

TMCC offers a certificate of achievement for radiologic technologists (radiographers) who wish to re-enter the profession after not working for several years, or become recertified with the American Registry of Radiologic Technologists (ARRT), or graduates of an accredited program needing to become “registry eligible” again. Interested persons should contact the coordinator at 775-673-7121. An individualized educational plan will be developed following the receipt of transcripts and appropriate documentation of the educational experience.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	CLS 151	Phlebotomy	2
Core	CLS 152	Applied Phlebotomy	2
Core	IS 101	Introduction to Information Systems	3
Core	RAD 290	Internship in Radiologic Technology	3*
<b>Total</b>			<b>10</b>
2nd Semester			
Communications	GE Elective	See approved list	3
Human Relations	GE Elective	See approved list	3
Core	RAD 290	Internship in Radiologic Technology	3*
<b>Total</b>			<b>9</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	RAD 259	Seminar in Radiography	2
Core	RAD 290	Internship in Radiologic Technology	3*
<b>Total</b>			<b>5</b>
<b>Includes 29 Transferred Core Credits</b>			<b>(29)</b>
<b>Degree Total</b>			<b>53</b>

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- Have refreshed the knowledge and skills necessary to produce diagnostic radiographic examinations.
- Be prepared to take the American Registry of Radiologic Technologists (ARRT) examination for radiographers.
- Refresh their knowledge of radiation protection, equipment operation and quality control, image acquisition and evaluation, image procedures, and patient care and education which will prepare them to function as radiologic technologists.

## GENERAL EDUCATION REQUIREMENTS

The following must be completed at TMCC.

**COMMUNICATIONS ..... 3 CREDITS**

**HUMAN RELATIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 6 CREDITS**

## CORE REQUIREMENTS

IS 101	Introduction to Information Systems .....	3
CLS 151	Phlebotomy.....	2
CLS 152	Applied Phlebotomy.....	2
MATH 105	Math for Radiologic Technicians.....	3
	(or MATH 120 or 126)	
RAD 103	Medical Ethics .....	1
RAD 112	Patient Care and Medical Terminology.....	2
RAD 116	Radiography I.....	3
RAD 118	Radiology Physics and Circuitry.....	3
RAD 124	Radiographic Photo and Techniques.....	3
RAD 126	Radiography II.....	3
RAD 128	Imaging Equipment .....	3
RAD 236	Radiographic Contrast—Routine Exams.....	2
RAD 238	Radiation Safety and Protection.....	2
RAD 242	Radiography Quality Management.....	1
RAD 244	Diagnostic and Therapeutic Radiation.....	2
RAD 247	Radiography Quality Control .....	1

The following core requirements must be completed at TMCC.

RAD 259 Seminar in Radiography.....2

RAD 290 Internship in Radiologic Technology.....9

**TOTAL CORE REQUIREMENTS ..... 47 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....53 CREDITS**



# Music

## FINE ARTS – CERTIFICATE OF ACHIEVEMENT

The certificate of achievement in music is formulated for the student who may want to develop skills in a conservatory-type setting; the student who does not wish to transfer to a four-year institution; the student who may already possess a degree in higher education; and the student who has a vocational interest in music.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Show competence in basic music skills.
- Complete the rehearsal and performance requirements for Music Ensemble.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS .....	3 CREDITS
HUMAN RELATIONS .....	3 CREDITS
QUANTITATIVE REASONING .....	3 CREDITS
<b>TOTAL GENERAL EDUCATION REQUIREMENTS .....</b>	<b>9 CREDITS</b>

### CORE REQUIREMENTS

#### MUSIC ENSEMBLE ..... 2 CREDITS

Choose from:

MUSE 101	Concert Choir.....	1
MUSE 111	Concert Band.....	1
MUSE 123	Orchestra.....	1
MUSE 131	Jazz Ensemble .....	1
MUSE 135	Jazz Vocal Ensemble.....	1

#### MUSIC THEORY ..... 6 CREDITS

Choose from:

MUS 203	Music Theory I .....	3
MUS 204	Music Theory II .....	3
MUS 207E	Music Theory III .....	3
MUS 208E	Music Theory IV .....	3

#### SIGHT SINGING & EARTRAINING..... 2 CREDITS

Choose from:

MUS 211	Sight-Singing and Dictation I.....	1
MUS 212	Sight-Singing and Dictation II.....	1

#### PIANO CLASS..... 2 CREDITS

MUS 111	Piano Class I.....	2
MUS 112	Piano Class II.....	2

#### APPLIED MUSIC ..... 2 CREDITS

MUSA (private lessons).....	1-2
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#### TOTAL CORE REQUIREMENTS ..... 14 CREDITS

### ELECTIVE REQUIREMENTS

Choose seven credits from the following:

MUS 101	Music Fundamentals .....	3
MUS 105	Vocal Techniques.....	2
MUS 107	Guitar Class I.....	2
MUS 108	Guitar Class II.....	2
MUS 121	Music Appreciation.....	3
MUS 125	History of Rock Music .....	3
MUS 131	Introduction to Music Literature.....	3
MUS 166	Introduction to MIDI Sequencers and Synthesizers.....	2
MUS 213	Fundamentals of Music Composition II.....	2
THTR 209	Theater Practicum .....	1-2

Additional ensemble or applied music courses, up to two additional credits in each area.

#### TOTAL ELECTIVE REQUIREMENTS ..... 7 CREDITS

#### TOTAL CERTIFICATE REQUIREMENTS.....30 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Elective		Choose from list	3
Elective		Choose from list	1
Core		Applied lessons (MUSA)	1-2
Core		Choose from Music Ensemble list	1
Communications	GE Elective	See approved list	3
Core	MUS 111 or 112	Piano Class I or Piano Class II	2
Core	MUS 203 or MUS 207E	Music Theory I or Music Theory III	3
Core	MUS 211	Sight-Singing and Dictation I	1
<b>Total</b>			<b>15-16</b>
<b>2nd Semester</b>			
Elective		Choose from list	3
Core		Applied lessons (MUSA)	1-2
Core		Choose from Music Ensemble list	1
Human Relations	GE Elective	See approved list	3
Quantitative Reasoning	GE Elective	See approved list	3
Core	MUS 204 or MUS 208E	Music Theory II or Music Theory IV	3
Core	MUS 212	Sight-Singing and Dictation II	1
<b>Total</b>			<b>15-16</b>
<b>Certificate Total</b>			<b>30-32</b>

# Music Emphasis

## FINE ARTS DEGREE – ASSOCIATE OF ARTS

The music program seeks to be an outstanding performing arts program within the visual and performing arts department noted for its excellence in the classroom and on stage that provides our students with the knowledge and skills upon which they build careers and become productive citizens.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Show competence in specific practical music skills.
- Show competence in supportive and theoretical and information necessary to sustain and forward music as an art form.
- Transfer to a baccalaureate program or work in the music field as an instructor, educator, technician or performer.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

**FINE ARTS ..... 3 CREDITS**

Required: THTR 210

**HUMANITIES..... 3 CREDITS**

**MATHEMATICS ..... 3 CREDITS**

**SCIENCE..... 6 CREDITS**

**SOCIAL SCIENCE ..... 3 CREDITS**

Required: CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Required: THTR 210

**FOREIGN LANGUAGE ..... 14 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS**

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 14 CREDITS**

### CORE REQUIREMENTS

MUS 203 Music Theory I ..... 3

MUS 204 Music Theory II ..... 3

MUS 207E Music Theory III ..... 3

MUS 208E Music Theory IV ..... 3

MUS 111 Piano Class I..... (2)

**or**

MUS 112 Piano Class II..... (2)

MUS 211 Sight-Singing and Dictation I..... 1

MUS 212 Sight-Singing and Dictation II..... 1

Any MUSA course ..... 3

Any MUSE course..... 3

**TOTAL CORE REQUIREMENTS ..... 22 CREDITS**

### ELECTIVE REQUIREMENTS

Note: Students transferring to UNR should consult with an advisor regarding elective course selection.

**TOTAL ELECTIVE REQUIREMENTS ..... 0 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
Mathematics	GE Elective	See approved list	3
Core	MUS 203	Music Theory I	3
Core	MUS 211	Sight-Singing and Dictation I	1
Core	MUSE 101 or MUSE 111	Concert Choir or Concert Band	1
Core	MUSA	Choose applied lessons course	1
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
Social Science/U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Humanities/Core	MUS204	Music Theory II	3
Core	MUS 212	Sight-Singing and Dictation II	1
Core	MUSA	Choose applied lessons course	1
Core	MUSE 101 or MUSE 111	Concert Choir or Concert Band	1
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
Foreign Language	Elective	See approved list	3
Humanities	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
Core	MUS 207E	Music Theory III	3
Core	MUSA	Choose a music applied course	1
Core	MUSE 101 or MUSE 111	Concert Choir or Concert Band	1
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Core	MUS 111 or MUS 112	Piano Class I or Piano Class II	2
Core	MUS 208E	Music Theory IV	3
Fine Arts/ Diversity	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>60</b>

# Musical Theater Emphasis

## FINE ARTS DEGREE – ASSOCIATE OF ARTS

This program is developed to provide the student with a well-rounded, intermediate level education of the universal language and art form of musical theater. The student will be introduced to and developed in the various areas of musical theater including historical study, appreciation, musical theater styles, vocal techniques, acting, dance and performance. The program will include repeated practical application in the rehearsal and preparation areas for public performance and presentation.

### EMPHASIS REQUIREMENTS

Choose a total of ten credits from the following THTR, MUS and DAN categories:

Select three credits from the following theater courses:

THTR 205	Introduction to Acting II .....	3
THTR 206	Theater Workshop: Acting III .....	3
THTR 207	Laboratory Theater: Acting IV .....	3

Select three credits from the following music courses:

MUS 111	Piano Class I.....	2-3
MUS 112	Piano Class II.....	2-3
MUS 203	Music Theory I.....	3
MUS 204	Music Theory II.....	3

Select four credits from the following dance courses:

DAN 101	Dance Appreciation .....	3
DAN 132	Jazz Dance (Beginning) .....	1
DAN 133	Jazz Dance (Beginning/Intermediate) .....	1
DAN 135	Ballet, Beginning.....	1
DAN 136	Ballet Beginning/Intermediate .....	1
DAN 138	Modern Dance, Beginning .....	1
DAN 139	Modern Dance, Beginning/Intermediate .....	1
DAN 144	Tap Dance (Beginning) .....	1
DAN 145	Intermediate Tap Dance .....	1
DAN 232	Jazz Dance (Intermediate) .....	1
DAN 235	Ballet (Intermediate).....	1
DAN 236	Ballet (Intermediate/Advanced) .....	1
DAN 238	Modern Dance Intermediate.....	1
DAN 239	Modern Dance, Intermediate/Advanced.....	1
DAN 244	Tap Dance (Intermediate).....	1
DAN 281	Dance Performance .....	1
DAN 287	Concert Dance Company.....	1
DAN 295	Independent Study: Dance .....	1-3

**TOTAL EMPHASIS REQUIREMENTS.. 10 CREDITS**

### ELECTIVE REQUIREMENTS

THTR 100	Introduction to Theater .....	3
THTR 133	Fundamentals of Directing .....	3
THTR 176	Musical Theater Workshop I .....	1-3
THTR 180	Cinema as Art and Communication .....	3
THTR 198	Special Topics Speech and Theater .....	50-6
THTR 207	Laboratory Theater: Acting IV .....	3
THTR 231	Children's Theater.....	3
THTR 235	Acting for the Camera .....	3
THTR 258	Theater Experience and Travel.....	1-2
THTR 276	Musical Theater Workshop II .....	1-3
THTR 290	Internship in Speech and Theater .....	1-8
THTR 295	Independent Study: Theater.....	1-3

Note: Students transferring to UNR should consult with an advisor regarding elective course selection.

**TOTAL ELECTIVE REQUIREMENTS ..... 0 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate competency in specific practical musical and theatrical skills, including voice, song, dance, acting, theatre production, and special projects.
- Demonstrate competence in skills relating to the knowledge of the historical and cultural dimensions of musical theater which is necessary to forward musical theater as an art form.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**

**FINE ARTS ..... 3 CREDITS**

Required: THTR 210

**HUMANITIES..... 3 CREDITS**

Required: THTR 105

**MATHEMATICS ..... 3 CREDITS**

**SCIENCE..... 6 CREDITS**

**SOCIAL SCIENCE ..... 3 CREDITS**

Required: CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Required: THTR 210

**FOREIGN LANGUAGE ..... 14 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS**

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 14 CREDITS**

### CORE REQUIREMENTS

MUSA 147	Voice for Musical Theater Major-Lower Division .....	2
THTR 116	Dance Styles: Musical Theater .....	2
THTR 175	Musical Theater .....	3
THTR 176	Musical Theater Workshop I .....	1
THTR 204	Theater Technology I .....	3
THTR 276	Musical Theater Workshop II .....	1

**TOTAL CORE REQUIREMENTS ..... 12 CREDITS**

B – Degree Programs, Advisors and Worksheets

# Musical Theater Emphasis

## FINE ARTS DEGREE – ASSOCIATE OF ARTS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
Mathematics	GE Elective	See approved list	3
Core	THTR 175	Musical Theater	3
Core	THTR 204	Theater Technology I	3
<b>Total</b>			<b>16</b>
2nd Semester			
Emphasis	DAN	Choose from dance course list	1
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Core	MUSA 147	Voice for Musical Theater Major– Lower Division	1
Humanities	THTR 105	Introduction to Acting I	3
Core	THTR 116	Dance Styles: Musical Theater	1
Fine Arts/Diversity	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Social Science/U.S. and Nevada Constitution	CH 203	American Experiences and Constitutional Change	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Emphasis	MUS	Choose from music course list	3
Core	MUSA 147	Voice for Musical Theater Major – Lower Division	1
Core	THTR 116	Dance Styles: Musical Theater	1
Core	THTR 176	Musical Theater Workshop I	1
<b>Total</b>			<b>15</b>
2nd Semester			
Emphasis	DAN	Choose from dance course list	
Foreign Language	Elective	See approved list	
Science	GE Elective	See approved list	3
Core	THTR 276	Musical Theater Workshop II	1
Emphasis	THTR	Choose from theater course list	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# Networking and Server Technologies Emphasis

## COMPUTER INFO. TECHNOLOGY DEGREE – ASSOCIATE OF APPLIED SCIENCE

The networking emphasis prepares students for careers in current and emerging information system technologies such as network design, network infrastructure, networking services and information security. Students completing the degree will find employment in areas ranging from small office/home office network administration to enterprise scale networks.

### ELECTIVE REQUIREMENTS

Select at least 24 credits from the following courses:

#### LINUX COURSES

CIT 173	Introduction to Linux .....	3
CIT 174	Linux System Administration .....	3
CIT 176	Linux Shell Programming .....	3

#### MICROSOFT WINDOWS COURSES

CIT 211	Microsoft Networking I .....	4
CIT 212	Microsoft Networking II .....	4
CIT 213	Microsoft Networking III .....	4
CIT 214	Microsoft Networking IV .....	4
CIT 215	Microsoft Networking V-Directory Services Design .....	3
CIT 215	Microsoft Networking V-Infrastructure Design .....	3
CIT 215	Microsoft Networking V-Security Design .....	3
CIT 215	Microsoft Networking V-SQL Server .....	3
CIT 215	Microsoft Networking V-Exchange Server .....	3
CIT 215	Microsoft Networking V-Other .....	3

#### CISCO COURSES

CSCO 121	CCNA Routing Protocols and Concepts .....	5
CSCO 220	CCNA LAN Switching and Wireless Fundamentals .....	5
CSCO 221	CCNA WAN Fundamentals .....	5
CSCO 230	Fundamentals of Network Security .....	4

#### OTHER COURSES

CIT 217	Security + .....	3
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**TOTAL ELECTIVE REQUIREMENTS ... 24 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits	
1st Semester				
Core	CIT 114R	IT Essentials	4	
Core	CSCO 120	CCNA Internetworking Fundamentals	4	
English	GE Elective	Choose from recommended list	3	
Quantitative Reasoning	MATH 126 or higher	Pre-Calculus I	3	
<b>Total</b>			<b>14</b>	
2nd Semester				
Science	GE Elective	See approved list	3	
Core	CIT 128	Introduction to Software Development	4	
Elective	CSCO 121 or CIT 173 or CIT 211 or CIT 212	CCNA Routing Protocols and Concepts Introduction to Linux Microsoft Networking I Microsoft Networking II	(5) (3) (4) (4)	
	Communications	GE Elective	Choose from recommended list	3
	U.S. and Nevada Constitutions	Elective	See approved list	3
<b>Total</b>			<b>16-18</b>	
Second Year	Course #	Title	Credits	
1st Semester				
Elective		Choose from list	9	
Fine Arts/Humanities/ Social Science/Diversity	GE Elective	See approved list	3	
Human Relations	MGT 212	Leadership and Human Relations	3	
<b>Total</b>			<b>15</b>	
2nd Semester				
Elective		Choose from list	12	
Core	CIT 263R	Project Management	3	
<b>Total</b>			<b>15</b>	
<b>Degree Total</b>			<b>60-62</b>	

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements for the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate the technical proficiency required to create and maintain small to medium sized networks .
- Demonstrate the technical proficiency required to configure and secure a network server.
- Demonstrate the ability to communicate and work effectively with members of a team and members of external groups.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

**COMMUNICATIONS ..... 3 CREDITS**

Highly Recommended: BUS 107, COM 113 or 215

**ENGLISH ..... 3 CREDITS**

Highly Recommended: BUS 108, ENG 101 (or 113), 102 (or 114), 107 or 108

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: MGT 212

**QUANTITATIVE REASONING..... 3 CREDITS**

Choose from: MATH 126 or higher

**SCIENCE..... 3 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 21 CREDITS**

### CORE REQUIREMENTS

CIT 114R	IT Essentials .....	4
CIT 128	Introduction to Software Development .....	4
CIT 263R	Project Management .....	3
CSCO 120	CCNA Internetworking Fundamentals .....	4

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**



# Northern Nevada Law Enforcement Academy

## CATEGORY I PEACE OFFICERS

TMCC and the Reno Police Department, Sparks Police Department and Washoe County Sheriff's Office conduct the Northern Nevada Law Enforcement Academy located at TMCC. The academy is certified by the Nevada Peace Officer Standards and Training (POST) Commission to provide basic police academy training. With the successful completion of the academy a graduate will meet all POST training standards required to be certified as a Category I Nevada peace officer. At the conclusion of the academy, graduates are administered the Nevada State POST certification examination.

Courses are conducted over a 40-hour week. The academy has classroom and practical instruction ranging from constitutional law, ethics, search and seizure, laws of arrest, weaponless defense, firearms and emergency vehicle operation. Graduates can earn 28 college credits toward a criminal justice degree during this academically and physically demanding academy. There are a limited number of positions available for the academy with priority given to recruits being sponsored by local law enforcement agencies.

Please also see the worksheet for criminal justice.

The public is admitted on a limited basis. The following requirements must be met prior to enrollment.

- *Be at least 21 years of age by the time of acceptance*
- *Receive acceptable scores on the ACCUPLACER test*
- *Receive approval from a law enforcement agency in the state of Nevada, based on a background investigation conducted by that agency*
- *Provide medical clearance, blood and drug screening*
- *Pass pre-academy fitness standards*
- *Provide proof of medical insurance*
- *Purchase an academy uniform, leather and fitness gear*
- *Purchase a Glock, Smith and Wesson, Beretta or Sig-Sauer pistol in 9mm, 10mm, .40 cal. or .45 cal. or a weapon approved by academy staff and sponsoring agency*
- *Purchase ammunition (1,500 rounds) and gun, 125-round shotgun*
- *Be prepared to attend class Monday through Friday from 8 a.m. to 5 p.m. In addition, study time and numerous night classes will be held.*

APPROXIMATE TUITION: \$3,000 registration and tuition fee must be paid in advance. This training includes college credits, which can be applied toward a criminal justice degree or toward additional POST training certification.

**775-789-5511**

# Maxine S. Jacobs Nursing Program

## SPECIAL ADMISSIONS PROCEDURES

### PROGRAM INFORMATION - 775-673-7115

The TMCC program prepares the graduate to practice as a registered nurse. The TMCC nursing program meets the minimum degree requirements for the associate of applied science degree. The associate of applied science degree in nursing is awarded upon completion of the curriculum and the student will be eligible to apply to take the national NCLEX-RN examination leading to licensure as a Registered Nurse.

Nursing program graduates are eligible to apply for licensure in the state of their choice. Each state has specific criteria for licensure eligibility. It is the student's responsibility to contact the state to ascertain eligibility requirements. Graduation from an accredited program is only one of the requirements and does not mean automatic licensure as a nurse. The State of Nevada licensure application contains five questions which may impact the applicant's ability to obtain licensure. These questions have to do with revocation, denial or suspension of a license or certificate, conviction of a criminal offense, problems with drug or alcohol use, treatment for mental illness and physical disability which could impair one's ability to practice nursing.

Nursing courses are to be taken in the sequence outlined on the following page. General education support courses may be taken as outlined or prior to acceptance into the program. However, because clinical experiences and/or theory courses may be scheduled during both day and evening hours, it is suggested that as many general education classes as possible be taken prior to acceptance into the program with the exception of required pre-requisites.

Background checks are a requirement of the clinical facilities with which Truckee Meadows Community College has a contract for nursing student clinical experience. If a student declines to provide a background check or if the background is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Prospective students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason. TMCC will not be responsible for obtaining background checks and will not receive the results of any background investigations.

A student's progression in the ADN program is contingent upon attaining and maintaining a grade of "C" or better in each course in the nursing curriculum.

### ADMISSION REQUIREMENTS

The pre-requisite courses, MATH 120, BIOL 223, 224, and 251 must be taken prior to application for admission to the nursing program. There are additional admission requirements. Please see the information at [nursing.tmcc.edu](http://nursing.tmcc.edu).

### ACCREDITATION AND REGULATION

The TMCC ADN program is approved by the Nevada State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). Students may contact the Nevada State Board of Nursing at 888-590-6726 or on the Web at [nevadanursingboard.org](http://nevadanursingboard.org).

NLNAC, a U.S. Department of Education recognized accrediting agency for nursing programs maintains information on TMCC's nursing program regarding tuition, fees, and length. NLNAC's address is 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326. Telephone number: 404-975-5000.

### PROGRAM OUTCOMES

Students completing the program will:

- *Achieve a passing score on the NCLEX-RN.*
- *Complete the program in a timely manner.*
- *Be employable.*

# Nursing Degree

## ASSOCIATE OF APPLIED SCIENCE

### DEGREE OUTCOMES

Students completing the degree will:

- Practice professional nursing behaviors, incorporating personal responsibility, values, and expectations of the profession and accountability for lifelong learning.
- Integrate knowledge of the diverse and holistic needs of the individual to safely implement the nursing process.
- Communicate professionally and effectively with individuals, significant support persons, and members of the interdisciplinary health care team.
- Manage care within the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
- Incorporate informatics to formulate evidence-based clinical judgments and management decisions.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Required: NURS 212

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Required: ENG 101 and 102 or ENG 113 and 114

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Required: PSY 101

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: EPY 101

**QUANTITATIVE REASONING ..... 3 CREDITS**

Required: MATH 120 or higher

**SCIENCE ..... 12 CREDITS**

Required: BIOL 223, 224, 251

(BIOL 190/190L is prerequisite for BIOL 223 and BIOL 251)

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

Required: PSC 101

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 30 CREDITS**

### REQUIRED PREREQUISITE COURSES

These courses are required for the degree.

MATH 120	Fundamentals of College Mathematics (Meets Quantitative Reasoning).....(3)
BIOL 223	Human Anatomy and Physiology I.....(4)
BIOL 224	Human Anatomy and Physiology II.....(4)
BIOL 251	General Microbiology .....(4)

**REQUIRED PREREQUISITE COURSES TOTAL ..... 15 CREDITS**

### EMPHASIS REQUIREMENTS

NURS 102	Professional Behaviors .....	2
NURS 138	Nursing Care I.....	8
NURS 152	Foundations of Pharmacology in Nursing I.....	1
NURS 170	Nursing Care 2.....	9
NURS 212	Cultural Aspects of Nursing Care .....	3
NURS 153	Foundations of Pharmacology in Nursing II.....	1
NURS 209	Principles of Pathophysiology .....	3
NURS 202	Nursing Care 3.....	8
NURS 274	Nursing Care 4.....	8

**TOTAL EMPHASIS REQUIREMENTS.. 43 CREDITS**

**TOTAL DEGREE REQUIREMENTS....73 CREDITS**

All nursing courses must be taken in the sequence listed. A grade of "C" or better is required. Other General Education courses may be taken out of sequence if allowed by college policy.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	NURS 102	Professional Behaviors	2
Emphasis	NURS 138	Nursing Care I	8
Emphasis	NURS 152	Foundations of Pharmacology in Nursing 1	1
Emphasis/ Diversity	NURS 212	Cultural Aspects of Nursing Care	3
<b>Total</b>			<b>14</b>
2nd Semester			
English	ENG 101	Composition I	3
Emphasis	NURS 170	Nursing Care 2	9
Emphasis	NURS 153	Foundations of Pharmacology in Nursing 2	1
Emphasis	NURS 209	Principles of Pathophysiology	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
English	ENG 102	Composition II	3
Emphasis	NURS 202	Nursing Care 3	8
Social Science	PSY 101	General Psychology	3
<b>Total</b>			<b>14</b>
2nd Semester			
Human Relations	GE Elective	Choose from recommended list	3
Emphasis	NURS 274	Nursing Care 4	8
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>73</b>

# Paralegal/Law Degree

## ASSOCIATE OF APPLIED SCIENCE

Paralegal assist attorneys in a variety of settings such as private legal practices, the public legal system and corporate legal departments. TMCC's paralegal/law associate of applied science program is the only American Bar Association (ABA) approved program in Nevada. Credits earned in the Paralegal/Law Degree Program are transferable to a pre-law emphasis in four year institutions.

### DEGREE OUTCOMES

Students completing the degree will:

- Exhibit knowledge of the following areas of the law: torts, civil procedure, ethics, and real property.
- Demonstrate the ability to do basic legal research and basic legal writing.
- Acquire the knowledge and skills to obtain entry-level employment as a paralegal.

### GENERAL EDUCATION REQUIREMENTS

#### DIVERSITY ..... (3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

#### COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Recommended: BUS 108, ENG 101 (113)

#### FINE ARTS/HUMANITIES/ SOCIAL SCIENCE ..... 3 CREDITS

Humanities: all English courses (except 101, 102, 107, 108, 112D, 113, 114, 181, 221), all foreign languages, CH 201, 202, 203, HIST 105, 106, 217, HUM 101, 102, all philosophy courses, THTR 100

Social Science: all anthropology courses (except 102), CH 203, all geography courses (except 103), all history courses, HDFS 201, all political science courses, all psychology courses, all sociology courses

#### HUMAN RELATIONS ..... 3 CREDITS

Choose from: MGT 171, 201, 212, 235

#### QUANTITATIVE REASONING..... 3 CREDITS

Choose from: math courses 100 or above (except 100, 105, 107, 108, 122, 123, 190)

#### SCIENCE..... 3 CREDITS

#### U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

Both U.S. and Nevada constitutions must be completed, only classes labeled \* will fulfill both requirements.

Choose from: CH 203\*, HIST 101, 102, 217, PSC 101\*, 208

### TOTAL GENERAL EDUCATION REQUIREMENTS..... 21 CREDITS

### CORE REQUIREMENTS

IS 101	Introduction to Information Systems .....	3
LAW 101	Fundamentals of Law I (*LS) .....	3
LAW 203	Real Property (LS) .....	3
LAW 204	Torts (LS) .....	3
LAW 205	Contracts (LS) .....	3
LAW 206	Case Analysis (LS) .....	3
LAW 231	Procedure – Civil (LS) .....	3
LAW 259	Legal Writing (LS) .....	3
LAW 261	Legal Research I (LS) .....	3
LAW 263	Ethics (LS).....	3
LAW 264	Civil Evidence (LS) .....	3

### TOTAL CORE REQUIREMENTS ..... 33 CREDITS

### ELECTIVE REQUIREMENTS

Choose 12 credits from the following:

LAW 198	Special Topics Legal Assistant .....	5-6
LAW 232	Procedure – Criminal (LS) .....	3
LAW 233	Business Structures (LS) .....	3
LAW 251	Bankruptcy (LS).....	3
LAW 252	Family Law (LS) .....	3
LAW 255	Probate Procedures (LS) .....	3
LAW 295	Supervised Field Experience (LS).....	3

### TOTAL ELECTIVE REQUIREMENTS .... 12 CREDITS

### TOTAL DEGREE REQUIREMENTS... 66 CREDITS

\* The LAW 101 (Fundamentals of Law I) course is open to all students. Upon completion of LAW 101 with a grade of 'B' or better a student may register for additional LAW courses through normal registration procedures as long as the proper prerequisites have been met. A student must maintain a 3.0 GPA through all legal specialty coursework to graduate with an AAS degree in paralegal. Students must complete a minimum of 12 semester credits of paralegal "legal specialty" courses in a live traditional classroom format at TMCC. Transfer credits intended to satisfy legal specialty credit will be reviewed by the program coordinator for course content to ensure that the course(s) satisfy ABA requirements. No more than 9 semester credits will be allowed via transfer for legal specialty courses. No legal specialty transfer credits are allowed via examination or portfolio.

Paralegals may not provide legal services directly to the public, except as permitted by law.

"LS" denotes legal specialty courses.

# Paralegal/Law Degree

## ASSOCIATE OF APPLIED SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Human Relations	GE Elective	Choose from list	3
Science	GE Elective	See approved list	3
English	ENG 101	Composition I	3
Core	IS 101	Introduction to Information Systems	3
Core	LAW 101	Fundamentals of Law I	3
<b>Total</b>			<b>15</b>
2nd Semester			
English	GE Elective	Choose from list	3
Quantitative Reasoning	GE Elective	Choose from list	3
Core	LAW 206	Case Analysis	3
Core	LAW 261	Legal Research I	3
Core	LAW 263	Ethics	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
U.S. and Nevada Constitutions	Elective	Choose from list	3
Core	LAW 203	Real Property	3
Core	LAW 205	Contracts	3
Elective	LAW 232	Procedure-Criminal	3
Core	LAW 259	Legal Writing	3
<b>Total</b>			<b>15</b>
Summer Session			
Elective	LAW 233	Business Structures	3
Elective	LAW 251	Bankruptcy	3
<b>Total</b>			<b>6</b>
2nd Semester			
Fine Arts/ Humanities/ Social Science/Diversity	GE Elective	Choose from list	3
Core	LAW 204	Torts	3
Core	LAW 231	Procedure-Civil	3
Elective	LAW 252	Family Law	3
Core	LAW 264	Civil Evidence	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>66</b>



# Paramedic Program

The paramedic program is designed for the student who desires education with a career goal as a Paramedic. The certificate of achievement from TMCC will be awarded after the student has completed all program and certificate requirements. This is a 10-month to one year continuous program.

The Paramedic curriculum meets all requirements as outlined in the U.S. Department of Transportation (DOT) and the Paramedic National Standard Curriculum. The program is 1,400+ hours in length and based on specific objectives. The didactic/classroom phase includes 700+ hours of instruction. Activities include lectures, skills lab sessions, demonstrations and simulations. The second phase is completed in the hospital environment where the student is provided the opportunity to apply the cognitive knowledge and psychomotor skills gained in the classroom setting. The student is under direct supervision of a physician or registered nurse and will participate in direct patient care. The student must complete at least 240 hours of clinical/hospital experience. The third and final component of the paramedic program is the field rotation phase. The student will apply the knowledge and skills gained in the classroom and hospital under the direct supervision of a preceptor that is currently functioning in the role of a paramedic.

The Paramedic candidate will be required to complete a minimum of 480 hours of field rotation lab. Student progression in the program is contingent upon attaining a grade of "C" or better in all paramedic curricula. A "C" grade is equal to 75%. Courses must be taken in the sequence outlined.

## SPECIAL REQUIREMENTS AND ADMISSION PROCEDURES

Admission to the paramedic program certificate of achievement is limited and requires special procedures. The paramedic office will maintain an interest list for the program and will notify applicants of the testing dates. Completed applications will be accepted by the paramedic office ONLY WITH VERIFICATION OF THE FOLLOWING:

1. Fill out the online Application at [www.tmcc.edu/ems](http://www.tmcc.edu/ems)
2. Current American Heart Association health care provider CPR or Red Cross professional rescuer CPR card.
3. Current Nevada State EMT-Basic or EMT Intermediate Certification, or National Registry EMT or AEMT certification.

Students must complete the following criteria prior to being considered for admission to the paramedic program.

1. Achieve a minimum average score of 75% or higher on the written EMT-Basic examination.
2. Achieve a minimum average score of 75% or higher on each component of the comprehensive exam (math, English, science, reading comprehension and A and P).
3. Pass an oral interview panel.

Students offered admission to the paramedic program will be selected based upon their scores from the testing process. The scores of all applicants will be ranked numerically, and the class (which is limited to a maximum of 24) will be selected from this list beginning with the highest score.

Students admitted to the paramedic program will be notified by the paramedic office. The admitted student must complete the following requirements prior to the start of classes.

1. Satisfy all general college admission criteria.
2. Pass a physical examination by your doctor.
3. Provide evidence of current measles, mumps, rubella, and varicella immunizations or appropriate titer levels.
4. Provide evidence of current diphtheria-tetanus (DT) immunization.
5. Provide evidence of completed Hepatitis B immunization; and of a negative two step TB skin test or negative chest X-ray.
6. Provide evidence of major medical health coverage.
7. Be 18 years of age or older upon entrance to the program.
8. Pass an EMS department background check and drug test.

Failure to meet the above requirements by the deadline will result in the student's exclusion from the program.

**775-789-5416**

# Paramedic

## CERTIFICATE OF ACHIEVEMENT

Students interested in acquiring the paramedic certificate of achievement must complete the general education and the emphasis requirements.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Apply the scientific and theoretical principles relevant to paramedic practice and will perform basic procedures; administer oral or intravenous drugs, read electrocardiograms (EKGs), and use a variety of complex equipment.
- Demonstrate the practical knowledge and skills to provide pre-hospital healthcare to diverse communities, utilizing the highest professional levels of knowledge, judgment, and ability.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

QUANTITATIVE REASONING ..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

All paramedic courses are to be taken in the sequence indicated (a grade of “C” or better is required). The following courses are required for the certificate of achievement.

### EMPHASIS REQUIREMENTS

EMS 200	Fundamentals of Paramedic Medicine.....	1.5
EMS 205	Principles of Pathophysiology .....	3
EMS 206	Principles Pharm/Med Admin and Venous Access for the Paramedic.....	5
EMS 207	Airway Management & Ventilation for Paramedics....	1.5
EMS 209	Patient Assessment for Paramedics.....	2.5
EMS 210	Principles of Cardiology for the Paramedic.....	4
EMS 211	Para Care for Med Emerg and ACLS .....	7
EMS 212	Paramedic Trauma Emergencies and ITLS .....	5.5
EMS 214	Pediatrics and Special Consideration for Para & PALS ....	3
EMS 215	Assessment Based Management-Operations for the Paramedic.....	3
EMS 216	Hospital Clinical Experience for the Paramedic.....	5.5
EMS 217	Field Internship for the Paramedic .....	12
EMS 218	Field Internship for the Paramedic II.....	3

**TOTAL EMPHASIS REQUIREMENTS ..... 56.5 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS ..... 65.5 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	EMS 200	Fundamentals of Paramedic Medicine	1.5
Emphasis	EMS 205	Principles of Pathophysiology	3
Emphasis	EMS 206	Principles Pharm/Med Admin and Venous Access for the Paramedic	5
Emphasis	EMS 207	Airway Management and Ventilation for Paramedics	1.5
Emphasis	EMS 209	Patient Assessment for Paramedics	2.5
Emphasis	EMS 210	Principles of Cardiology for the Paramedic	4
Emphasis	EMS 211	Para Care for Med Emerg and ACLS	7
Emphasis	EMS 212	Paramedic Trauma Emergencies and ITLS	5.5
<b>Total</b>			<b>30</b>
2nd Semester			
Emphasis	EMS 214	Pediatrics and Special Considerations for Para and PALS	3
Emphasis	EMS 215	Assessment Based Management-Operations for the Paramedic	3
Emphasis	EMS 216	Hospital Clinical Experience for the Paramedic	5.5
Emphasis	EMS 217	Field Internship for the Paramedic	12
Emphasis	EMS 218	Field Internship for the Paramedic II	3
<b>Total</b>			<b>26.5</b>
<b>Certificate Total</b>			<b>56.5</b>

B – Degree Programs, Advisors and Worksheets

# Personal Trainer – Preparation for Certification

## WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION

### COURSE REQUIREMENTS

Choose one of the following sets:

- PT 202C Anatomy and Physiology I for Fitness Professionals ....(4)
- and**
- PT 208C Anatomy and Physiology II for Fitness Professionals ...(4)
- or**
- BIOL 141 Human Structure and Function I .....(4)
- and**
- BIOL 142 Human Structure and Function II .....(4)
- or**
- BIOL 223 Human Anatomy and Physiology I .....(4)
- and**
- BIOL 224 Human Anatomy and Physiology II.....(4)
  
- EMS 101 CPR and First Aid ..... 1
  
- MASG 215C Business and Marketing for Massage Professionals .....(3)  
Spring semester only.
- or**
- ENT 200 Fundamentals of Entrepreneurship .....(3)
- or**
- ENT 280 Entrepreneurship and Business Plan Development .....(3)
  
- NUTR 121 Human Nutrition ..... 3
- PT 100C Introduction to Personal Training ..... 3  
Fall semester only.
- PT 120C Techniques of Teaching Weight Training ..... 1
- PEX 174 Fitness Principles and Practices ..... 2
- MASG 205C Kinesiology..... 3  
Prerequisite PT 202 or BIOL 141 or 223.
- PT 205C Fitness Analysis and Application ..... 3  
Spring semester only.  
Prerequisite/corequisite: PT 202C or BIOL 142 or BIOL 224 and PEX 174
- PT 250C Internship..... 1  
Prerequisite: all courses must be completed prior to taking the 60 hour internship.

### TOTAL COURSE REQUIREMENTS .....28 CREDITS

### ELECTIVES

- PEX 183 Weight Training..... 1
- PEX 199 Special Topics (Circuit Training) ..... 1
- Additional PT and/or PEX credits ..... 3  
(see schedule for available classes)

### TOTAL ELECTIVES ..... 5 CREDITS

Please note: the personal trainer courses do not lead to TMCC associate of arts, associate of science or associate of applied science degrees or certificates of achievement. Credits earned in many WDCE “C” courses may be considered nontraditional and must be approved by the vice president for academic affairs in order to be applied to the general studies associate degree or certificate. Also “C” classes may not be counted for financial aid credit requirements.

### SUGGESTED COURSE SEQUENCE

Sequence designed for a full-time student.

First Year	Course #	Title	Credits
<b>1st Semester</b>			
	Elective	Elective in PEX/PT	1-3
	EMS 101	CPR and First Aid	1
	PEX 174	Fitness Principles and Practice	2
	PEX 183	Weight Training	1
offered fall only	PT 100C	Introduction to Personal Training	3
	PT 202C	Anatomy and Physiology I for Fitness Professionals	4
<b>Total</b>			<b>12-15</b>
<b>2nd Semester</b>			
	Elective	Elective in PEX/PT	1-3
	MASG 205C	Kinesiology	3
offered spring only	MASG 215C	Business and Marketing for Massage Professionals	3
	PEX 199	Special Topics (Circuit Training)	1
offered spring only	PT 120C	Techniques of Teaching Weight Training	1
offered spring only	PT 205C	Fitness Analysis and Application	3
<b>Total</b>			<b>12-15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
	PT 208C	Anatomy and Physiology II for Fitness Professionals	4
	Elective	Elective in PEX/PT	1-3
	NUTR 121	Human Nutrition	3
<b>Total</b>			<b>8-10</b>
<b>2nd Semester</b>			
	PT 250C	Internship	1
<b>Total</b>			<b>1</b>
<b>Preparation for Certification Total</b>			<b>33</b>

B – Degree Programs, Advisors and Worksheets

# Philosophy Emphasis

## ASSOCIATE OF ARTS

The associate of arts degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. The philosophy emphasis is intended to adequately prepare the transfer student who plans to obtain a B.A. in philosophy.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Describe major historical developments in Western philosophy.
- Identify major philosophical figures and define their contributions to the history and the development of philosophical thought.
- Explain ethical theory.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH .....	6 CREDITS
FINE ARTS .....	3 CREDITS
HUMANITIES.....	3 CREDITS
MATHEMATICS .....	3 CREDITS
SCIENCE.....	6 CREDITS
SOCIAL SCIENCE .....	3 CREDITS
<b>TOTAL GENERAL EDUCATION REQUIREMENTS.....</b>	<b>24 CREDITS</b>

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY .....	(3 CREDITS)
Required: PHIL 210	
FOREIGN LANGUAGE .....	14 CREDITS
U.S. AND NEVADA CONSTITUTIONS .....	3 CREDITS
<b>TOTAL ADDITIONAL DEGREE REQUIREMENTS .....</b>	<b>17 CREDITS</b>

### EMPHASIS REQUIREMENTS

PHIL 101	Introduction to Philosophy.....	3
PHIL 102	Critical Thinking and Reasoning .....	3
PHIL 114	Introduction to Symbolic Logic.....	3
PHIL 135	Introduction to Ethics .....	3
PHIL 210	World Religions .....	3
PHIL 224	Introduction to the Philosophy of Science .....	3

**TOTAL EMPHASIS REQUIREMENTS.. 18 CREDITS**

### ELECTIVE REQUIREMENTS

Choose electives from the following or see an advisor to choose courses that fulfill UNR's breadth requirement.

PHIL 119	Introduction to the Old Testament .....	3
PHIL 200	The Judeo-Christian Tradition .....	3
PHIL 201	Philosophy Goes to the Movies.....	3
PHIL 203	Introduction to Existentialism .....	3
PHIL 204	Introduction to Contemporary Philosophy .....	3
PHIL 207	Introduction to Social and Political Philosophy .....	3
PHIL 225	Introduction to Indian Philosophy .....	3
PHIL 244	Bioethics .....	3
PHIL 295	Topical Issues in Philosophy .....	1-3

**TOTAL ELECTIVE REQUIREMENTS .....** 1 CREDIT

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
Mathematics	GE Elective	See approved list	3
Emphasis	PHIL 101	Introductory to Philosophy	3
Emphasis/Diversity	PHIL 210	World Religions	3
<b>Total</b>			<b>16</b>
2nd Semester			
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Fine Arts	GE Elective	See approved list	3
Social Science	GE Elective	See approved list	3
Emphasis	PHIL 102	Critical Thinking and Reasoning	3
<b>Emphasis</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Foreign Language	Elective	See approved list	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Humanities	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
Emphasis	PHIL 114	Introduction to Symbolic Logic	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list or see an advisor	1
Foreign Language	Elective	See approved list	3
Social Science	GE Elective	See approved list	3
Emphasis	PHIL 135	Introduction to Ethics	3
Emphasis	PHIL 224	Introduction to the Philosophy of Science	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# Physics Emphasis

## ASSOCIATE OF SCIENCE

This is a two-year transferable program leading to an associate of science with an emphasis in physics. Physics is the science of matter, energy, space and time, and physicists are generally at the forefront in developing important new technologies. Physicists are expert problem solvers and a degree in physics provides a good route into careers as diverse as industrial research, engineering and even banking and finance. All courses recommended in this emphasis will partially satisfy the bachelor of science in physics at the University of Nevada, Reno.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate a basic knowledge of foundational theories and principles central to physics.
- Solve archetypal introductory physics problems through the application of relevant physical principles and appropriate level mathematics.
- Demonstrate a beginning understanding of experimental design and analysis.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 6 CREDITS

Recommended: ENG 101 or ENG 113

Required: ENG 102 or 114

**FINE ARTS** ..... 3 CREDITS

**HUMANITIES**..... 3 CREDITS

**MATHEMATICS** ..... 3 CREDITS

Recommended: MATH 181. Additional credit may be used to satisfy emphasis requirement.

**SCIENCE**..... 6 CREDITS

See list of courses under the Associate of Science degree requirements. The following courses are highly recommended for students wishing to major in physics at UNR: PHYS 180, PHYS 181.

**SOCIAL SCIENCE** ..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS**..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)

**SCIENCE**..... (6 CREDITS)

**U.S. AND NEVADA CONSTITUTIONS** ..... (3 CREDITS)

**TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... 0 CREDITS

### EMPHASIS REQUIREMENTS

CHEM 201	General Chemistry for Scientists and Engineers I.....	(4)
<b>or</b>		
CHEM 121	General Chemistry I.....	(4)
CHEM 202	General Chemistry for Scientists and Engineers II.....	(4)
<b>or</b>		
CHEM 122	General Chemistry II.....	(4)
CS 135R	Computer Science I.....	3
MATH 181	Calculus I (1 cr. from Gen. Ed.).....	1
MATH 182	Calculus II.....	4
MATH 283	Calculus III.....	4
MATH 285	Differential Equations.....	3
PHYS 180L	Physics for Scientists and Engineers I Lab.....	1
PHYS 181L	Physics for Scientists and Engineers II Lab.....	1
PHYS 182/182L	Physics for Scientists and Engineers III.....	4

**TOTAL EMPHASIS REQUIREMENTS.. 29 CREDITS**

### ELECTIVE REQUIREMENTS

Choose from seven credits from the following:

AST 104	Introductory Astronomy: Stars and Galaxies.....	3
CHEM 241	Organic Chemistry I.....	3
CHEM 241L	Organic Chemistry for Life Science Lab I.....	1
CS 202	Computer Science II.....	3
ME 241	Statics.....	3
PHYS 117	Introduction to Space Science and Engineering.....	3
PHYS 198	Special Topics in Physics.....	1-6

**TOTAL ELECTIVE REQUIREMENTS ..... 7 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Emphasis	CHEM 201	General Chemistry for Scientists and Engineers I	4
English	ENG 101	Composition I	3
Mathematics	MATH 181	Calculus I	4
Science/Emphasis	PHYS 180/180L	Physics for Scientists and Engineers I/Lab	4
<b>Total</b>			<b>15</b>
2nd Semester			
Emphasis	CHEM 202	General Chemistry for Scientists and Engineers II	4
English	ENG 102	Composition II	3
Emphasis	MATH 182	Calculus II	4
Science/Emphasis	PHYS 181/181L	Physics for Scientists and Engineers II/Lab	4
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3-4
Emphasis	CS 135R	Computer Science I	3
Fine Arts	GE Elective	See approved list	3
Humanities/U.S. and Nevada Constitutions	GE Elective	See approved list	3
Emphasis	MATH 283	Calculus III	4
<b>Total</b>			<b>16-17</b>
2nd Semester			
Elective		Choose from list	3-4
Diversity/Social Science	GE Elective	See approved list	3
Emphasis	MATH 285	Differential Equations	3
Emphasis	PHYS 182	Physics for Scientists and Engineers III	3
Emphasis	PHYS 182L	Physics for Scientists and Engineers Lab III	1
<b>Total</b>			<b>13-14</b>
<b>Degree Total</b>			<b>60-61</b>

B – Degree Programs, Advisors and Worksheets



# Production Systems Emphasis

## MANUFACTURING TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

The manufacturing technologies production systems emphasis AAS degree program is a two-year program designed to provide training and technical job skills to students seeking employment and/or skill upgrades as an industrial production, assembly, or fabrication manager or technician. The program utilizes an advanced automated production lab in which students demonstrate and manipulate production system controls and techniques at both the technician and managerial levels. This program is offered in a flexible open-entry/open-exit format to respond to the needs of industry and the working professional.

### EMPHASIS REQUIREMENTS

ENGR 100	Introduction to Engineering Design .....	3
LGM 201	Essentials of Logistics Management .....	3
LGM 205	Logistics Planning and Control .....	3
LGM 208	Logistics and Quality Management Tools I .....	3
MGT 171	Supervision .....	3
MPT 110	Automated Production Concepts I .....	3
MPT 120	Automated Production Concepts II .....	3
STAT 152	Introduction to Statistics .....	3

### TOTAL EMPHASIS REQUIREMENTS.. 24 CREDITS

### ELECTIVE REQUIREMENTS

Choose nine credits from the following:

BUS 101	Introduction to Business.....	3
CADD 100	Introduction to Computer-Aided Drafting .....	3
CE 290	Work Experience .....	3
ELM 233	Introduction to Instrumentation .....	3
ENRG 110	Basic Electricity .....	3
MPT 130	Automated Production Concepts III .....	3
MTT 140	Inspection Techniques.....	3
	Any other MTT course.....	3

### TOTAL ELECTIVE REQUIREMENTS ..... 9 CREDITS

### TOTAL DEGREE REQUIREMENTS....61 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Print Reading for Industry	3
Emphasis	LGM 201	Essentials of Logistics Management	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
Core	MPT 140	Quality Control	3
			<b>Total 16</b>
2nd Semester			
Communications	ENG 107	Technical Communications I	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Emphasis	MGT 171	Supervision	3
Emphasis	MPT 110	Automated Production Concepts I	3
Science	PHYS 100	Introductory Physics	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	6
English	ENG 101	Composition I	3
Emphasis	MPT 120	Automated Production Concepts II	3
Emphasis	STAT 152	Introduction to Statistics	3
			<b>Total 15</b>
2nd Semester			
Elective		Choose from list	3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	LGM 205	Logistics Planning and Control	3
Emphasis	LGM 208	Logistics and Quality Management Tools I	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
			<b>Total 15</b>
			<b>Degree Total 61</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate an ability to read and interpret technical prints for the production and inspection of manufactured work pieces.
- Demonstrate an ability to manage complex production systems, equipment, and controls.
- Demonstrate an ability to apply quality and statistical process control techniques to complex manufacturing and production systems.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Recommended: AAD 201

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Recommended: ENG 101, ENG 107

**FINE ARTS/HUMANITIES/  
SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: AAD 201

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING..... 3 CREDITS**

Recommended: MATH 126

**SCIENCE..... 3 CREDITS**

Recommended: PHYS 100

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

Recommended: PSC 101

**TOTAL GENERAL  
EDUCATION REQUIREMENTS..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety.....	1
DFT 110	Print Reading for Industry .....	3
MPT 140	Quality Control .....	3

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

B – Degree Programs, Advisors and Worksheets

# Psychology Emphasis

## ASSOCIATE OF ARTS

The associate of arts degree in psychology is designed for students seeking careers in psychology or related fields. The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with major concepts, theoretical perspectives and empirical findings in psychology. In addition, students will come to understand and apply basic research methods in psychology. This course of study is designed as a university transfer program that substantially meets the requirements for the first two years of study for the B.A. in psychology at UNR. In addition, students have the possibility to begin work on a minor in Addiction Treatment services that is available at UNR. Students wishing to transfer to any other baccalaureate program should work closely with TMCC advisors and advisors at the institution of transfer to obtain recommended courses for transfer.

### EMPHASIS OUTCOMES

- Students completing the emphasis will:
- Demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in psychology.
  - Understand and apply basic academic research methods in psychology including research design, data analysis and interpretation.
  - Apply psychological principles to understand human behavior.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH .....	6 CREDITS
FINE ARTS .....	3 CREDITS
HUMANITIES.....	3 CREDITS
MATHEMATICS .....	3 CREDITS
SCIENCE.....	6 CREDITS
SOCIAL SCIENCE .....	3 CREDITS

Recommended: Choose a course that meets diversity.

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY .....	(3 CREDITS)
FOREIGN LANGUAGE .....	14 CREDITS
U.S. AND NEVADA CONSTITUTIONS .....	3 CREDITS

Recommended: PSC 101 or CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 17 CREDITS**

### EMPHASIS REQUIREMENTS

Choose 19 credits from the following:

PSY 101	General Psychology .....	3
PSY 210	Introduction to Statistical Methods.....	4
PSY 233	Child Psychology .....	3
PSY 240	Introduction to Research Methods .....	3
PSY 261	Introduction to Social Psychology .....	3
PSY 275	Undergraduate Research.....	3

**TOTAL EMPHASIS REQUIREMENTS.. 19 CREDITS**

### ELECTIVE REQUIREMENTS

Note: Recommended additional psychology course (PSY 241-Introduction to Abnormal Psychology)

**TOTAL ELECTIVE REQUIREMENTS ..... 0 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
Fine Arts	GE Elective	See approved list	3
Mathematics	GE Elective	See approved list	3
Emphasis	PSY 101	General Psychology	3
<b>Total</b>			<b>16</b>
2nd Semester			
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Emphasis	PSY 210	Introduction to Statistical Methods	4
Emphasis	PSY 233	Child Psychology	3
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
1st Semester			
Foreign Language	Elective	See approved list	3
Humanities	GE Elective	See approved list	3
Science	GE Elective	See approved list	3
Social Science/Diversity	GE Elective	See approved list	3
Emphasis	PSY 240	Introduction to Research Methods	3
<b>Total</b>			<b>15</b>
2nd Semester			
U.S. and Nevada Constitutions	CH 203 or PSC 101	American Experiences and Constitutional Change or Introduction to American Politics	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Emphasis	PSY 261	Introduction to Social Psychology	3
Emphasis	PSY 275	Undergraduate Research	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

B – Degree Programs, Advisors and Worksheets

# Radiologic Technology Program

## PROGRAM INFORMATION

The mission of the radiologic technology program is to provide general and basic science education, combined with a sound foundation in the theory and art of radiologic technology to meet the educational goals of the students. This is evidenced by a competency-based program employing various teaching methodologies and technologies. The graduates will have the knowledge and skills necessary to successfully take the American Registry of Radiologic Technologists Examination for Radiographers and become a member of the health care team. Once selected for the program, the students complete 24 months of educational experiences. Students are provided with 1,952 hours of clinical education experiences conducted in cooperation with departments of radiology in Reno, Sparks and Carson City.

Please note: Graduates from TMCC's radiologic technology program are eligible to apply for and take the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. However, the ARRT is the only organization granting permission to take the examination. Persons with prior felony or misdemeanor convictions may be admitted to the program but may be prohibited by the ARRT from taking the examination. The ARRT will conduct a pre-application review to determine the impact of a conviction on eligibility. Pre-application Review Forms may be requested from the Department of Regulatory Services at the ARRT office, 651-687-0048.

## BACKGROUND CHECK AND DRUG TESTING

The hospitals associated with the program require a background check and drug testing to insure the safety of the patients treated by program students. Students selected for the program will be required to comply prior to starting the program (instructions to be provided by the program coordinator after the full class is confirmed).

## ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM

The radiologic technology program begins each fall semester. Admission to the program is limited and requires specific admission procedures. Students are selected by means of a formal program application and the calculation of assigned points. Applicants must be at least 17 years old.

## PROGRAM APPLICATION PROCESS

Complete the following:

1. *Submit an application for admission to the college.*
2. *Have completed the following courses with a grade of "C" or better.*
  - MATH 105, Math for Radiologic Technicians (or MATH 120 or higher)
  - ENG 101, Composition I
  - RAD 101, Exploration in Radiology

The following must have been completed in the past five years:

- BIOL 223, Anatomy and Physiology I and
  - BIOL 224, Anatomy and Physiology II
- or**
- BIOL 141, Human Structure and Function I and
  - BIOL 142, Human Structure and Function II
  - NURS 130, Nursing Assistant
- a) *State Board of Nursing Certificate (CNA) preferred but not required.*
  - b) *Current CNA exempt from five-year course limit.*
  - c) *Acceptable alternative documentation:*
    - i. *current certification as EMT intermediate or higher.*
- CLS 151, Phlebotomy and CLS 152, Applied Phlebotomy (formerly LTE 110, Techniques of Venipuncture)
- a) *Acceptable alternative documentation:*
    - i. *current certification as EMT intermediate or higher.*
  - b) *CLS 153, Phlebotomy Clinic Practicum must also be taken to apply for license/certification.*

Note: Equivalent courses from other accredited colleges are acceptable, but must be approved by TMCC. These courses must be documented through official transcripts on file with TMCC's records office before application to the program.

3. *Submit official transcripts of all previous college education to records office.*
4. *Have a minimum grade point average of 2.7 in all coursework applying to the associate of applied science radiologic technology degree.*
5. *Submit an official transcript showing proof of high school graduation or official results of high school equivalency to admissions and records (persons with a recognized degree exempt).*
6. *Obtain the current radiologic technology program application from [www.tmcc.edu/x-ray](http://www.tmcc.edu/x-ray).*

Submit the completed application to the division of sciences dean's office (RDMT 324) or mail to: 7000 Dandini Blvd., Reno, NV 89503. Application must be postmarked by June 1 of the current year. Recommend requesting return receipt notification if mailing the application.

Selection to the radiologic technology program will be based on information obtained from the admission requirements and the number of points the applicant receives. Eligible students will be numerically ranked according to total points. Points will be awarded for a previously completed degree, residency status, credentialed health occupations, completion of general education degree requirements, and support area (includes completion of support courses and/or work experience). Admission will be offered to the applicants on the list with the highest points. In the event of applicants having an equal number of points, the students' GPAs (in all coursework applying toward an associate of applied science degree in radiologic

# Radiologic Technology Program

## PROGRAM INFORMATION

technology) will be used to rank the tied group. If the GPA does not resolve the tie, lots will be drawn to decide selection. Selection to the radiologic technology program is done on an annual basis. Applicants not selected must reapply for consideration the following year.

### AFTER ACCEPTANCE TO THE PROGRAM

After selected for admission, in response to a letter from the program coordinator, the student will provide documentation of the following prior to the first day of class:

1. Evidence of current major medical insurance coverage.
2. Evidence of two negative TB skin tests done within the past year within 3 months of each other (persons with prior positive TB test must see program coordinator).
3. Evidence of required immunization status for hepatitis B, Varicella, MMR, TDAP, and TD.
4. Evidence of a current Health Care Provider CPR card (preferably from the American Heart Association).

The student must also do the following prior to the first day of class:

1. Provide the Technical Assessment Standards form signed by a health care provider.
2. Request the required background check and drug test (instructions to be provided by the program coordinator after full class is confirmed).

For students desiring a career as a radiologic technologist, the following requirements are considered essential to be able to function in the role of a radiologic technologist.

1. Sit, stand, bend, squat, twist, walk, lift, and to reach for extended periods.
2. Grasp and perform fine manipulations.
3. Carry and push heavy, sometimes cumbersome objects.
4. Be free from conditions which put other humans at risk for harm.
5. Read, write, record and report in English.
6. Comprehend written and oral directions and carry them out.
7. Speak and understand English to adequately communicate orally.
8. Perform simple mathematical functions.
9. Integrate information and problem solve through critical thinking.
10. Effectively interact with the environment and other people.
11. Concentrate, remember and attend class.

### TERMINAL OUTCOMES (COMPETENCIES)

The radiologic technology program graduate should be able to do the following:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics.
5. Perform basic mathematical functions.
6. Operate radiographic imaging equipment and accessory devices.
7. Position the patient and imaging system to perform radiographic examinations and procedures.
8. Modify standard procedures to accommodate for patient condition and other variables.
9. Process radiographs.
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
11. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
12. Practice radiation protection for the patient, self and others.
13. Recognize emergency patient conditions and initiate first aid and basic life-support procedures.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the appropriate authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.



# Radiologic Technology Degree

## ASSOCIATE OF APPLIED SCIENCE

### DEGREE OUTCOMES

Students completing the degree will:

- Have the knowledge and skills necessary to produce diagnostic radiographic examinations.
- Be prepared to take the American Registry of Radiologic Technologists (ARRT) examination for radiographers.
- Demonstrate an increase in their knowledge of radiation protection, equipment operation and quality control, image acquisition and evaluation, image procedures, and patient care and education which will prepare them to function as radiologic technologists.

**GENERAL EDUCATION DEGREE REQUIREMENTS MAY BE TAKEN PRIOR TO ADMISSION TO THE PROGRAM.**

**SEE SPECIAL ADMISSION REQUIREMENTS.**

### PREREQUISITES

(a grade of "C" or better required)

BIOL 223	Human Anatomy and Physiology I.....	(4)
<i>and</i>		
BIOL 224	Human Anatomy and Physiology II.....	(4)
<i>or</i>		
BIOL 141	Human Structure and Function I .....	(4)
<i>and</i>		
BIOL 142	Human Structure and Function II .....	(4)
CLS 151	Phlebotomy.....	2
CLS 152	Applied Phlebotomy.....	2
ENG 101	Composition I .....	3
MATH 105	Math for Radiologic Technicians .....	3
	Or MATH 120 or higher.	
NURS 130	Nursing Assistant .....	6
RAD 101	Exploration of Radiology .....	0.5

**TOTAL PREREQUISITE REQUIREMENTS ..... 24.5 CREDITS**

### CORE REQUIREMENTS

General education degree requirements may be taken prior to program or in the sequence listed below. A grade of "C" or better is required.

**DIVERSITY ..... (3 CREDITS)**

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

### SEMESTER I (FALL)

IS 101	Introduction to Information Systems .....	3
RAD 103	Medical Ethics .....	1
RAD 110	Fundamentals of Clinical Radiography I .....	1
RAD 112	Patient Care and Medical Terminology.....	2
RAD 116	Radiography I.....	3
RAD 118	Radiology Physics and Circuitry.....	3

**TOTAL SEMESTER I REQUIREMENTS ..... 13 CREDITS**

### SEMESTER II (SPRING)

PSC 101	Introduction to American Politics (or equivalent).....	3
RAD 124	Radiographic Photo and Techniques.....	3
RAD 125	Clinical Radiography I.....	2
RAD 126	Radiography II.....	3
RAD 128	Imaging Equipment .....	3

**TOTAL SEMESTER II REQUIREMENTS ..... 14 CREDITS**

### SEMESTER III (SUMMER)

RAD 220	Clinical Radiography II.....	3
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**TOTAL SEMESTER III REQUIREMENTS ..... 3 CREDITS**

### SEMESTER IV (FALL)

RAD 230	Clinical Radiography III.....	3
RAD 236	Radiographic Contrast—Routine Exams.....	2
RAD 238	Radiation Safety and Protection.....	2
	Diversity/Social Science/Humanities .....	3

**TOTAL SEMESTER IV REQUIREMENTS ..... 10 CREDITS**

### SEMESTER V (SPRING)

RAD 242	Radiography Quality Management.....	1
RAD 244	Diagnostic and Therapeutic Radiation.....	2
RAD 245	Clinical Radiography IV.....	3
RAD 247	Radiography Quality Control .....	1
	Communications/English .....	3
	Human Relations.....	3

**TOTAL SEMESTER V REQUIREMENTS ..... 13 CREDITS**

### SEMESTER VI (SUMMER)

RAD 250	Clinical Radiography V.....	3
RAD 259	Seminar in Radiography .....	2

**TOTAL SEMESTER VI REQUIREMENTS ..... 5 CREDITS**

**TOTAL DEGREE REQUIREMENTS..... 82.5 CREDITS**

The ratio used to determine credit for the clinical radiology courses in the radiologic technology program is different from the ratio used for didactic courses.

- RAD 110 Fund. of Clinical Radio. I—132 hours
- RAD 230 Clinical Radio. III—384 hours
- RAD 125 Clinical Radio. I—256 hours
- RAD 245 Clinical Radio. IV—384 hours
- RAD 220 Clinical Radio. II—400 hours
- RAD 250 Clinical Radio. V—396 hours



# Radiologic Technology Degree

## ASSOCIATE OF APPLIED SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester – Fall			
	IS 101	Introduction to Information Systems	3
Core	RAD 103	Medical Ethics	1
Core	RAD 110	Fundamentals of Clinical Radiography I	1
Core	RAD 112	Patient Care and Medical Terminology	2
Core	RAD 116	Radiography I	3
Core	RAD 118	Radiology Physics and Circuitry	3
<b>Total</b>			<b>13</b>
2nd Semester – Spring			
U.S. and NV Const.	PSC 101	Introduction to American Politics	3
Core	RAD 124	Radiographic Photo and Techniques	3
Core	RAD 125	Clinical Radiography I	2
Core	RAD 126	Radiography II	3
Core	RAD 128	Imaging Equipment	3
<b>Total</b>			<b>14</b>
3rd Semester – Summer			
Core	RAD 220	Clinical Radiography II	3
<b>Total</b>			<b>3</b>
Second Year	Course #	Title	Credits
1st Semester – Fall			
Fine Arts/ Humanities/Social Science/Diversity	GE Elective	See approved list	3
Core	RAD 230	Clinical Radiography III	3
Core	RAD 236	Radiographic Contrast—Routine Exams	2
Core	RAD 238	Radiation Safety and Protection	2
<b>Total</b>			<b>10</b>
2nd Semester – Spring			
English/Com.	GE Elective	See approved list	3
Human Relations	GE Elective	See approved list	3
Core	RAD 242	Radiography Quality Management	1
Core	RAD 244	Diagnostic and Therapeutic Radiation	2
Core	RAD 245	Clinical Radiography IV	3
Core	RAD 247	Radiography Quality Control	1
<b>Total</b>			<b>13</b>
3rd Semester – Summer			
Core	RAD 220	Clinical Radiography II	3
Core	RAD 259	Seminar in Radiography	2
<b>Total</b>			<b>5</b>
<b>(includes 24.5 prerequisite credits) Degree Total</b>			<b>82.5</b>

# Residential Design Emphasis

## ARCHITECTURAL DESIGN TECHNOLOGY DEGREE – ASSOCIATE OF APPLIED SCIENCE

This emphasis prepares students with the knowledge, skills and abilities to design, draft, work with computers, and analyze construction data as it pertains to residential design. A student with this degree will satisfy the two-year educational requirement for registration as a Residential Designer as set forth by the Nevada State Board of Architecture, Interior Design and Residential Design.

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Possess a basic knowledge of residential design theory as it relates to space, form and context as it pertains to the practice of residential design.
- Prepare basic residential design presentations demonstrating design and construction knowledge and draft construction drawings through computer and hand techniques.
- Possess the design skills and fulfill the education requirements of the Nevada State Board of Architecture to sit for the Residential Designer Exam.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

Recommended: AAD 201

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Recommended: BUS 106 or BUS 108 and BUS 107 or ENG 101 (113) and ENG 102 (114)

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: AAD 201

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: MGT 171, 201 or 212

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 126 or higher

**SCIENCE ..... 6 CREDITS**

Recommended: Choose courses 100-level or above from the following areas: chemistry, environmental science, geology or physics

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

Recommended: PSC 101

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### CORE REQUIREMENTS

AAD 100	Introduction to Architectural Design .....	3
AAD 125	Construction Drawings and Detailing .....	3
AAD 180	Fundamentals of Design I .....	3
AAD 181	Fundamentals of Design I Discussion .....	3
ADT 105	Architectural Drafting I .....	5

**TOTAL CORE REQUIREMENTS ..... 17 CREDITS**

### EMPHASIS REQUIREMENTS

AAD 182	Fundamentals of Design II .....	3
AAD 183	Fundamentals of Design II Discussion .....	3
AAD 265	Computer Applications in Architecture I .....	3
ADT 230	Mechanical and Electrical Equipment for Buildings .....	3
ADT 245	Statics and Strength of Materials .....	3
ADT 256	Introduction to Land Use Planning .....	3
ADT 290	Intern in Arch Design Technology .....	3
BI 101	Introduction to Building Codes .....	3
ENRG 130	Introduction to Solar Energy .....	3
SUR 161	Elementary Surveying .....	4

**TOTAL EMPHASIS REQUIREMENTS.. 31 CREDITS**

**TOTAL DEGREE REQUIREMENTS....72 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	AAD 100	Introduction to Architectural Design	3
Core	AAD 180	Fundamentals of Design I	3
Core	AAD 181	Fundamentals of Design I Discussion	3
Core	ADT 105	Architectural Drafting I	5
Emphasis	ENRG 130	Introduction to Solar Energy	3
<b>Total</b>			<b>17</b>
2nd Semester			
Core	AAD 125	Construction Drawings and Detailing	3
Emphasis	AAD 182	Fundamentals of Design II	3
Emphasis	AAD 183	Fundamentals of Design II Discussion	3
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Humanities/Diversity	AAD 201	History of the Built Environment	3
Emphasis	ADT 256	Introduction to Land Use Planning	3
Emphasis	BI 101	Introduction to Building Codes	3
Emphasis	SUR 161	Elementary Surveying	4
<b>Total</b>			<b>13</b>
2nd Semester			
Emphasis	AAD 265	Computer Applications in Architecture	3
Emphasis	ADT 245	Statics and Strength of Materials	3
Communications	BUS 107	Business Speech Communications	3
Science	GE Elective	Choose from recommended list	3
Science	PHYS 151	General Physics	4
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	ADT 230	Mechanical and Electrical Equipment for Buildings	3
Emphasis	ADT 290	Intern in Arch Design Technology	3
Human Relations	MGT 171	Supervision	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>12</b>
<b>Degree Total</b>			<b>73</b>

# Solar Energy Emphasis

## ENERGY TECHNOLOGIES DEGREE-ASSOCIATE OF APPLIED SCIENCE

The solar energy program is designed to provide students with the skills necessary to enter the workforce in the renewable energy field as technicians in solar photovoltaic and thermal installations. The solar energy technician completes accurate site assessment and energy demand analysis from which a solar energy system will be designed and installed. The program prepares students to sit for industry-recognized certifications required to enter the workforce. Solar energy technicians need strong electrical, technical, and computer skills.

### EMPHASIS REQUIREMENTS

AAD 230	Design with Climate .....	3
ADT 120	Introduction to LEED and Sustainable Building .....	3
ENRG 120	Fundamentals of Energy Efficiency .....	3
ENRG 130	Introduction to Solar Energy.....	3
ENRG 132	Solar Photovoltaic Technologies .....	3
ENRG 142	Solar Thermal Technologies.....	3
ENRG 215	Electrical Distribution Systems .....	3

### TOTAL EMPHASIS REQUIREMENTS.. 21 CREDITS

### ELECTIVE REQUIREMENTS

Choose at least three credits from the following:

BI 101	Introduction to Building Codes.....	3
CE 290	Work Experience .....	1-3
CONS 120	Print Reading and Specification .....	3
DFT 110	Print Reading for Industry .....	3
ELM 233	Introduction to Instrumentation .....	3
	Choose any other ENRG class not listed above .....	1-3

### TOTAL ELECTIVE REQUIREMENTS ..... 3 CREDITS

### TOTAL DEGREE REQUIREMENTS... 60 CREDITS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Core	AIT 110	General Industrial Safety	1
Core	ENGR 100	Introduction to Engineering Design	3
Core	ENGR 110	Introduction to Renewable Energy	3
Core	ENRG 110	Basic Electricity	3
Core	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
Science	GE Elective	See approved list	3
Humanities/Diversity	AAD 201	History of the Built Environment	3
English	ENG 101	Composition I	3
Core	ENGR 244	Introduction to Engineering Economics	2
Emphasis	ENRG 120	Fundamentals of Energy Efficiency	3
Emphasis	ENRG 130	Introduction to Solar Energy	3
<b>Total</b>			<b>17</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
Elective		Choose from list	3
Emphasis	ADT 120	Introduction to LEED and Sustainable Building	3
Communications	ENG 107	Technical Communications I	3
Emphasis	ENRG 132	Solar Photovoltaic Technologies	3
Emphasis	ENRG 142	Solar Thermal Technologies	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
U. S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	AAD 230	Design with Climate	3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	ENRG 215	Electrical Distribution Systems	3
<b>Total</b>			<b>12</b>
<b>Degree Total</b>			<b>60</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate knowledge of the operation of photovoltaic and solar thermal system.
- Demonstrate the ability to solve technical problems associated with the photovoltaic and solar thermal installations.
- Demonstrate an understanding of environmental regulations in the installation of photovoltaic and solar thermal systems.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Required: ENG 101 or ENG 113, ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: AAD 201

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Required: MATH 120 or higher

**SCIENCE ..... 3 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety .....	1
ENGR 100	Introduction to Engineering Design .....	3
ENGR 110	Introduction to Renewable Energy.....	3
ENGR 244	Introduction to Engineering Economics.....	2
ENRG 110	Basic Electricity .....	3
IS 101	Introduction to Information Systems .....	3

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**

# Theater

## FINE ARTS – CERTIFICATE OF ACHIEVEMENT

The certificate of achievement in theater is formulated for the student who may want to hone one's theater skills in a conservatory-type setting; the student who does not desire to transfer to a four-year institution; the student who may already possess a degree in higher education; and the student who has a vocational interest in theater.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
Communications	GE Elective	See approved list	3
Core	THTR 209	Theater Practicum	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Human Relations	GE Elective	See approved list	3
Quantitative Reasoning	GE Elective	See approved list	3
Core	THTR 209	Theater Practicum	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Demonstrate competency in basic theatre skills.
- Complete the rehearsal and performance requirements for the Theatre Practicum Core.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ..... 3 CREDITS  
 HUMAN RELATIONS ..... 3 CREDITS  
 QUANTITATIVE REASONING ..... 3 CREDITS  
**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

THTR 209 Theater Practicum ..... 6

**TOTAL CORE REQUIREMENTS ..... 6 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 15 credits from the following:

- COM 113 Fundamentals of Speech Communications.....3
- COM 215 Introduction to Group Communication.....3
- THTR 100 Introduction to Theater .....3
- THTR 105 Introduction to Acting I .....3
- THTR 116 Dance Styles: Musical Theater .....2
- THTR 133 Fundamentals of Directing .....3
- THTR 175 Musical Theater .....3
- THTR 180 Cinema as Art and Communication .....3
- THTR 204 Theater Technology I .....3
- THTR 205 Introduction to Acting II .....3
- THTR 206 Theater Workshop: Acting III .....3
- THTR 207 Laboratory Theater: Acting IV .....3
- THTR 210 Theater: A Cultural Context .....3
- THTR 231 Children's Theater.....3
- THTR 235 Acting for the Camera .....3
- THTR 258 Theater Experience and Travel..... 1-2
- THTR 295 Independent Study: Theater..... 1-3

**TOTAL ELECTIVE REQUIREMENTS .... 15 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....30 CREDITS**

# Theater Emphasis

## FINE ARTS DEGREE – ASSOCIATE OF ARTS

The theater program seeks to be an outstanding performing arts program within the visual and performing arts department, noted for its excellence in the classroom and on stage. The program provides our students with the knowledge and skills upon which they build careers and become productive citizens.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate competence in practical theatre skills including acting, design, technical direction, directing, stage management, playwriting and research.
- Demonstrate competence in skills relating to the knowledge of the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, both past and present.

### GENERAL EDUCATION REQUIREMENTS

ENGLISH ..... 6 CREDITS

FINE ARTS ..... 3 CREDITS

Required: THTR 210

HUMANITIES..... 3 CREDITS

Required: THTR 100

MATHEMATICS ..... 3 CREDITS

SCIENCE..... 6 CREDITS

SOCIAL SCIENCE ..... 3 CREDITS

Required: CH 203

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY ..... (3 CREDITS)

Required: THTR 210

FOREIGN LANGUAGE ..... 14 CREDITS

U.S. AND NEVADA CONSTITUTIONS ..... (3) CREDITS

Required: CH 203

**TOTAL ADDITIONAL DEGREE REQUIREMENTS ..... 14 CREDITS**

### CORE REQUIREMENTS

THTR 175 Musical Theater ..... 3

THTR 204 Theater Technology I ..... 3

THTR 209 Theater Practicum ..... 4

**TOTAL CORE REQUIREMENTS ..... 10 CREDITS**

### EMPHASIS REQUIREMENTS

Choose six credits from the following:

THTR 105 Introduction to Acting I ..... 3

THTR 205 Introduction to Acting II ..... 3

THTR 206 Theater Workshop: Acting III ..... 3

THTR 207 Laboratory Theater: Acting IV ..... 3

THTR 231 Children's Theater ..... 3

THTR 235 Acting for the Camera ..... 3

**TOTAL EMPHASIS REQUIREMENTS .... 6 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

THTR 100 Introduction to Theater I ..... 3

THTR 133 Fundamentals of Directing ..... 3

THTR 176 Musical Theater Workshop I ..... 1-3

THTR 180 Cinema as Art and Communication ..... 3

THTR 198 Special Topics Speech and Theater ..... 0.5-6

THTR 207 Laboratory Theater: Acting IV ..... 3

THTR 231 Children's Theater ..... 3

THTR 235 Acting for the Camera ..... 3

THTR 258 Theater Experience and Travel ..... 1-2

THTR 276 Musical Theater Workshop II ..... 1-3

THTR 290 Internship in Speech and Theater ..... 1-8

THTR 295 Independent Study: Theater ..... 1-3

Note: Students transferring to UNR should consult with an advisor.

**TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Foreign Language	Elective	See approved list	4
English	ENG 101	Composition I	3
Mathematics	GE Elective	See approved list	3
Core	THTR 175	Musical Theater	3
Core	THTR 204	Theater Technology I	3
<b>Total</b>			<b>16</b>
2nd Semester			
Foreign Language	Elective	See approved list	4
English	ENG 102	Composition II	3
Humanities	THTR 100	Introduction to Theater	3
Emphasis	THTR 105	Introduction to Acting I	3
Core	THTR 209	Theater Practicum	2
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
Social Science/U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Emphasis	THTR 205	Introduction to Acting II	3
Core	THTR 209	Theater Practicum	2
<b>Total</b>			<b>14</b>
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Foreign Language	Elective	See approved list	3
Science	GE Elective	See approved list	3
Fine Arts/ Diversity	THTR 210	Theater: A Cultural Context	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>



# Transfer Degree

## ASSOCIATE OF ARTS

The Associate of Arts (AA) degree is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Satisfactory completion of the degree guarantees fulfillment of lower-division general education requirements at UNR, UNLV, or NSC. Students who intend to transfer to other institutions should consult an advisor or follow the catalog of the transfer institution. Courses with a “C” or “D” designator or courses with a number less than 100 are not applicable toward either degree. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

## FOREIGN LANGUAGE ..... 0-14 CREDITS

AM 145, 146, 147, 148, FREN 111, 112, 211, 212, GER 111, 112, 211, 212, HEB 113, 114, 221, 222, ITAL 113, 114, 213, 214, PORT 111, 112, 211, 212, RUS 111, 112, 211, 212, SPAN 111, 112, 211, 212, 226, 227.

### OPTIONS TO COMPLETE THE FOREIGN LANGUAGE REQUIREMENT:

1. Complete a fourth-semester transferable college course in a foreign language.
2. Complete a fourth-semester transferable college course in ASL.
3. Demonstrate proficiency through placement examination or other means. Students interested in taking a placement examination should contact the TMCC testing Center at 775-673-8241 or [testing@tmcc.edu](mailto:testing@tmcc.edu) for information.
4. Complete four years of high school foreign language.
5. Students who have proficiency in a foreign language that is equivalent to that of students who have completed four semesters of college-level foreign language may be eligible to waive this requirement. Students will be required to provide appropriate documentation to the department to support this claim. Contact the Humanities department at 775-674-7945 or TMCC Academic Advising at 775-673-7062 for information.

\* Additional elective credits may be necessary to meet minimum credit requirements.

## U.S. AND NEVADA CONSTITUTIONS ..... (3 CREDITS)

Choose one or two courses from the following: CH 203 (both constitutions), HIST 111 (both constitutions), PSC 101 (both constitutions), HIST 101 and 102 or HIST 101 and 217, or HIST 101 and PSC 100 or HIST 101 and PSC 208. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

## ADDITIONAL DEGREE REQUIREMENTS ..... 0-20 CREDITS

### ELECTIVE REQUIREMENTS

Any approved university transfer course will fulfill the elective credits. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

## TOTAL ELECTIVES ..... 16-36 CREDITS

## TOTAL DEGREE REQUIREMENTS... 60 CREDITS

Note: If you know your major, print a transfer guide online at [advisement.tmcc.edu](http://advisement.tmcc.edu). Major requirements will satisfy elective credits.

### SUGGESTED COURSE SEQUENCE

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

### DEGREE OUTCOMES

Students completing the degree will:

- Be prepared to transfer to college and university baccalaureate programs with junior standing.
- Complete TMCC’s general education transfer requirements.
- Acquire the knowledge, skills, and values consistent with a liberal arts education.
- Acquire the knowledge of the subject matter appropriate to their academic emphasis.

### GENERAL EDUCATION REQUIREMENTS

#### ENGLISH ..... 6 CREDITS

ENG 101 and 102 or ENG 113 and 114

#### FINE ARTS ..... 3 CREDITS

ART 100, 160, 260\*, 261\*, 263; DAN 101; ENG 221; HUM 101, 102, 106, 271; MUS 101, 121, 122, 125, 225, 226; THTR 100, 105, 210; THTR 180/HUM 105

#### HUMANITIES ..... 3 CREDITS

AAD/HUM 201; CH 201, 202, 203; ENG 220, 221, 231, 232, 267; HIST 105, 106, 208, 209; HUM 105/THTR 180; MUS 121, 122; PHIL 101, 135, 210; THTR 100, 210

#### MATHEMATICS ..... 3 CREDITS

MATH 120, 126, 127, 128, 176, 181, 182; STAT 152

#### SCIENCE (LAB REQUIRED) ..... 6 CREDITS

ANTH 102, 110L; AST 104; BIOL 100, 106, 190, 190L, 191, 191L; CHEM 100, 121, 121R, 122, 201, 202; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180, 180L, 181, 181L

#### SOCIAL SCIENCE ..... 3 CREDITS

ANTH 101, 201, 202; ANTH/SOC 205; CH 201, 202, 203, ECON 102, 103; GEOG 106, 200; HIST 101, 102, 105, 106, 208, 209, 217; PSC 101, 211, 231; PSY 101; SOC 101; WMST 101

#### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

#### DIVERSITY ..... (3 CREDITS)

See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

# Transfer Degree

## ASSOCIATE OF SCIENCE

The Associate of Science (AS) degree is designed for students who plan to transfer to a four-year college or university for a baccalaureate degree. Satisfactory completion of the degree guarantees fulfillment of lower-division general education requirements at UNR, UNLV, or NSC. Students who intend to transfer to other institutions should consult an advisor or follow the catalog of the transfer institution. Courses with a “C” or “D” designator or courses with a number less than 100 are not applicable toward either degree. Check TMCC course descriptions for transfer status to a baccalaureate degree of science within the universities in the Nevada System of Higher Education (NSHE).

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY .....(3 CREDITS)**  
See the diversity section of the general education descriptions for a complete list of courses. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

**SCIENCE..... 6 CREDITS**  
Any transferable science course.

**U.S. AND NEVADA CONSTITUTIONS .....(3 CREDITS)**  
Choose one or two courses from the following: CH 203 (both constitutions), HIST 111 (both constitutions), PSC 101 (both constitutions), HIST 101 and 102 or HIST 101 and 217, or HIST 101 and PSC 100 or HIST 101 and PSC 208. Can also be used to satisfy another General Education, Degree/Emphasis, or Elective requirement.

**ADDITIONAL DEGREE REQUIREMENTS ..... 6-12 CREDITS**

### ELECTIVE REQUIREMENTS

Any approved university transfer course will fulfill the elective credits. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

**TOTAL ELECTIVES .....24-30 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

Note: If you know your major, print a transfer guide online at [advisement.tmcc.edu](http://advisement.tmcc.edu). Major requirements will satisfy elective credits.

### SUGGESTED COURSE SEQUENCE

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

### DEGREE OUTCOMES

Students completing the degree will:

- Be prepared to transfer to college and university baccalaureate programs with junior standing.
- Complete TMCC’s general education transfer requirements.
- Acquire the knowledge, skills, and values consistent with a science, technology, engineering, or math education.
- Acquire the knowledge of the subject matter appropriate to their academic emphasis.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH ..... 6 CREDITS**  
ENG 101 and 102 or ENG 113 and 114

**FINE ARTS ..... 3 CREDITS**  
ART 100, 160, 260\*, 261\*, 263; DAN 101; ENG 221; HUM 101, 102, 106, 271; MUS 101, 121, 122, 125, 225, 226; THTR 100, 105, 210; THTR 180/HUM 105

**HUMANITIES..... 3 CREDITS**  
AAD/HUM 201; CH 201, 202, 203; ENG 220, 221, 231, 232, 267; HIST 105, 106, 208, 209; HUM 105/THTR 180; MUS 121, 122; PHIL 101, 135, 210; THTR 100, 210

**MATHEMATICS ..... 3 CREDITS**  
MATH 126, 127, 128, 176, 181, 182; STAT 152

Science (lab required) ..... 6 credits  
ANTH 102, 110L; AST 104; BIOL 100, 106, 190, 190L, 191, 191L; CHEM 100, 121, 121R, 122, 201, 202; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180, 180L, 181, 181L

Social Science ..... 3 credits  
ANTH 101, 201, 202; ANTH/SOC 205; CH 201, 202, 203; ECON 102, 103; GEOG 106, 200; HIST 101, 102, 105, 106, 208, 209, 217; PSC 101, 211, 231; PSY 101; SOC 101; WMST 101

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 24 CREDITS**

# Veterinary Technician Program

## PROGRAM INFORMATION

The TMCC associate degree from the veterinary technician program prepares the student to practice as a licensed veterinary technician (LVT). Graduates may practice as a LVT in general or specialty private veterinary practices, universities, research facilities, pharmaceutical companies, zoos, or other areas where veterinary technicians' skills are needed. The TMCC veterinary technician program meets all of the minimum degree requirements for the associate of applied science degree. The associate in applied science in veterinary technology will be awarded upon completion of all general education and core requirements. Upon completion of the degree the student will be eligible to apply to take the Veterinary Technician National Exam (VTNE) leading to licensure as a licensed veterinary technician. Students may also need to apply for individual state exams depending on the state in which they choose to work. The TMCC veterinary technician program is accredited by the American Veterinary Medical Association (AVMA).

### SPECIAL ADMISSIONS PROCEDURES

The following requirements **MUST** be fulfilled by June 1 of the year in which you are applying for consideration for selection to the veterinary technician program.

- *Must be an admitted student at TMCC.*
- *Must have completed BIOL 190 and BIOL 190L, ENG 101 or 113, and MATH 120 (or higher) or equivalent courses. Students must complete each class with a grade of "C" or better. The records office must receive an official copy of your transcript containing the course and grade.*
- *Submit veterinary technician program application and all required paperwork as described on the application (which is available online in the spring).*
- *Submit official transcripts of all college education.*
- *If spring semester course work has not been posted to your transcript, a letter from the college's registrar documenting course work completed and final grade(s) must be provided to the records office.*

Admission to the veterinary technician program will be based on completion of the special admissions procedures and the number of points an applicant receives. Eligible students will be numerically ranked, according to total points. In the event of applicants having an equal number of points, the students' GPAs (in all course work applying toward an associate of applied science veterinary technology degree) will be used to rank the tied group. In the event of a further tie, individual essays will be assessed to rank the tied group. Please see the veterinary technician program application for more information. From this ranked list, the fall class will be selected. Selection to the veterinary technician program occurs on a yearly basis for the fall semester. Applicants not selected will not be carried forward to the next year and must reapply for consideration.

An accepted student must submit to the veterinary technician program the following information on or before the first day of class.

1. *Evidence of current medical insurance.*
2. *Evidence of required immunization status for Diphtheria and Tetanus, and Measles, Mumps, and Rubella.*

Students' progression in the veterinary technician program is contingent upon attaining and maintaining a grade of "C" or better in each class of the veterinary technician program (VETT classes). Veterinary technician courses are to be taken in the sequence outlined in the college catalog. General education support courses other than prerequisites may be taken at any time though it is strongly suggested classes be taken prior to acceptance into the program.

Veterinary technician students who are unable to progress from one course to another may apply for re-entry within one year of exiting the program. All re-entry admissions are on a space available basis. Re-entry is not guaranteed. Upon the student's re-admission, the program coordinator will outline the necessary course work. Re-admission to the veterinary technician program is limited to one time only.

Veterinary technician graduates are eligible to take the Veterinary Technician National Exam (VTNE) and to apply for licensure in the state of their choice. Each state has specific criteria for licensure eligibility. It is the student's responsibility to contact the state to ascertain eligibility requirements. Graduation from an AVMA accredited program is only one of the requirements and does not mean automatic licensure as a veterinary technician.

# Veterinary Technology Degree

## ASSOCIATE OF APPLIED SCIENCE

This program prepares the student to practice as a licensed veterinary technician. Graduates may practice as technicians in general or specialty private practices, veterinary teaching hospitals, research facilities, pharmaceutical companies or other agencies where veterinary technicians' skills are needed. Veterinary technicians may choose to specialize in areas including but not limited to anesthesia, critical care, behavior, ophthalmology, dentistry and surgery.

### DEGREE OUTCOMES

Students completing the degree will:

- Demonstrate a solid understanding of the knowledge needed within the field, including anatomy and physiology, laboratory procedures, medical and surgical nursing skills, and an understanding of a variety of species, including companion animals.
- Demonstrate competency in all essential job skills as outlined by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), including pharmacology, surgical nursing, dentistry, clinical laboratory, animal nursing, diagnostic imaging, and anesthesiology.

The following prerequisites must be completed prior to admission into the program. These courses also satisfy the English, math and science general education requirements. It is strongly suggested that students have as many of the general education requirements completed as possible before starting the veterinary technician program.

BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab. ....	4
ENG 101	Composition I .....	(3)
<i>or</i>		
ENG 113	Composition I for International Students.....	(3)
MATH120	Fundamentals of College Mathematics (or higher).....	3

### TOTAL PREREQUISITE REQUIREMENTS ..... (10 CREDITS)

### GENERAL EDUCATION REQUIREMENTS

#### DIVERSITY ..... (3 CREDITS)

Recommended: ANTH 205, ANTH 208, ANTH 229, EDU 203, ENG 231, ENG 232, GEOG 200, HIST 208, HIST 209, PHIL 210, PSY 276, SOC 205, or SOC 276

#### COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Required: ENG 101 (113) and 102 (114)

#### FINE ARTS/HUMANITIES/

#### SOCIAL SCIENCE ..... 3 CREDITS

#### HUMAN RELATIONS ..... 3 CREDITS

Recommended: CE 201, EPY 101, MGT 171, MGT 201

#### QUANTITATIVE REASONING ..... 3 CREDITS

Required: MATH 120 or higher

#### SCIENCE ..... 4 CREDITS

Required: BIOL 190/190L

#### U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

Recommended: PSC 101

### TOTAL GENERAL EDUCATION REQUIREMENTS ..... 22 CREDITS

### CORE REQUIREMENTS

VETT 101	Introduction to Animal Health Technology.....	4
VETT 105	Veterinary Medical Terminology .....	1
VETT 110	Comparative Animal Anatomy and Physiology I.....	4
VETT 112	Comparative Animal Anatomy and Physiology II.....	4
VETT 125	Veterinary Office Procedures .....	1
VETT 128	Animal Nursing .....	4
VETT 203	Clinical Pathology/General Pathology .....	4
VETT 205	Veterinary Diagnostic Imaging.....	2
VETT 208	Laboratory Animal Science.....	2
VETT 209	Parasitology .....	2
VETT 211	Animal Nutrition .....	2
VETT 225	Pharmacology/Toxicology .....	2
VETT 227	Advanced Animal Nursing .....	4
VETT 235	Anesthesia, Surgical Nursing and Dental Procedures.....	4
VETT 240	Large Animal Medicine.....	4
VETT 250	Small Animal Critical Care .....	3
VETT 266	Directed Clinical Practices .....	2
VETT 267	Advanced Clinical Practices .....	2

### TOTAL CORE REQUIREMENTS ..... 51 CREDITS

### TOTAL DEGREE REQUIREMENTS .... 73 CREDITS

# Veterinary Technology Degree

## ASSOCIATE OF APPLIED SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Human Relations	GE Elective	Choose from list	3
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
<b>Total</b>			<b>9</b>
2nd Semester			
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
Diversity/Fine Arts/ Humanities/ Social Science	GE Elective	Choose from recommended list	3
Communications	ENG 102	Composition II	3
U.S. and NV Constitutions	PSC 101	Introduction to American Politics	3
<b>Total</b>			<b>13</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	VETT 101	Introduction to Animal Health Technology	4
Core	VETT 105	Veterinary Medical Terminology	1
Core	VETT 110	Comparative Animal Anatomy and Physiology I	4
Core	VETT 125	Veterinary Office Procedures	1
Core	VETT 211	Animal Nutrition	2
<b>Total</b>			<b>12</b>
2nd Semester			
Core	VETT 112	Comparative Animal Anatomy and Physiology II	4
Core	VETT 128	Animal Nursing	4
Core	VETT 203	Clinical Pathology/General Pathology	4
Core	VETT 205	Veterinary Diagnostic Imaging	2
<b>Total</b>			<b>14</b>
Third Year	Course #	Title	Credits
1st Semester			
Core	VETT 209	Parasitology	2
Core	VETT 225	Pharmacology/Toxicology	2
Core	VETT 235	Anesthesia, Surgical Nursing and Dental Procedures	4
Core	VETT 240	Large Animal Medicine	4
Core	VETT 266	Directed Clinical Practices	2
<b>Total</b>			<b>14</b>
2nd Semester			
Core	VETT 208	Laboratory Animal Science	2
Core	VETT 227	Advanced Animal Nursing	4
Core	VETT 250	Small Animal Critical Care	3
Core	VETT 267	Advanced Clinical Practices	2
<b>Total</b>			<b>11</b>
<b>Degree Total</b>			<b>73</b>



# Web Design Fast-Track

## CERTIFICATE OF ACHIEVEMENT

A 25 week fast-track program that will take a specific cohort of students through the skills and technologies necessary to design and develop web sites. Courses will have business communications, business math and human relations curriculum embedded into all five courses in the certificate.

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Develop a working knowledge of web design principles and technologies that is required to gain employment in the industry.
- Develop a portfolio of work that can be used to pursue a career in web design.
- Develop basic skills in business communications, business math and human relations directed towards web design.

### GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS .....(3) CREDITS**

Embedded into the curriculum.

**HUMAN RELATIONS .....(3) CREDITS**

Embedded into the curriculum.

**QUANTITATIVE REASONING .....(3) CREDITS**

Embedded into the curriculum.

**TOTAL GENERAL EDUCATION REQUIREMENTS .....(9) CREDITS**

### CORE REQUIREMENTS

GRC 136 Graphic Communications Fundamentals..... 6

GRC 137 Graphics Content Development and Production Techniques ..... 6

GRC 138 Graphics Web Design I..... 6

GRC 238 Graphics Web Design II..... 6

GRC 239 Graphics Web Design III..... 6

Note: The nine credits of General Education are embedded in the Core Requirement courses.

**TOTAL CORE REQUIREMENTS .....30 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS .....30 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	GRC 136	Graphic Communications Fundamentals	6
Core	GRC 137	Graphics Content Development and Production Techniques	6
<b>Total</b>			<b>12</b>
2nd Semester			
Core	GRC 138	Graphics Web Design I	6
Core	GRC 238	Graphics Web Design II	6
<b>Total</b>			<b>12</b>
Second Year	Course #	Title	Credits
1st Semester			
Core	GRC 239	Graphics Web Design III	6
<b>Total</b>			<b>6</b>
<b>Certificate Total</b>			<b>30</b>

# Web Development Emphasis

## COMPUTER INFORMATION TECHNOLOGY DEGREE – ASSOCIATE OF APPLIED SCIENCE

The Web development emphasis provides students with entry level Web development skills including Web page development, scripting and basic data base functions. Web developers must also have a broad knowledge of computer systems and technologies, as well as strong verbal and written communication skills.

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate the technical proficiency required to create and maintain basic professional websites.
- Demonstrate the ability to get and use data retrieved from forms and databases.
- Communicate and work effectively with members of a team and members of external groups.

### GENERAL EDUCATION REQUIREMENTS

DIVERSITY .....(3 CREDITS)

COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Communications-Choose from: BUS 107, COM 113 or COM 215.

English-Recommended: BUS 108, ENG 101 (or 113), 102 (or 114), 107 or 108

FINE ARTS/HUMANITIES/

SOCIAL SCIENCE ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

Recommend: MGT 212

QUANTITATIVE REASONING..... 3 CREDITS

Required: MATH 126 or higher (MATH 127 required for CS 135R), or qualifying ACT, SAT, or ACCUPLACER scores

SCIENCE..... 3 CREDITS

U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 21 CREDITS**

### CORE REQUIREMENTS

CIT 112 Network + .....(3)

or

CSCO 120 CCNA Internetworking Fundamentals .....(4)

CIT 114R IT Essentials..... 4

CIT 128 Introduction to Software Development ..... 4

CIT 263R Project Management..... 3

**TOTAL CORE REQUIREMENTS ..... 14-15 CREDITS**

### EMPHASIS REQUIREMENTS

CIT 151 Beginning Web Development ..... 3

CIT 152 Web Script Language Programming ..... 3

CIT 180 Database Concepts and SQL..... 3

CIT 251 Advanced Web Development ..... 3

GRC 175 Web Design and Publishing I..... 1

Choose two software applications courses from the following list:

GRC 120 Software Applications-Beginning Photoshop ..... 1

GRC 124 Software Applications-Beginning Illustrator..... 1

GRC 129 Software Applications-Beginning Dreamweaver ..... 1

GRC 130 Software Applications-Beginning Flash ..... 1

Choose one programming course from the following list:

CIT 130 Beginning Java ..... 3

CIT 134 Beginning C# Programming ..... 3

CS 135R Computer Science I..... 3

Choose one operating system course from the following list:

CIT 173 Introduction to Linux ..... 3

CIT 211 Microsoft Networking I ..... 4

### TOTAL EMPHASIS

**REQUIREMENTS ..... 21-22 CREDITS**

### ELECTIVE REQUIREMENTS

Choose at least two to four credits from the following list to ensure a minimum degree total of 60 credits.

CIT 138 Introduction to 3-D Application Development .....(3)

CIT 257 Web Languages.....(3)

CIT 290 Internship CIT I .....(1-3)

**TOTAL ELECTIVE REQUIREMENTS .. 2-4 CREDITS**

### TOTAL DEGREE

**REQUIREMENTS..... 60-62 CREDITS**

# Web Development Emphasis

## COMPUTER INFORMATION TECHNOLOGY DEGREE – ASSOCIATE OF APPLIED SCIENCE

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	CIT 114R	IT Essentials	4
Core	CIT 128	Introduction to Software Development	4
Emphasis	CIT 151	Beginning Web Development	3
Quantitative Reasoning	MATH 126 or higher	Pre-Calculus I	3
<b>Total</b>			<b>14</b>
2nd Semester			
Emphasis		Choose one programming course	3
Emphasis		Choose one operating system course	3-4
English	BUS 108	Business Letters and Reports	3
Core	CIT 112 or CSCO 120	Network + or CCNA Internetworking Fundamentals	(3) (4)
Communications	GE Elective	Choose from the list	3
<b>Total</b>			<b>15-17</b>
Summer Session			
Elective		Choose two Graphics Software Applications courses	2
<b>Total</b>			<b>2</b>
Second Year	Course #	Title	Credits
1st Semester			
Emphasis	CIT 152	Web Script Language Programming	3
Emphasis	CIT 180	Database Concepts and SQL	3
Science	GE Elective	See approved list	3
Fine Arts/ Humanities/Social Science/Diversity	GE Elective	See approved list	3
Human Relations	MGT 212	Leadership and Human Relations	3
<b>Total</b>			<b>15</b>
2nd Semester			
Elective			2-4
Emphasis	CIT 251	Advanced Web Development	3
Core	CIT 263R	Project Management	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	GRC 175	Web Design and Publishing I	1
<b>Total</b>			<b>12-14</b>
<b>Degree Total</b>			<b>60-62</b>

# Welding Emphasis

## MANUFACTURING TECHNOLOGIES DEGREE – ASSOCIATE OF APPLIED SCIENCE

The associate of applied science manufacturing technologies degree with a welding emphasis gives the student the training necessary to earn the American Welding Society structural steel certifications, which are required for employment in most areas of the construction and manufacturing fields involving welding, along with the general education requirements and employability skills that are sought after by all employers in the construction and manufacturing trades.

### Degree Outcomes

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

- Be proficient in four major welding processes and prepared for industry-standard certification.
- Understand the basic concepts of technical drawings and apply print reading techniques required in the welding industry.
- Understand and consistently demonstrate safe and proper use of welding equipment, power tools, and accessories in the performance of welding and joinery.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: AAD 201

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Recommended: MATH 106, 108 or higher

**SCIENCE ..... 3 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110 General Industrial Safety ..... 1

DFT 110 Print Reading for Industry ..... 3

MPT 140 Quality Control ..... 3

**TOTAL CORE REQUIREMENTS ..... 7 CREDITS**

### EMPHASIS REQUIREMENTS

IS 101 Introduction to Information Systems ..... 3

WELD 211 Welding I ..... 3

WELD 212 Welding I Practice ..... 2

WELD 221 Welding II ..... 3

WELD 222 Welding II Practice ..... 2

WELD 231 Welding III ..... 3

WELD 232 Welding III Practice ..... 2

WELD 241 Welding IV ..... 3

WELD 242 Welding IV Practice ..... 2

**TOTAL EMPHASIS REQUIREMENTS ..23 CREDITS**

### ELECTIVE REQUIREMENTS

Choose nine credits from the following:

ENRG 110 Basic Electricity ..... 3

MT 150 Material Science ..... 3

MTT 101 Introduction to Machine Shop ..... 3

MTT 105 Machine Shop I ..... 3

WELD 101 Basic Metals ..... 3

WELD 250 Welding Certification Preparation ..... 1-9

WELD 290 Internship in Welding ..... 1-8

**TOTAL ELECTIVE REQUIREMENTS ..... 9 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Print Reading for Industry	3
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
Emphasis	WELD 211	Welding I	3
Emphasis	WELD 212	Welding Practice I	2
			<b>Total 15</b>
2nd Semester			
Elective		Choose from list	3
Communications	ENG 107	Technical Communications I	3
Core	MPT 140	Quality Control	3
Science	PHYS 100	Introductory Physics	3
Emphasis	WELD 221	Welding II	3
Emphasis	WELD 222	Welding II Practice	2
			<b>Total 17</b>
Second Year	Course #	Title	Credits
1st Semester			
Humanities/ Diversity	AAD 201	History of the Built Environment	3
U.S. and Nevada Constitutions	Elective	See approved list	3
Emphasis	IS 101	Introduction to Information Systems	3
Emphasis	WELD 231	Welding III	3
Emphasis	WELD 232	Welding III Practice	2
			<b>Total 14</b>
2nd Semester			
Elective		Choose from list	6
Human Relations	CE 201	Workplace Readiness	3
Emphasis	WELD 241	Welding IV	3
Emphasis	WELD 242	Welding IV Practice	2
			<b>Total 14</b>
			<b>Degree Total 60</b>

# Welding for Art

## CONSTRUCTION TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

This is a one year program leading to a certificate of achievement in welding for art. This program is designed for the student who is interested in acquiring the skills necessary to create welded metal sculpture. Also, the students that complete the program will have the skills necessary to compete in the arena of public art, develop an ability to create metal art for home and garden, or to fabricate metal sculpture of gallery quality.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
Elective		Choose from list	3
Emphasis	AIT 110	General Industrial Safety	1
Quantitative Reasoning	MATH 108	Math for Technicians	3
Emphasis	WELD 111	Beginning Welding for Art	3
Emphasis	WELD 211	Welding I	3
Emphasis	WELD 212	Welding I Practice	2
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
Elective		Choose from list	3
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 107	Technical Communications I	3
Emphasis	WELD 114	Metal Shaping Techniques	2
Emphasis	WELD 121	Advanced Welding for Art	4
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Apply design concepts and principles in creating metal sculptures.
- Utilize welding and metal fabrication/manipulation skills to produce metal sculpture.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

Recommended: CE 201

QUANTITATIVE REASONING..... 3 CREDITS

**TOTAL GENERAL EDUCATION REQUIREMENTS..... 9 CREDITS**

### EMPHASIS REQUIREMENTS

AIT 110 General Industrial Safety ..... 1

WELD 111 Beginning Welding for Art ..... 3

WELD 114 Metal Shaping Techniques ..... 2

WELD 121 Advanced Welding for Art ..... 4

WELD 211 Welding I..... 3

WELD 212 Welding I Practice ..... 2

**TOTAL EMPHASIS REQUIREMENTS.. 15 CREDITS**

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

ART 100 Visual Foundations ..... 3

ART 101 Drawing I..... 3

ART 209 Introduction to Gallery Practices ..... 3

ART 216 Sculpture I..... 3

GRC 107 Design Fundamentals..... 3

**TOTAL ELECTIVE REQUIREMENTS ..... 6 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....30 CREDITS**

B – Degree Programs, Advisors and Worksheets



# Welding Technology

## MANUFACTURING TECHNOLOGIES – CERTIFICATE OF ACHIEVEMENT

Based on the American Welding Society Entry Level Welder Standards, the welding technology certificate of achievement program gives students the welding skills necessary to qualify for an entry-level position in a diversity of occupations that utilize welding from construction to manufacturing along with part of the general education skills that are strongly requested by commercial and industrial employers.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Elective		Choose from list	6
Quantitative Reasoning	MATH 108	Math for Technicians	3
Core	WELD 211	Welding I	3
Core	WELD 212	Welding I Practice	2
<b>Total</b>			<b>15</b>
2nd Semester			
Human Relations	CE 201	Workplace Readiness	3
Elective		Choose from list	6
Communications	ENG 107	Technical Communications I	3
Core	WELD 221	Welding II	3
Core	WELD 222	Welding II Practice	2
<b>Total</b>			<b>17</b>
<b>Certificate Total</b>			<b>32</b>

### CERTIFICATE OUTCOMES

Students completing the certificate will:

- Be proficient in two major welding processes and prepared for industry-standard certification.
- Understand the basic concepts of technical drawings and apply print reading techniques required in the welding industry.
- Understand and consistently demonstrate safe and proper use of welding equipment, power tools, and accessories in the performance of welding and joinery.

### GENERAL EDUCATION REQUIREMENTS

COMMUNICATIONS ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

Recommended: CE 201

QUANTITATIVE REASONING..... 3 CREDITS

MATH 108 or higher

**TOTAL GENERAL EDUCATION REQUIREMENTS ..... 9 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety.....	1
WELD 211	Welding I.....	3
WELD 212	Welding I Practice .....	2
WELD 221	Welding II.....	3
WELD 222	Welding II Practice .....	2

**TOTAL CORE REQUIREMENTS ..... 11 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 12 credits from the following:

MT 150	Material Science.....	3
MTT 101	Introduction to Machine Shop.....	3
WELD 101	Basic Metals .....	3
WELD 231	Welding III.....	3
WELD 232	Welding III Practice .....	2
WELD 241	Welding IV.....	3
WELD 242	Welding IV Practice .....	2
WELD 250	Welding Certification Preparation.....	1-12

**TOTAL ELECTIVE REQUIREMENTS .... 12 CREDITS**

**TOTAL CERTIFICATE REQUIREMENTS.....32 CREDITS**

B – Degree Programs, Advisors and Worksheets

# Wind Energy Emphasis

## ENERGY TECHNOLOGIES DEGREE-ASSOCIATE OF APPLIED SCIENCE

The wind energy program is designed to provide students with the skills necessary to enter the workforce in the renewable energy field as large and small wind installers. Wind installers complete an accurate resource assessment and energy demand analysis from which a wind system will be designed and installed. The program prepares students to sit for industry-recognized certifications required to enter the workforce. Wind installers need strong mechanical, electrical, technical, and computer skills.

### EMPHASIS REQUIREMENTS

ELM 127	Introduction to AC Controls .....	3
ELM 129	Electric Motors and Drives .....	3
ELM 134	Programmable Logic Controllers I .....	3
ENGR 120	Fundamentals of Energy Efficiency .....	3
ENRG 150	Introduction to Wind Energy .....	3
ENRG 152	Wind Energy Technologies .....	3
ENRG 215	Electrical Distribution Systems .....	3
MT 160	Hydraulic Power .....	3

**TOTAL EMPHASIS REQUIREMENTS.. 24 CREDITS**

**TOTAL DEGREE REQUIREMENTS... 60 CREDITS**

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	ENGR 100	Introduction to Engineering Design	3
Core	ENGR 110	Introduction to Renewable Energy	3
Core	ENRG 110	Basic Electricity	3
Core	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
<b>Total</b>			<b>16</b>
2nd Semester			
Science	GE Elective	See approved list	3
Emphasis	ELM 127	Introduction to AC Controls	3
English	ENG 101	Composition I	3
Core	ENGR 244	Introduction to Engineering Economics	2
Emphasis	ENGR 120	Fundamentals of Energy Efficiency	3
Emphasis	ENRG 150	Introduction to Wind Energy	3
<b>Total</b>			<b>17</b>
Second Year	Course #	Title	Credits
1st Semester			
Humanities/Diversity	AAD 201	History of the Built Environment	3
Emphasis	ELM 129	Electric Motors and Drives	3
Communications	ENG 107	Technical Communications I	3
Emphasis	ENGR 152	Wind Energy Technologies	3
Emphasis	MT 160	Hydraulic Power	3
<b>Total</b>			<b>15</b>
2nd Semester			
U. S. and Nevada Constitutions	Elective	See approved list	3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	ELM 134	Programmable Logic Controllers I	3
Emphasis	ENRG 215	Electrical Distribution Systems	3
<b>Total</b>			<b>12</b>
<b>Degree Total</b>			<b>60</b>

### DEGREE OUTCOMES

Students completing the degree will:

- Fulfill the requirements of the Associate of Applied Science.
- Demonstrate competency in their specified emphasis.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- Demonstrate knowledge of the operation of a wind turbines and wind farms.
- Demonstrate the ability to solve technical problems associated with wind turbines.
- Demonstrate an understanding of environmental regulations in the installation of wind turbines.

### GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... (3 CREDITS)**

**COMMUNICATIONS/ENGLISH ..... 6 CREDITS**

Required: ENG 101 or ENG 113, ENG 107

**FINE ARTS/HUMANITIES/**

**SOCIAL SCIENCE ..... 3 CREDITS**

Recommended: AAD 201

**HUMAN RELATIONS ..... 3 CREDITS**

Recommended: CE 201

**QUANTITATIVE REASONING ..... 3 CREDITS**

Required: MATH 126

**SCIENCE ..... 3 CREDITS**

**U.S. AND NEVADA CONSTITUTIONS ..... 3 CREDITS**

**TOTAL GENERAL**

**EDUCATION REQUIREMENTS ..... 21 CREDITS**

### CORE REQUIREMENTS

AIT 110	General Industrial Safety .....	1
ENGR 100	Introduction to Engineering Design .....	3
ENGR 110	Introduction to Renewable Energy .....	3
ENGR 244	Introduction to Engineering Economics .....	2
ENRG 110	Basic Electricity .....	3
IS 101	Introduction to Information Systems .....	3

**TOTAL CORE REQUIREMENTS ..... 15 CREDITS**

B – Degree Programs, Advisors and Worksheets



# Common Course Numbering Changes



**TMCC COMMON COURSE NUMBERING CHANGES**  
as of December 2012

**LEGEND**  
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ACTION	OLD NUMBER	OLD COURSE NAME	NEW CURRENT	CURRENT/NEW COURSE NAME
NC, TC	AAD 114	Cities and Buildings of the World (3 cr)	AAD 201	History of the Built Environment (3 cr)
NC, TC	AAD 126	Fundamentals of Design Theory I (3 cr)	AAD 180	Fundamentals of Design I (3 cr)
NC, TC, CR	AAD 127	Architectural Design Applications I (2 cr)	AAD 181	Fundamentals of Design I Discussion (3 cr)
NC, TC	AAD 128	Fundamentals of Design Theory II (3 cr)	AAD 182	Fundamentals of Design II (3 cr)
NC, TC, CR	AAD 129	Architectural Design Applications II (2 cr)	AAD 183	Fundamentals of Design II Discussion (3 cr)
NC, TC	AAD 226	Fundamentals of Design Theory III (3 cr)	AAD 280	Fundamentals of Architecture Design I (3 cr)
NC, TC	AAD 228	Fundamentals of Design Theory IV (3 cr)	AAD 282	Fundamentals of Architecture Design II (3 cr)
NC, TC	AAD 236	Architectural Design and Delineation II (3 cr)	AAD 223	Graphic Software for Architects, Constructors, Designers and Planners (3cr)
TC	ACC 180B	Payroll Accounting and Employee Rights (3 cr)	ACC 180B	Payroll and Employee Benefit Accounting (3 cr)
NC, TC	ACC 290B	Internship in Accounting (1-8 cr)	ACC 295B	Work Experience (1-8 cr)
NC, TC	ADT 109B	Solar Design for Architects and Designers (3 cr)	AAD 230	Design with Climate (3 cr)
NC, TC	ADT 211B	Advanced Computer-Aided Drafting and Design (3 cr)	AAD 265	Computer Applications in Architecture I (3 cr)
NC, TC	ADT 214B	Advanced Auto-CAD for Landscape (3 cr)	AAD 262	CAD for Landscape Architecture (3cr)
NC, TC	ADT 228B	Landscape Plant Materials (3 cr)	AAD 257	Plant Materials (3 cr)
PC, NC, CR	AERO 101B	Basic Ground School for Pilots (1-6 cr)	AV 110B	Basic Ground School for Pilots (6 cr)
CR, TC	ANTH 102	Introduction to Physical Anthropology (4 cr)	ANTH 102	Introduction to Physical Anthropology (3 cr)
CR, TC	ART 108	Design Fundamentals / Color Theory (2 cr)	ART 108	Design Fundamentals II (3 cr)
NC	ART 115	Art Appreciation (3 cr)	ART 160	Art Appreciation (3 cr)
NC, TC	ART 116	Survey Art of Western Civ I (3 cr)	ART 260*	Survey of Art History I (3 cr)
NC, TC	ART 117	Survey Art of Western Civ II (3 cr)	ART 261*	Survey of Art History II (3 cr)
NC, CR, TC	ART 121	Drawing (3-5 cr)	ART 101*	Drawing I (3 cr)
NC, CR, TC	ART 135	Painting (3-5 cr)	ART 231	Painting I (3 cr)
NC, CR, TC	ART 145	Water Color Painting (3-5 cr)	ART 127	Water Color I (3 cr)
NC, CR, TC	ART 150	Beginning Photography (3-5 cr)	ART 135*	Photography I (3 cr)
NC, CR, TC	ART 163	Sculpture (3-5 cr)	ART 216	Sculpture I (3 cr)
NC, CR, TC	ART 175	Ceramics (3-5 cr)	ART 211	Ceramics I (3 cr)
NC, CR, TC	ART 185	Printmaking (3-5 cr)	ART 124*	Introduction to Printmaking (3 cr)
NC, TC	ART 195	Jewelry I (3 cr)	ART 106	Jewelry I (3 cr)
NC	ART 213	Introduction to Contemporary Art (3 cr)	ART 265	Introduction to Contemporary Art (3cr)
NC, CR, TC	ART 221	Drawing (3-5 cr)	ART 102*	Drawing II (3 cr)
NC, CR, TC	ART 222	Figure Drawing (3-5 cr)	ART 201	Life Drawing I (3 cr)
NC, CR, TC	ART 235*	Painting (3-5 cr)	ART 232	Painting II (3 cr)
NC, CR, TC	ART 246	Water Color Painting II (3-5 cr)	ART 227	Water Color II (3 cr)
NC, CR	ART 250	Photography II (3-5 cr)	ART 235+	Photography II (3 cr)
NC, TC	ART 260	New Media: Intro to Digital Photography (3 cr)	ART 249	New Media (3 cr)
NC, CR, TC	ART 275	Intermediate Ceramics (3-5 cr)	ART 212	Ceramics II (3 cr)
NC, CR	ART 288	Special Topics in Studio Art (3-5 cr)	ART 299*	Special Topics in Studio Art (1-3 cr)
NC, CR, TC	ART 289	Special Topics in Art (3 cr)	ART 295	Special Topics in Art History (1-3 cr)
TC	ART 295	Special Topics (1-3 cr)	ART 295	Special Topics in Art History (1-3 cr)
NC, CR	ART 297	Independent Study (3 cr)	ART 296	Independent Study (1-3 cr)
NC	ART 298	Introduction to Gallery Practices (3 cr)	ART 209	Introduction to Gallery Practices (3 cr)
NC, CR, TC	ART 299	The Portfolio Emphasis Photography (3-5 cr)	ART 298*	Portfolio Emphasis (1-3 cr)
NC, CR, TC	AUTO 103B	Electrical Systems (3-7 cr)	AUTO 111B	Automotive Electricity (4 cr)
NC, CR, TC	AUTO 121B	Automotive Brake Systems (3-7 cr)	AUTO 145B	Automotive Brakes (5 cr)
NC, CR	AUTO 125B	Steering and Suspension Systems (3-7 cr)	AUTO 150B R	Steering and Suspension Systems (5 cr)
PC, NC, TC	AUTO 155	Small Engine Repair (3 cr)	MT 109	Small Engine Operation and Maintenance (3 cr)
NC, CR	AUTO 219B	Manual Drive Trains And Axles (3-7 cr)	AUTO 205B R	Manual Drive Trains And Axles (4 cr)
NC, CR, TC	AUTO 223B	Engine Performance (3-7 cr)	AUTO 225B R	Engine Performance I (4 cr)
NC, CR, TC	AUTO 225B	Automotive Air Conditioning (3-7 cr)	AUTO 165B	Auto Heating and Air Conditioning (5 cr)



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ACTION	OLD NUMBER	OLD COURSE NAME	NEW/CURRENT	CURRENT/NEW COURSE NAME
NC, CR, TC	AUTO 226B	Auto Transmission and Transaxles (3-7 cr)	AUTO 216B	Automatic Transmission (5 cr)
NC, CR, TC	AUTO 253B	Basic Engine Repair (3-7 cr)	AUTO 136B	Engine Repair (5 cr)
NC, TC	BIOL 123B	Anatomy for Office Personnel (3 cr)	BIOL 200	Elements of Human Anatomy and Physiology (3 cr)
CR	BIOL 190	Introduction to Cell and Molecular Biology (4 cr)	BIOL 190	Introduction to Cell and Molecular Biology (3 cr)
CR	BIOL 191	Introduction to Organismic Biology (4 cr)	BIOL 191	Introduction to Organismic Biology (3 cr)
NC, CR	BIOL 299B	Special Topics in Biology (1-4 cr)	BIOL 299	Special Topics in Biology (1-3 cr)
PC, NC, CR, TC	BTO 100B	Computerized Keyboarding (3 cr)	COT 101B	Computer Keyboarding I (1-3 cr)
PC, TC	BTO 114B	General Medical Office Procedures (3 cr)	COT 114B	General Medical Office Billing (3 cr)
PC	BTO 115B	Computerized Medical Office Billing (3 cr)	COT 115B	Computerized Medical Office Billing (3 cr)
PC, NC, CR, TC	BTO 116B	Medical Transcription (4 cr)	COT 122B	Medical Typing and Transcription (1-4 cr)
PC, NC, CR, TC	BTO 118B	Calculators and Business Applications (3 cr)	COT 110B*	Business Machines (1-3 cr)
PC, NC, CR, TC	BTO 119B	Machine Transcription (3 cr)	COT 111B	Transcribing Machines (1-3 cr)
PC, CR, TC	BTO 123B	Legal Transcription (3 cr)	COT 123B	Legal Typing and Transcription (1-3 cr)
PC, NC	BUS 151B	Small Business Financial Planning & Analysis (3 cr)	FIN 152B	Small Business Financial Planning & Analysis (3 cr)
PC, NC, TC	BUS 155B	Fundamentals of Investing (3 cr)	FIN 115	Introduction to Investments (3 cr)
PC, NC, TC	BUS 161B	Family Financial Planning (3 cr)	FIN 101	Personal Finance (3 cr)
PC, NC	BUS 162B	Retirement Planning (1-3 cr)	FIN 120B	Retirement Planning (1-3 cr)
NC, TC	CE 195B	Employability Skills (3 cr)	CE 201B	Workplace Readiness (3 cr)
PC, NC, CR	CEP 210	Information Technology in Teaching (2 cr)	EDU 204	Information Technology in Teaching (3 cr)
TC	CHEM 100	Elementary Concepts of Chemistry (3 cr)	CHEM 100	Molecules and Life in the Modern World (3 cr)
NC, CR	CHEM 101	General Chemistry I (5 cr)	CHEM 121	General Chemistry I (4 cr)
NC, CR	CHEM 102	General Chemistry II (5 cr)	CHEM 122	General Chemistry II (4 cr)
NC, CR	CHEM 142	Introductory Organic Chemistry (5 cr)	CHEM 220	Introductory Organic Chemistry (4 cr)
PC, NC	CI 160	Introduction to Elementary Education (3 cr)	EDU 201	Introduction to Elementary Education (3 cr)
PC, NC, TC	CI 201	Society, the Student, & the Secondary Schools (3 cr)	EDU 202	Introduction to Secondary Education (3 cr)
PC, NC, TC	CI 210	Education of the Exceptional Child (3 cr)	EDU 203	Introduction to Special Education (3 cr)
PC, NC	CI 211	Characteristics of Students with Mild/Moderate Disabilities (2 cr)	EDU 208	Characteristics of Students with Mild/Moderate Disabilities (2 cr)
PC, NC	CI 212	Exceptional Child Experience (1 cr)	EDU 209	Exceptional Child Experience (1 cr)
PC, NC	CI 260	Classroom Learning Environments (3 cr)	EDU 206	Classroom Learning Environments (3 cr)
PC, NC, TC	CIT 101	Introduction to Management Info Systems (3 cr)	IS 150	Computer Literacy (3 cr) chgd. to IS 101
NC, TC	CIT 111	PC Maintenance (3 cr)	CIT 110	A+ Hardware (3 cr)
NC, TC	CIT 112	PC Operating Systems (3 cr)	CIT 111*	A+ Software (3 cr)
PC, NC, TC	CIT 113	CCNA I (5 cr)	CSCO 120	Cisco Networking Academies I (5 cr)
PC, NC, TC	CIT 114	CCNA II (5 cr)	CSCO 121	Cisco Networking Academies II (5 cr)
PC	CIT 115	Introduction to Programming (3 cr)	IS 115	Introduction to Programming (3 cr)
NC, TC	CIT 121	Basic Programming Language I (3 cr)	CIT 132	Beginning Visual Basic (3 cr)
NC, TC	CIT 131	Introduction to Object-Oriented Programming (3 cr)	CIT 133*	Beginning C++ (3 cr)
NC, TC	CIT 133	C Programming I (3 cr)	CIT 131*	Beginning C Programming (3 cr)
TC	CIT 134	Beginning C# (3 cr)	CIT 134	Beginning C# Programming (3 cr)
TC	CIT 151	HTML and Introductory Scripting (3 cr)	CIT 151	Beginning Web Development (3 cr)
NC, TC	CIT 152	Java Programming I (3 cr)	CIT 130	Beginning Java (3 cr)
NC	CIT 152B*	Web Script Language Programming (3 cr)	CIT 152 R	Web Script Language Programming (3 cr)
TC	CIT 153	Programming in Perl I (3 cr)	CIT 153	Beginning Perl (3 cr)
NC	CIT 161	MCSE I (3-5 cr)	CIT 211	MCSE I (3-5 cr)
NC, TC	CIT 162	MCSE II (3-5 cr)	CIT 213*	MCSE III (3-5 cr)
NC, TC	CIT 163	MCSE III (3-5 cr)	CIT 214*	MCSE IV (3-5 cr)
NC, TC	CIT 181B	Introduction to the Enterprise Database (3 cr)	CIT 181	Introduction to Oracle (3 cr)
NC	CIT 209B	User Support Skills and Technology (3 cr)	CIT 209	User Support Skills and Technology (3 cr)
NC	CIT 210	Computer Troubleshooting for Teachers (1 cr)	CIT 200	Computer Troubleshooting for Teachers (1 cr)





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ACTION	OLD COURSE NAME	NEW COURSE NAME	CURRENT/NEW COURSE NAME
TC	CIT 211	MCSE I (3-5 cr)	Microsoft Networking I (3-5 cr)
TC	CIT 212	MCSE II (3-5 cr)	Microsoft Networking II (3-5 cr)
PC, NC, TC	CIT 213	CCNA III (5 cr)	Cisco Networking Academies III (5 cr)
TC	CIT 213	MCSE III (3-5 cr)	Microsoft Networking III (3-5 cr)
PC, NC, TC	CIT 214	CCNA IV (5 cr)	Cisco Networking Academies IV (5 cr)
TC	CIT 214	MCSE IV (3-5 cr)	Microsoft Networking IV (3-5 cr)
TC	CIT 215	MCSE V (3-5 cr)	Microsoft Networking V (3-5 cr)
NC, TC	CIT 222	Basic Programming Language II (3 cr)	Advanced Visual Basic (3 cr)
NC, TC	CIT 231	Object-Oriented Programming II (3 cr)	Advanced C++ (3 cr)
NC, TC	CIT 233	C Programming II (3 cr)	Advanced C Programming (3 cr)
TC	CIT 234	Advanced C# (3 cr)	Advanced C# Programming (3 cr)
NC, TC	CIT 250	Systems and Procedures Design (3 cr)	Systems Analysis and Design I (3 cr)
NC, TC	CIT 252	Java Programming II (3 cr)	Advanced Java (3 cr)
TC	CIT 255	Web Server Administration (3 cr)	Web Server Administration I (3 cr)
TC	CIT 263R	IT Project Management (3 cr)	Project Management (3 cr)
NC, TC	CIT 274	LAN Systems Management (5 cr)	Novell Network Administration (5 cr)
NC, TC	CIT 275B	Advanced LAN Administration: Novell (5 cr)	Novell Network Install and Design (5 cr)
NC, TC	CIT 277	Current Topics in Networking: Novell (3 cr)	Novell Network Elective (3 cr)
TC	CIT 290	Internship in Computer Information Technology (1-6 cr)	Internship in CIT (1-6 cr)
TC	COM 113	Fundamentals of Speech Communications I (3 cr)	Fundamentals of Speech Communications (3 cr)
NC, TC, CR	CONS 101B	Fundamentals of Construction Technology	Introduction to Construction Technology (3 cr)
PC, NC, TC	CONS 103	Introduction to the Uniform Building Code (3 cr)	Introduction to Building Codes (3 cr)
NC, TC, CR	CONS 104B	Basic Cost Estimating in the Construction Industry (1-4 cr)	Principles of Construction Estimating (3 cr)
PC, NC	CONS 106	Building Code II (3 cr)	Building Code II (3 cr)
PC, NC, TC	CONS 110B	Surveying I (4 cr)	Elementary Surveying (4 cr)
PC, NC, TC	CONS 111B	Surveying II (4 cr)	Advanced Surveying (4 cr)
NC	CONS 121B	Construction Electricity (3 cr)	Construction Electricity (3 cr)
NC, TC	CONS 123B	Blueprint Reading-Construction Technology (3 cr)	Blueprint Reading and Specification (3 cr)
PC, NC, TC, CR	CONS 133	Uniform Plumbing Code (3 cr)	Introduction to Plumbing Codes (2 cr)
TC, CR	CONS 205B	On-Site Construction Technician (1-8 cr)	Construction Site Safety (1-3 cr)
NC, CR	CONS 210B	On-Site Construction Supervisor (1-4 cr)	On-Site Construction Supervisor (3 cr)
TC, CR	CONS 211B	Construction Superintendent: Cost Awareness/Production Control (2 cr)	Construction Cost Control (3 cr)
NC, CR	CONS 212B	Construction Law (2 cr)	Construction Law (2-3 cr)
NC, TC	CONS 213B	Construction Superintendent: Contract Documents (2 cr)	Construction Documents and Specifications (2 cr)
TC	CONS 221	Computerized Estimating (3 cr)	Computerized Estimating II (3 cr)
PC, NC, TC	COT 161B	Microsoft Word MOUS Certification Preparation (2 cr)	Word Certification Preparation (2 cr)
PC, NC, TC	COT 162B	Microsoft Excel MOUS Certification Preparation (2 cr)	Excel Certification Preparation (2 cr)
PC, NC, TC	COT 163B	Microsoft PowerPoint MOUS Certification Preparation (1 cr)	PowerPoint Certification Preparation (1 cr)
PC, NC, TC	COT 164B	Microsoft Access MOUS Certification Preparation (2 cr)	Access Certification Preparation (2 cr)
NC	COT 202	Introduction to Computer Applications (3 cr)	Introduction to Computer Applications (3 cr)
PC	COT 203	Computer Applications (3 cr)	Computer Applications (3 cr) chgd. to IS 201
TC	CPD 116	Substance Abuse-Fund Facts and Insights ( 3 cr)	Substance Abuse-Fundamental Facts and Insights (3 cr)
PC, NC, TC	CPD 122	Success Skills in College (1-3 cr)	Educational, Career and Personal Development (3 cr)
TC	CPD 291	Substance Abuse Counseling Practicum I (3 cr)	Substance Abuse Practicum I (3 cr)
TC	CRJ 155	Juvenile Justice (3 cr)	The Juvenile Justice System (3 cr)
TC	CRJ 162	Basic Investigative Photography (3 cr)	Investigative Photography I (3 cr)
TC	CRJ 164	Principles of Investigation (3 cr)	Introduction to Criminal Investigation (3 cr)
NC, TC	CRJ 298	Special Topics in CRJ (1-3 cr)	Special Topics (1-3 cr)
CR	CUL 100	Sanitation/HACCP (1-2 cr)	Sanitation/HACCP (2 cr)



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NC	CUL 104B	CUL 105	Basic Skills Development (3 cr)
NC	CUL 108B	CUL 108	Understanding Culinary Techniques II (6 cr)
NC	CUL 114B	CUL 114	Buffet Catering (3 cr)
NC, TC	CUL 118	CUL 100	Sanitation/HACCP (1-2 cr)
NC, TC	CUL 120B	CUL 210	American Regional Cuisine (3 cr)
NC	CUL 163	CUL 125	Principles of Baking (3 cr)
NC	CUL 164	CUL 225	Advanced Baking (3 cr)
NC, TC	CUL 171B	CUL 230*	Pastry Arts (3 cr)
NC, TC	CUL 172B	CUL 170	Retail Deli and Bakery (3 cr)
NC	CUL 198B	CUL 198	Special Topics in Culinary Arts (.5-6)
NC, TC	CUL 219	CUL 200	Aromatics/Restaurant Experience (4 cr)
NC	CUL 220B	CUL 220	International Cuisine (3 cr)
PC, NC	CUL 224B	FAB 224	Beers and Wines of the World (3 cr)
NC	CUL 245B	CUL 245	The Business Chef (3 cr)
NC	CUL 273	CUL 130	Garde Manger (3 cr)
NC, TC	CUL 274	CUL 250	The Saucier (3 cr)
NC	CUL 285B	CUL 195	Selected Topics in Culinary Arts (1-6 cr)
NC, TC, CR	CUL 290B	CUL 295	Work Experience in Culinary Arts (1-6 cr)
CR	DFT 100	DFT 100	Basic Drafting Principles (3-4 cr)
PC, NC, CR	DFT 102	CADD 140	Technical Drafting I (3-4 cr)
PC, NC, CR	DFT 103B	CADD 141B	Technical Drafting II (3-4 cr)
NC, CR	DFT 124B	DFT 110B	Blueprint Reading for Industry (3-4 cr)
PC, NC, CR	DFT 131	CADD 100	Introduction to Computer-Aided Drafting (3 cr)
PC, NC, CR	DFT 133	CADD 105	Intermediate Computer-Aided Drafting (3 cr)
PC, TC, CR	DFT 198B	CADD 198B	Special Topics in Drafting (.5-6 cr)
PC, NC, CR	DFT 203B	CADD 142B	Technical Drafting III (3-4 cr)
PC, NC	DFT 225B	CADD 295B	Independent Study (3-6 cr)
PC, NC, CR	DFT 230	CADD 200	Advanced Computer-Aided Drafting (3 cr)
PC, NC, TC, CR	DFT 231	CADD 210B	CADD Project (3-4 cr)
PC, NC, CR	DFT 232	CADD 250	CAD Systems Management (3-4 cr)
PC, NC, CR	DFT 233	CADD 245	Solid Modeling and Parametric Design (3-4 cr)
PC, NC, CR	DFT 235	CADD 255	CAD Customization I (3-4 cr)
PC, NC, CR	DFT 236	CADD 256	CAD Customization II (3-4 cr)
PC, NC, CR, TC	DFT 290B	CADD 290B	Internship in CADD (1-6 cr)
PC, NC, TC, CR	DFT 299B	CADD 299B	Capstone/Assessment (1-3 cr)
PC, NC, TC	DGM 145B	GRC 175	Web Design & Publishing I (3 cr)
PC, NC, TC	DGM 149B	GRC 188	Web Animation and Interactivity (3 cr)
PC, NC, TC	DGM 150B	GRC 179	Multimedia Design and Production (3 cr)
PC, NC, TC	DGM 155B	GRC 185	Computer Animation I (3 cr)
PC, NC, TC	DGM 245B	GRC 275B	Web Design & Publishing II (3 cr)
PC, NC, TC	DGM 250B	GRC 279B	Multimedia Design & Production I (3 cr)
PC, NC, TC	DGM 255B	GRC 285B	Computer Animation II (3 cr)
NC	DH 102B	DH 102	Oral Biology (4 cr)
NC	DH 103B	DH 103	Head and Neck Anatomy (2 cr)
NC	DH 104B	DH 104	Dental Hygiene I (3 cr)
NC	DH 105B	DH 105	Intro to Clinic (2 cr)
NC	DH 107B	DH 107	Legal/Ethical Implications (1 cr)
NC	DH 110B	DH 110	Concepts of Oral Health (2 cr)
NC	DH 112B	DH 112	Oral Radiology (3 cr)



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NC	DH 113B	General and Oral Pathology (3 cr)	DH 113	General and Oral Pathology (3 cr)
NC	DH 115B	Clinical Practice I (3 cr)	DH 115	Clinical Practice I (3 cr)
NC	DH 117B	Periodontics I (2 cr)	DH 117	Periodontics I (2 cr)
NC, TC	DH 117	Periodontics I (2 cr)	DH 118	Advanced Clinical Topics in Dental Hygiene (2 cr)
NC	DH 120B	Fundamentals of Nutrition in Dentistry (3 cr)	DH 120	Fundamentals of Nutrition in Dentistry (3 cr)
NC	DH 202B	Pharmacology (2 cr)	DH 202	Pharmacology (2 cr)
NC	DH 203B	Special Patients (2 cr)	DH 203	Special Patients (2 cr)
NC	DH 205B	Clinical Practice II (5 cr)	DH 205	Clinical Practice II (5 cr)
NC	DH 207B	Periodontics II (2 cr)	DH 207	Periodontics II (2 cr)
NC	DH 208B	Community Health I (2 cr)	DH 208	Community Health I (2 cr)
NC	DH 209B	Pain & Anxiety Control (3 cr)	DH 209	Pain & Anxiety Control (3 cr)
NC	DH 211B	Dental Materials/Technique (2 cr)	DH 211	Dental Materials/Technique (2 cr)
NC	DH 215B	Clinical Practice III (5 cr)	DH 215	Clinical Practice III (5 cr)
NC	DH 216B	Principles of Dental Practice (1 cr)	DH 216	Principles of Dental Practice (1 cr)
NC	DH 217B	Periodontics III (1 cr)	DH 217	Periodontics III (1 cr)
NC, TC	DH 217	Periodontics III (1 cr)	DH 214	Periodontics II (1 cr)
NC	DH 218B	Community Dental Health II (2 cr)	DH 218	Community Dental Health II (2 cr)
PC, TC, CR	DTEC 101B	Basic Diesel Mechanics (1-6 cr)	DT 101B	Basic Diesel Engines (4 cr)
PC, NC, CR	DTEC 108B	Heavy Duty Transmissions and Power Trains (1-6)	DT 106B	Heavy Duty Transmissions and Power Trains (5 cr)
PC, CR	DTEC 110B	Heavy Duty Electrical Systems (1-6 cr)	DT 110B	Heavy Duty Electrical Systems (3 cr)
PC, CR	DTEC 111B	Advanced Diesel Electricity (1-6 cr)	DT 111B	Advanced Diesel Electricity (3 cr)
PC, TC, CR	DTEC 130B	Industrial Hydraulics (1-6 cr)	DT 130B	Heavy Duty Hydraulics (2 cr)
PC	DTEC 198B	Special Topics in DTEC (.5-6 cr)	DT 198B	Special Topics in Diesel Technology (.5-6 cr)
PC, NC, TC, CR	DTEC 200B	Diesel Engines (1-14 cr)	DT 210B	Advanced Diesel Engines (4 cr)
PC, NC, TC, CR	DTEC 210B	Diesel Injection Trouble Shooting (1-6 cr)	DT 202B	Diesel Fuel Systems and Trouble Shooting (5 cr)
PC, CR	DTEC 211B	Light Duty Performance (1-6 cr)	DT 211B	Light Duty Performance (2 cr)
PC, NC, TC, CR	DTEC 232B	Electronic Fuel Injection/B (1-6 cr)	DT 217B	Electronic Fuel Injection II (3 cr)
PC, CR	DTEC 235B	Steering and Suspension (1-5 cr)	DT 235B	Steering and Suspension (2 cr)
PC, NC, TC, CR	DTEC 240B	Brakes (1-7 cr)	DT 201B	Diesel Brakes and Pneumatics (3 cr)
PC, NC, CR	DTEC 245B	Heavy Duty Drive Trains (1-5 cr)	DT 107B	Heavy Duty Drive Trains (5 cr)
PC, CR	DTEC 250B	Preventative Maintenance (1-6 cr)	DT 250B	Preventative Maintenance (2 cr)
PC, TC, CR	DTEC 290B	Internship in Diesel Power Technology I (2 cr)	DT 290B	Internship in Diesel Technology I (.5-6 cr)
TC	ECE 126	Social and Emotional Development in Infant/Toddler (1-3 cr)	ECE 126	Social / Emotional Development for Infants / Toddlers (1-3 cr)
NC, TC	ECE 131	Introduction to Teaching the Young Child (3 cr)	ECE 250	Introduction to Early Childhood Education (3 cr)
TC	ECE 155	Reading Readiness in the Preschool (1 cr)	ECE 155	Literacy and the Young Child (1 cr)
TC	ECE 158	Physical Education in the Preschool Curriculum (1 cr)	ECE 158	Activities for Physical Development in Young Children (1 cr)
TC	ECE 161	Social Studies in the Preschool (1 cr)	ECE 161	Social Studies in the Preschool Curriculum (1 cr)
TC, CR	ECE 231	Practicum Children and Their Families (3-8 cr)	ECE 231	Preschool Practicum: Child Development Lab (1-5 cr)
NC, TC	ECE 234	Preschool Curriculum (3 cr)	ECE 251	Curriculum in Early Childhood Education (3 cr)
TC	ECE 235	Curricula for Young Children with Special Needs (3 cr)	ECE 235	Adapting Curricula for Young Children with Special Needs (3 cr)
CR, NC, TC	ECE 236	Practicum with Infants and Toddlers (2-5 cr)	ECE 232	Practicum: Infant and Toddler (1-5 cr)
NC	ECON 101	Principles of Macroeconomics (3 cr)	ECON 103	Principles of Macroeconomics (3 cr)
PC, NC, TC	ECT 100B	Introduction to Refrigeration (3 cr)	AC 102B	Refrigeration Theory (3 cr)
PC, NC	ECT 101B	Basic Refrigeration Servicing (6 cr)	AC 150B	Basic Refrigeration Servicing (6 cr)
PC, NC, TC, CR	ECT 105B	Commercial Refrigeration Servicing (1-6 cr)	AC 200B	Commercial Refrigeration (6 cr)
PC, NC, TC	ECT 106B	Air Conditioning Servicing (6 cr)	AC 106B	Residential Gas Heating (6 cr)
PC, TC	ECT 198B	Special Topics in Environmental Control Technology (.5-6 cr)	AC 198B	Special Topics in HVAC (.5-6 cr)
PC, NC, TC, CR	ECT 200B	HVAC Systems (3 cr)	AC 205B	HVAC Control Systems (4 cr)
PC, NC	ECT 201B	Boiler Operation and Maintenance (3 cr)	AC 210B	Boiler Operation and Maintenance (3 cr)



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ACTION	OLD COURSE NAME	NEW/CURRENT COURSE NAME
PC, NC, TC, CR	ECT 290B Internship in Refrigeration and Air Conditioning (1-8 cr)	AC 295B Internship HVAC Career (.5-16 cr)
PC, TC, CR	ECT 299B Independent Study Refrigeration/Air Conditioning (1-3 cr)	AC 299B Independent Study in HVAC (1-6 cr)
TC	EDU 211 Introduction to Teaching in an Inclusive Classroom (3 cr)	EDU 211 Introduction to Teaching in Inclusive Classrooms (3 cr)
PC	EDUC 100B Intercultural Communication (2 cr)	EPD 100B Intercultural Communication (2 cr)
PC	EDUC 102B International Careers (2 cr)	EPD 102B International Careers (2 cr)
PC, NC, TC	EDUC 104B Teaching English as a Second Language (3 cr)	EPD 271B ESL Teaching Methods (3 cr)
PC	EDUC 105B Teaching Basic Literacy (2 cr)	EPD 105B Teaching Basic Literacy (2 cr)
PC	EDUC 110B Community College Teaching-Learning (2 cr)	EPD 110B Community College Teaching-Learning (2 cr)
PC, NC, TC	EDUC 198B Special Topics in Education (.5-6 cr)	EPD 295B Special Topics in Educational Professional Development (.5-6 cr)
PC, NC, TC, CR	EMTP 100B Preparamedic (5 cr)	EMS 129B Paramedic Fundamentals (3 cr)
PC, NC, TC, CR	EMTP 102B Foundations of Paramedic Medicine (5 cr)	EMS 165B Pathophysiology for Paramedics (3 cr)
PC, NC, TC, CR	EMTP 104B Airway and Ventilation Management (2 cr)	EMS 145B Essentials of Paramedic Medicine (3 cr)
PC, NC, TC	EMTP 108B Assessment and Management of Trauma (3 cr)	EMS 185B Advanced Emergency Care (3 cr)
PC, NC, TC	EMTP 110B Paramedic Operations (3 cr)	EMS 172B Vehicle Extrication for Paramedics (3 cr)
PC, NC, TC, CR	EMTP 112B Cardiology (5 cr)	EMS 168B Electrophysiology/Electrocardiography (3 cr)
PC, NC, TC, CR	EMTP 113B Cardiology II (3 cr)	EMS 202B Advanced ECG Interpretation (2 cr)
PC, NC	EMTP 114B Advanced Cardiac Life Support (1 cr)	EMS 169B Advanced Cardiac Life Support (1 cr)
PC, NC, TC, CR	EMTP 116B Assessment and Management of Medical Emergencies (6 cr)	EMS 166B Paramedic Technology (4 cr)
PC, NC, TC, CR	EMTP 118B Special Considerations of Patients Through Life-Span (3 cr)	EMS 176B Pediatrics for Paramedics (4 cr)
PC, NC, TC	EMTP 120B Basic Trauma Life Support (1 cr)	EMS 171B Prehospital Trauma Life Support (PHTLS) (1 cr)
PC, NC, TC, CR	EMTP 124B Paramedic Hospital Rotation I (3 cr)	EMS 127B Paramedic Clinical Practice I (2 cr)
PC, NC, TC, CR	EMTP 125B Paramedic Hospital Rotation II (3 cr)	EMS 167B Paramedic Clinical Practice II (2 cr)
PC, NC, TC, CR	EMTP 127B Paramedic Field Rotation I (5 cr)	EMS 173B Paramedic Field Internship (3 cr)
PC, NC, TC	EMTP 132B Assessment Based Management (2 cr)	EMS 220B Advanced Paramedic Skills (2 cr)
NC, TC	ENG 052 Bridge ESL Writing II (3 cr)	ENG 081 D Basic ESL Writing (3 cr)
NC	ENG 081 Basic Skills in Reading (1-3 cr) repeatable to 6 cr	ENG 081 C Basic Skills in Reading (1-3 cr) repeatable to 6 cr
NC, TC	ENG 082 Effective Reading Techniques (1-3 cr) repeatable to 6 cr	ENG 112 C Bridge Reading Skills (1-3 cr) repeatable to 6 cr
NC, CR	ENG 103 Bridge ESL Writing (3 cr)	ENG 112 D Bridge ESL Writing (3 cr) repeatable to 6 cr
TC	ENG 112 A Bridge ESL Listening (3cr)	ENG 112 A ESL Listening Skills (3 cr)
TC	ENG 112 C Bridge Reading Skills (3 cr)	ENG 112 C ESL Reading Skills (3 cr)
TC	ENG 112 D Bridge ESL Writing (3 cr)	ENG 112 D ESL Composition (3 cr)
TC	ENG 114 Composition II for Non-Native English Speakers (3 cr)	ENG 114 Composition II for International Students (3 cr)
TC	ENV 130 Control of Environmental Pollution (3 cr)	ENV 130 Fundamentals of Environmental Pollution: Concepts and Methods
NC	ENV 206 Sampling, Analysis, Treatment and Disposal (3 cr)	ENV 203 R Sampling, Analysis, Treatment and Disposal (3 cr)
NC	ENV 290B Internship in Environmental Studies (1-8 cr)	ENV 290 Internship in Environmental Studies (1-8 cr)
TC	ENV 292 Community Environmental Problems (3 cr)	ENV 292 Nevada Environmental Problems (3 cr)
NC	ENV 299B Special Topics in Environmental Studies (.5-3 cr)	ENV 299 Special Topics in Environmental Studies (.5-3 cr)
NC, TC, CR	ET 111B Thru Hole Assembly and Repair (2 cr)	ET 104B R Fabrication and Soldering Techniques (.5-6 cr)
NC, TC	ET 112B DC and Semiconductors (4 cr)	ET 131B R DC for Electronics (4 cr)
NC	ET 113B Surface Mount Assembly and Repair (2 cr)	ET 204B Surface Mount Assembly and Repair (2 cr)
NC, TC	ET 114B AC and Semiconductors (4 cr)	ET 132B R AC for Electronics (4 cr)
NC	ET 280B Digital Electronics (4 cr)	ET 210B Digital Electronics (4 cr)
PC	FS 101B Introduction to Fire Protection (3 cr)	FT 101B Introduction to Fire Protection (3 cr)
PC, NC, TC	FS 111B Fire Administration I (3 cr)	FT 291B Fire Administration (3 cr)
PC, TC	FS 121B Fire Prevention (3 cr)	FT 121B Fire Prevention I (3cr)
PC, TC	FS 125B Building Construction for Fire Protection (3 cr)	FT 125B Building Construction I (3 cr)
PC, NC	FS 127B Firefighter Safety and Survival (1 cr)	FT 208B Firefighter Safety and Survival (1 cr)
PC	FS 131B Hazardous Materials (3 cr)	FT 131B Hazardous Materials (3 cr)
PC, NC	FS 160B Entry Level Firefighter (3 cr)	FT 102B Entry Level Firefighter (3 cr)





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PC, NC	FS 161B	Basic Firefighter (3 cr)	FT 103B	Basic Firefighter (3 cr)
PC, NC	FS 162B	Nevada Firefighter I (3 cr)	FT 104B	Nevada Firefighter I (3 cr)
PC, NC, TC	FS 233B	Related Codes and Ordinances (3 cr)	FT 122B	Codes/Ordinances I (3 cr)
PC, NC, TC	FS 235B	Fire Hydraulics (3 cr)	FT 151B	Fire Service Hydraulics I (3 cr)
PC, NC, TC	FS 237B	Fire Apparatus and Equipment (3 cr)	FT 150B	Apparatus and Equipment (3 cr)
PC	FS 243B	Firefighting Tactics and Strategy (3 cr)	FT 243B	Firefighting Tactics and Strategy (3 cr)
PC, NC, TC	FS 244B	Fire Service Inspection and Investigation (3 cr)	FT 120B	Prevention, Investigation I (3 cr)
PC, NC, TC	FS 245B	Arson Investigation (3 cr)	FT 126B	Fire Cause Determination (3 cr)
PC, NC, TC	FS 247B	Emergency Rescue Practices I (3 cr)	FT 160B	Rescue Awareness (3 cr)
PC, NC, TC	FS 248B	Aircraft Crash and Rescue (3 cr)	FT 145B	Aviation Emergencies (3 cr)
PC, NC, TC	FS 249B	Fire Protection Equipment and Systems (3 cr)	FT 224B	Fire Protection Systems (3 cr)
PC, NC	FS 250B	Firefighter I (6 cr)	FT 204B	Firefighter I (6 cr)
PC, NC, TC	FS 251B	Introduction to Wildland Fire Control (3 cr)	FT 110B	Basic Wildland Firefighting (3 cr)
PC, NC, TC	FS 252B	Intermediate Wildland Fire Control (3 cr)	FT 218B	Intermediate Fire Behavior, S-290, 390
PC, NC, CR	FS 290B	Internship in the Fire Service (1-8 cr)	FT 109B	Internship in the Fire Service (1-6 cr)
TC, CR	GEOL 101	Physical Geology (5 cr)	GEOL 101	Geology: Exploring Planet Earth (4 cr)
TC	GEOL 102	Historical Geology (4 cr)	GEOL 102	Earth and Life Through Time (4 cr)
NC, CR	GEOL 290B	Internship in Geology (1-8 cr)	GEOL 290	Internship in Geology (1-3 cr)
NC	GER 203	Second Year German I (3 cr)	GER 211	Second Year German I (3 cr)
NC	GER 204	Second Year German II (3 cr)	GER 212	Second Year German II (3 cr)
CR	GRC 101	Introduction to Graphic Communications (2 cr)	GRC 101	Introduction to Graphic Communications (2-3 cr)
NC, CR	GRC 103B	Introduction to Computer Graphics (2 cr)	GRC 103	Introduction to Computer Graphics (2-3 cr)
NC, TC	GRC 107B	Design Fundamentals I (3 cr)	GRC 107	Design Fundamentals (3 cr)
TC, CR	GRC 108B	Design Fundamentals / Color Theory (2 cr)	GRC 108B	Design Fundamentals II (3 cr)
NC, TC	GRC 108B	Design Fundamentals II (3 cr)	GRC 109	Color and Design (3 cr)
TC	GRC 110B	Rendering Techniques (3 cr)	GRC 110B	Rendering and Illustration (3 cr)
TC, CR	GRC 118	Fundamental of Computer Graphics for Print Media (2 cr)	GRC 118	Computer Graphics/Print Media (2-3 cr)
TC, CR	GRC 119	Fundamentals of Computer Graphics for Digital Media (2 cr)	GRC 119	Computer Graphics/Digital Media (2-3 cr)
CR	GRC-294B	Professional Portfolio (2 cr)	GRC-294B	Professional Portfolio (1-3 cr)
TC	HDFS 232	Diversity in Young Children (3 cr)	HDFS 232	Diversity in Children (3 cr)
TC	HIST 211	Asian History I (3 cr)	HIST 211	History of East Asia I (3 cr)
TC	HIST 212	Asian History II (3 cr)	HIST 212	History of East Asia II (3 cr)
TC	HIST 225	U.S. Involvement in Vietnam (3 cr)	HIST 225	Introduction to the Vietnam War (3 cr)
TC	HIST 227	History of Latin American Culture (3 cr)	HIST 227	Introduction to Latin American History and Culture I (3 cr)
TC	HIST 247	History of the Mexican Nation (3 cr)	HIST 247	Introduction to the History of Mexico (3 cr)
TC	HIST 248	The American Civil War (3 cr)	HIST 248	Introduction to the American Civil War (3 cr)
TC	HIST 294	African American History: 1619 to Present (3 cr)	HIST 294	Introduction to African American History II (3 cr)
PC, NC, TC, CR	IMT 110B	Introduction to Industrial Electricity (1-6 cr)	MT 102B	Fundamentals of Industrial Electricity (3-4 cr)
PC, NC, TC, CR	IMT 120B	Electrical Control Systems (3 cr)	ELM 127B	Introduction to AC Controls (2.5-3 cr)
PC, NC, CR	IMT 140B	Electric Motors and Drives (1-6 cr)	ELM 129B	Electric Motors and Drives (3 cr)
PC, NC, TC, CR	IMT 208B	Hydraulics (3 cr)	MT 160B	Hydraulic Power (3-6 cr)
PC, NC	IMT 209B	Pneumatic Systems (2 cr)	MT 111B	Pneumatic Systems (2 cr)
PC, NC, TC, CR	IMT 210B	Programmable Logic Controllers (1-6 cr)	ELM 134B	Programmable Logic Controllers I (2-4 cr)
PC, NC, TC, CR	IMT 220B	Programmable Logic Controllers (PLC II) (1-6 cr)	ELM 136B	Programmable Logic Controllers II (2-4 cr)
PC, NC, CR	IMT 233B	Introduction to Instrumentation (1-4 cr)	ELM 233	Introduction to Instrumentation (3 cr)
PC, TC	IMT 290B	Internship in IMT (1-8 cr)	MT 290B	Internship in Mechanical Technology (1-8 cr)
NC, TC	IS 150	Computer Literacy (3 cr)	IS 101	Introduction to Information Systems (3 cr)
NC	IS 203	Computer Applications (3 cr)	IS 201	Computer Applications (3 cr)
NC, TC, CR	ITAL 101	Introduction to Italian I (3 cr)	ITAL 113	Elementary Italian I (4 cr)





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NC, TC, CR	ITAL 102 Introduction to Italian II (3 cr)	ITAL 114	Elementary Italian II (4 cr)
NC	ITAL 103B Intermediate Italian I (3 cr)	ITAL 213	Intermediate Italian I (3 cr)
NC	ITAL 104B Intermediate Italian II (3 cr)	ITAL 214	Intermediate Italian II (3 cr)
NC, TC	JOUR 201 Media Writing (3cr)	JOUR 102	News Reporting and Writing (3 cr)
PC, NC	LAW 262 Legal Writing (3 cr)	LAW 259	Legal Writing (3 cr)
NC	LAW 266B Legal Office Basics (3 cr)	LAW 268B	Legal Office Basics (3 cr)
PC	MATH 152 Introduction to Statistics (3 cr)	STAT 152	Introduction to Statistics (3 cr)
TC	MATH 190B Math for Electronics (3 cr)	MATH 190B	Mathematics for Electronics Applications (3 cr)
TC	MHDD 102 Medical Component MHDD (1 cr)	MHDD 102	Medical Component (1 cr)
TC, CR	MHDD 105 Aggressive Behavior Intervention (1 cr)	MHDD 105	Conflict Prevention and response Training (2 cr)
TC	MHDD 106 The Teaching Role and Active Treatment (1 cr)	MHDD 106	Teaching and Active Treatment (1 cr)
TC	MHDD 107 Understanding Psychopharmacology (2 cr)	MHDD 107	Medication Fundamentals (2 cr)
TC	MIL 101 Introduction to Military Science (2 cr)	MIL 101	Leadership and Personal Development (2 cr)
TC	MIL 102 Basic Leadership and Organization (2 cr)	MIL 102	Introduction to Tactical Leadership (2 cr)
TC	MIL 201 Military Topography and Orienteering (2 cr)	MIL 201	Innovative Team Leadership (2 cr)
TC	MIL 202 Small Unit Leadership Techniques (2 cr)	MIL 202	Foundations of Tactical Leadership (2 cr)
NC, TC	MKT 130 Intro to Marketing (3 cr)	MKT 210	Marketing Principles (3 cr)
NC, TC, CR	MKT 290 Internship in Marketing (1-8 cr)	MKT 295	Internship (1-3 cr)
PC	MO 102 Basic Leadership & Organization (2 cr)	MIL 102	Basic Leadership & Organization (2 cr)
PC	MO 110B Basic Military Training (3 cr)	MIL 110B	Basic Military Training (3 cr)
PC	MO 181 Physical Conditioning (2 cr)	MIL 181	Physical Conditioning (2 cr)
PC	MO 198B Special Topics: Military Occupations (0.5 - 6 cr)	MIL 198B	Special Topics: Military Occupations (0.5 - 6 cr)
PC	MO 201 Military Topography & Orienteering (2 cr)	MIL 201	Military Topography & Orienteering (2 cr)
PC	MO 204 Summer Basic (2 cr)	MIL 204	Summer Basic (2 cr)
PC, NC	MO 205 Small Unit Leadership Techniques (2 cr)	MIL 202	Small Unit Leadership Techniques (2 cr)
PC	MS 101 Introduction to Military Science (2 cr)	MIL 101	Introduction to Military Science (2 cr)
PC	MS 202 Small Unit Leadership Techniques (2 cr)	MIL 202	Small Unit Leadership Techniques (2 cr)
PC	MS 203 Basic Topics in Leadership Skills (1-2 cr)	MIL 203	Basic Topics in Leadership Skills (1-2 cr)
PC, NC	MTL 100B Basic Metals (3 cr)	WELD 101B	Basic Metals (3 cr)
PC, NC, TC	MTL 163B Welding for Art I (3 cr)	WELD 111B	Beginning Welding for Art (3 cr)
PC, NC, CR	MTL 164B Machine Shop I (2-6 cr)	MTT 105B	Machine Shop I (3 cr)
PC, NC, CR	MTL 166B Machine Shop II (2-6 cr)	MTT 110B	Machine Shop II (3 cr)
PC, NC, TC, CR	MTL 170B Metallurgy and Materials (2-6 cr)	MTT 150B	Metallurgy I (3 cr)
PC, NC, TC, CR	MTL 172B Quality Assurance & Problem Solving for Machinists (2-6 cr)	MTT 140B	Inspection Techniques (3 cr)
PC, TC	MTL 198B Special Topics in Metals (-5-6 cr)	WELD 198B	Special Topics in Welding (-5-6 cr)
PC, NC, CR	MTL 212 Welding I (1-6 cr)	WELD 211	Welding I (3 cr)
PC, NC, CR	MTL 213 Welding II (1-6 cr)	WELD 221	Welding II (3 cr)
PC, NC, CR	MTL 217B Welding III (1-6 cr)	WELD 231B	Welding III (3 cr)
PC, NC, CR	MTL 218B Welding IV (1-6 cr)	WELD 241B	Welding IV (3 cr)
PC	MTL 229B Independent Study (1-6 cr)	WELD 225B	Independent Study (1-6 cr)
NC, TC	MTL 240B Welding and Art (4 cr)	MTL 163B	Welding for Art I (4 cr) chgd to WELD 111B
PC, NC, TC	MTL 263B Welding for Art II (4 cr)	WELD 121B	Advanced Welding for Art (4 cr)
PC, TC	MTL 290B Internship in Metal (1-8 cr)	WELD 290B	Internship in Welding (1-8 cr)
PC, NC, CR	MTL 291B Welding I Practice (1-6 cr)	WELD 212B	Welding I Practice (2 cr)
PC, NC, CR	MTL 292B Welding II Practice (1-6 cr)	WELD 222B	Welding II Practice (2 cr)
PC, NC, CR	MTL 293B Welding III Practice (1-6 cr)	WELD 232B	Welding III Practice (2 cr)
PC, NC, CR	MTL 294B Welding IV Practice (1-6 cr)	WELD 242B	Welding IV Practice (2 cr)
PC, NC, TC, CR	MTL 296B AWS Code Preparation (1-6 cr)	WELD 250B	Welding Certification Preparation (1-12 cr)
PC, NC	MTT 145B Quality Control (3 cr)	MPT 140B	Quality Control (3 cr)



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PC, TC, CR	MTT 150B	Metallurgy (3 cr)	MT 150B	Material Science (3-4 cr)
PC, NC	MTT 185B	Automated Production Concepts I (3 cr)	MPT 110B	Automated Production Concepts I (3 cr)
PC, NC	MTT 285B	Automated Production Concepts II (3 cr)	MPT 120B	Automated Production Concepts II (3 cr)
PC, NC, CR	MTT 286B	Automated Production Concepts III (2 cr)	MPT 130B	Automated Production Concepts III (3 cr)
TC	MUS 101	Music Fundamentals and Ear Training (3 cr)	MUS 101	Music Fundamentals (3 cr)
NC, TC	MUS 104	Guitar Class (2cr)	MUS 107	Guitar Class I (2cr)
PC, NC, TC	MUS 112	College Singers (1 cr)	MUSE 101	Concert Choir (1 cr)
PC, NC	MUS 117	Concert Band (1 cr)	MUSE 111	Concert Band (1 cr)
PC, NC	MUS 119	Orchestra (1 cr)	MUSE 123	Orchestra (1 cr)
CR	MUS 121	Music Appreciation (2-3 cr)	MUS 121	Music Appreciation (3 cr)
NC, TC	MUS 123	Music History I (3 cr)	MUS 225	Introduction to Music History I (3 cr)
NC, TC	MUS 124	Music History II (3 cr)	MUS 226	Introduction to Music History II (3 cr)
PC, NC, TC, CR	MUS 151	Piano (1 cr)	MUSA 129	Piano-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 153	Voice (1 cr)	MUSA 145	Voice-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 153	Voice (1 cr)	MUSA 147	Voice for MUS THTR Maj-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 155	Brass Instruments (1 cr)	MUSA 121	Horn-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 155	Brass Instruments (1 cr)	MUSA 135	Trombone-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 155	Brass Instruments (1 cr)	MUSA 137	Trumpet-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 155	Brass Instruments (1 cr)	MUSA 139	Tuba-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 157	Woodwind Instruments (1 cr)	MUSA 103	Bassoon-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 157	Woodwind Instruments (1 cr)	MUSA 107	Clarinet-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 157	Woodwind Instruments (1 cr)	MUSA 113	Flute-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 157	Woodwind Instruments (1 cr)	MUSA 123	Oboe-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 157	Woodwind Instruments (1 cr)	MUSA 131	Saxophone-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 159	String Instruments (1 cr)	MUSA 101	Bass-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 159	String Instruments (1 cr)	MUSA 105	Cello-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 159	String Instruments (1 cr)	MUSA 141	Viola-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 159	String Instruments (1 cr)	MUSA 143	Violin-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 161	Percussion (1 cr)	MUSA 109	Drum Set-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 161	Percussion (1 cr)	MUSA 127	Percussion-Lower Division (1-2 cr)
PC, NC, TC, CR	MUS 165	Guitar (1 cr)	MUSA 115	Guitar-Lower Division (1-2 cr)
PC, NC	MUS 175	Jazz Ensemble (1 cr)	MUSE 131	Jazz Ensemble (1 cr)
NC	MUS 198	Special Topics in Music (.5-6 cr)	MUS 299B	Special Topics in Music (.5-6 cr)
NC, TC, CR	MUS 207	Theory I (4 cr)	MUS 203	Music Theory I (3 cr)
NC, TC	MUS 207R	Theory III (3 cr)	MUS 207E	Music Theory III (3 cr)
NC, TC, CR	MUS 208	Theory II (4 cr)	MUS 204	Music Theory II (3 cr)
NC, TC	MUS 208R	Theory IV (3 cr)	MUS 208E	Music Theory IV (3 cr)
NC, TC, CR	MUS 271	Advanced Theory I (4 cr)	MUS 207R	Theory III (3 cr)
NC, TC, CR	MUS 272	Advanced Theory II (4 cr)	MUS 208R	Theory IV (3 cr)
TC	NUTR 243	Diet Therapy (3 cr)	NUTR 243	Medical Nutrition Therapy for Dietetic Technicians I (3 cr)
TC	PHIL 207	Introduction to Political Philosophy (3 cr)	PHIL 207	Introduction to Social and Political Philosophy (3 cr)
NC, TC	PHIL 296	Philosophy of India (3 cr)	PHIL 225	Introduction to Indian Philosophy (3 cr)
CR	PHYS 151	General Physics I (5 cr)	PHYS 151	General Physics I (4 cr)
CR	PHYS 152	General Physics II (5 cr)	PHYS 152	General Physics II (4 cr)
NC	PHYS 201	Physics for Scientists and Engineers I (3 cr)	PHYS 180	Physics for Scientists and Engineers I (3 cr)
NC	PHYS 202	Physics for Scientists and Engineers II (3 cr)	PHYS 181	Physics for Scientists and Engineers II (3 cr)
NC	PHYS 204	Physics for Scientists and Engineers Lab I (1 cr)	PHYS 180L	Physics for Scientists and Engineers Lab I (1 cr)
NC	PHYS 205	Physics for Scientists and Engineers Lab II (1 cr)	PHYS 181L	Physics for Scientists and Engineers Lab II (1 cr)
NC	PHYS 290B	Internship in Physics (1-8 cr)	PHYS 290	Internship in Physics (1-8 cr)



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PC, TC	PSC 103	Principles of American Constitutional Government (3 cr)	PSC 101	Introduction to American Politics (3 cr)
TC	PSY 299	Special Problems in Psychology (1 cr)	PSY 299	Special Topics (1 cr)
TC	RE 101	Real Estate Principles I (3 cr)	RE 101	Real Estate Principles (3 cr)
TC	RE 103	Real Estate Principles II (3 cr)	RE 103	Real Estate Law and Practice (3 cr)
TC	RE 205B	Real Property Management (3 cr)	RE 205B	Real Estate Management (3 cr)
TC	READ 135	Improvement of College Reading Skills (1-3 cr)	READ 135	College Reading Strategies (1-3 cr)
PC, NC, TC	RPED 105	Jazz Dance: Musical Theater (1 cr)	DAN 132	Jazz Dance (Beginning) (1 cr)
PC, NC, CR	RPED 110	Modern Dance, Beginning (2 cr)	DAN 138	Modern Dance, Beginning (1 cr)
PC, NC, TC, CR	RPED 135	Tennis, Beginning (2 cr)	PEX 127	Tennis (1 cr)
PC, NC, CR	RPED 136	Tennis, Intermediate (2 cr)	PEX 127A	Tennis, Intermediate (1 cr)
PC, NC, CR	RPED 137	Tennis, Advanced (2 cr)	PEX 127B	Tennis, Advanced (1 cr)
PC, NC, TC	RPED 138	Volleyball, Beginning (1 cr)	PEX 129	Volleyball (1 cr)
PC, NC	RPED 139	Volleyball, Intermediate/Advanced (1 cr)	PEX 129A	Volleyball, Intermediate/Advanced (1 cr)
PC, NC, TC, CR	RPED 149	Fencing, Beginning (2 cr)	PEX 155	Fencing (1 cr)
PC, NC, CR	RPED 151	Fencing, Intermediate/Advanced (2 cr)	PEX 155A	Fencing, Intermediate/Advanced (1 cr)
PC, NC, CR	RPED 152	Karate (2 cr)	PEX 143	Karate (1 cr)
PC, NC, CR	RPED 153	Karate, Intermediate/Advanced (2 cr)	PEX 143A	Karate, Intermediate/Advanced (1 cr)
PC, NC, CR	RPED 156	Ballet, Beginning (2 cr)	DAN 135	Ballet, Beginning (1 cr)
PC, NC, TC, CR	RPED 157	Ballet, Intermediate/Advanced (2 cr)	DAN 235	Ballet, Intermediate (1 cr)
PC, NC, TC, CR	RPED 160	Golf, Beginning (2 cr)	PEX 117	Golf (1 cr)
PC, NC, CR	RPED 161	Golf, Intermediate (2 cr)	PEX 117A	Golf, Intermediate (1 cr)
PC, CR	RPED 169	Yoga (2 cr)	PEX 169	Yoga (1 cr)
PC, NC, TC, CR	RPED 174	Rhythmic Aerobics (2 cr)	PEX 170	Aerobics (1 cr)
PC, NC, CR	RPED 178	Slimnastics and Weight Control (3 cr)	PEX 207	Slimnastics and Weight Control (2 cr)
PC, NC, TC, CR	RPED 180	Body Contour and Conditioning (2 cr)	PEX 172	Body Contouring and Conditioning (1 cr)
PC, NC, CR	RPED 198B	Special Topics (.5-6 cr)	PEX 199	Special Topics (1 cr)
PC, NC, TC, CR	RPED 212	Modern Dance: Advanced (2 cr)	DAN 238	Modern Dance Intermediate (1 cr)
PC, NC, TC	RT 100B	Introduction to Radiography (.5 cr)	RAD 090B	Exploration of Radiology (.5 cr)
PC, NC	RT 102B	Medical Ethics (1 cr)	RAD 103B	Medical Ethics (1 cr)
PC	RT 110B	Fundamentals of Clinical Radiography I (1 cr)	RAD 110B	Fundamentals of Clinical Radiography I (1 cr)
PC	RT 112B	Patient Care and Medical Terminology (2 cr)	RAD 112B	Patient Care and Medical Terminology (2 cr)
PC	RT 116B	Radiography I (3 cr)	RAD 116B	Radiography I (3 cr)
PC	RT 118B	Radiology Physics and Circuitry (3 cr)	RAD 118B	Radiology Physics and Circuitry (3 cr)
PC	RT 124B	Radiographic Photography and Techniques (3 cr)	RAD 124B	Radiographic Photography and Techniques (3 cr)
PC	RT 125B	Clinical Radiography I (2 cr)	RAD 125B	Clinical Radiography I (2 cr)
PC	RT 126B	Radiography II (3 cr)	RAD 126B	Radiography II (3 cr)
PC	RT 128B	Imaging Equipment (3 cr)	RAD 128B	Imaging Equipment (3 cr)
PC	RT 198B	Special Topics Radiologic Technology (.5-6 cr)	RAD 198B	Special Topics Radiologic Technology (.5-6 cr)
PC	RT 220B	Clinical Radiography II (3 cr)	RAD 220B	Clinical Radiography II (3 cr)
PC	RT 230B	Clinical Radiography III (3 cr)	RAD 230B	Clinical Radiography III (3 cr)
PC	RT 236B	Radiographic Contrast Routine Exams (3 cr)	RAD 236B	Radiographic Contrast Routine Exams (3 cr)
PC	RT 238B	Radiation Safety and Protection (2 cr)	RAD 238B	Radiation Safety and Protection (2 cr)
PC	RT 242B	Radiography Quality Management (1 cr)	RAD 242B	Radiography Quality Management (1 cr)
PC	RT 244B	Diagnostic and Therapeutic Radiation (2 cr)	RAD 244B	Diagnostic and Therapeutic Radiation (2 cr)
PC	RT 245B	Clinical Radiography IV (3 cr)	RAD 245B	Clinical Radiography IV (3 cr)
PC	RT 247B	Radiographic Quality Control (1 cr)	RAD 247B	Radiographic Quality Control (1 cr)
PC	RT 250B	Clinical Radiography V (3 cr)	RAD 250B	Clinical Radiography V (3 cr)
PC	RT 259B	Seminar in Radiography (2 cr)	RAD 259B	Seminar in Radiography (2 cr)
PC	RT 280B	Review of Concepts in Radiography (1-6 cr)	RAD 280B	Review of Concepts in Radiography (1-6 cr)



**TMCC COMMON COURSE NUMBERING CHANGES**  
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ACTION	OLD NUMBER	OLD COURSE NAME	NEW COURSE NAME
PC	RT 285B	Independent Study in Radiology (.5-6 cr)	RAD 285B Independent Study in Radiology (.5-6 cr)
PC, CR	RT 290B	Internship in Radiologic Technology (1-12 cr)	RAD 290B Internship in Radiologic Technology (1-6 cr)
PC, NC	SOL 100B	Introduction to Solar Energy (3 cr)	ENRG 130 Introduction to Solar Energy (3 cr)
NC	SPAN 203	Second Year Spanish I (3 cr)	SPAN 211 Second Year Spanish I (3 cr)
NC	SPAN 204	Second Year Spanish II (3 cr)	SPAN 212 Second Year Spanish II (3 cr)
PC	SPTH 108	Introduction to Playwriting (3 cr)	THTR 108 Introduction to Playwriting (3 cr)
PC	SPCM 113	Fundamentals of Speech I (3 cr)	COM 113 Fundamentals of Speech I (3 cr)
PC	SPCM 135	Group Communication (3 cr)	COM 135 Group Communication (3 cr)
PC, TC	SPTH 112	Voice Class I (3 cr)	THTR 112 Beginning Singing for the Actor (3 cr)
PC	SPTH 113	Fundamentals of Speech I (3 cr)	SPCM 113 Fundamentals of Speech I (3 cr)
PC	SPTH 116	Dance Styles: Musical Theater (1-2 cr)	THTR 116 Dance Styles: Musical Theater (1-2 cr)
PC	SPTH 122	Creative Drama (3 cr)	THTR 122 Creative Drama (3 cr)
PC, NC, TC	SPTH 130	Fundamentals of Acting I (3 cr)	THTR 105 Introduction to Acting I (3 cr)
PC, NC, TC	SPTH 131	Fundamentals of Acting II (3 cr)	THTR 205 Introduction to Acting II (3 cr)
PC, NC, TC	SPTH 132	Theater Workshop	THTR 206 Theater Workshop: Acting III (3 cr)
PC	SPTH 133	Fundamentals of Directing (3 cr)	THTR 133 Fundamentals of Directing (3 cr)
PC	SPTH 135	Group Communications (3 cr)	SPCM 135 Group Communications (3 cr)
PC, NC, TC	SPTH 140	Introduction to Technical Theater I (3 cr)	THTR 204 Theater Technology (3 cr)
PC	SPTH 145	The Business of the Performing Arts (3 cr)	THTR 145 The Business of the Performing Arts (3 cr)
PC	SPTH 160	Television Production I (3 cr)	THTR 160 Television Production I (3 cr)
PC	SPTH 161	Television Production II (3 cr)	THTR 161 Television Production II (3 cr)
PC	SPTH 180	Cinema as Art and Communication (3 cr)	THTR 180 Cinema as Art and Communication (3 cr)
PC, TC	SPTH 198B	Special Topics in Speech and Theater (.5-6 cr)	THTR 198B Special Topics in Speech and Theater (.5-6 cr)
PC, NC	SPTH 200	Introduction to Theater (3 cr)	THTR 100 Introduction to Theater (3 cr)
PC, NC	SPTH 205	Theater Practicum (1-6 cr)	THTR 209 Theater Practicum (1-6 cr)
PC, NC	SPTH 206	Musical Theater (3 cr)	THTR 175 Musical Theater (3 cr)
PC	SPTH 210	Theater: A Cultural Context (3 cr)	THTR 210 Theater: A Cultural Context (3 cr)
PC	SPTH 221	Interpretation (3 cr)	THTR 221 Interpretation (3 cr)
PC	SPTH 224	Introduction to Gay Plays (3 cr)	THTR 224 Introduction to Gay Plays (3 cr)
PC	SPTH 225B	Drama in Performance (1 cr)	THTR 225B Drama in Performance (1 cr)
PC	SPTH 231	Children's Theater (3 cr)	THTR 231 Children's Theater (3 cr)
PC, NC, TC	SPTH 234	Laboratory Theater: Acting (3 cr)	THTR 207 Laboratory Theater: Acting IV (3 cr)
PC	SPTH 235	Acting for the Camera (3 cr)	THTR 235 Acting for the Camera (3 cr)
PC	SPTH 245	Stage Movement and Stage Combat (3 cr)	THTR 245 Stage Movement and Stage Combat (3 cr)
PC	SPTH 252	Play Structure and Analysis (3 cr)	THTR 252 Play Structure and Analysis (3 cr)
PC	SPTH 253	Classical and Neo-Classical Theatrical Literature (3 cr)	THTR 253 Classical and Neo-Classical Theatrical Literature (3 cr)
PC	SPTH 255	20th Century Theatrical Literature (3 cr)	THTR 255 20th Century Theatrical Literature (3 cr)
PC	SPTH 258	Theater Experience and Travel (1-2 cr)	THTR 258 Theater Experience and Travel (1-2 cr)
PC, NC, TC	SPTH 260	Theater Speech (3 cr)	THTR 200 Introduction to Stage Voice I (3 cr)
PC	SPTH 290B	Internship in Speech and Theater (1-8 cr)	THTR 290B Internship in Speech and Theater (1-8 cr)
PC	SPTH 295	Independent Study: Theater (1-3 cr)	THTR 295 Independent Study: Theater (1-3 cr)
TC	THTR 198	Special Topics Speech and Theater (.5-6 cr)	THTR 198 Special Topics in Theater (.5-6 cr)
TC	VETT 110B	Clinical Anatomy and Physiology (4 cr)	VETT 110B Comparative Animal Anatomy and Physiology I (4 cr)
CR	VETT 125B	Veterinary Office Management (2 cr)	VETT 125B Veterinary Office Management (1 cr)
TC	VETT 208	Laboratory Animal Science (2 cr)	VETT 208 Lab Animal Science and Exotics (2 cr)
PC, NC, TC	WF 211B	Portable Pumps and Water Use (1 cr)	FT 111B Portable Pumps, S-211 (1 cr)
PC, NC, TC	WF 212B	Power Saws (1 cr)	FT 112B Power Saws, S-212 (1 cr)
PC, NC, TC	WF 230B	Crew Boss (1 cr)	FT 115B Crew Boss, S-230 (1 cr)
PC, NC, TC	WF 231B	Engine Boss (1 cr)	FT 116B Engine Boss, S-230 (1 cr)



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ACTION	OLD NUMBER	OLD COURSE NAME	NEW/CURRENT	CURRENT/NEW COURSE NAME
PC, NC, TC	WF 232B	Dozer Boss (1 cr)	FT 117B	Dozer Boss, S-232 (1 cr)
PC, NC, TC	WF 234B	Firing Methods and Procedures (1 cr)	FT 118B	Firing Methods, S-234 (1 cr)
PC, NC, TC	WF 236B	Wildland Fire Strategies and Tactics (3 cr)	FT 146B	Wildland Tactics and Strategy I (3 cr)
PC, NC, TC	WF 270B	Basic Air Operations (1 cr)	FT 113B	Basic Air Ops, S-270 (1 cr)
PC, NC, TC	WF 295B	Fire Ecology and Ecosystem Management (3 cr)	FT 212B	Fire and Ecology (3 cr)
PC	WS 101	Introduction to Women's Studies (3 cr)	WMST 101	Introduction to Women's Studies (3 cr)
PC, TC	WT 201	Foundations of Western Culture (3 cr)	CH 201	Ancient and Medieval Cultures (3 cr)
PC	WT 202	The Modern World (3 cr)	CH 202	The Modern World (3 cr)
PC	WT 203	American Experiences and Constitutional Change (3 cr)	CH 203	American Experiences and Constitutional Change (3 cr)



# D Course Descriptions

## ACCOUNTING

<b>ACC 105</b>	<b>Taxation for Individuals</b>	1.00 - 3.00
Prerequisite: None		
Income, expenses, exclusions, deductions and credits. Emphasis on the preparation of individual income tax returns. This course is transferable as an elective to UNR.		
<b>ACC 135</b>	<b>Bookkeeping I</b>	3.00
Prerequisite: None		
An introductory course for those without previous study in bookkeeping or accounting. Includes the purpose and nature of accounting, measuring business income, basic accounting principles covering the accounting cycle from source documents through preparation of financial statements for a service business and a retail firm, banking procedures and payroll procedures. Some assignments will be solved using a computerized general ledger program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>ACC 136</b>	<b>Bookkeeping II</b>	3.00
Prerequisite: ACC 135.		
Continuation of ACC 135. Includes accounting principles, assets and equity accounting for external financial reporting. Topics covered include notes receivable and payable, uncollectible accounts, inventory, accounting for plant and equipment, partnerships, corporations, bonds, financial statement analysis and statement of cash flows. Use of computer software for setup of an actual accounting system and for simulated case studies. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>ACC 180</b>	<b>Payroll and Employee Benefit Accounting</b>	3.00
Prerequisite: None		
An introductory course covering the concepts and principles of payroll accounting with practical manual and computer applications. Legal responsibilities of employers and rights of employees are included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>ACC 201</b>	<b>Financial Accounting</b>	3.00
Prerequisite: MATH 96 and ENG 98R, or qualifying Accuplacer, ACT, SAT scores, or permission of the instructor.		
Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.		
<b>ACC 202</b>	<b>Managerial Accounting</b>	3.00
Prerequisite: ACC 201.		
Forms of business organization; cost concepts and decision making; break-even analysis, fixed and variable costs and budgeting for internal reporting.		
<b>ACC 220</b>	<b>Microcomputer Accounting Systems</b>	3.00
Prerequisite: ACC 136 or 201.		
This course is transferable as an elective to UNR. Develop skills in the use of computerized accounting. Interact with on-line real-time computerized accounting systems. Primary objective will be to focus on an applications approach using actual business case studies.		
<b>ACC 295</b>	<b>Work Experience</b>	1.00 - 8.00
Prerequisite: None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. The course may be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## AIR CONDITIONING

<b>AC 102</b>	<b>Refrigeration Theory</b>	3.00
Prerequisite: None		
An introductory course to present the fundamental principles of mechanical refrigeration. The course is designed for persons interested in pursuing a career in servicing, repairing and/or installing refrigeration and air conditioning equipment as well as building maintenance persons. Topics covered: basic physics, thermodynamics, the basic refrigeration cycle and common components used in mechanical refrigeration. This course is a prerequisite for all other courses in the Refrigeration and Air Conditioning and Building Maintenance core. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# AIR CONDITIONING

AC	106	<b>Residential Gas Heating</b>	6.00
Prerequisite: AC 102 and AC 107.			
Application of principles and skills in the troubleshooting, repair and maintenance of air conditioning, heating and ventilation equipment. Topics covered are the cooling cycle, gas furnaces, oil furnaces, heat pumps, chilled water systems, hot water systems and cooling towers. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	107	<b>Electrical and Controls for HVAC</b>	6.00
Prerequisite: None			
This course will familiarize students with electrical applications and controls used in HVAC/R. Topics include basic electricity, wiring, schematics, and controls found in heating, ventilation, air conditioning and refrigeration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	111	<b>Heat Pumps</b>	3.00
Prerequisite: None			
An introductory course in the principles of mechanical refrigeration found in heat pumps. Students will learn fundamentals in servicing, repairing and/or installation of refrigeration and air conditioning equipment. Topics include basic physics, thermodynamics, the refrigeration cycle and common components used in heat pump systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	121	<b>Sheet Metal I</b>	3.00
Prerequisite: None			
This course will allow the student to understand the concepts of basic drawing, drawing equipment, and practical geometry. The use of the drawing equipment will further the student's ability to produce actual sheet metal work by using practical geometry and practical pattern drafting. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	122	<b>Sheet Metal II</b>	3.00
Prerequisite: AC 121.			
This course will introduce students to the proper and safe use of the equipment found in a sheet metal environment. Students will focus on practical pattern drafting. Using the skills developed in AC 121, Sheet Metal I, students will be able to develop patterns, transfer them to sheet metal, and form finished products. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	150	<b>Basic Refrigeration Servicing</b>	6.00
Prerequisite: AC 107.			
This course is designed for persons interested in entering the refrigeration/air conditioning service, installation or building maintenance fields and is intended for the intermediate level student. The course is oriented toward development of basic skills required in troubleshooting, repair and maintenance of refrigeration/air conditioning systems. Topics covered are soldering, silver soldering, service and troubleshooting tools and systems construction. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	198	<b>Special Topics in HVAC</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	200	<b>Commercial Refrigeration I</b>	6.00
Prerequisite: AC 150 (formerly ECT 101) or approval of instructor.			
Application of basic principles and skills in the troubleshooting, repair and installation of commercial refrigeration equipment and built-up systems. Topics covered are consistent with up-to-date designs and practices as applied in the supermarket, convenience store, bar and restaurant and fast food areas of the commercial refrigeration market. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
AC	210	<b>Boiler Operation and Maintenance</b>	3.00
Prerequisite: None			
Subjects to be covered include operation, safety, water treatment, control devices used with hot water boilers, low pressure boilers and power boiler systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## AIR CONDITIONING

AC	295	<b>Internship HVAC Career</b>	1.00 - 16.00
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to 16 semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to 16 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## AMERICAN SIGN LANGUAGE

AM	145	<b>American Sign Language I</b>	3.00 - 4.00
Prerequisite: None			
This course is designed to introduce ASL, a visual-gestural language used by the deaf community in the United States and to focus on the development of basic conversational skills, emphasizing receptive abilities.			
AM	146	<b>American Sign Language II</b>	3.00 - 4.00
Prerequisite: AM 145.			
This course continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.			
AM	147	<b>American Sign Language III</b>	3.00 - 4.00
Prerequisite: AM 146.			
This course promotes the shifting from comprehension to production of ASL with the main emphasis of bringing fluency to a point of self-generated ASL.			
AM	148	<b>American Sign Language IV</b>	3.00 - 4.00
Prerequisite: AM 147.			
This course encourages the student to expand command of disclosure in ASL on various everyday topics (leading to fluency).			

## ANTHROPOLOGY

ANTH	101	<b>Introduction to Cultural Anthropology</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Analysis of the nature of culture, its universal aspects and range of variations revealed by human history and world ethnography. Satisfies UNR Social Science core curriculum.			
ANTH	102	<b>Introduction to Physical Anthropology</b>	3.00
Co-requisite ANTH 110L AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Biological and evolutionary origins of humans, with consideration of population genetics, living primates, fossil records and human variation. Includes eight laboratory experiences. Satisfies UNR science core curriculum.			
ANTH	110L	<b>Physical Anthropology Laboratory</b>	1.00
Co-requisite ANTH 102 AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Practical experience in aspects of physical anthropology: the mechanisms of inheritance, osteology and forensic science, comparative anatomy and human evolution, the processes of human growth and aging, and aspects of modern human variability. Includes eight laboratory experiences. Satisfies UNR and UNLV core requirements for a laboratory science course.			
ANTH	198	<b>Selected Topics</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ANTH	201	<b>Peoples and Cultures of the World</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Comparative survey of selected societies from throughout the world. Emphasis on the impact of global developments on traditional societies. Satisfies UNR social science or diversity core curriculum.			

## ANTHROPOLOGY

ANTH	202	<b>Archaeology</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
An examination of the research goals, theoretical foundations and methods of anthropological archaeology. Examples are drawn from notable archaeological sites worldwide.			
ANTH	205	<b>Ethnic Groups in Contemporary Societies</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Ethnic relations in the United States and other societies where cultural and `racial` pluralism illustrates problems and processes of social interaction. Same as SOC 205.			
ANTH	208	<b>Fundamentals of Cultural Diversity</b>	3.00
Prerequisite: None			
This course explores the roles of culture in structuring the individual's self-identity, learning styles and sense of reality. The range of diversity in human socio-cultural institutions will be examined in terms of the role of prejudice, stereotyping and compatibility in education, the workplace and other environments. An emphasis will be placed on providing the skills necessary to work and live together regardless of ethnic, religious, race, gender, age and other cultural affiliations.			
ANTH	225	<b>Archaeological Field Methods: Survey</b>	3.00
Prerequisite: ANTH 202 or permission of instructor.			
This course provides the student with introductory training in basic archaeological field survey techniques.			
ANTH	226	<b>Archaeological Field Methods: Excavation</b>	3.00
Prerequisite: ANTH 202 or permission of instructor.			
This course provides the student with introductory training in basic archaeological field excavation techniques.			
ANTH	227	<b>Foundations of Archaeological Lab Methods</b>	3.00
Prerequisite: ANTH 202 or permission of instructor.			
Basic hands-on introduction to archaeological lab methods which may include some or all of the following: inventory, processing, cataloging artifacts and preparing them for analysis and curation.			
ANTH	229	<b>Fundamentals of Applied Anthropology</b>	3.00
Prerequisite: ANTH 101 or SOC 101.			
Fundamental survey of case studies examining various applications of anthropology in the resolution of human problems. Students will explore career opportunities for applied anthropologists and some of the roles of anthropologists in the world today. Students will participate in a class research project.			
ANTH	279	<b>Para-Professional Skills in Social Science</b>	3.00
Prerequisite: ANTH 229 (may be taken concurrently).			
Students will learn basic technical skills to support professional anthropologists as they conduct various aspects of research, data management and analysis, composition and report production.			
ANTH	281	<b>Introduction to Language</b>	3.00
Prerequisite: None			
Nature and function of language, including an introduction to the linguistics subsystems of modern English and the development of the English language. Same as ENG 281.			
ANTH	290	<b>Internship in Anthropology</b>	1.00 - 8.00
Prerequisite: ANTH 279 (may be taken concurrently).			
Supervised Para-professional work experience in one or more areas of anthropology under guidance of a professional anthropologist or related professional. Student will apply knowledge and skills to real on-the-job situations designed by a faculty advisor and an official from a public agency, academic institution or business.			

## APPLIED INDUSTRIAL TECHNOLOGIES

AIT	110	<b>General Industrial Safety</b>	1.00
Prerequisite: None			
This is a general safety course for an industrial environment. Students will learn OSHA regulations, personal safety and understand the importance of safe work habits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



# ARCHITECTURAL DESIGN

<b>AAD 100</b>	<b>Introduction to Architectural Design</b>	<b>3.00</b>
Prerequisite: None		
This is a survey course of the profession of design. Covered in this course is a discussion of the fields of Architecture, Landscape Architecture and Planning. Other design fields may be discussed as they relate to these professions. Topics may include types of firms and their specialties, what it takes to become a licensed practitioner for whom a design professional might work, salaries that might be achieved and the professional associations to which a design professional might belong.		
<b>AAD 101</b>	<b>Design with Nature</b>	<b>3.00</b>
Prerequisite: None		
Introduces the concepts of natural systems and their influence on human activity and the living environment. Reviews the historical context and cultural adaptations and introduces the basic management and use of the natural systems. Reviews natural, biological, cultural and design management philosophies.		
<b>AAD 125</b>	<b>Construction Drawings and Detailing</b>	<b>3.00</b>
Prerequisite: None		
Analysis of assembling and detailing for construction in the field of architecture and landscape architecture. Techniques for the production of construction details will be discussed and demonstrated. Visits to construction sites and professional offices.		
<b>AAD 180</b>	<b>Fundamentals of Design I</b>	<b>3.00</b>
Corequisite: Must be taken concurrently with AAD 181.		
Investigation of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.		
<b>AAD 181</b>	<b>Fundamentals of Design I Discussion</b>	<b>3.00</b>
Corequisite: Must be taken concurrently with AAD 180.		
Discussion of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.		
<b>AAD 182</b>	<b>Fundamentals of Design II</b>	<b>3.00</b>
Prerequisite: AAD 180 and 181. Corequisite: Need to enroll in AAD 182 & 183 at the same time.		
Design is the main focus of this class. The students will create order among visual elements. Each student will be challenged with a series of design problems that will advance their skills in spatial sequencing and design methodologies.		
<b>AAD 183</b>	<b>Fundamentals of Design Discussion II</b>	<b>3.00</b>
Prerequisite: AAD 180 and 181. Corequisite: Need to enroll in AAD 182 & 183 at the same time.		
Design theories and principles will be researched, analyzed and applied to either site specific projects or with the actual construction of full scale forms.		
<b>AAD 198</b>	<b>Special Topics in AAD</b>	<b>0.50 - 6.00</b>
Prerequisite: AAD 100		
This course will explore the study of special relevant topics in the profession of design. This course includes discussion of the fields of Architecture, Landscape Architecture, or Sustainable Planning and other related design professions. Topics may include, type of education and skills necessary, the specialties of each profession, what it takes to become a licensed practitioner, and might be seen as the future of these professions.		
<b>AAD 201</b>	<b>History of the Built Environment</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
This course will discuss the history of architecture and city design in the western and non-western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through the Romanesque period, including the events and architecture of non-western civilizations happening in the same time frame. The influences these architecture and design philosophies have had on the shaping of civilization will also be discussed. What civilization reflects through its architecture during these periods will be examined. Same as HUM 201.		
<b>AAD 202</b>	<b>Analysis of the Built Environment</b>	<b>3.00</b>
Prerequisite: None		
This course will discuss the history of architecture and city design in western and non-western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through the Romanesque period, including the events and architecture of non-western civilizations happening within the same time frame. The influences that the architecture and design philosophies have had on the shaping of civilization will also be discussed. What civilization reflects through its architecture during these periods will be examined.		
<b>AAD 223</b>	<b>Graphic Software for Arch, Const, Dsgnr, Planners</b>	<b>3.00</b>
Prerequisite: AAD 180 & 181. Co-requisite: AAD 280.		
Application of graphic software packages for presentation techniques. Emphasis will be placed upon the preparation of materials for a portfolio.		

## ARCHITECTURAL DESIGN

<b>AAD</b>	<b>230</b>	<b>Design with Climate</b>	<b>3.00</b>
Prerequisite: AAD 100 or ENGR 100.			
This course will prepare the student with the basic knowledge in the following areas of solar design history, solar procession, climatological data for Reno and northern Nevada, energy reflection, transmission and absorption, heat transfer, heat storage, types of collector systems and their sizing as it relates to architecture.			
<b>AAD</b>	<b>257</b>	<b>Plant Materials</b>	<b>3.00</b>
Prerequisite: None			
This course will identify the plants that will grow in this climate. The student will be given characteristics of the plants, soil adaptation, cultural needs, use of those plants in the landscape and other information about the plants during the lecture and laboratory.			
<b>AAD</b>	<b>262</b>	<b>CAD for Landscape Architecture</b>	<b>3.00</b>
Prerequisite: AAD 223.			
This course covers the use of AutoCAD and other Computer-Aided Software as a drafting and design tool in the landscape field. This course will build on the fundamentals taught in the Basic AutoCAD courses and will provide the student with an understanding of this tool in the preparation of landscape plans and details. Projects and hands-on work will be completed by the student, as well as discussions of various techniques and methods used.			
<b>AAD</b>	<b>265</b>	<b>Computer Applications in Architecture I</b>	<b>3.00</b>
Prerequisite: AAD 223 and AAD 280. Co-requisite: Need to enroll in AAD 265 & AAD 282 at the same time.			
Advanced work in computer-aided drafting and design. Includes development of speed, understanding of CAD techniques and logic and the understanding of office environment that incorporates CAD as a drafting alternative.			
<b>AAD</b>	<b>280</b>	<b>Fundamentals of Architecture Design I</b>	<b>3.00</b>
Prerequisite: AAD 180 and 181. Co-requisite: AAD 223.			
Elements, principles, and theories of design as applied to projects in various media. Emphasis on the integration of design principles with the properties of wood, concrete, steel, glass, masonry and other construction materials. Consideration of environmental and climatic conditions and determinants are also discussed.			
<b>AAD</b>	<b>282</b>	<b>Fundamentals of Architecture Design II</b>	<b>3.00</b>
Prerequisite: AAD 280. Co-requisite: AAD 265.			
Discussion of the elements, principles and theories of design. Emphasis is placed upon integration of design principles to urban landscapes, buildings, interiors, furnishings and environmental graphic applications.			

## ARCHITECTURAL DESIGN TECH

<b>ADT</b>	<b>105</b>	<b>Architectural Drafting I</b>	<b>5.00</b>
Prerequisite: None			
Basic techniques of architectural drafting. Use of drafting room equipment. Emphasizes residential buildings and leads to completion of a full set of professional level working drawings. Four hours lecture and three hours lab.			
<b>ADT</b>	<b>108</b>	<b>Architectural Landscaping I</b>	<b>3.00</b>
Prerequisite: ADT 105 or equivalent.			
This course is the first of two courses that teach the theories, concepts and methodologies used in the development of a landscape plan. Projects emphasizing the single family residence will be used to implement the processes of schematic design, design development and presentation.			
<b>ADT</b>	<b>120</b>	<b>Introduction to Leed and Sustainable Building</b>	<b>3.00</b>
Prerequisite: None			
This course will survey the Leadership in Energy and Environmental Design (LEED) construction methods, techniques, materials and associated points system. Discussions will include Green building and how they increase productivity, improve health, conserve the Earth's resources, and cost less to operate and maintain than standard construction types. Other areas to be discussed will include Sustainable Sites; Water Efficiency; Energy and Atmosphere; Materials and Resources; Indoor Environmental Quality; and Innovation and Design Process. Case studies will be examined and used to identify the specific construction methods, point accumulation and how it assists in conservation. This course is used as an introductory course in an interdisciplinary degree at UNR within Political Science and Engineering.			
<b>ADT</b>	<b>168</b>	<b>Landscape Management I</b>	<b>3.00</b>
Prerequisite: None			
Landscape Management I is the first of two courses designed for the nurseryman's certification. Material covered will be valuable to the homeowner as well as the professional. The on campus field trip gives hands-on demonstrations of how irrigation components are installed and how they function. This course presents the practical field knowledge needed to work within the landscape industry. This course will prepare the student with basic knowledge to continue with Landscape Management II. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# ARCHITECTURAL DESIGN TECH

ADT	170	<b>Soil Management</b>	3.00
Prerequisite: None			
This course teaches the concepts that are used in the management of soils in landscape industry today. Techniques, standards and policies will be discussed that effect our usage of this resource. Basic laboratory work and field trips will be utilized to underscore the importance of earth's fundamental resource, what makes up this primary resource and how it can be utilized, maintained and conserved for future generations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	172	<b>Turfgrass Management I</b>	3.00
Prerequisite: None			
The student will gain the basic knowledge necessary to understand and identify turf grass varieties, the propagation methods used for each, and maintenance techniques required. This class will consist of lecture and hands-on participation by the student in the classroom and in the field. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	174	<b>Urban Tree Care I</b>	3.00
Prerequisite: None			
This course covers the basics of tree care as it applies to trees in the urban environment. The semester will begin with biology of trees in order to help the student to understand why it is necessary to follow the practices that will be described throughout the class. Also, the biological portion of the class will increase the appreciation for trees, an understanding of the complex physiological processes that take place within trees will raise them from inanimate objects to fellow inhabitant and contributors to the environment in the urban setting. Completion of this course and Urban Tree Care II will provide the student with the resources necessary to prepare for the International Society of Arboriculture' Certification for Arborists Examination. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	178	<b>Fundamentals of Horticulture</b>	3.00
Prerequisite: None			
Introduction to horticulture practices including plant classification, plant structure, function, growth, propagation, development and limiting factors of growth. Two hours of lecture and three hours of laboratory each week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	198	<b>Special Topics in ADT</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the class content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	218	<b>Landscape Irrigation Design</b>	3.00 - 6.00
Prerequisite: ADT 105 and 108.			
Design and development of manual, semiautomatic and automatic sprinkler irrigation systems. Methods and techniques used in the design of systems, including hydraulics, performance and layout of systems, pump design for large scale installations, construction methods and testing techniques used for quality assurances. This course may be taken for up to six (6) credit hours. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	230	<b>Mechanical and Electrical Equip for Buildings</b>	3.00
Prerequisite: ADT 105 or AAD 125.			
Basic design computations and drafting concepts used in selection and layout of mechanical and electrical systems for buildings. Two hours lecture and three hour lab. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	245	<b>Static and Strength of Materials</b>	3.00
Prerequisite: MATH 120 or higher or qualifying Accuplacer.			
Introduction to the free body diagram concept of static's, centroids and moments of inertia. Elements of strength of machinery, and beams in bending, torsion, tension, compression and buckling. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ADT	256	<b>Introduction to Land Use Planning</b>	3.00
Prerequisite: None			
This class will discuss the establishment of goals, policy development and implementation of plans for land use in various geographic areas. The use of GIS/GPS systems for data gathering and analytical tools will be discussed as well as their use to track resource scarcity and environmental deterioration problems. This is a lecture class. It is the prerequisite to Advanced GIS/GPS for architects, engineers and planners. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# ARCHITECTURAL DESIGN TECH

<b>ADT 270</b>	<b>Greenhouse Management</b>	<b>3.00</b>
Prerequisite: None		
This course covers greenhouse management from the construction of the greenhouse itself, to the harvesting of the plants grown within it. Students will learn how to control the environment in the greenhouse, how to pasteurize soils and which are the best plants to propagate. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>ADT 290</b>	<b>Intern in Arch Design Technology</b>	<b>1.00 - 8.00</b>
Prerequisite: AAD 100		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. The course be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# ART

<b>ART 100</b>	<b>Visual Foundations</b>	<b>3.00 - 5.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Explores visual forms and contemporary concepts through a variety of media, presentations and discussions. Transfers to UNR/UNLV. Satisfies UNR Fine Arts core curriculum		
<b>ART 101*</b>	<b>Drawing I</b>	<b>3.00</b>
Prerequisite: None		
Introduction to drawing techniques and concepts.		
<b>ART 102*</b>	<b>Drawing II</b>	<b>3.00</b>
Prerequisite: ART 100 and 101* (formerly ART 121).		
Continued exploration of drawing techniques and concepts.		
<b>ART 106</b>	<b>Jewelry I</b>	<b>3.00</b>
Prerequisite: None		
Introduction to basic fabricating processes: sawing, soldering of both common and fine metals to basic methods of stone setting and construction of non-jewelry pieces. Includes historical evolution of metal work and student research. Emphasis on personal aesthetic growth.		
<b>ART 124*</b>	<b>Introduction to Printmaking</b>	<b>3.00</b>
Prerequisite: None		
Introduction to printing processes emphasizing relief, intaglio, and screen techniques.		
<b>ART 127</b>	<b>Water Color I</b>	<b>3.00</b>
Prerequisite: ART 101* (formerly ART 121).		
Beginning course involving color, form, composition and techniques using transparent and opaque watercolors.		
<b>ART 135*</b>	<b>Photography I</b>	<b>3.00</b>
Prerequisite: None		
Introduction to photography techniques focusing on black and white processes.		
<b>ART 141*</b>	<b>Introduction to Digital Photography</b>	<b>3.00</b>
Prerequisite: None		
Introduction to photography utilizing digital based equipment and Adobe Photoshop. The course will emphasize the creation and manipulation of original images using digital cameras. Topics include exposure, camera controls, digital printing, and file management. Exploration of creative possibilities and thematic modes of photography; working in series.		
<b>ART 142</b>	<b>Introduction to Digital Photography II</b>	<b>3.00</b>
Prerequisite: ART 141*.		
Continued exploration of photography utilizing digital based equipment with an emphasis on cameras (both traditional and digital) and scanning with an emphasis on the creation and manipulation of original images.		
<b>ART 160</b>	<b>Art Appreciation</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Introduction to the visual arts planned to illustrate the place of art in social and cultural life and to develop judgment in art analysis and criticism. Satisfies UNR fine arts core curriculum.		

# ART

ART 198	<b>Special Topics in Art</b>	0.50 - 6.00
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ART 201	<b>Life Drawing I</b>	3.00
Prerequisite: ART 100, 101* (formerly ART 121) and 102* (formerly ART 221).		
Exploration of the human figure in pictorial space with emphasis on drawing from a live model and working with gesture, memory and imagination.		
ART 209	<b>Introduction to Gallery Practices</b>	3.00
Prerequisite: None		
A course in the practices and ethics of operating an art gallery.		
ART 211	<b>Ceramics I</b>	3.00
Prerequisite: None		
Introduction to techniques and concepts focusing on hand-built techniques and characteristics of various clay bodies.		
ART 212	<b>Ceramics II</b>	3.00
Prerequisite: ART 100 and 211.		
Introduction to techniques and concepts focusing on wheel thrown techniques.		
ART 216	<b>Sculpture I</b>	3.00
Prerequisite: None		
Introduction to the concepts of three-dimensional composition.		
ART 227	<b>Water Color II</b>	3.00
Prerequisite: ART 127 (formerly ART 145).		
Intermediate course involving continued exploration of watercolor media.		
ART 231	<b>Painting I</b>	3.00
Prerequisite: ART 100 and 101* (formerly ART 121).		
Introduction to concepts of painting including color, form, and composition.		
ART 232	<b>Painting II</b>	3.00
Prerequisite: ART 100 and 231 (formerly ART 135).		
Intermediate course in painting, emphasizing various materials and methods.		
ART 235+	<b>Photography II</b>	3.00
Prerequisite: ART 135*.		
Lecture/study with emphasis on improving basic technical and conceptual skills.		
ART 236+	<b>Photography III</b>	3.00
Prerequisite: ART 135* and 235+.		
Advanced photography course involving continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.		
ART 260*	<b>Survey of Art History I</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Art of the western world from prehistoric times through the Gothic period. Satisfies UNR Fine Arts core curriculum.		
ART 261*	<b>Survey of Art History II</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Art of the western world from the Renaissance to the present. Satisfies UNR fine arts core curriculum.		
ART 263	<b>Survey of African, Oceanic, &amp; Native American Art</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
This course is a survey of African, Oceanic, and Native American art. African art from prehistory through the African Diaspora and African-American art will be explored. The art of Australia, Micronesia, and Polynesia, along with the native art of North and South America from prehistory through the twentieth century will be covered by this course.		



## ART

ART	270	<b>Women in Art</b>	3.00
Prerequisite: None			
The role of women in the arts throughout history will be the focus of this course. Women as artists, patrons and subjects will be examined with the purpose of reassessing the contribution of women to the artistic tradition. In addition to learning about specific women artists and patrons in Western culture, a discussion of feminist critical theory and gender studies will be applied to the issue of women in the arts.			
ART	295	<b>Special Topics in Art History</b>	1.00 - 3.00
Prerequisite: None			
Special topics in art history. May be repeated up to 12 credits.			
ART	296	<b>Independent Study</b>	1.00 - 3.00
Prerequisite: None			
A course for advanced students to pursue individual creative work in any of the studio disciplines. Students must submit a written proposal describing projects and meet with tutorial faculty member on a regular basis.			
ART	297*	<b>Field Study</b>	1.00 - 3.00
Prerequisite: None			
This course provides an opportunity for students to study art within its cultural and art historical setting by traveling to see works where they're located. Depending on the length of the trip, and the amount of material to be covered in the class, the credits may vary from 1 to 3. Repeatable for 6 credits.			
ART	298*	<b>Portfolio Emphasis</b>	1.00 - 3.00
Prerequisite: None			
Participants will develop a portfolio for use in the acquisition of exhibitions, fine art gallery representation, inclusion in the permanent collections of museum/corporations, and/or employment in their respective medium. Class will also cover professional and legal planning strategies and requirements requisite to success in the fine art marketplace.			
ART	299*	<b>Special Topics in Studio Art</b>	1.00 - 3.00
Prerequisite: None			
Various topics of special interest in Studio Fine Art will be introduced, studied and accomplished in depth than allowed through the basic beginning and intermediate courses Studio Art mediums. Possible topics include: alternative photographic processes, digital photography, engraving, raku firing, water bath etching, portraiture/lighting techniques in photography, weaving, performance art, view camera, color photography, etc.			

## ASTRONOMY

AST	104	<b>Introductory Astronomy: Stars and Galaxies</b>	3.00
Prerequisite: MATH 120 or Accuplacer equivalent AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R with an ACCUPLACER Read score of 76-85.			
A beginning astronomy course which discusses stellar systems and galaxies. Topics will include stellar evolution, formation of galaxies and cosmology. A minimum of mathematics is required, in the tradition of the amateur astronomer. Four laboratory experiences are required through the course period. Recommended for non-science majors. This course meets the UNR Science core curriculum requirements. Transfers to UNR as Physics 110.			
AST	198	<b>Special Topics in Astronomy</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## ATMOSPHERIC SCIENCE

ATMS	117	<b>Meteorology</b>	3.00
Prerequisite: MATH 120.			
This course will introduce students to the basic principles of atmospheric science. The characteristics of behavior of the atmosphere will be studied, with an emphasis on the processes that control weather and climate. Students will gain hands-on experience in gathering and analyzing weather data during four laboratory experiments. Satisfies UNR core science Group B requirements.			

# AUTOMOTIVE

<b>AUTO 101</b>	<b>General Auto</b>	<b>2.00 - 7.00</b>
Prerequisite: None		
An introductory course describing the principles of operation, design, construction and maintenance of automobiles. Activities include shop safety emphasis, use of service manuals, use of tools and fasteners, general maintenance of cooling systems, lubricating systems; an overview and demonstration of electrical, fuel and ignition systems; an overview and explanation of chassis, steering, suspension and brake systems. Human relations, leadership and work ethics related to the automotive industry will also be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 111</b>	<b>Automotive Electricity</b>	<b>4.00</b>
Prerequisite: AUTO 101 or DT 101 or DT 250		
Foundation course in concepts and theories of light duty vehicle electrical circuits and components. Emphasis is placed on application of principles to operate electrical meters, scope meters, and other electrical test equipment. Schematic wiring diagrams will be used to interpret circuit operation and formulate diagnostic procedures. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 112</b>	<b>Automotive Electricity II</b>	<b>4.00</b>
Prerequisite: AUTO 111 or instructor permission. Course may be taken concurrently with AUTO 111.		
Building on prior training, AUTO 112 examines the fundamental operation and testing of electronic devices and components. Operation and diagnostic methods for testing and repair of the battery, charging systems, and starting systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). Nevada System of Higher Education (NSHE).		
<b>AUTO 136</b>	<b>Engine Repair</b>	<b>5.00</b>
Prerequisite: AUTO 101 or instructor permission.		
This course introduces the theory and operation of internal combustion engines and related sub-systems used in light duty vehicles. Different types of light duty engines will be disassembled; parts will be identified and inspected. The engine will be reassembled to manufacturer's specification. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 145</b>	<b>Automotive Brakes</b>	<b>5.00</b>
Prerequisite: AUTO 101 or instructor permission.		
This course introduces the theory and design requirements for brake systems used on automotive and light truck application. Emphasis is placed on mechanical, hydraulic and vacuum system operations. Students will be introduced to principles of hands-on skills for service and repair of brake systems. Student will be introduced to principles of operation and repair of anti-lock brake systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 150</b>	<b>Steering and Suspension Systems</b>	<b>5.00</b>
Prerequisite: AUTO 101 or instructor permission.		
This course introduces theory and practical application of operation, diagnosis, and hands-on skills to maintain and repair light duty vehicle steering and suspension systems. Emphasis will be placed on front wheel and rear wheel vehicles, four wheel drive, and all wheel drive vehicles. Students will be introduced to wheel alignment strategies and alignment procedures. Tire and wheel maintenance will be included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 165</b>	<b>Auto Heating and Air Conditioning</b>	<b>5.00</b>
Prerequisite: AUTO 111 or instructor permission.		
This course introduces students to theory, diagnosis, and hands-on skills to service and repair light duty vehicle climate control and air conditioning systems. Presented in this course are operation of air distribution systems, refrigeration system and computer controlled systems. Students will be introduced to safe handling of refrigerant, recovery/recycling, and recharge of the refrigerant system. Students may apply for the ASE recovery and recycle license during class. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). le license. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 198</b>	<b>Special Topics in Auto</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 205</b>	<b>Manual Drive Trains and Axles</b>	<b>4.00</b>
Prerequisite: AUTO 101 or instructor permission.		
This course covers theory and operation of the automotive and light truck manual drive trains and axles. Emphasis is placed on the manual transmissions, clutches, transfer cases and drive axles. Components will be checked for wear or failed parts. The drive train components will be reassembled to manufactures specifications. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## AUTOMOTIVE

<b>AUTO 216</b>	<b>Automatic Transmissions</b>	<b>5.00</b>
Prerequisite: AUTO 101 or instructor permission.		
Study of theory and fundamental principles of automotive and light truck automatic transmissions and transaxles. Emphasis is placed on the mechanical, hydraulic, and electrical control systems of the transmission. Student will be introduced to service operations and hands-on skills needed for repair and overhaul of a variety of transmissions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 225</b>	<b>Engine Performance I</b>	<b>4.00</b>
Prerequisite: AUTO 111 or instructor permission.		
Foundation course for engine performance concerns, testing, and repair. Study of operation and relationships of basic mechanical engine components, ignition system, and fuel delivery systems. Develop hands-on skills while testing and repair using specialized test equipment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 227</b>	<b>Engine Performance II</b>	<b>4.00</b>
Prerequisite: AUTO 225.		
Building on prior training, AUTO 227 introduces the student to computerized fuel injection control sensors and components. Presented in this course are OBD II strategies, emission systems, and hands-on diagnostic skills for engine performance concerns. Use of wiring diagrams, specialized test equipment, and advanced problem-solving techniques will be used for repair or failed system or component. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 235</b>	<b>Engine Performance III</b>	<b>4.00</b>
Prerequisite: AUTO 227 and AUTO 265.		
Integrates all previous engine performance course content in a systematic approach to isolate drivability concerns. Formulate repair strategies for complex powertrain CAN/BUS control systems. Students will be introduced to hybrid vehicle propulsion systems and service procedures. Successful students will be prepared to take ASE A-8 and L-1 exams. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 265</b>	<b>Electrical/Electronic Systems III</b>	<b>4.00</b>
Prerequisite: AUTO 112 or instructor permission.		
Advanced course in trouble-shooting, diagnosis and problem solving for computer based body and chassis electrical/electronic systems. Employ the use of appropriate specialized test equipment and advance strategies to identify system or component failures. Successful students will be prepared to take ASE A-6 exam. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AUTO 290</b>	<b>Internship in Automotive Level I</b>	<b>1.00 - 6.00</b>
Prerequisite: None		
The purpose of this course is to provide Automotive Industry Technicians with the opportunity to supplement course work with practical work experience related to the student's first three semesters of classroom and lab experiences. The course is an extension to and application of the classroom training through work experience under immediate supervision of experienced personnel at the industry work site. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contact, site visitations, student reports and reports from the student's supervisor. Credit is awarded (at a rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student, and faculty member; maintenance of time sheets; and final project. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## AVIATION

<b>AV 110</b>	<b>Basic Ground School for Pilots</b>	<b>3.00 - 6.00</b>
Prerequisite: None		
A study of aviation fundamentals including principles of flight, aircraft and engine operations, weather, navigation, and radio communications as required by the Federal Aviation Administration (FAA) regulations. Topics will include general service, maintenance, and safety practices. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AV 210</b>	<b>Instrument Ground School (Airplane)</b>	<b>3.00</b>
Prerequisite: AV 110 (formerly AERO 101).		
This course provides in-depth study of the purpose, use and operation of flight instruments in airport departures, en route navigation, approaches and other aspects of instrument flight. The course will prepare the students to qualify as an instrument rated pilot. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# BIOLOGY

<b>BIOL 100</b>	<b>General Biology for Non-Majors</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
An introductory course emphasizing the processes of science and the fundamentals of biology. Includes a basic introduction to molecules, cells and metabolism, the flow of genetic information, evolutionary theory, and ecological processes. Connects life science concepts to the understanding of everyday concerns such as human health. Designed for the non-science major and meets UNR core curriculum science requirement; cannot be used for credit toward biology major. Three lecture hours per week and four laboratory experiences throughout the semester.		
<b>BIOL 106</b>	<b>Introduction to Evolution and Adaptation</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
An introductory course examining evolution and adaptation in organisms. Includes a review of history of the scientific process, Darwinian and Neo-Darwinian evolution, introduction to genetic variation, natural and artificial selection, theories on the origin of life, human evolution and genetically modified organisms (GMOs). Three hours of lecture per week and four labs per semester.		
<b>BIOL 110</b>	<b>Biology for Elementary/Middle Level Education</b>	<b>3.00</b>
Prerequisite: None		
An introductory course emphasizing major concepts and pedagogical techniques in the field of biology. The course is designed for prospective teachers. It incorporates scientific methodology and content knowledge into hands-on investigation that may be used at the elementary and middle school levels. Transfers as 3 credits to UNR and meets TMCC and UNR requirements for AA and BS degrees in Elementary Education. Two hours of lecture and three hours of laboratory per week.		
<b>BIOL 113</b>	<b>Life in the Ocean</b>	<b>3.00</b>
Prerequisite: None		
A survey of marine environments and their biotic communities with an emphasis on the natural history of marine organisms. This is an online course designed for non-science majors or anyone with a general interest in marine biology. Includes hands-on activities to be completed at home and virtual laboratory experiences online, including several virtual dissections.		
<b>BIOL 141</b>	<b>Human Structure and Function I</b>	<b>4.00</b>
Prerequisite: None		
A lecture and laboratory course covering the morphology and physiology of the human body. Topics include cell chemistry, cell biology and basic histology. The following organ systems are covered: digestive, skeletal, muscular, and circulatory. The course is designed specifically for students enrolled in or planning to enroll in Radiological Technology, Dietetic Technology, Massage, Emergency Medical Technology and Paramedic programs and does not satisfy Nursing, Dental Hygiene or advanced radiological training prerequisites. This course may not transfer to a baccalaureate degree of art or science at the universities in the Nevada System of Higher Education (NSHE). Three hours of lecture and three hours of lab per week, 4 credits.		
<b>BIOL 142</b>	<b>Human Structure and Function II</b>	<b>4.00</b>
Prerequisite: BIOL 141.		
A lecture and laboratory course covering the morphology and physiology of the human body. The following organ systems are covered: nervous, integumentary, respiratory, endocrine, urinary, reproductive, immune and lymphatic. The course is designed specifically for students enrolled in or planning to enroll in Radiological Technology, Dietetic Technology, Massage, Emergency Medical Technology and Paramedic programs and does not satisfy Nursing, Dental Hygiene or advanced radiological training prerequisites. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education System (NSHE). Three hours of lecture and three hours of lab per week, 4 credits.		
<b>BIOL 188</b>	<b>Foundations in Scientific Literacy</b>	<b>1.00</b>
Prerequisite: None		
This course is designed to ensure success in introductory science classes, particularly Biology 190, the first course for Biology majors. The course covers the basic mathematics used in biological sciences, basic chemistry used in biological sciences, the fundamentals of biology, the scientific method, study skills and basic laboratory techniques. The class consists of 16.5 lecture hours and six hours of lab per semester. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>BIOL 190</b>	<b>Introduction to Cell and Molecular Biology</b>	<b>3.00</b>
Prerequisite: ENG 101 or 113; MATH 120, 126 or higher; or qualifying Accuplacer, SAT or ACT scores for these courses.		
An introductory cell and molecular biology course covering basics of inorganic chemistry, water, pH, biological macromolecules, cell structure, membrane physiology, cell signaling, metabolism, cell division, heredity, gene expression, and gene regulation. Both BIOL 190 and BIOL 190L are prerequisites for the following biology courses: BIOL 191, BIOL 191L, BIOL 201, BIOL 223, and BIOL 251.		

# BIOLOGY

<b>BIOL 190L</b>	<b>Introduction to Cell and Molecular Biology Laboratory</b>	<b>1.00</b>
Prerequisite: ENG 101 or 113; MATH 120, 126 or higher; or qualifying Accuplacer, SAT or ACT scores for these courses.		
An introductory laboratory course focusing on specific inquiry and investigation of cell and molecular biology principles, use of laboratory equipment, and metric system measurements and conversions. Both BIOL 190 and BIOL 190L are prerequisites for the following biology courses: BIOL 191, BIOL 191L, BIOL 201, BIOL 223, and BIOL 251.		
<b>BIOL 191</b>	<b>Introduction to Organismal Biology</b>	<b>3.00</b>
Prerequisite: BIOL 190 and 190L AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R with an ACCUPLACER Read score of 76-85.		
Corequisite: BIOL 191L		
Comprehensive introduction to the evolution, ecology, biodiversity, structure and function of living systems. Topics include natural selection, populations and communities, characteristics of viruses, prokaryotes, protists, fungi and comparative life processes in plants and animals. Students must enroll in BIOL191L concurrently with this course. Note: BIOL 190/190L plus BIOL 191/191L transfers to UNR as fulfilling BIOL 190, 191 and 192.		
<b>BIOL 191L</b>	<b>Intro to Organismal Biology Lab</b>	<b>1.00</b>
Prerequisite: BIOL 190 and 190L AND Completion of ENG 98R or 101 or 102 or ACCUPLACER RC score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R with an ACCUPLACER RC score of 76-85. Corequisite: BIOL 191		
Comprehensive laboratory introduction to the ecology, biodiversity and structure and function of living systems. Emphasis will be placed upon acquiring laboratory skills in using the microscope and other laboratory equipment to investigate organisms. Organismal Biology Laboratory must be taken concurrently with Biology 191 Organismal Biology.		
<b>BIOL 198</b>	<b>Special Topics in Biology</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
Selected topics will be presented in lecture and/or laboratory format that focus on specific areas in the biological sciences. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>BIOL 200</b>	<b>Elements of Human Anatomy and Physiology</b>	<b>3.00</b>
Prerequisite: None		
A basic survey of human anatomy and physiology for medical office workers and technicians. Supports the Surgical Technology program at Western Nevada College and satisfies the general education science requirement for an AAS, AGS and Certificate of GS at TMCC.		
<b>BIOL 201</b>	<b>General Zoology</b>	<b>4.00</b>
Prerequisite: BIOL 190 & BIOL 190L		
An introduction to the classification of the major animal Phyla with an emphasis on the evolutionary relationships among major groups. Includes an exploration of the anatomical structure, physiological function, and the ecology of a wide range of animals. This is a prerequisite course for the TMCC Veterinary Technician program and also appropriate for anyone interested in animal diversity. Three hours of lecture and three hours of laboratory per week.		
<b>BIOL 202</b>	<b>General Botany</b>	<b>4.00</b>
Prerequisite: None		
An introduction to the development, anatomy, physiology, taxonomy, diversity and evolutionary relationships of the major plant groups. Topics include organization of plant cells and tissue systems, morphology, respiration and photosynthesis, genetics, growth and development, environmental factors, nutrition, ecology, and mechanisms of evolution.		
<b>BIOL 223</b>	<b>Human Anatomy and Physiology I</b>	<b>4.00</b>
Prerequisite: BIOL 190 & BIOL 190L.		
An intensive laboratory course dealing with the morphology and physiology of body systems. Basic histology is covered along with the following body systems: integumentary, skeletal, muscular and nervous. Principles of chemistry are used throughout the semester. Required for most allied health programs. Three hours of lecture and three hours of lab per week. This course transfers for four credits to UNR, UNLV, and NSC.		
<b>BIOL 224</b>	<b>Human Anatomy and Physiology II</b>	<b>4.00</b>
Prerequisite: BIOL 223 with a letter grade of 'C' or better is required.		
A continuation of BIOL 223 with increased emphasis on body chemistry. Body systems covered include circulatory, respiratory, digestive, reproductive, urinary, endocrine, lymphatic and immune. Required for most allied health programs. Three hours of lecture and three hours lab per week. May not be taken prior to or concurrently with BIOL 223. This course transfers for four credits to UNR, UNLV, and NSC.		
<b>BIOL 251</b>	<b>General Microbiology</b>	<b>4.00</b>
Prerequisite: BIOL 190 and 190L.		
A general course emphasizing distribution, morphology and physiology of microorganisms in addition to skills in aseptic procedures, isolation and identification. This course also includes sophomore level material covering immunology, virology, epidemiology and DNA technology. Recommended for all allied health students.		



## BIOLOGY

<b>BIOL 290</b>	<b>Internship in Biology</b>	1.00 - 8.00
Prerequisite: Instructor Approval		
A course designed for students to apply their knowledge to on-the-job situations in a collaborative program between a company, government agency or college department under the supervision of a faculty advisor. The course is available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. The course may be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>BIOL 295</b>	<b>Current Topics in Infectious Disease</b>	1.00 - 3.00
Prerequisite: BIOL 251		
This is a seminar type course covering current topics/issues in infectious diseases. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>BIOL 299</b>	<b>Selected Topics in Biology</b>	1.00 - 3.00
Prerequisite: BIOL 100 or higher or permission of the instructor.		
Selected topics will be presented in lecture and/or laboratory format that focus on specific areas in the biological sciences. The course may be repeated for up to four credits.		

## BUILDING INSPECTION

<b>BI 101</b>	<b>Introduction to Building Codes</b>	3.00
Prerequisite: None		
A basic course designed to introduce current building codes, with emphasis placed on the development and proper use of the code. Students will learn the format of the building code and develop an understanding of the provisions contained therein. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## BUSINESS

<b>BUS 98</b>	<b>Fundamentals for Business</b>	3.00
Prerequisite: None		
This course prepares students with the fundamental skills that are required to achieve success within business studies and the related disciplines. Students will focus upon skills in reading business materials, doing basis business calculations and on writing and presenting business analysis.		
<b>BUS 101</b>	<b>Introduction to Business</b>	3.00
Prerequisite: C or better in MATH 120/126 or BUS 117; ENG 101/113 or BUS 98/108; or qualifying Accuplacer, SAT or ACT scores for these courses.		
Survey course designed to give students a broad introduction to the principles, practices and functions of businesses as they are practiced in both the national and global economies. Relevance will be provided through research and Internet projects and assignments. Topics to be covered include management, marketing, finance, investments, and various other areas such as international business, small business, and ethics. Attendance beyond the first class is subject to instructor approval.		
<b>BUS 106</b>	<b>Business English</b>	3.00
Prerequisite: ENG 98R or higher or qualifying Accuplacer, ACT/SAT test scores.		
This course in practical business English includes principles of grammar, punctuation, and word usage, paragraph development and formatting of basic business correspondence. The English language is constantly changing and this course will reflect leading-edge practices in use in the business community.		
<b>BUS 107</b>	<b>Business Speech Communications</b>	3.00
Prerequisite: None		
This course provides business students and career professionals with intensive coaching in listening skills, oral grammar and effective speech construction. Students will practice delivering a variety of individual and small group presentations necessary to successful on-the-job communications.		
<b>BUS 108</b>	<b>Business Letters and Reports</b>	3.00
Prerequisite: BUS 106 or ENG 101 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Improve letter and report writing skills, proper word choice, letter tone, structuring through units. Emphasis on inductive and deductive business letters, memorandums, and reports. This course is transferable as a general elective to UNR.		
<b>BUS 112</b>	<b>Customer Service</b>	3.00
Prerequisite: BUS 106 or BUS 108; or Accuplacer/WritePlacer minimum score of 6; or with instructor approval.		
This course teaches fundamental service principles and practices to raise service levels and improve the customer experience at every point of contact. Issues of serving a diverse population will be addressed. Participants learn how to delight their customers, support their colleagues, and build a superior service culture. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# BUSINESS

<b>BUS</b>	<b>117</b>	<b>Applied Business Math</b>	<b>3.00</b>
Prerequisite: MATH 095 or equivalent or qualifying Accuplacer, ACT/SAT test results.			
This course is designed to help current and potential business decision makers solve problems that routinely cause businesses to fail. A practical application of business mathematics, including but not limited to: bank reconciliation's, present value, markup and markdowns, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, understanding overhead and analyzing financial reports. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BUS</b>	<b>150</b>	<b>Personal Finance</b>	<b>3.00</b>
Prerequisite: None			
Introductory course in personal finance planning. Topic areas include: budgeting, spending, credit, investments, insurance, saving, retirement planning, interest and banking. Recommended for all students. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BUS</b>	<b>198</b>	<b>Special Topics in Business</b>	<b>0.50 - 6.00</b>
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BUS</b>	<b>272</b>	<b>Legal Environment</b>	<b>3.00</b>
Prerequisite: None			
This course covers the fundamentals of business law; the legal system, legal reasoning, public, commercial, managerial and property law, and government regulation. Emphasis is placed upon those facets of the law that impact managers and small business owners.			
<b>BUS</b>	<b>275</b>	<b>Fundamentals of International Business</b>	<b>3.00</b>
Prerequisite: None			
This course will introduce the student to the exciting world of International Business. It will examine the following: direct focus on the development of management skills in handling problems of multinational business; analysis of problems stemming from the movement of goods, services, human resources, technology, finance, legal and political risk and ownership across national boundaries.			
<b>BUS</b>	<b>290</b>	<b>Internship in Business</b>	<b>1.00 - 8.00</b>
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>IBUS</b>	<b>280</b>	<b>International Business Cultures</b>	<b>3.00</b>
Prerequisite: None			
This course, through classroom exploration, examines the impacts on business practices by the culture in which you live and the culture in which you interact. This course prepares students for IBUS 281 and IBUS 282. The course explores the culture and languages of the countries to be visited during the current year's International Business Practices Field Study. Topics covered include: meeting, time orientation, Hofstede's cultural dimensions, Hall's cultural factors, verbal and non-verbal communication, foods and etiquette. Students must apply for admission to the course in the preceding fall. Students must complete this course in the spring with a satisfactory grade to travel on the field study trip in the summer.			
<b>IBUS</b>	<b>281</b>	<b>International Business Practices Field Study</b>	<b>3.00</b>
Prerequisite: IBUS 280.			
This course is a five week field study that through travel and interaction with businesses and universities in the country of interest allows students to discover how business is practiced differently in different regions of the world. The course looks at: human resource management, financial management, marketing and accounting practices. Topics will include: foreign currency exchange, financial markets that are impacted in that country, marketing and advertising in that country, benefits and expectations of and by employees. This course requires a trip journal and reflective notes within the journal. This course requires admission in the preceding fall and satisfactory completion of IBUS 280.			
<b>IBUS</b>	<b>282</b>	<b>Field Study International Business Emphasis Exploration</b>	<b>1.00</b>
Prerequisite: IBUS 280. Corequisite: IBUS 281			
This course allows students to explore a functional business area in more depth during the field study. Students will have opportunities to meet with individuals that practice in their emphasis and to ask questions. Students may also have an opportunity to participate in field trips that differ from their classmates that will allow them more insight into how their emphasis is impacted in different cultures. This course requires a final reflective paper prior to the end of the second term of the summer session. This course requires admission in the preceding fall, satisfactory completion of IBUS 280 and concurrent enrollment in IBUS 281.			

# CHEMISTRY

CHEM 100	<b>Molecules and Life in the Modern World</b>	3.00
Prerequisite: MATH 96 or qualifying score AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 with an ACCUPLACER Read score of 76-85.		
A course for students with no science background. A general introduction into topics in inorganic and organic chemistry. Four laboratory experiences are required through the course period.		
CHEM 103	<b>Preparatory Chemistry</b>	3.00
Prerequisite: MATH 096 or placement in MATH 120 or higher.		
This course is a preparatory course for students with a deficiency in high school chemistry or who have not had chemistry before who wish to qualify for CHEM 110 or 121. Focus will be on developing problem solving skills and study skills in chemistry required to succeed in CHEM 110 or 121. Does not satisfy the General Education Core Science requirement.		
CHEM 120	<b>Recitation for General Chemistry I</b>	1.00
Corequisite: Must be concurrently enrolled in CHEM 121.		
Students must be concurrently enrolled in CHEM 121 in order to take this course. This course is a recitation section for CHEM 121 that includes additional practice in problem solving and chemistry skills used in CHEM 121.		
CHEM 121	<b>General Chemistry I</b>	4.00
Prerequisite: MATH 120 or qualifying score AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 with an ACCUPLACER Read score of 76-85.		
Fundamental principles of chemistry and the properties and uses of the common nonmetallic elements.		
CHEM 122	<b>General Chemistry II</b>	4.00
Prerequisite: CHEM 121 or 121R and MATH 126 or ACCUPLACER equivalent AND Completion of ENG 98R or 101 or 102 or ACCUPLACER RC score of 86+ or AP 2+ or SAT 440+ or ACT 18+. Corequisite: ENG 98R and READ 135 with ACCUPLACER RC score of 76-85.		
Fundamental principles of chemistry, properties and uses of the common metals, their compounds, elementary chemistry of carbon, and introductory qualitative and quantitative analysis.		
CHEM 198	<b>Special Topics in Chemistry</b>	0.50 - 6.00
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
CHEM 201	<b>General Chemistry for Scientists and Engineers</b>	4.00
Prerequisite: Taken or co-enrolled in MATH 181 or ACCUPLACER equivalent AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP 2+ or SAT 440+ or ACT 18+. Corequisite: ENG 98R and READ 135 with ACCUPLACER Read score of 76-85.		
Fundamental principles of chemistry including stoichiometry, atomic structure, periodic table, chemical bonding, molecular structure, kinetic theory of gases, gas laws, solutions, colligative properties, equilibrium and electrochemistry. Credit allowed for only one of the following: CHEM 121 or 201.		
CHEM 202	<b>General Chemistry for Scientists and Engineers II</b>	4.00
Prerequisite: CHEM 121 or 201 with a grade of 'B' or better and MATH 181 AND Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP 2+ or SAT 440+ or ACT 18+. Corequisite: ENG 98R and READ 135 with ACCUPLACER Read score of 76-85.		
Principles of chemistry including thermodynamics, electrochemistry, chemical kinetics, nuclear chemistry, metals and non-metals, coordination compounds, and properties of inorganic, organic and biological molecules. Credit allowed in only one of CHEM 122 or 202.		
CHEM 220	<b>Introductory Organic Chemistry</b>	4.00
Prerequisite: CHEM 121. Recommended: CHEM 122.		
A laboratory course which acquaints students with some of the fundamental principles of carbon chemistry and biological chemistry.		
CHEM 241	<b>Organic Chemistry I</b>	3.00
Prerequisite: CHEM 122 or 202.		
Intensive introduction to the chemistry of carbon and its functional groups, including the structure and behavior of its molecules.		
CHEM 241L	<b>Organic Chemistry for Life Sciences Lab I</b>	1.00
Prerequisite or corequisite: CHEM 241.		
Laboratory exercises in introductory organic chemistry. Stereo chemistry, separation and purification techniques, micro-scale organic reaction procedures.		
CHEM 242	<b>Organic Chemistry II</b>	3.00
Prerequisite: CHEM 241.		
Continuation of CHEM 241, covering simple and polyfunctional compounds, with emphasis on synthesis of organic molecules.		

## CHEMISTRY

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<b>CHEM 242L</b>	<b>Organic Chemistry for Life Sciences Lab II</b>	<b>1.00</b>
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Prerequisite or corequisite: CHEM 242

Laboratory exercises in intermediate organic chemistry with continued emphasis on micro-scale organic reaction procedures. Introduction to the identification of organic compounds using chemical and instrumental means (qualitative analysis).

## CISCO

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<b>CSCO 120</b>	<b>CCNA Internetworking Fundamentals</b>	<b>4.00</b>
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Prerequisite: None

Prerequisite: Strongly recommend minimum ACCUPLACER Reading Comprehension score of 74. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced.

<b>CSCO 121</b>	<b>CCNA Routing Protocols and Concepts</b>	<b>5.00</b>
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Prerequisite: CSCO 120 with a grade of "C" or better.

Routing Protocols and Concepts is part of the CCNA curriculum. This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF.

<b>CSCO 220</b>	<b>CCNA LAN Switching and Wireless Fundamentals</b>	<b>5.00</b>
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Prerequisite: CSCO 120 with a grade of "C" or better.

LAN Switching and Wireless Fundamentals is part of the CCNA curriculum. This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, this course provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operation. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus Network design and Layer 3 switching concepts are introduced.

<b>CSCO 221</b>	<b>CCNA WAN Fundamentals</b>	<b>5.00</b>
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Prerequisite: CSCO 121 and 220 with a grade of "C" or better.

WAN Fundamentals is part of the CCNA curriculum. This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn about user technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling, and VPN basics are introduced. The course concludes with a discussion of the special network services required by converged applications and an introduction to quality of service (QoS).

<b>CSCO 230</b>	<b>Fundamentals of Network Security</b>	<b>4.00</b>
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Prerequisite: CSCO 221 or CCNA Certification. May be taken concurrently with CSCO 221.

The Fundamental of Network Security course is designed to prepare students for entry level certification in network security. The course is an introduction to network security and overall security processes. The course teaches students to design and implement security solutions to reduce the risk of revenue loss and network vulnerability. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CLINICAL LAB SPECIALIST

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<b>CLS 151</b>	<b>Phlebotomy</b>	<b>2.00</b>
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Prerequisite: None

Study of blood collection methods with emphasis on patient preparation, order of draw, identification, sample collection, and selected diagnostic tests performed in the clinical laboratory. This course must be taken concurrently with CLS 152, Applied Phlebotomy. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

<b>CLS 152</b>	<b>Applied Phlebotomy</b>	<b>2.00</b>
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Prerequisite: None

A study of instructional techniques for use with learners with mild/moderate disabilities from culturally diverse backgrounds.½ Addresses assessment and instructional methods, accommodations, adaptations, strategies, and materials appropriate for teaching individuals with exceptionalities in a variety of educational settings. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CLINICAL LAB SPECIALIST

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CLS	153	<b>Phlebotomy Clinical Practicum</b>	2.00
Prerequisite: None			
A clinical rotation in blood collection and specimen processing procedures. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152. The student must complete 90 hours of supervised clinical experience and 100 successful venipunctures including dermal. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## COMMUNICATIONS

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COM	101	<b>Oral Communication</b>	3.00
Prerequisite: None			
Theory and practice in the composition and delivery of public speeches. Advanced techniques of message development, organization, and style.			
COM	113	<b>Fundamentals of Speech Communications</b>	3.00
Prerequisite: None			
Study of theories and principles of speech with participation in public speaking and interpersonal communication activities.			
COM	215	<b>Introduction to Group Communication</b>	3.00
Prerequisite: None			
An introductory course in communication as it functions within small task groups. Emphasis is on observation and analysis of actual small group behavior and on improvement of communication skills within the small group setting. Topics covered include leadership, conflict, norms, role structure, cohesiveness and decision-making. Course stresses student involvement in exercises, discussions and group projects.			
COM	285	<b>Communication Disabilities and Film</b>	3.00
Prerequisite: None			
This course will cover popular films and their portrayal of individuals with communication disabilities, including how those portrayals promote both negative and positive images and how these images influence public perception of those with communication disabilities. The realities of communication disabilities will also be discussed.			

## COMMUNITY HEALTH SCIENCES

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CHS	101	<b>Introduction to Community Health Sciences</b>	3.00
Prerequisite: ENG 98R or higher and MATH 96 or higher, or equivalent placement scores.			
This course introduces students to the basic tenets of community health. These include concepts of health, health promotion and disease prevention, as well as, factors affecting community health, epidemiology, risk factors, health information and research, ethics and health programs.			
CHS	102	<b>Foundations of Personal Health and Wellness</b>	3.00
Prerequisite: ENG 98R or higher and MATH 96 or higher, or equivalent placement scores.			
This course introduces students to the basic tenets of health and wellness. These include concepts of health, diet and exercise, relationships, disease prevention and making personal choices that promote a healthy lifestyle.			
CHS	200	<b>Introduction to Public Health Biology</b>	3.00
Prerequisite: CHS 101 or BIOL 100 or higher.			
This course introduces students to the basic biological principles of public health biology. These include concepts of health and disease, introduction to pathophysiology, the public health burden of infectious and chronic disease, and how public health is used to address these.			
CHS	230	<b>Introduction to Environmental Health</b>	3.00
Prerequisite: CHS 101 or BIOL 100 or higher, CHEM 100 or higher, or ENV 100 or higher.			
This course introduces students to the basic tenets of environmental health. These include concepts of environmental influences on disease, inter-relatedness of scientific disciplines with environmental health, emerging environmental issues, and environmental risk factors and exposure.			

## COMPUTER AIDED DRAFTING AND DESIGN

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CADD	100	<b>Introduction to Computer-Aided Drafting</b>	3.00 - 4.00
Prerequisite: None			
Introduction to the basic capabilities of a Computer Aided Drafting (CAD) system. Includes appropriate terminology, basic system design, typical hardware and software and applicable commands. Students will draw and solve drafting problems on a CAD system.			
CADD	105	<b>Intermediate Computer-Aided Drafting</b>	3.00 - 4.00
Prerequisite: CADD 100 and either DFT 100 or ADT 105.			
Continuation of CADD 100 (formerly DFT 131). The course will cover advanced 2-D CAD operations. Student will draw and solve graphic problems on a CAD system.			



# COMPUTER AIDED DRAFTING AND DESIGN

<b>CADD 140</b>	<b>Technical Drafting I</b>	3.00 - 4.00
Prerequisite: DFT 100 or CADD 100 or approval of instructor.		
Applies the knowledge gained in DFT 100 to manufacturing situations according to industrial standards. Computer Aided Drafting Techniques are used to solve advanced drafting problems.		
<b>CADD 141</b>	<b>Technical Drafting II</b>	3.00 - 4.00
Prerequisite: CADD 140 or approval of instructor. Course may be taken concurrently with CADD 140.		
Introduces shop processes, detail working drawings, precision dimensioning, limits and tolerances, design layouts, shop notes, parts lists, assembly drawings, developments and intersections, and pictorial drawings. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CADD 142</b>	<b>Technical Drafting III</b>	3.00 - 4.00
Prerequisite: CADD 140. Course may be taken concurrently with CADD 140.		
Covers descriptive geometry and electronic drafting. Advances concepts introduced in CADD 141 through project oriented problem solving. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CADD 198</b>	<b>Special Topics in CADD</b>	1.00 - 6.00
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CADD 200</b>	<b>Advanced Computer Aided Drafting</b>	3.00 - 4.00
Prerequisite: CADD 105 and 140.		
An advanced course providing instruction and skill development on advanced features of CADD. Emphasis will be on Alternate Dimensioning Practices, Advanced Texting and Formatting, Advanced Dynamic Block Properties and an introduction to solid modeling.		
<b>CADD 210</b>	<b>CADD Project</b>	3.00 - 4.00
Prerequisite: CADD 100 and 140.		
Each student will complete a project that will increase his/her CAD skills. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CADD 245</b>	<b>Solid Modeling and Parametric Design</b>	3.00 - 4.00
Prerequisite: CADD 100 and 105.		
This course will introduce the student to 3D and solid modeling on a CAD system. Students will draw and solve graphic problems on a CAD system.		
<b>CADD 255</b>	<b>CAD Customization I</b>	3.00 - 4.00
Prerequisite: CADD 100 and 105.		
A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (screen appearance, pull-down menus, accelerator keys, tool bar groups and dialog boxes).		
<b>CADD 256</b>	<b>CAD Customization II</b>	3.00 - 4.00
Prerequisite: CADD 100 and 105.		
A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (tablet menus, line types, multi-line types, hatch patterns, intro to autolisp and script files).		
<b>CADD 290</b>	<b>Internship in CADD</b>	1.00 - 6.00
Prerequisite: None		
A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have a 2.5 G.P.A. Contact the instructor for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 75 hours of internship for 1 credit. May be repeated for up to 6 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CADD 299</b>	<b>Capstone/Assessment</b>	1.00 - 3.00
Prerequisite: None		
This course will be a final assessment of each student and determine their preparedness for job marketability. Each student will write a resume, develop a portfolio, demonstrate growth on the program post-test and apply for graduation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# COMPUTER AND OFFICE TECHNOLOGY

<b>COT 101</b>	<b>Computer Keyboarding I</b>	<b>1.00 - 3.00</b>
Prerequisite: None		
This course involves developing basic skills for touch typing keyboard proficiency on computers. Elementary word processing functions are introduced. Development of speed and accuracy skills are an integral part of this course. Basic computer operations are introduced for using the keyboarding software. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>COT 110</b>	<b>Business Machines</b>	<b>1.00 - 3.00</b>
Prerequisite: None		
This course develops skills using electronic printing calculators. The skills are applied to business math problems which include: touch addition of whole numbers, multiplication, division, fractions and decimals, percentages, markdown and markup, interest, payrolls, and installment buying. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>COT 198</b>	<b>Special Topics in COT</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the course content and number of hours required. This course may be repeated for up to six credits.		
<b>COT 207</b>	<b>Business Applications on the Internet</b>	<b>3.00</b>
Prerequisite: IS 101 or the equivalent.		
This course will cover the use of the internet for business and entrepreneurial purposes. Topics include integration of the Microsoft Office Suite with the World Wide Web, daily basic business practices online, and intranet/internet site development. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>COT 217</b>	<b>Office Publications</b>	<b>1.00 - 3.00</b>
Prerequisite: IS 101 or the equivalent.		
This course introduces students to basic techniques of desktop publishing and Web page publishing in an office. Students will learn how to plan and design a publication, format text, work with art, use styles, and work with multiple pages. The course will also cover the creation and maintenance of simple Web sites, including using links, tables, frames, and forms.		
<b>COT 240</b>	<b>Executive Office Procedures</b>	<b>3.00</b>
Prerequisite: BUS 106 or BUS 108; or Accuplacer/WritePlacer minimum score of 6; or with instructor approval.		
Administrative professionals must possess specific skills to succeed in and adjust to a diversified workforce with ever-emerging technologies. Topics covered in this course prepare students in today's dynamic workplace and include: workplace mail, records management, telecommunications (including technology and etiquette), written and verbal business communication, event planning, travel arrangements, skills for multitasking and prioritizing, proofreading skills, business ethics, and customer service. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>COT 290</b>	<b>Internship in Computer/Office Technology</b>	<b>1.00 - 6.00</b>
Prerequisite: None		
A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have A 2.5 G.P.A. Contact the instructor for the application, screening, and required skills evaluation. Up to six semester hour credits may be earned on the basis of 75 hours of internship for one credit. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# COMPUTER ENGINEERING

<b>CPE 201</b>	<b>Introduction to Computer Engineering</b>	<b>4.00</b>
Prerequisite: CS 135R; MATH 127 or higher or qualifying SAT, ACT, or Accuplacer scores.		
This course will introduce you to the fundamentals of number systems, binary arithmetic, Boolean logic and logic functions. We study the minimization of logic functions as sums of products, combinational circuits, sequential (state) machines, registers and register transfer, counters, memory and programmable logic devices. You will receive hands-on experience in laboratory experiments.		

# COMPUTER INFORMATION TECHNOLOGY

<b>CIT 95</b>	<b>Personal Computer Basics</b>	<b>3.00</b>
Prerequisite: None		
This course provides a hands-on, activity based learning experience that covers computer terminology, working with files, and protecting against computer viruses. It explores the Internet, teaches how to e-mail, and share pictures via e-mail, and how to do searches. Students will create a document with word processing software and a basic budget with spreadsheet software. An overview of other computer applications such as data bases and presentations will be included. Graded Pass/Fail		

# COMPUTER INFORMATION TECHNOLOGY

CIT	105R	<b>Word Processing</b>	1.00 - 3.00
Prerequisite: None			
This beginning course is designed for people who are at an entry level and want to learn a general overview of word processing using Microsoft Word, as well as be productive with simple tasks. Document creation, editing, saving and retrieving files, printing, spell checking, formatting, search and replace, thesaurus, and special effects will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	106	<b>Spreadsheets</b>	1.00
Prerequisite: None			
This beginning course in spreadsheets is designed for people to learn a general overview of a current spreadsheet program as well as be productive with simple tasks. Spreadsheet creation, editing, saving and retrieving files, printing, formulas, charts and basic data analysis will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	107	<b>Databases</b>	1.00
Prerequisite: None			
This beginning course is designed for people who are at an entry level and want to learn a general overview of current office database software, as well as be productive with simple tasks. Topics include creating and using a database, querying a database, maintaining a database, sharing data among applications, and creating reports and forms. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	108	<b>PowerPoint</b>	1.00
Prerequisite: None			
This beginning course in Microsoft PowerPoint is designed for people who are at an entry level and want to learn a general overview of the program as well as be productive with simple tasks. Topics include using a design template and text slide layout to create a presentation, or slide show, using visuals to enhance a slide show, modifying visual elements and presentation formats, and delivering presentations to and collaborating with work groups. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	112	<b>Network +</b>	3.00
Prerequisite: None			
This course covers basic networking terminology, network components, transmission media and protocols. It focuses on the OSI model of network computing. Course serves as preparation for the CompTIA Network+ exam. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	114R	<b>IT Essentials</b>	4.00
Prerequisite: None			
This course is a comprehensive overview of the primary operating systems and the support of hardware devices. The class will also demonstrate the integration between hardware and software. Emphasis is on installing, configuring, troubleshooting and upgrading a PC and working with computer users as an IT technician. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	128	<b>Introduction to Software Development</b>	4.00
Prerequisite: None			
Prerequisite: Highly Recommend Math 095 or ACCUPLACER Math placement of 52 or greater. This is the first course in programming and software development, and assumes no prior programming experience. The course introduces the basic syntax of a programming language and stresses the principles of good software engineering. The course also introduces HTML (the language of the Web), Web scripting (dynamic Web content), and SQL (Structured Query Language), which is used to access relational databases. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	130	<b>Beginning Java</b>	3.00
Prerequisite: CIT 128 or permission of instructor.			
Java is a general-purpose, object-oriented programming language best known for, but not limited to, creating applets to run on the Internet. This course will include applet creation, but the primary emphasis will be on general purpose object-oriented programming.			
CIT	134	<b>Beginning C# Programming</b>	3.00
Prerequisite: CIT 128 or permission of instructor.			
C# is a general-purpose, object-oriented programming language best known for its ability to create single-source solutions capable of running on a variety of devices (via the .NET platform). This course is the first semester of C# programming, and will include exposure to the .NET platform, but the primary emphasis will be on general-purpose object-oriented programming. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# COMPUTER INFORMATION TECHNOLOGY

CIT	138	<b>Introduction to Interactive 3D Application Development</b>	3.00
	Prerequisite: None		
	This course provides an introduction to the development of basic interactive objects and simulations as well as three dimensional simulation applications. Students will learn how to create basic simulations by importing objects and manipulating object behaviors and interactivity functions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
CIT	151	<b>Beginning Web Development</b>	3.00
	Prerequisite: CIT 128 or instructor approval. May take CIT 128 concurrently.		
	This course introduces students to HTML code and Web page design. Topics cover creating and managing a Web site and designing Web pages, including tables, frames and forms. Students will also learn to enhance Web pages with Cascading Style Sheets, JavaScript and multimedia. No prior HTML experience is necessary.		
CIT	152R	<b>Web Script Language Programming</b>	3.00
	Prerequisite: CIT 151 and a beginning programming course (CIT 130 or CIT 134 or CS 135R), or instructor approval.		
	This course concentrates on client-side scripting. Client-side technologies are used to validate form data, as well as to provide ways of interacting with visitors. This class builds upon the information presented in CIT 151-Beginning Web Development (HTML and JavaScript), and will also provide an introduction to server-side scripting.		
CIT	173	<b>Introduction to Linux</b>	3.00
	Prerequisite: None		
	An introduction to the Linux Operating System. Topics include Linux origins, file system, user commands and utilities, graphical user interfaces, editors, manual pages and shells. Students are expected to have basic computer literacy prior to enrolling in this course.		
CIT	174	<b>Linux System Administration</b>	3.00
	Prerequisite: None		
	This course covers a variety of topics: installing and configuring a Linux Server, managing users and groups, securing the system and much more. Students should complete CIT 173 or have knowledge of Linux fundamentals before attending this course.		
CIT	176	<b>Linux Shell Programming</b>	3.00
	Prerequisite: CIT 173		
	This course teaches the student how to customize the shell's configuration and create custom programs (shell scripts) that increase productivity by automating mundane tasks and extending the Linux command set.		
CIT	180	<b>Database Concepts and SQL</b>	3.00
	Prerequisite: CIT 128 or permission of instructor.		
	This class is targeted for people with little or no SQL knowledge. The objective of this course is to familiarize students with the database concepts that they will need to be effective programmers. Although this course utilizes MySQL because of its open source nature, the topics presented in this course are fundamental and should apply to all relational databases. Course accents hands-on learning in a Structured Query Language (SQL) and SQL procedures.		
CIT	198	<b>Special Topics in CIT</b>	1.00 - 6.00
	Prerequisite: None		
	Various short courses and experimental classes covering a variety of subjects in the general Computer and Information Technology area. This class will have variable credit of 1 to 6 depending on the course content and number of contact hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
CIT	201	<b>Word Certification Preparation</b>	3.00
	Prerequisite: None		
	This course is designed to prepare students for the entry-level Microsoft Word certification exam. Students will create documents using formatting basics, tables, graphics, citations, mail merges, tables of contents, and custom features.		
CIT	202	<b>Excel Certification Preparation</b>	3.00
	Prerequisite: None		
	This course is designed to prepare students for the entry-level Excel certification exam. Students will create and edit workbooks, format and manage worksheets using formulas, charts, pictures and shapes.		
CIT	203	<b>Access Certification Preparation</b>	3.00
	Prerequisite: None		
	This course is designed to prepare students for the entry-level Access certification exam. Students will create database tables, queries, forms and reports, use database tools, import, export, and secure and share data.		
CIT	204	<b>Powerpoint Certification Preparation</b>	2.00
	Prerequisite: None		
	This course is designed to prepare students for the entry-level PowerPoint certification exam. Students will create and edit presentations, use color schemes and templates, add graphics and produce multimedia slideshows.		

# COMPUTER INFORMATION TECHNOLOGY

CIT 211	<b>Microsoft Networking I</b>	3.00 - 5.00
Prerequisite: None		
This course provides students with the knowledge and skills necessary to perform administration tasks in a peer to peer network or a workstation based system using Microsoft Windows. This course is suitable for people with no prior experience in system administration.		
CIT 212	<b>Microsoft Networking II</b>	3.00 - 5.00
Prerequisite or corequisite: CIT 211.		
This course is intended for new-to-product support professionals who will be responsible for installing and configuring Microsoft Windows Server products and for those who are on the Microsoft Certified Systems Administrator (MCSA) or Microsoft Certified Systems Engineer (MCSE) certification tracks. It provides the knowledge and skills necessary to install and configure Windows Server products to create file, print and terminal servers.		
CIT 213*	<b>Microsoft Networking III</b>	3.00 - 5.00
Prerequisite: CIT 212.		
This course is designed to provide support professionals with the infrastructure knowledge and skills necessary to install and configure the Microsoft Windows Server and Microsoft Windows workstation operating system products.		
CIT 214*	<b>Microsoft Networking IV</b>	3.00 - 5.00
Prerequisite: CIT 212.		
This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows server services. The course also focuses on implementing Group Policies and understanding the Group Policy tasks required to centrally manage users and computers. This course may be repeated.		
CIT 215	<b>Microsoft Networking V</b>	3.00 - 5.00
Prerequisite: None		
This course teaches a topic which is selected from Microsoft's Windows electives used in its certification programs. Topics will be selected based on current standards in computer networking and industry demands in training. Topics will include, but not be limited to, active directory design, infrastructure design, security design, SQL design, implementation and administration, SNA implementation, Exchange Server design, implementation and administration, Proxy Server design, implementation and administration, as well as implementation of new utilities and programs as developed. This course may be repeated under different topics up to 50 times.		
CIT 217	<b>Security +</b>	3.00
Prerequisite: CIT 112 or CSCO 120 or instructor approval.		
This is a basic IT security course that covers the current objectives of the CompTIA Security+ certification exam. Topics will include general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security.		
CIT 230	<b>Advanced Java</b>	3.00
Prerequisite: CIT 130.		
This course builds upon the foundation constructed in Beginning JAVA. Since JAVA works behind the scenes to power Internet applications, this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Example topics include, but are not limited to, Swing, Collections, Multimedia, Networking, JDBC, Servlets and JSP, JavaBean and XML.		
CIT 234	<b>Advanced C# Programming</b>	3.00
Prerequisite: CIT 134 or permission of instructor.		
This course is the second semester of C# programming, and will include exposure to the .NET platform, but the primary emphasis will be on some of the more advanced features of the language including: dynamic data structures, reusable data structures, and use of existing collections. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
CIT 251	<b>Advanced Web Development</b>	3.00
Prerequisite: CIT 151 and a beginning programming course (CIT 130 or CIT 134 or CS 135R), or instructor approval.		
This course prepares students to use server-side web technologies. The course covers the concepts, design and basic coding of advanced web applications.		
CIT 257	<b>Web Languages</b>	3.00
Prerequisite: CIT 152R or instructor approval.		
This course explores a variety of emerging technologies that are used in sophisticated Web sites. Students will explore advanced Internet topics that may include dynamic Web site content, database integration, e-commerce, security, server-side configurations, scripting, common gateway interfaces and Web application development.		
CIT 263R	<b>Project Management</b>	3.00
Prerequisite: CIT 114 R, CIT 128 and CSCO 120 or instructor approval.		
The purpose of this course is to help students gain the knowledge required to effectively plan, implement and complete IT projects across the organization. Topics will include business practices, interpersonal skills and management process.		



# COMPUTER INFORMATION TECHNOLOGY

CIT	271	<b>Information Assurance II</b>	3.00
Prerequisite: CIT 217			
This course focuses on understanding the layers of hardware and software control measures required to control the flow of traffic into and out of the network perimeter and provide an optimized perimeter defense. This course covers the content of the Security Certified Network Specialist (SCNS) certification. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	290	<b>Internship in CIT I</b>	1.00 - 6.00
Prerequisite: None			
Work and study in participating and approved business organizations. Department approval required before acceptance of student into course. Department review of student's activities and development on the job required. This class will have variable credit of one to six depending on the work hours required. This course may be repeated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	291	<b>Internship in CIT II</b>	1.00 - 6.00
Prerequisite: None			
Available to students who have completed most Core and Emphasis requirements and have a 2.5 GPA. Work and study in participating and approved business organizations. Department approval required before acceptance of student into course. Department review of student's activities and development on the job required. This class will have variable credit of one to six depending on the work hours required. This course may be repeated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	298	<b>Advanced Special Topics in CIT</b>	1.00 - 6.00
Prerequisite: None			
Various short courses and workshops covering a variety of subjects in the advanced general Computer and Information Technology area. This class will have variable credit of one to six depending on the course content and number of contact hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CIT	299	<b>Independent Study in CIT</b>	1.00 - 6.00
Prerequisite: None			
The student will do a special project involving a subject or skill related to the CIT curriculum. The project will be designed with a faculty advisor. This class will have variable credit of one to six depending on the course content and number of contact hours required. This course may be repeated. It may be substitute for another course with special permission of the Division. This course may repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# COMPUTER SCIENCE

CS	135R	<b>Computer Science I</b>	3.00
Prerequisite: MATH 127 or 128 or satisfactory test placement into MATH 181. May be taken concurrently with MATH 127.			
This course is an introduction to modern problem solving and programming methods. Emphasis is placed on algorithm development. A special focus will be on procedural and data abstraction, emphasizing design, testing, and documentation.			
CS	202	<b>Computer Science II</b>	3.00
Prerequisite: CS 135R with a 'C' or better; MATH 127 or higher, or qualifying ACT, SAT or Accuplacer score.			
This course builds on the concepts of Computer Sciences I. Emphasis on problem solving and program development techniques. Typical numerical and non-numerical problems are examined. Design, implementation, and abstraction principles of elementary data structures are studied.			
CS	282	<b>Simulation Physics</b>	4.00
Prerequisite: CS 202 and PHYS 180 AND Completion of ENG 98R or 101 or 102 or ACCUPLACER RC score of 86+ or AP of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 with an ACCUPLACER RC score of 76-85.			
This course introduces the mathematical foundation to enrich simulations, animations and computer games with physics-based realism. Topics include: rigid-body dynamics (kinematics and forces) simulating real-world problems (vehicles and projectiles integration for real-time simulation and collision detection), introduction to motion control and animation.			

# CONSTRUCTION

CONS	120	<b>Print Reading and Specification</b>	3.00
Prerequisite: None			
A study of the fundamental language utilized in construction drawing. Stresses the reading and interpretations of representative construction prints. The course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# CONSTRUCTION

<b>CONS 121</b>	<b>Principles of Construction Estimating</b>	<b>3.00</b>
Prerequisite: None		
A basic course designed to help construction professionals develop their understanding of the material take off or quality survey process for estimating. Specific estimating methods for assemblies of materials and by trade will form the basis for the approach used in class. The course will emphasize the basic formulas for area and volume for materials measurement and how it is used in manual and computerized estimating software. Use of online plan and document bid services will supplement the class lectures and text. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS 155</b>	<b>On-Site Construction Supervision</b>	<b>3.00</b>
Prerequisite: None		
On-Site Supervision provides the basis for that education. It is a comprehensive, competency-based program that gives both veteran and new field managers a step by step approach to honing natural abilities, developing essential skills, and generally improving their performances as leaders. This course may be repeated for up to four credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS 198</b>	<b>Special Topics in Construction</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS 211</b>	<b>Construction Cost Control</b>	<b>3.00</b>
Prerequisite: None		
This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: the construction cycle, estimates, work and cost analysis, reporting and cost comparison, short interval production scheduling and production control. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS 221</b>	<b>Construction Estimating II</b>	<b>3.00</b>
Prerequisite: CONS 121.		
This is a continuation of CONS 121, Principles of Construction Estimating with an emphasis on more complex construction projects and the use of current industry computer applications.		
<b>CONS 281</b>	<b>Construction Planning, Scheduling and Control</b>	<b>3.00</b>
Prerequisite: None		
The course will explain the various types of schedules used in the construction industry and the specific applications for successful project planning. The evolution of the scheduling process will be discussed, and examples of bar charts, Gantt charts, CPM and PERT scheduling techniques will be used throughout the class in presentations and practical assignments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS 282</b>	<b>Construction Law</b>	<b>2.00 - 3.00</b>
Prerequisite: None		
This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: contracts, contract risk, changes and differing site conditions clauses, how to read a construction contract, negotiation, documentation, liens, bonds and closing out the job and case histories. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS 283</b>	<b>Construction Documents and Specifications</b>	<b>2.00</b>
Prerequisite: None		
A basic course designed to help professional construction managers and supervisors understand the many different types of documents used in construction and how they relate to the various projects within their specific company and the construction industry. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS 290</b>	<b>Internship in Construction</b>	<b>1.00 - 8.00</b>
Prerequisite: None		
A course designed wherein students will apply knowledge to real on the job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## COOPERATIVE EDUCATION

CE	198	<b>Special Topics in Cooperative Education</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CE	201	<b>Workplace Readiness</b>	3.00
Prerequisite: None			
Prepares students with critical skills to secure and maintain employment. Students will learn to communicate in multiple modes to address workplace needs, solve problems using critical thinking, understand work-related systems, maintain safe and healthful working conditions, practice ethical and legal behavior consistent with workplace standards, and enhance work outcomes through leadership, self-management, and teamwork. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CE	290	<b>Work Experience</b>	0.50 - 9.00
Prerequisite: None			
This course supplements classroom instruction with practical work experience related to the student's educational program. Under the supervision of experienced personnel at a local business or agency, students complete specific occupational objectives developed by program faculty and the employer. Faculty will monitor the student's progress through direct contact, site visitations, student reports and employer feedback. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## CORE HUMANITIES

CH	201	<b>Ancient and Medieval Cultures</b>	3.00
Prerequisite: ENG 102 or ENG 114.			
Critical survey of Near East, Greece, Rome and Middle Ages; origins of Judaism, Christianity, Islam, philosophy and science; concepts like heroism, justice, and romantic love.			
CH	202	<b>The Modern World</b>	3.00
Prerequisite: ENG 102 or ENG 114.			
Analyzes Europe's legacy in shaping world ideas, institutions and cultures. Includes Renaissance; Reformation; Enlightenment; Romanticism; development of science and industry; political revolutions; colonialism; postcolonialism; globalization.			
CH	203	<b>American Experiences and Constitutional Change</b>	3.00
Prerequisite: ENG 102 or ENG 114.			
Identities, ideas, and institutions from pre-contact to present, emphasizing civil rights, liberty, individualism, federalism, environmentalism, urbanization, industrialization, and cultural diversity. Satisfies the U.S. and Nevada Constitution requirements.			

## COUNSELING AND PERSONAL DEV.

CEP	254	<b>Biopscho-Social Factors in Addiction</b>	3.00
Prerequisite: CPD116 or permission of instructor.			
Theories of alcohol and other drug addictions with emphasis on the signs and symptoms of problematic use, as well as methods of assessment and intervention.			
CEP	255	<b>Developmental Theories-Prevention/Education Strategies</b>	3.00
Prerequisite: CPD116.			
Impact of addiction on development in children and families, prenatal addiction and fetal alcohol syndrome, and current prevention and education models and services.			
CPD	116	<b>Substance Abuse-Fundamental Facts and Insights</b>	3.00
Prerequisite: None			
This course covers the following topics related to substance abuse in our society: identification of substances, reasons for abuse of alcohol and of drugs, signs and symptoms of substance abuse, and approaches and techniques recognized as effective in substance abuse counseling. It is recommended that students take the BADA workshop Classification Of Alcohol in addition to this course for BADA certification. College credit can be given for the workshop.			
CPD	120	<b>Treatment Planning and Case Management</b>	2.00
Prerequisite: CPD 116.			
This course is structured to provide each student with a working knowledge and understanding of treatment planning from intake to aftercare. Discusses data acquisition, the importance of maintaining up-to-date counseling goals and objectives, documentation of the therapeutic process, and federal and state requirements. It is recommended that students take the BADA workshop Confidentiality in addition to this course for BADA certification. College credit can be given for the workshop.			

## COUNSELING AND PERSONAL DEV.

CPD	123	<b>Career Choices and Changes</b>	1.00 - 2.00
Prerequisite: None			
A course in life and career planning, offered to help students make informed occupational choices. The course includes self-assessment (personal values, abilities, and interests), opportunities for research into different careers, and training in proper decision-making and goal-setting procedures.			
CPD	291	<b>Substance Abuse Practicum I</b>	3.00
Prerequisite: CPD 116 and 120.			
To be taken in student's final semester. If taken earlier, permission of the department is required. Substance abuse counseling work experience. The student works in a counseling facility eight hours a week under the supervision of a facility employee to gain practical work experience.			

## CRIMINAL JUSTICE

CRJ	101	<b>Introduction to Criminal Justice I</b>	3.00
Prerequisite: None			
History, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.			
CRJ	102	<b>Introduction to Criminal Justice II</b>	3.00
Prerequisite: None			
Adjudicatory process, adult and juvenile corrections functions within the criminal justice system.			
CRJ	106	<b>Introduction to Corrections</b>	3.00
Prerequisite: None			
History and analysis of development in corrections, recent innovations and future correctional systems structure and programs.			
CRJ	108	<b>Introduction to Homeland Security</b>	3.00
Prerequisite: None			
This course will introduce students to the vocabulary and important components of Homeland Security. We will discuss the importance of the agencies associated with Homeland Security and their interrelated duties and relationships. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	111	<b>Firearms I</b>	1.00 - 3.00
Prerequisite: None			
Course involves 50 hours of classroom and range instruction, including laws of arrest, search and seizure; moral, legal and ethical aspects of the use of deadly force; firearm handling and safety, range nomenclature, marksmanship and qualification. Course covers all of the elements required under California P.C. 832 and exceeds present local law enforcement requirements for security officers in Nevada. Changes may be made as mandated by new legislative requirements. This course is P.O.S.T. certified. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	114	<b>Firearms II</b>	1.00 - 3.00
Prerequisite: None			
A continuation of CRJ 111 (Firearms I). Course includes: advanced range qualification, precision marksmanship, defensive measures, counter ambush procedures, combat shooting course, robbery in progress, building searches, use of the shotgun, etc. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	125	<b>Legal Careers and Law Schools</b>	1.00
Prerequisite: None			
Introduction to careers in law; preparing and applying for law school.			
CRJ	126	<b>Legal Research and Methods</b>	1.00
Prerequisite: None			
Exposure to American legal thought, methods of reasoning, and research with a focus on identifying legal issues and developing basic legal research skills.			
CRJ	127	<b>Legal Writing</b>	1.00
Prerequisite: None			
Introduction to the process, structure and forms of legal argument and writing and citation skills.			

# CRIMINAL JUSTICE

CRJ	145	<b>Transportation and Border Security</b>	3.00
Prerequisite: CRJ 261			
This course provides an overview of modern border and transportation security challenges, as well as different methods employed to address these challenges. The course covers a time period from post 9-11 to the present. The course explores topics associated with border security and security for transportation infrastructure, to include: seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course will include an exploration of technological solutions employed to enhance security of borders and transportation systems. Students will be required to discuss the legal, economic, political, and cultural concerns and impacts associated with transportation and border security. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	155	<b>The Juvenile Justice System</b>	3.00
Prerequisite: None			
Decision-making processes, theories of delinquent behavior, court decisions and problems affecting the administration of justice during childhood and adolescence. Transfers as an elective to UNR.			
CRJ	162	<b>Investigative Photography I</b>	3.00
Prerequisite: None			
A course covering the photographic processes and their use in police, fire and security services. An elemental knowledge of photography is required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	163	<b>Investigative Photography II</b>	3.00
Prerequisite: CRJ 162.			
A course covering advanced investigative photographic techniques and the use of digital photography.			
CRJ	164	<b>Introduction to Criminal Investigation</b>	3.00
Prerequisite: None			
Fundamentals of investigation, crime scene search and recording; collection and presentation of physical evidence, scientific aids, sources of information, case preparation, interviews and interrogations; follow-up.			
CRJ	198	<b>Special Topics in Criminal Justice</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending on the course content and number of hours required. The class may be repeated for up to six hours of credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	211	<b>Police in America: An Introduction</b>	3.00
Prerequisite: None			
Historical development, roles, socialization and problems of police work. Transfers to UNR as CJ 211 Police in America.			
CRJ	214	<b>Principles of Police Patrol Techniques</b>	3.00
Prerequisite: None			
Identification of community problems which require prevention, suppression or control through the basic methods and techniques of police patrol. Special attention to the responsibilities of officers in varying patrol situations such as foot beats, one-person cars, K-9 corps, and/or tactical units. Techniques of observation and perception. Recognition of police hazards; their evaluation and proper police patrol action.			
CRJ	215	<b>Probation and Parole</b>	3.00
Prerequisite: None			
Survey of the probation and parole system of the United States through development of the present system. Shows different systems within the United States, executive clemency, parole, rights of prisoners, probationers and parolees, treatment strategies, administrative aspects, and correctional and professional aspects of the parole and probation officer.			
CRJ	222	<b>Criminal Law and Procedure</b>	3.00
Prerequisite: CRJ 101 and 102.			
Integrated overview of the elements of substantive criminal law and the fundamentals concepts of due process and fairness underlying American criminal procedures.			
CRJ	225	<b>Criminal Evidence</b>	3.00
Prerequisite: None			
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting rights and case studies.			
CRJ	226	<b>Preventions and Control of Delinquency</b>	3.00
Prerequisite: None			
Survey and evaluation of police programs designed to prevent juvenile delinquency. Techniques of enforcement relative to the control of delinquency; investigation procedures in individual cases of delinquency and methods of referral to related agencies.			



## CRIMINAL JUSTICE

CRJ	261	<b>Intelligence Analysis and Security Management</b>	3.00
Prerequisite: None			
This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	265	<b>Introduction to Physical Evidence</b>	3.00 - 4.00
Prerequisite: None			
An overview of the forensic sciences. The role of science in the utilization of physical evidence in matters of criminal and civil law. Emphasis is placed on the value and assistance of modern scientific knowledge to the investigation. Includes laboratory demonstrations and direct experience examining physical evidence. Three hours lecture and three hours lab per week.			
CRJ	266	<b>Peace Officer Academy</b>	27.00
Prerequisite: 21 years old, pass a background check, physical agility test and oral interview.			
This course is a Nevada State POST certified Category I Academy. At the end of the academy the successful student will be able to apply for Patrol positions with agencies within the State of Nevada. They will also be eligible for any Category II or Category III positions. This academy includes lecture, hands on skills, scenarios, and driving time. There is a heavy physical requirement for all cadets. Prior to entry all students must pass a physical agility test, written test, extensive background check and drug test. All candidates are required to pay any testing fees. There are no guarantees of job placement upon completion of the Academy. Successful recruits are required to test with the State of Nevada POST in order to receive their Category I certificate. This Academy will only count towards an AAS degree in Criminal Justice/Law Enforcement. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	270	<b>Introduction to Criminology</b>	3.00
Prerequisite: None			
The course includes a brief history of the theories of criminology, the police, and the offender, with particular emphasis given to criminal career perspectives, detailing from a sociological standpoint, types of offenders who commit specific offenses.			
CRJ	285	<b>Selected Topics in Criminal Justice</b>	1.00 - 6.00
Prerequisite: None			
Selected topics in criminal justice. A course intended to provide flexibility in the criminal justice/correction program. Course subject will vary and cover critical and current issues in criminal justice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	289	<b>Law and Justice</b>	3.00
Prerequisite: None			
Survey of law and justice from a multi-disciplinary perspective with special emphasis on comparative justice systems, race, ethnicity, and gender.			
CRJ	290	<b>Internship in Criminal Justice</b>	1.00 - 8.00
Prerequisite: None			
Work with selected law enforcement agencies, correctional agencies, or security organizations; scheduling to occur during the final semester for the student in the program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
CRJ	299	<b>Special Topics</b>	1.00 - 3.00
Prerequisite: CRJ 101 and 102.			
Introduction to a selected major topic or issue of importance for students in law enforcement, courts or corrections.			

## CULINARY ARTS

CUL	100	<b>Sanitation/HACCP</b>	2.00
Prerequisite: None			
Course covers all aspects of food service sanitation, but focuses on causes and prevention of food-borne illness and the implementation of HACCP quality assurance systems. Instruction includes lecture, demonstrations and special projects. Each student takes the National Registry Food Service Manager Certification exam. Passing this confers both NRA (Nevada Restaurant Association) and Washoe County Food Service Manager certification.			
CUL	101	<b>Sanitation/HACCP (CFPM)</b>	1.00
Prerequisite: None			
Passing this course confers both NRA (Nevada Restaurant Association) and Washoe County Health Department requirements to acquire a certification of Certified Food Protection Manager (CFPM). Course covers all aspects of food service sanitation, but focuses on causes and prevention of food-borne illness and the implementation of HACCP quality assurance systems. Instruction includes lecture, demonstrations, and special projects. At the conclusion of the course the instructor will proctor a national certification exam from the National Registry.			

# CULINARY ARTS

<b>CUL 105</b>	<b>Basic Skills Development</b>	<b>3.00</b>
Prerequisite: BUS 106 or ENG 107; MATH 105 or higher; or qualifying test scores for these courses.		
Entry level course provides students with basic culinary skills to enroll in kitchen or baking production classes. Competencies include culinary history, professionalism, basic safety and sanitation, standardized recipe use and costing, basic nutrition and menu planning, introduction to ingredients, use of commercial kitchen equipment and hand tools, basic knife cuts and raw ingredient preparation. Students with previous culinary skills or training may challenge prior to the start of the semester.		
<b>CUL 106</b>	<b>Understanding Culinary Techniques I</b>	<b>6.00</b>
Prerequisite: CUL 100 and CUL 105.		
Course teaches introductory hot food cookery with emphasis on product utilization, cost effectiveness, timing and presentation. Students practice traditional and modern cooking techniques and good nutrition. Much hands-on practice utilizing moist and dry heat cooking methods. They prepare sauces, soups, starches, vegetables and center of the plate entrees. Some menus include practical baking of quick breads and home baked desserts. Chef instructors make frequent demonstrations to reinforce and amplify recipes and lectures.		
<b>CUL 108</b>	<b>Understanding Culinary Techniques II</b>	<b>6.00</b>
Prerequisite: CUL106		
Continuation of CUL 106 covering the remainder of the portions of text not covered in CUL 105 or CUL 106. Instruction and kitchen expectations become more intense as students hone their skills on more difficult techniques and recipes. They will expand their repertoire in the preparation of sauces, proteins, starches, vegetables and fruits. Students receive a hands-on practical introduction to Garde Manger and the Bakeshop. Techniques and lectures augmented and reinforced by chef demonstrations.		
<b>CUL 114</b>	<b>Buffet Catering</b>	<b>3.00</b>
Prerequisite: CUL 106		
An introduction to on and off premise catering. Students learn professional techniques used by caterers to developing and market services. They develop menus, practice writing proposals and contracts, plan and execute functions. In the kitchen students prepare typical caterer foods such as fruit and vegetable mirrors, canapés, hors d'oeuvres, tea sandwiches and buffet sweets. Students gain experience as they work with phyllo dough, puff pastry, éclair paste, pie and tart dough, savory butters and fillings.		
<b>CUL 125</b>	<b>Principles of Baking</b>	<b>3.00</b>
Prerequisite: CUL 106		
Students learn fundamentals of bread and pastry making, with the emphasis on American products. Included are: baking ingredient properties, function and use of equipment, understanding bakery procedures, recipe conversion, proper storage and sanitation. Students produce home style products including pies, cookies, quick breads, yeast leavened goods, cakes and icings. Elementary cake decoration techniques are introduced, however, emphasis is on production of quality hand-crafted products.		
<b>CUL 130</b>	<b>Garde Manger</b>	<b>3.00</b>
Prerequisite: CUL 108		
Course introduces students to the three main items of the cold kitchen; reception foods, canapés and hors d'oeuvres and buffet arrangements. Students gain hands-on experience in the production of pate, galantines, terrines, salads and other foods that enhance buffets. Students will also be introduced to the use of aspic, techniques of food sculpture and ice carving, plus modern ways of decorating and arranging platters.		
<b>CUL 170</b>	<b>Retail Deli and Bakery</b>	<b>3.00</b>
Prerequisite: CUL 106 and CUL 125		
Course designed to teach professional food preparation and bake-off techniques applicable in a variety of food service environments - supermarket bakery and deli departments, convenience stores, cafeterias, fast food outlets and contract management companies. Structured to develop culinary skills while utilizing convenience foods and frozen bakery products. Emphasis on equipment use, proper handling and proofing of frozen dough, finishing and packing products, assembling sandwiches and platters and product display. Most of the course oriented toward working with convenience foods and bake-off techniques.		
<b>CUL 195</b>	<b>Selected Topics in Culinary Arts</b>	<b>1.00 - 6.00</b>
Prerequisite: None		
Course designed to bring students current topical information on problems and/or issues, skills and/or techniques in various areas of food service. This course may be repeated for up to six credits.		
<b>CUL 198</b>	<b>Special Topics in Culinary Arts</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.		
<b>CUL 200</b>	<b>Aromatics/Restaurant Experience</b>	<b>4.00</b>
Prerequisite: CUL 106, 108 or permission of the instructor.		
Feed the folks who visit the Golden Frog, TMCC's student run restaurant. Students develop team skills as they plan and implement menus, develop and cost recipes, cook and serve the food and wash the dishes. Enhance dishes by discovering seasonings and their characteristics. This is a realistic experience in running a restaurant, meeting time deadlines and satisfying customers. It gives students a look at running a successful restaurant while developing speed in the kitchen.		

## CULINARY ARTS

<b>CUL</b>	<b>210</b>	<b>American Regional Cuisine</b>	<b>3.00</b>
Prerequisite: CUL108 or permission of the instructor.			
Through lecture and hands-on cooking, students explore seven American regional cuisines and their local food specialties - New England, Middle Atlantic, Deep South, Texas and Southwest, Midwest and Mountain States, Pacific Northwest, California and Hawaii. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasonings are emphasized.			
<b>CUL</b>	<b>220</b>	<b>International Cuisine</b>	<b>3.00</b>
Prerequisite: CUL 106, 108 or permission of instructor.			
Through lecture and hands-on cooking, students explore seven important classical and trendy cuisines and some of their food specialties - French, German, Italian, Mexican, Japanese, Chinese and Caribbean. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized.			
<b>CUL</b>	<b>225</b>	<b>Advanced Baking</b>	<b>3.00</b>
Prerequisite: CUL 125			
An advanced course, utilizing CUL 125 (formerly CUL 163) principles with emphasis on more sophisticated American and European goods such as layered dough, baked custards, gelatinization, and restaurant type desserts. Students are expected to continue development of skills for producing quality products.			
<b>CUL</b>	<b>230*</b>	<b>Pastry Arts</b>	<b>3.00</b>
Prerequisite: CUL 125			
Course focus is on European style pastries and multi-portion desserts. Students gain experience making sponge cakes, butter creams, puff pastry, glazes and fillings, meringue, marzipan, chocolate and <i>châle</i> clair dough. The emphasis is on the production of fine pastry such as tea cookies, petit fours, chocolates and truffles, individual French pastries, tortes and gateau.			
<b>CUL</b>	<b>245</b>	<b>The Business Chef</b>	<b>3.00</b>
Prerequisite: MATH 093 or equivalent or qualifying Accuplacer, ACT/SAT test results.			
Course intended to give the student the tools needed in today's tight labor market for advancement in the food service industry. Today, chefs, sous chefs and food managers, as well as owners, must know and understand food service math and importance of the bottom line to an operations success. You will be exposed to such topics as organizing a business's food, labor and overhead costs, purchasing, equipment selection, basic facilities design and scheduling staff. Students exposed to completing spreadsheets and will demonstrate how to control costs, calculate cost percentages, and breakeven points. Students should bring a calculator to the first class.			
<b>CUL</b>	<b>250</b>	<b>Saucier</b>	<b>3.00</b>
Prerequisite: CUL 106, 108 or permission of the instructor.			
Course teaches that sauces are created through patience, diligence and study while using top quality ingredients. Students learn both classical and modern methods of sauce making. Each student will be able to use each sauce in at least one dish and will understand other uses for the same sauce.			
<b>CUL</b>	<b>295</b>	<b>Work Experience in Culinary Arts</b>	<b>1.00 - 6.00</b>
Prerequisite: None			
A course designed wherein students will apply knowledge and skills to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most core and major requirements and have a 2.5 G.P.A. Contact the placement specialist in RDMT 315-X or at (775) 674-7661 for the application, screening and required skills evaluation. Up to six credit hours may be earned on the basis of 75 hours of internship for one credit.			

## DANCE

<b>DAN</b>	<b>101</b>	<b>Dance Appreciation</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
This course is an exploration of the world's first and most universal art form. Various forms of multicultural ethnic dance forms, plus an overview of popular dance forms, are explored through the use of lecture, video and demonstration. Satisfies the Diversity requirement for TMCC. Satisfies UNR Fine Arts core curriculum and applies as a general elective at UNLV.			
<b>DAN</b>	<b>132</b>	<b>Jazz Dance (Beginning)</b>	<b>1.00</b>
Prerequisite: None			
Beginning techniques of jazz dance. May be repeated to a maximum of four credits.			
<b>DAN</b>	<b>133</b>	<b>Jazz Dance (Beginning/Intermediate)</b>	<b>1.00</b>
Prerequisite: DAN 132 or instructor approval.			
Beginning/Intermediate work in the techniques of jazz dance. Repeatable up to four credits.			
<b>DAN</b>	<b>135</b>	<b>Ballet, Beginning</b>	<b>1.00</b>
Prerequisite: None			
Beginning techniques of ballet. May be repeated to a maximum of four credits.			

# DANCE

DAN 136	<b>Ballet, Beginning/Intermediate</b>	1.00
Prerequisite: DAN 135 or instructor approval.		
Beginning/Intermediate work in the techniques of ballet. Repeatable up to four credits.		
DAN 138	<b>Modern Dance, Beginning</b>	1.00
Prerequisite: None		
Beginning techniques of modern dance. May be repeated to a maximum of four credits.		
DAN 139	<b>Modern Dance, Beginning/Intermediate</b>	1.00
Prerequisite: DAN 138 or instructor permission.		
Beginning/Intermediate work in the techniques of modern dance. Repeatable up to four credits.		
DAN 144	<b>Tap Dance (Beginning)</b>	1.00
Prerequisite: None		
Beginning, basic techniques of tap dance. Repeatable up to four credits.		
DAN 145	<b>Intermediate Tap Dance</b>	1.00
Prerequisite: DAN 144.		
Intermediate Tap Dance is designed to reinforce the basic tap dance skills introduced in Beginning Tap Dance and to introduce students to new tap dance techniques. May be repeated for up to four credits.		
DAN 188	<b>Choreography I: Improvisation for Composition</b>	2.00
Prerequisite: None		
Practical application of the techniques of improvisation for its use in composition.		
DAN 232	<b>Jazz Dance (Intermediate)</b>	1.00
Prerequisite: DAN 133 or instructor approval.		
Intermediate work in the techniques of jazz dance.		
DAN 235	<b>Ballet (Intermediate)</b>	1.00
Prerequisite: DAN 136 or instructor approval.		
Ballet, Intermediate work in the techniques of ballet. Repeatable up to four credits.		
DAN 236	<b>Ballet (Intermediate/Advanced)</b>	1.00
Prerequisite: DAN 235 or instructor approval.		
Ballet (Intermediate/Advanced) work in the techniques of ballet. Repeatable up to four credits.		
DAN 238	<b>Modern Dance Intermediate</b>	1.00
Prerequisite: DAN 139 or instructor permission.		
Intermediate techniques of modern dance. May be repeated to a maximum of four credits.		
DAN 239	<b>Modern Dance, Intermediate/Advanced</b>	1.00
Prerequisite: DAN 238 or equivalent experience.		
Intermediate/Advanced work in the techniques of modern dance. Repeatable up to four credits.		
DAN 244	<b>Tap Dance (Intermediate)</b>	1.00
Prerequisite: DAN 145 or instructor approval.		
Intermediate work in the techniques of tap dance. Repeatable up to four credits.		
DAN 281	<b>Dance Performance</b>	1.00
Prerequisite: Audition and/or approval of instructor.		
Learning of repertory and new choreography leading to formal and informal performance opportunities. Repeatable up to four credits.		
DAN 287	<b>Concert Dance Company</b>	1.00
Prerequisite: None		
Professionally structured rehearsal of repertory and new choreography in preparation for formal performances, educational outreach programs and possible touring. May be repeated for up to four credits.		
DAN 288	<b>Choreography II: Elements of Dance Composition</b>	3.00
Prerequisite: DAN 188.		
Elements of dance composition including experience in spatial relationships, dynamics, movement qualities and design. Exploration of these elements through movement studies.		
DAN 295	<b>Independent Study: Dance</b>	1.00 - 3.00
Prerequisite: Approval of instructor.		
Tutorial study of special projects in Dance. A student submits a detailed project description and the objectives and learning outcomes specific to the project are formulated by the instructor and student.		

# DENTAL ASSISTING

DA	110	<b>Orientation to Dental Assisting</b>	1.00 - 3.00
Prerequisite: Acceptance to the Dental Assisting Program.			
The legal, ethical, moral and professional responsibilities of dental personnel in the practice of dentistry. Personal requirements, professional conduct, interpersonal relationships, methods of acquiring and training certification of the dental assistant, recognition of dental forms, and an introduction to dental and medical terminology. One (1) hour of class time per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	111	<b>Dental Radiography I</b>	3.00
Prerequisite: Acceptance to the Dental Assisting Program.			
Production, characteristics and biologic effects of radiation; function, components and operation of the X-ray unit; radiation protection and monitoring; components and care of X-ray film; chemistry and techniques associated with X-ray film and the developing solutions. Review of anatomical landmarks, X-ray placement, identification and correction of radiographic errors; recording pertinent data; specialized procedures and techniques for pediatric dentistry. The bisecting technique adapted to an adult, pediatric manikins and human patients. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	112	<b>Dental/Head and Neck Anatomy</b>	3.00
Prerequisite: Acceptance to the Dental Assisting Program.			
The anatomy and physiology of the head and neck are included. Embryology, histology, tooth morphology, occlusion, and periodontal tissues are studied with special emphasis on tooth forms. Developmental and structural defects involving the oral cavity and teeth. Three (3) hours lecture are required per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	115	<b>Dental Health Education</b>	1.00
Prerequisite: Acceptance to the Dental Assisting Program.			
Principles of preventive dentistry to include: nutritional physiology, essentials and counseling effect of nutrition on dental health; epidemiology, etiology and prevention of dental disease; design and management of a plaque control program and additional preventive measures, i.e., fluoride and sealant utilization. One (1) hour of class time per week is required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	116	<b>Preclinical Dental Science</b>	1.50
Prerequisite: Acceptance to the Dental Assisting Program.			
Principles of microbiology, disease transmission, the universal numbering system, dental clinical charting with geometric and anatomical representations, periodontal charting, local anesthetic, vital signs and emergency prevention are discussed in depth. An introduction to body systems; respiratory and circulatory as they impact dental care delivery are presented. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	117	<b>Dental Materials and Techniques I</b>	2.00
Prerequisite: Acceptance to the Dental Assisting Program.			
An in-depth, comprehensive course of the properties, techniques and manipulation of dental materials used in operative dentistry. The dental materials discussed are bases and varnishes, amalgam and components, aesthetic and posterior composites, cements and impression materials. One two-hour lecture each week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	119	<b>Dental Chairside Procedures</b>	4.00
Prerequisite: Acceptance to the Dental Assisting Program.			
A course designed for the development of dexterity and professional competencies needed to assist in four and six handed dentistry procedures utilized in general dentistry are taught to laboratory proficiency. Demonstration of proper posture and form at chair side, positive communication, sterilization and disinfecting, adherence to infection control protocols and OSHA requirements of instrument names, use and care are stressed. Two hours of lecture and eight (8) hours laboratory are required each week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	121	<b>Dental Radiography II</b>	2.00 - 3.00
Prerequisite: Acceptance to the Dental Assisting Program.			
The intraoral paralleling technique with its variables; evaluation of film quality; recognition of anomalies with differential tissue densities; preliminary film interpretation for charting and tray setup; specialized procedures for endodontia, the edentulous and geriatric patient; panoramic radiography lateral jaw and skull surveys; also legal considerations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	122	<b>Clinical Dental Science</b>	2.00
Prerequisite: Acceptance to the Dental Assisting Program.			
A continuation of DA112 including the study of oral pathology, pharmacology, medical emergencies. Also included is an introduction of body systems: muscular, skeletal, endocrine, exocrine and reproductive systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



## DENTAL ASSISTING

DA	123	<b>Practice Management and Procedures</b>	1.00 - 3.00
Prerequisite: Acceptance to the Dental Assisting Program.			
Principles of dental office routine, management of dental office supplies, team responsibilities, receptionist and secretarial duties, dental bookkeeping, appointment control, laboratory prescriptions, letter writing, collections, telephone technique and filing. Employment interview techniques, employee rights and benefits, and an introduction to computer application in a dental office. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	125	<b>Supervised Clinical I</b>	4.00
Prerequisite: Acceptance to the Dental Assisting Program.			
A continuation of DA119 elevating laboratory proficiency to clinical proficiency in accordance with the State Dental Practice Act during two (2) rotations in selected private dental practices. One hour lecture and sixteen (16) clinical experience hours per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	127	<b>Dental Materials and Lab Techniques II</b>	2.00
Prerequisite: Acceptance to the Dental Assisting Program.			
A practical, hands-on study of dental laboratory equipment safety and utilization of materials such as plaster/stone/die, model trimming, custom tray acrylic, aluminum and acrylic temporaries, simple orthodontic appliances and prosthodontic cleaning and polishing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	135	<b>Supervised Clinical II</b>	5.00
Prerequisite: Acceptance to the Dental Assisting Program.			
A continuation of DA125 with clinical training in dental specialties, i.e., endodontics, oral surgery, orthodontics, pediatric dentistry, periodontics, prosthodontics and an overview of oral pathology and dental public health. Thirty (30) hours of lecture and 128 hours of clinical experience are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	137	<b>Specialized Dental Assisting</b>	1.00
Prerequisite: Acceptance to the Dental Assisting Program.			
An introduction to dental assisting as it relates to the specialties in dentistry, orthodontics, pedodontics, oral surgery, periodontics, endodontics, and prosthodontics. A survey of the role of the dental assistant in public health dentistry is included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	198	<b>Special Topics Dental Assisting</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	285	<b>Selected Topics in Dental Assisting</b>	1.00 - 6.00
Prerequisite: Acceptance to the Dental Assisting Program.			
A course designed to assist the working dental assistant in updating, reviewing and increasing proficiency in a variety of dental assisting areas. One (1) hour class time per week for each credit is required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DA	290	<b>Internship in Dental Assisting</b>	1.00 - 8.00
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## DENTAL HYGIENE

DH	102	<b>Oral Biology</b>	4.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Histology and embryology of oral structure formation. Clinical recognition of normal oral structures, study of physiological and structural functions of the teeth, head and neck and supporting tissues.			
DH	103	<b>Head and Neck Anatomy</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Anatomy of the head and neck with emphasis on structure and physiology of the oral cavity.			

# DENTAL HYGIENE

DH	104	<b>Dental Hygiene I</b>	3.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Must be taken in sequence in dental hygiene curriculum. Introduction to dental hygiene practice. Use and care of instruments, medical and dental histories, appointment procedures and clinical operations. (2 hours lecture/discussion)			
DH	105	<b>Intro to Clinical Practice</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Must be taken concurrently with DH 104. Clinical application of diagnostic, preventive and therapeutic procedures utilized in patient care by a dental hygienist.			
DH	107	<b>Legal and Ethical Implications in Dental Hygiene</b>	1.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Introduction to professional, legal and ethical concepts in Dental Hygiene. (1 hour lecture/discussion)			
DH	110	<b>Concepts of Oral Health</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Basic concepts of oral health care, adjunctive aids and foundation of preventive strategies. Introduction to product evaluation, disease process, needs assessment, behavior modification, learning principles, deposits, stains and fluoride.			
DH	112	<b>Oral Radiology</b>	3.00
Prerequisite: Acceptance to the Dental Hygiene program.			
A study of the theory of radiology, the techniques of film exposure, processing, mounting and interpreting. Radiation dosage and hazards as well as protection services for patient and operator are stressed. (2 lecture hours, 3 Clinic hours)			
DH	113	<b>General and Oral Pathology</b>	3.00
Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.			
The fundamentals of microscopic and gross pathology disease, repair, healing and regression. Recognition of the normal and abnormal in the oral cavity and human body. (3 lecture hours)			
DH	115	<b>Clinical Practice I</b>	3.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Practice in performing oral prophylaxis, equipment maintenance and sterilization, patient management, patient education, use of fluorides, charting and inspection of teeth, patient scheduling and follow up care systems. 12 hours clinic.			
DH	118	<b>Advanced Clinical Topics in Dental Hygiene</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
The focus of DH 118 is on advanced instrumentation, ultrasonic devices, root planing, gingival curettage, subgingival irrigation, hypersensitivity treatment, instrument sharpening, care of dental implants and oral prostheses, and other adjunct treatment.			
DH	120	<b>Fundamentals of Nutrition in Dentistry</b>	3.00
Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.			
Introduction to principles of basic biochemistry. Application of nutritional education to dental hygiene practice. (3 hours lecture).			
DH	202	<b>Pharmacology</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
A study of drugs by groups with special emphasis on those used in dentistry including their physical and chemical properties, dosage and therapeutic effects. (2 lecture hours).			
DH	203	<b>Special Patients</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Considerations in the treatment of patients with specific physical and mental challenges with a special emphasis on the management of the geriatric patient. (2 lecture hours)			
DH	205	<b>Clinical Practice II</b>	5.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Clinical application of diagnostic, preventive, and therapeutic procedures utilized in patient care by a dental hygienist, with increased levels of achievement in all dental hygiene skills. 1 hour seminar, 16 hours clinic.			
DH	207	<b>Periodontics I</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
The study of periodontal diseases, etiologies, recognition of normal periodontium and deviations of normal, clinical assessment, treatment, and prevention of disease progression.			
DH	208	<b>Community Dental Health I</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Functions of health care agencies, literature, epidemiology of dental diseases, community preventive measures, program planning, the geriatric population and dental health educational methods. (2 lecture hours)			

## DENTAL HYGIENE

DH	209	<b>Pain and Anxiety Control</b>	3.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Administration of local anesthetics and nitrous oxide/oxygen analgesia. Pharmacological agents, physical and emotional evaluation of patients, anatomy and neurophysiology. Management of related medical emergencies. (2 hours lecture, 3 hours laboratory.)			
DH	211	<b>Dental Materials and Techniques</b>	2.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Study of dental materials including physical and chemical properties, manipulation, utilization, and application in dental and dental hygiene procedures.			
DH	214	<b>Periodontics II</b>	1.00
Prerequisite: DH 207 and acceptance in the Dental Hygiene program.			
Advanced study of periodontology with special emphasis on new surgical modalities and equipment. Orientation to all aspects of periodontal practice.			
DH	215	<b>Clinical Practice III</b>	5.00
Prerequisite: DH 205 and acceptance to the Dental Hygiene program.			
A continuation of Clinical Practice II. 1 hour seminar, 16 hours clinic.			
DH	216	<b>Principles of Dental Practice</b>	1.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Concepts of dental office management, productivity, marketing, interviewing and responsibilities of professionals. (1 lecture hour.)			
DH	218	<b>Community Dental Health II</b>	2.00
Prerequisite: DH 208 and acceptance in the Dental Hygiene program.			
Designed to prepare the students to function as an effective oral health practitioner, educator and resource person in a variety of community health settings. Includes field experience. Implement a program designed to change the health status of a target group. (1hour lecture, 3 hours clinic/lab).			
DH	299	<b>Independent Study</b>	1.00 - 5.00
Prerequisite: Acceptance to the Dental Hygiene program.			
Covers selected topics of interest to dental hygiene students, including review of Dental Hygiene National Board Examination. Graded pass/fail only. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## DIESEL TECH

DT	101	<b>Basic Diesel Engines</b>	4.00
Prerequisite: None			
This course introduces the student to basics of diesel fundamentals through the use of lectures, films, visual inspection and demonstrations. The course objective is to build an educational foundation that will support advanced learning in diesel repair, troubleshooting and preventive maintenance. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	106	<b>Heavy Duty Transmissions and Power Trains</b>	5.00
Prerequisite: None			
This course is designed to expose the student to the theory, operation and service techniques used in maintaining and repairing manual and automatic transmissions. Drive trains, clutches, differentials, power dividers, reduction gears and power takeoffs will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	107	<b>Heavy Duty Drive Trains</b>	5.00
Prerequisite: None			
This course provides students with introductory level basics on Heavy Duty Drive Trains including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Medium/Heavy Duty Drive Trains which assures the learner's ability to succeed as an entry-level Heavy Duty Drive Train technician specialist. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	110	<b>Heavy Duty Electrical Systems</b>	3.00
Prerequisite: None			
This course provides the student with theory, knowledge, information and basic skills for the understanding of electricity and how it pertains to diesel powered equipment. Topics will include starters, charging, electrical controls, power generation and electrical systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# DIESEL TECH

DT	130	<b>Heavy Duty Hydraulics</b>	2.00
Prerequisite: None			
Theory of operation and service for heavy duty off-road vehicles and equipment. Topics will include diagnosis and repair of hydraulic pumps, motors, cylinders, and control valves. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	198	<b>Special Topics in Diesel Technology</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	201	<b>Diesel Brakes and Pneumatics</b>	3.00
Prerequisite: None			
This course provides students with introductory level basics on Medium/Heavy Duty Truck Brake systems including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Brake Systems which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course is repeatable for up to seven credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	210	<b>Advanced Diesel Engines</b>	4.00
Prerequisite: DT 101 or instructor permission. Course may be taken concurrently with DT 101.			
This course provides students with introductory level basics on diesel engines including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Diesel Engines and entry-level employment as an engine technician specialist. This course is repeatable for up to fourteen credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	211	<b>Light Duty Performance</b>	2.00
Prerequisite: None			
Course will familiarize the student with specific makes of diesel fuel injection equipment used in a worldwide market. Upon completion of the course, students will be able to troubleshoot and service a variety of diesel powered equipment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	217	<b>Electronic Fuel Injection II</b>	3.00
Prerequisite: DT 101, DT 210, and AUTO 111 or instructor permission.			
This course will cover advanced topics in Cummins diesel powered equipment. Specific topics in preventive maintenance, trouble shooting and repair of computer controlled fuel injection systems will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	235	<b>Steering and Suspension</b>	2.00
Prerequisite: None			
This course provides students with introductory level basics in Medium/Heavy Duty Truck Steering and suspension including study in components, maintenance, diagnosis and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Light/Heavy Duty Truck Steering and Suspension Systems which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
DT	250	<b>Preventive Maintenance</b>	2.00
Prerequisite: None			
This course provides students with introductory level basics in preventive maintenance including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Preventive Maintenance which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## DIESEL TECH

<b>DT</b>	<b>290</b>	<b>Internship in Diesel Technology</b>	<b>0.50 - 6.00</b>
Prerequisite: DT 101, 202 and 211, with 2.0 average and approval of the instructor.			
The purpose of this course is to provide diesel power technology students with the opportunity to supplement course work with practical work experience related to the student's Program Session I classroom and lab experience. The course is an extension to and application of the classroom learning through work experience under immediate supervision of experienced personnel at the industry work site. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contact, site visitations, student reports and reports from the student's supervisor. Credit is awarded (at a rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student and faculty member; maintenance of time sheets; and final report. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. May be repeated for 12 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## DRAFTING

<b>DFT</b>	<b>100</b>	<b>Basic Drafting Principles</b>	<b>3.00 - 4.00</b>
Prerequisite: None			
This entry level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching and dimensioning.			
<b>DFT</b>	<b>110</b>	<b>Print Reading for Industry</b>	<b>3.00 - 4.00</b>
Prerequisite: None			
A course designed to provide the fundamental concepts in reading technical drawings required by machine shops, engineering, electrical and welding industries. The course will start with simple prints and proceed to more advanced prints. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>DFT</b>	<b>240</b>	<b>Introduction to 3D Studio Max</b>	<b>3.00</b>
Prerequisite: CADD 105.			
This course is an introduction to 3D StudioMax. Topics covered will include the 3D StudioMax program interface, managing object and project files, creating a basic scene, modeling, lighting, the materials editor, animation techniques, output of images and animations and introduction to the special effects and plug-in capabilities of 3D StudioMax..			

## EARLY CHILDHOOD EDUCATION

<b>ECE</b>	<b>121</b>	<b>Parent Caregiver Relationships</b>	<b>1.00</b>
Prerequisite: None			
A course designed for child development students in which they can acquire various communication skills to enhance parent/caregiver relationships. Newsletters, parent conferences, phone conversations, record keeping and student data folders.			
<b>ECE</b>	<b>123</b>	<b>Health and Nutrition for Young Children</b>	<b>1.00</b>
Prerequisite: None			
A study of young children concerning physical development, nutrition, health, safety and childhood illnesses and diseases. Skills developed in menu planning, selecting safe equipment and toys, routines to ensure good health and policies on illness.			
<b>ECE</b>	<b>124</b>	<b>Sensorimotor Development in Infants and Toddlers</b>	<b>1.00 - 3.00</b>
Prerequisite: None			
Study of the development of sensorimotor skills in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which will foster sensory and motor skills in children from birth to two years.			
<b>ECE</b>	<b>125</b>	<b>Language Development Infant Toddler</b>	<b>1.00 - 3.00</b>
Prerequisite: None			
Study of language acquisition in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which enhance the development of expressive language in children from birth to three years.			
<b>ECE</b>	<b>126</b>	<b>Social/Emotional Development for Infants and Toddlers</b>	<b>1.00 - 3.00</b>
Prerequisite: None			
The study of affective development in infancy and toddlerhood. Emphasis on experiences and techniques for use in the home and child care setting which will foster self-concept and social interactions for children from birth to three years old.			
<b>ECE</b>	<b>127</b>	<b>Role of Play for Infants and Toddlers</b>	<b>1.00 - 3.00</b>
Prerequisite: None			
The study of the role of play as it affects the social, emotional, physical and intellectual growth and development of infants and toddlers.			
<b>ECE</b>	<b>128</b>	<b>Self Help Skills for Infants and Toddlers</b>	<b>1.00 - 3.00</b>
Prerequisite: None			
The study of exploring the ideas that promote self-help skills in the infant and toddler. Emphasis is placed on developing materials and activities for use in the home and child care setting which enhance the development of self-help skills in children from birth to three years.			



# EARLY CHILDHOOD EDUCATION

ECE	129	<b>Environments for Infant and Toddler</b>	1.00 - 3.00
		Prerequisite: None	
		The study of setting up and maintaining an infant/toddler program-environment with emphasis on health and safety concerns, space utilization, equipment, and material needs and usage.	
ECE	130	<b>Infancy</b>	3.00
		Prerequisite: None	
		The course will provide a comprehensive introduction to the principles and basic concepts of the development of the child from conception to age three. Emphasis on the physical, emotional and social growth of the infant as well as understanding of the parenting process and the development of parenting skills.	
ECE	151	<b>Math in the Preschool Curriculum</b>	1.00
		Prerequisite: None	
		Activities and materials for developing mathematics readiness in the preschool child. Math concepts such as shapes and counting sets will be included.	
ECE	152	<b>Science in the Preschool Curriculum</b>	1.00
		Prerequisite: None	
		Activities and materials for teaching science in the preschool. Lectures and hands on activities designed to acquaint the child with the world around him/her.	
ECE	154	<b>Literature for Preschool Children</b>	1.00
		Prerequisite: None	
		Survey of books for use with preschool children. Included are criteria for selecting and using children's literature, techniques of story telling with and without audiovisual aids such as puppets, flannel graphs, and story rolls.	
ECE	155	<b>Literacy and the Young Child</b>	1.00
		Prerequisite: None	
		Activities and materials for developing auditory and visual perception skills in the preschooler. Included are techniques for the development of language skills through experiences in listening, speaking, prewriting and reading readiness.	
ECE	156	<b>Music in the Preschool Curriculum</b>	1.00
		Prerequisite: None	
		Teaching techniques and music activities for preschool children, including songs, finger plays, dance and rhythm activities.	
ECE	157	<b>Art in the Preschool Curriculum</b>	1.00
		Prerequisite: None	
		Activities and materials for teaching art in the preschool. Emphasis on developing creativity and enjoyment of art through the use of a wide range of materials and activities.	
ECE	158	<b>Activities for Physical Development in Young Child</b>	1.00
		Prerequisite: None	
		Activities, materials and equipment for development of gross motor coordination in preschool children. Individual, small group and large group activities for both indoor and outdoor use will be included.	
ECE	161	<b>Social Studies in the Preschool Curriculum</b>	1.00
		Prerequisite: None	
		Activities and materials for teaching social studies in the preschool, with specific content appropriate for young children, drawn from anthropology, economics, geography, history, political science, sociology and psychology. Emphasis on methods of teaching children about themselves, their families and their communities.	
ECE	167	<b>Child Abuse and Neglect</b>	1.00
		Prerequisite: None	
		This course will provide the opportunity for students to learn the legal definition, symptoms, causes and reporting procedures of child abuse and neglect. The course will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals.	
ECE	168	<b>Infectious Diseases and 1st Aid in Childcare</b>	1.00
		Prerequisite: None	
		This course will provide information about infectious diseases and first-aid measures in child care settings. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research and community resources.	
ECE	169	<b>Bilingual and Multicultural Experience in ECE</b>	1.00
		Prerequisite: None	
		A general introduction to life-styles, values, and socioeconomic conditions of children from bilingual/bicultural families. Students are introduced to strategies, materials and resources designed to help them enhance bilingual/multicultural experiences in the classroom.	

# EARLY CHILDHOOD EDUCATION

ECE	190	<b>Professionalism in Early Care and Education</b>	3.00
Prerequisite: None			
This course focuses on professional issues in Early Childhood Education including knowing about and upholding ethical guidelines and other professional standards related to early childhood practice; involvement in the early childhood field through professional organizations and activities; principles of effective leadership and advocacy for young children and for the early childhood profession; and public policy at the local, State, and national levels to support early childhood education in appropriate ways.			
ECE	198	<b>Special Topics in ECE</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects in child development. The course will be of variable one-half to six credits depending on the course content and number of hours required. The course may be repeated up to a total of six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ECE	200	<b>The Exceptional Child</b>	3.00
Prerequisite: None			
The study of children with physical, social, emotional and/or intellectual disabilities with emphasis on techniques for mainstreaming the children into existing child care programs. Suggested classroom activities for children with disabilities will be included.			
ECE	204	<b>Principles of Child Guidance</b>	3.00
Prerequisite: None			
This course is a study of effective use of positive techniques to guide child behavior in early childhood settings. Emphasis is placed on the role of the early childhood professional in using specific positive techniques to help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems.			
ECE	210	<b>Observation, Documentation and Assessment of Young Children</b>	3.00
Prerequisite: ECE 250.			
This course will focus on appropriate reasons for and methods of observing and assessing growth and development of children in early care and education settings. A variety of observation, documentation and assessment methods appropriate for young children will be introduced. Observation and documentation will include running observations, time sampling, event sampling, anecdotal records, checklists and rating scales. Assessment methods will include developmental checklists, parent interviews, child portfolios, and work samples.			
ECE	231	<b>Preschool Practicum: Early Childhood Lab</b>	1.00 - 5.00
Prerequisite: ECE 190, 204, 210, 250, 251 and HDFS 201. Practicum must be taken concurrently with ECE 245.			
Students work in an early childhood education setting with young children and their families. The practicum is typically taken during the final year of the ECE program of study. Students who receive the AA/AAS in ECE must complete practicum credits through TMCC.			
ECE	232	<b>Practicum: Infant and Toddler</b>	1.00 - 5.00
Prerequisite: ECE 124, 125, 126, 129, 190, 204, 210, 250, 251, 252 and HDFS 201. Practicum must be taken concurrently with ECE 245.			
Students work in an early childhood education setting with young children and their families. The practicum is typically taken during the final year of the ECE program of study. Students who receive the AA/AAS in ECE must complete practicum credits through TMCC.			
ECE	240	<b>Administration of the Preschool</b>	3.00
Prerequisite: ECE 190, 250, 251, and HDFS 201, or permission of the instructor.			
The study of the management of early childhood education programs. Areas include program planning, implementation, and evaluation, facilities development and maintenance, parent and community interaction, nutrition, health and safety issues and personnel development.			
ECE	244	<b>Practicum in Administration in ECE Programs</b>	1.00 - 5.00
Prerequisite: ECE 190, 204, 210, 247, 250, 251, HDFS 201, MGT 212, and COM 135. Practicum must be taken concurrently with ECE 245.			
Students work in an early childhood education setting with young children and their families in two areas: teaching in an early childhood classroom and learning about the administration of ECE programs. The practicum is typically taken during the final year of the ECE program of study. Students who receive the AA/AAS in ECE must complete practicum credits through TMCC. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ECE	245	<b>Practicum Seminar</b>	2.00
Prerequisite: Must be taken concurrently with ECE 231, ECE 232, or ECE 244.			
This course is a required seminar for students concurrently enrolled in ECE 231, ECE 236 or ECE 244. Students meet with the professor and fellow students to discuss items related to their Practicum experience. These can include: curriculum ideas; guidance situations; issues with other teachers; opportunities to assess career options; further development of professional skills; portfolio issues for a child portfolio and/or a personal portfolio; making of developmentally appropriate homemade games for the classroom; planning a parent activity; and the discussion of current trends and issues in ECE. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## EARLY CHILDHOOD EDUCATION

<b>ECE</b>	<b>247</b>	<b>Effective Management and Supervision in Early Childhood Education</b>	<b>2.00</b>
Prerequisite: ECE 190 and COM 135.			
This course will focus on effective management and supervision in early care and education settings. Content will include: motivating staff, effective communication with staff and families, professional development, planning and facilitating effective staff meetings, hiring, training, retaining, mentoring and supervising staff, effective program management, and working to advance the field of early care and education.			
<b>ECE</b>	<b>250</b>	<b>Introduction to Early Childhood Education</b>	<b>3.00</b>
Prerequisite: None			
This course is an introduction and overview of the field of Early Childhood Education (ECE). Topics include: a history and theoretical foundation of early care and education, types of early childhood programs and settings, an overview of child care licensing and regulation, professional development in ECE, working with families, designing the classroom environment, ethical conduct, daily schedules, curriculum planning, positive guidance, child development, components of the early care and education system, and current trends and issues in ECE. The course also emphasizes the importance of developmentally appropriate practice (DAP) in the field.			
<b>ECE</b>	<b>251</b>	<b>Curriculum in Early Childhood Education</b>	<b>3.00</b>
Prerequisite: ECE 210, 250, and HDFS 201, or permission of the instructor.			
This course focuses on methods of planning developmentally appropriate curriculum for preschool age children (3-5 years old). Topics include theories of preschool curriculum development, children's play, curriculum objectives, lesson planning, daily schedules, evaluation of curriculum effectiveness, and the role of the teacher in facilitating curriculum for preschool children. Curriculum development in all content areas is explored including art, science, literature, music and movement, sensory, language arts/literacy, blocks, dramatic play, woodworking, cooking, math, and the outdoors.			
<b>ECE</b>	<b>252</b>	<b>Infant-Toddler Curriculum</b>	<b>3.00</b>
Prerequisite: ECE 130, 210, 250, and HDFS 201, or permission of the instructor.			
This course focuses on planning and implementing a curriculum for children ages birth to 3 years old. The course includes a variety of child development theories and applies them to curriculum development for infants and toddlers. The major developmental domains such as physical, social, emotional, cognitive and language development are utilized in developing infant/toddler curriculum. Students will learn and apply best practice in infant/toddler curriculum planning including individualized curriculum, and care giving relationships and routines as curriculum. An emphasis will be placed on the relationship between the environment and successful curriculum planning for infants and toddlers.			
<b>ECE</b>	<b>290</b>	<b>Internship in Early Childhood Education</b>	<b>1.00 - 8.00</b>
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## ECONOMICS

<b>ECON</b>	<b>102</b>	<b>Principles of Microeconomics</b>	<b>3.00</b>
Prerequisite: BUS117 or MATH120 or 126 or qualifying Accuplacer AND Completion of ENG98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP 2+ or SAT 440+ or ACT 18+. May take concurrently with ENG 98R and READ 135 with ACCUPLACER Read score of 76-85.			
The study of the allocation of resources to alternative uses in producing the nation's output and the role of relative prices in distributing these goods and services. Topics include: demand and supply, consumer behavior, business decision-making and market structures. This course is offered via telecourse alternate semesters. See class schedule for details. Satisfies UNR Social Science core curriculum.			
<b>ECON</b>	<b>103</b>	<b>Principles of Macroeconomics</b>	<b>3.00</b>
Prerequisite: BUS117 or MATH120 or 126 or qualifying Accuplacer AND Completion of ENG98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP 2+ or SAT 440+ or ACT 18+. May take concurrently with ENG 98R and READ 135 with ACCUPLACER Read score of 76-85.			
The study of the determination of output, employment and investment levels and strategies to promote growth, efficiency, equity and stability in the economy. Topics include: demand and supply, measurement of GDP, price fluctuations and the banking system. This course is offered via telecourse alternate semesters. See class schedule for details. Satisfies UNR Social Science core curriculum.			
<b>ECON</b>	<b>104</b>	<b>Current Economic Issues</b>	<b>3.00</b>
Prerequisite: ENG 101 or BUS 98.			
Analysis of the economic news of the day and its importance to consumers, business persons and voters. Discussion of the possible future economic effects of current policies and actions. Economic theories and concepts basic to the analysis of current events are reviewed, explained and applied.			

## ECONOMICS

<b>ECON 198</b>	<b>Special Topics in Economics</b>	1.00 - 3.00
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one to three credits depending on the course content and number of hours required. The course may be repeated for up to three credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>ECON 261</b>	<b>Principles of Statistics I</b>	3.00
Prerequisite: MATH126 or equivalent or qualifying Accuplacer, ACT/SAT test results		
The study of the collection, analysis, presentation and interpretation of data in order to make good decisions. Topics include: descriptive statistics, exploratory data analysis, probability and sampling distributions, indices and decision theory.		
<b>ECON 262</b>	<b>Principles of Statistics II</b>	3.00
Prerequisite: ECON 261 or approval of instructor.		
The study of statistical methods, induction and the design of experiments which allow the estimation and testing of claims based on sample information. Topics include estimation and hypothesis testing, analysis of variance, correlation and regression, times series analysis, nonparametric and statistical process control.		
<b>ECON 290</b>	<b>Internship in Economics</b>	1.00 - 8.00
Prerequisite: None		
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## EDUC LEADERSHIP AND PSYCHOLOGY

<b>EPY 101</b>	<b>Educational, Career and Personal Development</b>	3.00
Prerequisite: None		
A course designed to help students adjust to the college environment and the learning process; the development of personal and academic skills necessary for educational success will be stressed.		

## EDUCATION TEACHER PREP

<b>EDU 110</b>	<b>Society and Education</b>	3.00
Prerequisite: None		
Emphasis on education's role in society. History, philosophy and sociology of education; comparative education and school law. This course is designed to enhance students' abilities to prepare them as students seeking a degree in education.		
<b>EDU 201</b>	<b>Introduction to Elementary Education</b>	3.00
Prerequisite: None		
Introduction to historical, philosophical, sociological and psychological foundations of elementary education., overview of curriculum, instruction and issues of diversity. Includes a field experience.		
<b>EDU 202</b>	<b>Introduction to Secondary Education</b>	3.00
Prerequisite: None		
Introduces the prospective middle/secondary teacher to the role of thinker/reflective practitioner. Awareness of the historical, political and economic forces influencing schooling in the United States. Includes a field experience.		
<b>EDU 203</b>	<b>Introduction to Special Education</b>	3.00
Prerequisite: None		
Survey of various types of exceptionalities. Emphasis on etiology, physical and educational characteristics.		
<b>EDU 204</b>	<b>Information Technology in Teaching</b>	3.00
Prerequisite: None		
This course identifies and illustrates microcomputer applications in education. The hardware/software selection process is presented as well as uses of word processing, spreadsheet and Internet programs. Designed for teachers seeking a practical knowledge of how to operate and utilize microcomputers in the classroom. Special instruction fees.		
<b>EDU 207</b>	<b>Exploration of Children's Literature</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Survey of children's literature genres. Censorship, historical background, children's interests, literature programs, and book evaluations. Same as ENG 250.		

## EDUCATION TEACHER PREP

EDU	208	<b>Students with Diverse Abilities and Backgrounds</b>	3.00
Prerequisite: EDU 203.			
Focus on successful inclusion of students with various disabilities, students from culturally diverse backgrounds, and English language learners in a general education classroom.			
EDU	209	<b>Exploring Teaching and Learning: Practicum</b>	1.00
Corequisite: EDU 211.			
This practicum experience introduces prospective Dual Elementary/Special Education and Special Education teachers to teaching and learning contexts and developing professional dispositions. Emphasis is placed on differentiated instruction based on learner needs in local classrooms.			
EDU	210	<b>Nevada School Law</b>	3.00
Prerequisite: None			
The course surveys federal and state legal issues relating to education. Concepts covered include teacher/student rights and responsibilities, teacher liability, and religious and liability issues.			
EDU	211	<b>Introduction to Teaching in Inclusive Classrooms</b>	3.00
Corequisite: EDU 209.			
This introductory teaching methods course emphasizes instructional techniques applicable in all content areas and prepares students to begin to differentiate instruction based on learner needs.			
EDU	212	<b>Family Involvement for Students With/Without Disability</b>	3.00
Prerequisite: None			
Focus on academic progress and social-emotional development through collaborative and productive professional relationships with families of students with and without disabilities.			
EDU	214	<b>Preparing Teachers to Use Technology</b>	3.00
Prerequisite: EDU 204 or placement test.			
Lab course on advanced skills and strategies for integrating information technology in to the classroom. Special instructions fees.			

## ELECTRICAL TECHNOLOGY

ELM	127	<b>Introduction to AC Controls</b>	3.00
Prerequisite: ENRG 110.			
An introduction to hard-wired industrial control. Emphasis is on the control of electrical motors through relay logic. Topics include circuit design using industrial control diagrams, circuit construction with industrial control panels and devices, troubleshooting methodology and practice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ELM	129	<b>Electric Motors and Drives</b>	3.00
Prerequisite: ENRG 110			
This is a hands-on course designed to give experience with basic motor construction and principles of operation of single and poly phase motors. Also covered are variable speed drives and braking. The course covers AC and DC motors with an emphasis on maintenance and troubleshooting. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ELM	134	<b>Programmable Logic Controllers I</b>	2.00 - 4.00
Prerequisite: ENRG 110			
An introduction to and hands-on experience with Programmable Logic Controllers (PLC's). Emphasis is on understanding the basic operation and fundamental use of PLC's in industry as a "relay-replacer." The student will build several PLC based control circuits and program the PLC's using PC based software. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ELM	233	<b>Introduction to Instrumentation</b>	3.00
Prerequisite: ENRG 110.			
An introduction to the fundamentals of instrumentation and process control. Concepts and measurement of physical variables and brief descriptions of individual processes and combination of processes used in industry. Theory of operation and application of associated process instruments covered.			

## EMERGENCY MEDICAL SERVICE

EMS	101	<b>CPR and First Aid</b>	1.00
Prerequisite: None			
This course is a video-based instructional module in CPR and First Aid. It includes peer practice, manikin practice, and case discussions. This course may be conducted to train students in the academic setting or to provide emergency training in the workplace. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



# EMERGENCY MEDICAL SERVICE

EMS	108	<b>Emergency Medical Technician I Basic Training</b>	6.00
Prerequisite: Current Healthcare Provider CPR card, proof of health insurance, MMR, TD, Hepatitis B, 2-step TB skin test and 18 years of age.			
This course is designed for individuals who anticipate working with an ambulance service, a hospital emergency department, fire department, police department, mining operation or in other occupational fields where medical emergencies are common. At the successful completion of this course, the student will receive EMT-Basic Certification from the State of Nevada. Student must be 18 years old to enter class. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	109	<b>Emergency Medical Service Refresher</b>	2.00
Prerequisite: Current EMT Basic or Intermediate Certification.			
The Emergency Medical Technician refresher course is offered for individuals who wish to recertify their EMT-Basic or Intermediate certification as well as renewing their CPR certification. This course will recertify EMT-Basic and Intermediate certificates for a two year period. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	110	<b>Emergency Medical Tech Instructor Training</b>	3.00
Prerequisite: EMT I Basic certification and department approval.			
This course trains instructors to teach the Department of Transportation Basic Training Program for Emergency Medical Technician-Ambulance. The course emphasis is on the development of teaching skills as opposed to emergency care skills. Course includes the following: 1) components of teaching-learning process; 2) methods of teaching (teaching theory and teaching skills); 3) preparation and use of a variety of media and materials; and 4) purposes and methods of evaluation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	112	<b>EMT II - Enhanced Therapy</b>	7.00
Prerequisite: Nevada EMT-B Certification, current Healthcare Provider CPR card (AHA or ARC), proof of health insurance, MMR, Hepatitis B, TD and 2-step TB skin test within 1 year.			
Emergency Medical Technician - Enhanced will allow the student to work in the pre-hospital care environment. The student will build upon skills learned in the EMT-Basic class and learn how to perform invasive skills. This class will teach the student how to orally intubate a non-breathing patient, start an intravenous (IV) line, and administer medications via many different routes. The student will also learn more information on body systems and disease processes in both adults and children. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	113	<b>EMS First Responder</b>	4.00
Prerequisite: None			
This course emphasizes development of student skills in patient assessment and emergency medical care procedures including life threatening emergencies, injuries to various body parts, emergency childbirth, techniques of moving patient, etc. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	114	<b>First Responder Refresher</b>	1.00
Prerequisite: None			
This 16-hour course is designed to review and update knowledge and skills in the First Responder (EMS 113) course for those persons who have been certified as First Responders. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	198	<b>Special Topics in EMS</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	200	<b>Fundamentals of Paramedic Medicine</b>	1.50
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
Information will be provided that defines the roles and responsibilities of the paramedic and the importance of scene safety and wellness when practicing in the field. The course also provides information on injury prevention and the use of protective equipment needed to protect the paramedic in the field. It will provide the student with an understanding of the medical-legal and ethical issues which will impact them in their career. At the completion of this course, the EMT-Basic skills will be assessed and reviewed. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	205	<b>Principles of Pathophysiology</b>	3.00
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course prepares the student to understand basic medical terminology, microscopic and gross anatomy and physiology. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# EMERGENCY MEDICAL SERVICE

EMS	206	<b>Prin Pharmacology/Medication Admin/Venous Access</b>	5.00
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course prepares the student to understand and be able to integrate the principles of pathophysiological pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan for patients in the prehospital environment. The course also introduces the paramedic student to venous access, IV therapy, medication administration and drug calculations that will be used in treating patients in the prehospital environment. This course will be offered for 5 credits (4 credits (60 hours) lecture and 1 credit (45 hours) of lab). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	207	<b>Airway Management and Ventilation for Paramedics</b>	1.50
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
Students successfully completing this course will demonstrate a behavioral, cognitive, and psychomotor understanding of, and proficiency with, basic and advanced airway management. This course will be offered for 1.5 credits (15 hours lecture and 22 hours lab). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	209	<b>Patient Assessment for Paramedics</b>	2.50
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course introduces the Paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	210	<b>Principles of Cardiology for the Paramedic</b>	4.00
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course prepares the Paramedic student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life-threatening with electrical therapy. The skills taught include defibrillation, cardioversion, and cardiac rhythm interpretation. It will also prepare the student to assess, manage and treat various cardiovascular emergencies that includes ventricular fibrillation, bradycardia, tachycardia, myocardial infarction, cardiogenic shock, pulmonary edema, angina pectoris, congestive heart failure, hypertension, PEA (pulseless electrical activity), and asystole. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	211	<b>Paramedic Care for Medical Emergencies and ACLS</b>	7.00
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course prepares the Paramedic to identify, assess, manage, and treat various medical emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology, Toxicology, Environmental Conditions, Infectious and Communicable Diseases, Behavioral and Psychiatric Disorders, Gynecological and Obstetrical Emergencies, and associated pharmacological interventions. Advanced Cardiac life Support is designed for healthcare providers who either direct or participate in the resuscitation of a patient, whether in the prehospital or hospital setting. The course will enhance skills in the treatment of arrest and peri-arrest patients through active participation in a series of simulated cardiopulmonary cases. Megacodes will be practiced and evaluated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	212	<b>Paramedic Trauma Emergencies and ITLS</b>	5.50
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course prepares the student to identify, assess, manage, and treat various types of trauma emergencies. Topics include Trauma Systems, Mechanism of Injury, Soft-Tissue Trauma, Burns, Head and Face Trauma, Spinal Trauma, Thoracic Trauma, Abdominal Trauma, and Musculoskeletal Trauma. Skills include trauma assessment, splinting, bandaging, spinal immobilization, IV therapy, chest decompression, and associated pharmacological interventions. The ITLS course is designed to teach Paramedics the skills necessary to recognize mechanisms of injury, assess, perform critical interventions, package, and fundamental knowledge and experiences necessary to get the trauma patient to the emergency department. A major focus of the course is the identification of conditions that require immediate transport in order to save the patient. Lifesaving techniques are taught or reviewed in practical exercises. Certification at the ITLS level will be current for three (3) years. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	214	<b>Pediatrics &amp; Special Consideration for Para/Pals</b>	3.00
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course prepares the Paramedic to identify, assess, manage, and treat age related emergencies, and other special challenges. The student will also be introduced to the concept of assessment based management. Topics include Neonatology, Pediatrics, Geriatrics, Abuse and Assault, and Patients with Special Challenges. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## EMERGENCY MEDICAL SERVICE

EMS	215	<b>Assess Based Management/Operation for Paramedic</b>	3.00
Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.			
This course will contain the principles of Assessment Based Management that will teach the paramedic student how to implement a plan for patients with common complaints. The course will also prepare the Paramedic to the concepts of medical incident command, ambulance and rescue operations, hazardous materials, incident, and crime scene awareness. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	216	<b>Hospital Clinical Experience for the Paramedic</b>	5.50
Prerequisite: Acceptance to TMCC Paramedic Program.			
This course allows the paramedic student to apply learned classroom skills and knowledge in the hospital environment such as telemetry, intensive care unit, psychiatric unit, emergency department, and labor and delivery. The student will function under the direction of a nurse or paramedic preceptor. This course will be offered for 5.5 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	217	<b>Field Internship for the Paramedic</b>	12.00
Prerequisite: Completion of the Didactic and Clinical portion of the Paramedic Program.			
This course is designed to introduce the Paramedic student to the advanced life support prehospital operations. The student will also become familiar with procedures and care provided by paramedics in the field, and will be a third person on a paramedic rescue unit and will work directly with his or her paramedic preceptor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
EMS	218	<b>Field Internship for the Paramedic II</b>	3.00
Prerequisite: Completion of Field Internship I for the Paramedic, EMS 217.			
This course is a continuation of the Field Internship I course (EMS 217), and allows students to practice and apply advanced life support knowledge and skills. Each student will be a third person on a paramedic rescue unit and will work directly with a paramedic preceptor. This course will be offered for 3 credit hours (135 field hours and will be graded on a pass/fail basis. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## ENERGY

ENRG	110	<b>Basic Electricity</b>	3.00 - 4.00
Prerequisite: None			
An introductory course in electrical principles, applications, and distribution. This course provides an overview of safety, circuits, wiring, grounding, resistance, current, voltage, and troubleshooting. Students will develop a basic understanding of how electricity is distributed and the implications of the emergence of renewable energy resources. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ENRG	120	<b>Fundamentals of Energy Efficiency</b>	3.00
Prerequisite: None			
This course introduces students to techniques for the description, measurement, and analysis of energy use in building systems to maximize efficiency. It will include evaluation and recommendation of alternative energy solutions that will result in greater energy efficiency and energy cost savings. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ENRG	130	<b>Introduction to Solar Energy</b>	3.00
Prerequisite: None			
This course is designed to give the student basic knowledge in the following areas of solar energy: history, sun movement, climatological data for Reno, Nevada; energy reflection, transmission and absorption, heat transfer, heat storage, collector systems and sizing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ENRG	132	<b>Solar Photovoltaic Technologies</b>	3.00
Prerequisite: ENRG 130.			
This course is designed to give students the basis knowledge of solar energy principles and photovoltaic applications. Topics will include PV markets and applications, safety, basic electrical, solar energy fundamentals, PV module fundamentals, system components, PV system sizing, PV system electrical and mechanical design, performance analysis, and troubleshooting.			
ENRG	142	<b>Solar Thermal Technologies</b>	3.00
Prerequisite: ENRG 130.			
This course introduces students to solar hot water and space heating systems. Topics will include system selection, site analysis, design and sizing, component selection, installation, troubleshooting, maintenance, codes and safety. The course will explore the application of solar thermal systems in both residential and commercial settings. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# ENERGY

ENRG 150	<b>Introduction to Wind Energy</b>	3.00
Prerequisite: None		
This course will cover basic principles of wind energy. Class topics will include the many facets of the proper placement (siting) of individual wind turbines as well as wind farms. Also addressed will be the physical restrictions, institutional restrictions, wind turbine noise, placement near the grid, spacing of turbines, social aspects of wind turbines, installation and environmental issues associated with wind turbines.		
ENRG 152	<b>Wind Energy Technologies</b>	3.00
Prerequisite: ENRG 150		
This course is designed to give the student an overview of the operation of wind turbine sites. Topics will include principles of operation, including safety, electromechanical maintenance, failure prediction, environmental issues, wind energy resource analysis, and financial analysis. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENRG 171	<b>Well Design, Construction, and Geology</b>	1.00
Prerequisite: Math 96 or higher; ENG 101 or 113 or higher.		
This course is designed to give students a basic understanding of the energy source fueling a geothermal power plant. Students will also gain an understanding of the basic principles of geology as they relate to geothermal systems. Methods of drilling, well construction and development will also be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENRG 172	<b>Fluids, Piping, Valves and Pumps</b>	4.00
Corequisite: MATH 126 or higher. Prerequisite: ENG 101 or 113 or higher.		
This course is designed to give students a basic understanding of fluid properties, dynamics, and systems equipment. Class topics will include gases, vapors, liquids, density, viscosity, laws of thermodynamics and conservation, and the relationship of pressure, elevation head, friction losses, parallel flow, series flow, work, and water hammer. Students will also gain an understanding of the common equipment found in fluid systems such as piping, valves, pumps, compressors, and turbines. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENRG 173	<b>Geothermal Plants, Turbines, and Generators</b>	3.00
Prerequisite: MATH 96 or higher; ENG 101 or 113 or higher		
This course is designed to give students a basic understanding of thermodynamics and geothermal power plant systems equipment. Class topics will include the laws of thermodynamics, heat engine power cycles, geothermal power plant configuration, and common equipment used in geothermal power plants. Students will also gain an understanding of the principles used in geothermal power plant operation, common references, performance evaluation, and maintenance practices. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENRG 174	<b>Environmental Regulations for Geothermal Plants</b>	1.00
Prerequisite: ENG 101 or 113 or higher		
Students will be familiarized with the required permits and regulations governing the operational phase of a Geothermal Power Plant. Typical permits covered will include Federal Land Agency approvals and mitigation measures, State drilling permits and well closure requirements, State operating permits (UIC, NPDES, and Solid Waste Site permits), and conditional or special use permits issued by local entities (counties and municipalities). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENRG 198	<b>Special Topics in Energy Technologies</b>	0.05 - 6.00
Prerequisite: None		
Various short course and experimental classes covering a variety of subjects. The course is variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENRG 215	<b>Electrical Distribution Systems</b>	3.00
Prerequisite: None		
This course will give students an overview of electrical distribution systems. Topics will cover power transmission over the grid, data collection and analysis, data communication, and networking. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENRG 271	<b>Fundamentals of Process Controls and Instrumentation</b>	3.00
Prerequisite: MATH 126; ENG 101 or 113 or higher; ENRG 173		
This course will provide students with hands-on practical knowledge of geothermal process controls and instrumentation used in a geothermal power plant. Topics will cover the commonly used types of instruments (temperature, pressure, flow, level, speed, vibration), actuators and positioners (pneumatic, hydraulic), and controllers (PLCs, governors, voltage regulators, dedicated loop controllers), and materials of construction, selection, principles of operation, common references, performance evaluation, maintenance practices, and calibration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# ENGINEERING

ENGR	100	<b>Introduction to Engineering Design</b>	3.00
Prerequisite: None			
This course is an overview of engineering practice and provides exposure to the environment in which engineers work. The course introduces the design process including initial conceptualization (sketching), detailed drawings (drafting), and prototype fabrication (machine shop). Learning to work as part of an engineering team is a central part of this course.			
ENGR	110	<b>Introduction to Renewable Energy</b>	3.00
Prerequisite: None			
This course is designed to give the student basic knowledge in the following areas of solar energy: history, sun movement, climatological data for Reno, Nevada; energy reflection, transmission and absorption, heat transfer, heat storage, collector systems and sizing.			
ENGR	242	<b>Case Histories in Civil Engineering</b>	1.00
Prerequisite: ENGR 100.			
Course will describe real-life civil engineering projects of different scopes and complexities. Projects will be analyzed with regard to scope, work plan, budget, permitting, technical and legal issues. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ENGR	243	<b>Fluid Mechanics, Hydraulics and Hydrology</b>	3.00
Prerequisite: MATH 126 and ENGR 100.			
Overview study of the behavior of fluids at rest and in motion and principles of hydrology: quantitative hydrology; prediction of runoff; hydrologic applications in urban settings; overview of storm water systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ENGR	244	<b>Introduction to Engineering Economics</b>	2.00
Prerequisite: MATH 126 and ENGR 100.			
Consideration of various economic calculations such as present worth, benefit-cost and rate of return analyses in engineering decision making. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ENGR	245	<b>Materials Behavior and Statistical Analysis</b>	4.00
Prerequisite: MATH 126 and ENGR 100.			
Construction materials behavior and various specifications used in quality control and quality assurance. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# ENGLISH

ENG	81A	<b>ESL Listening and Speaking</b>	3.00
Prerequisite: Accuplacer test scores.			
ENG 081A is an ESL Listening and Speaking course in which students learn speaking and listening skills based on academic content. Using topics typically covered in college courses, students engage in dialogs and discussions, take lecture notes, prepare oral presentations and learn to recognize and use various communication patterns. Satisfactory/Unsatisfactory grading. Course may be repeated for up to 6 credits.			
ENG	81C	<b>ESL Reading/Writing</b>	4.00
Prerequisite: Accuplacer test scores.			
ENG 081C assists the ESL student to develop basic reading and writing skills in preparation for college courses. The reading segment will help students to improve confidence, fluency, speech and accuracy in reading. The writing segment will help students to develop short, well-organized paragraphs in several rhetorical styles. Students will learn techniques for revising their own writing with attention to identifying grammar and spelling problems and to expanding vocabulary.			
ENG	83	<b>Pronunciation and Spelling for Non-Native Speakers</b>	3.00
Prerequisite: Accuplacer placement of English 081 level or above.			
ESL students will learn the skills to correct their pronunciation and spelling problems. Students will understand the relationship between written and spoken English. This course is ideal for students who experience persistent pronunciation and/or written communication problems.			
ENG	88	<b>ESL Grammar</b>	3.00
Prerequisite: Qualifying Accuplacer test score or completion of ENG 81A and ENG 81C.			
ENG 088, an intermediate-level English grammar course for non-native speakers, builds understanding of the forms, meanings and uses of key grammar structures, especially those expected in formal written communications. Application of grammar to the development and editing of the students' own writing and to understanding of written texts is emphasized. This course is especially useful for students taking the ENG 112D, 113 or 114 writing courses. Grading is S/U; the course may be repeated for up to six credits.			
ENG	95	<b>Basic Writing II</b>	3.00
Prerequisite: ACCUPLACER Reading Comprehension score 56 -75. Corequisite: Must be taken concurrently with READ 95 BASIC WRITING II			



# ENGLISH

ENG	97	<b>Basic Technical Communications</b>	3.00
Prerequisite: ACCUPLACER Reading Comp 86+ and WritePlacer 1-4.			
Individualized instruction in reading technical texts and writing short reports similar to those required in business and industry. Designed for students in industrial technology courses.			
ENG	98R	<b>Preparatory Composition</b>	3.00
Prerequisite: ACCUPLACER Reading Comp of 76-85 and READ 135 (must be taken concurrently) -OR- ACCUPLACER Reading Comp 86+ and WritePlacer 1-4. ESL qualifying scores: Native Reading Comprehension of 76-85 and ESL WritePlacer score of 6.			
An intensive course designed to develop writing skills. A step-by-step review of grammatical relationships, sentence patterns, punctuation and usage with concentration on the writing of expository paragraphs and essays. Student writing will primarily be generated from the critical reading of texts taken from across the disciplines. Upon successful completion of the course, the student may move directly into English 101. May be repeated for a maximum of six credits.			
ENG	101	<b>Composition I</b>	3.00
Prerequisite: Grade of C or better in ENG 98R; Qualifying Accuplacer score for Reading Comprehension of 86+ and WritePlacer of 5+. Qualifying ESL Accuplacer scores: Native Reading Comprehension of 86+ and LOEP WritePlacer score of 6.			
Writing intensive course designed to strengthen college level writing skills, with particular attention to persuasion, analysis, synthesis and an introduction to research methodologies. Focus on process through drafting, revising and editing is emphasized. Conventions of standard English are reviewed. Additionally, critical reading strategies of college level texts are developed.			
ENG	102	<b>Composition II</b>	3.00
Prerequisite: ENG 101 or equivalent or SAT/ACT test results.			
Continuation and extension of English 101 with an exploration of essay forms with particular attention to interpretation, analysis and synthesis, while emphasizing analytical reading and writing, critical thinking and research methodologies.			
ENG	107	<b>Technical Communications I</b>	3.00
Prerequisite: ENG 97 or ENG 98R or qualifying Accuplacer, ACT/SAT score.			
Introduction to expository methods with concentration on specific writing forms including memorandums, cover and business letters, formal and informal reports, manuals, and proposals. Suggested for students in occupational fields.			
ENG	108	<b>Technical Communications II</b>	3.00
Prerequisite: None			
A continuation of expository methods. Concentration on developing writing projects required on the job. Lecture and individual instruction. Suggested for students in occupational fields.			
ENG	112A	<b>ESL Listening Skills</b>	3.00
Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 81-level courses (ENG 81-A and 81-C).			
This is a bridge-to academics ESL course to help students establish and practice the listening skills necessary for successful academic work. These include techniques for predicting, focusing, note taking, main idea and organizational-pattern recognition and summarizing.			
ENG	112C	<b>ESL Reading Skills</b>	1.00 - 3.00
Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A and 081-C).			
This course uses a reading skills handbook along with academic content material (text chapters, novels, short stories and news articles) to help students develop skills in recognizing organizational patterns, critical analysis, summarizing and synthesizing. Techniques to develop comprehension, retention and reading speed are emphasized.			
ENG	112D	<b>ESL Composition</b>	3.00
Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A and 081-C).			
This course improves the non-native speaker's academic writing skills, including rhetorical style and use of rhetorical patterns, grammar, paragraph and essay development and writing strategies. Attention is given to integrating reading and writing as complementary language skills.			
ENG	113	<b>Composition I for International Students</b>	3.00
Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or C- or better in 112-level courses (ENG 112-A, 112-C, 112-D).			
Writing the expository essay; develops fluency and emphasizes development, coherence, style, revision, and editing for target-language accuracy. This course satisfies the English 101 requirement for non-native English speakers.			
ENG	114	<b>Composition II For International Students</b>	3.00
Prerequisite: ENG 113 or equivalent.			
Exploration of essay forms with particular attention to interpretation and argument; emphasis on analytical reading and writing, critical thinking, and research methodologies; attention to language skill development and needs of learners of English as a second language. This course satisfies the English 102 requirement for non-native English speakers.			
ENG	181	<b>Vocabulary and Meaning</b>	3.00
Prerequisite: None			
Problems of meaning, word derivation and word formation are investigated with a view to enlarging and refining a working English vocabulary. Transfers for two credits to UNLV/UNR.			

# ENGLISH

ENG 199	<b>Literary Journal</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
ENG 199 "Literary Journal" is a hands-on practicum in the preparation and production of a literary journal. Students who enroll in this course will become editorial board members of The Meadow, TMCC's award-winning literary arts journal. Working closely with faculty, students help to select the art, poetry, fiction and nonfiction content of the journal. Further, students edit and copyedit content and participate in production, layout and printing of the journal. Students are involved in every aspect of the journal, from publicity through distribution. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENG 200	<b>Novels Into Film</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Examination of selected major novels and their translation into film, designed to explore ways in which each art form is similar to and different in structure and meaning.		
ENG 205	<b>Intro to Creative Writing: Fiction and Poetry</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Beginning writers' workshop in both poetry and fiction.		
ENG 220	<b>Writing Poetry</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
The study of poetry writing methods and forms with concentration on the student's creative writing.		
ENG 221	<b>Writing Fiction</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
The study of fiction writing methods and forms with concentration on the student's creative writing.		
ENG 222	<b>Advanced Fiction: Novel Writing</b>	3.00
Prerequisite: ENG 221 or instructor approval.		
This course is a continuation of ENG 221 with an emphasis on novel writing. The class will be conducted as a writer's workshop.		
ENG 223	<b>Themes of Literature</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
The study of themes and ideas significant in poetry, prose, and film of various literary periods.		
ENG 224	<b>Introduction to Screenwriting</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
The study of screenwriting methods and forms with a concentration on the student's creative writing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENG 225	<b>Advanced Screenwriting</b>	3.00
Prerequisite: ENG 224 or instructor approval.		
This course continues the work of English 224 by developing advanced screenwriting skills with an emphasis on the student's creative writing. This course will focus on the production and revision of a feature length screenplay. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
ENG 230	<b>Writing Creative Non-Fiction</b>	3.00
Prerequisite: ENG 101 or instructor approval.		
The study of creative non-fiction writing methods and the art of the personal essay with concentration on the student's creative writing.		
ENG 231	<b>World Literature I</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Introduction to aesthetic and ideological trends in the Western world. Reading of literary masterpieces through the year 1650.		
ENG 232	<b>World Literature II</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Introduction to aesthetic and ideological trends in the Western world through reading of literary masterpieces from 1650 to present.		
ENG 235	<b>Survey of English Literature I</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Selected major British writers read and discussed: Anglo-Saxon through 18th century periods. Transfers to UNR as a humanities course.		

# ENGLISH

ENG 236	<b>Survey of English Literature II</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Selected major British writers read and discussed: Romantic through Modern periods. Transfers to UNR as a humanities course.		
ENG 241	<b>Survey of American Literature I</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Major figures and movements in American literature from the Colonial period to the Civil War.		
ENG 242	<b>Survey of American Literature II</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
A study of major thought and expression in the American literary experience from the Civil War to the present. Writers include Twain, James, Hemingway, Faulkner and others. Transfers to UNR as a general elective.		
ENG 243	<b>Introduction to the Short Story</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Short story masterpieces read and evaluated.		
ENG 245	<b>Introduction to the Novel</b>	3.00
Prerequisite: ENG 101 or instructor approval.		
Introduction to the form and development of the novel. May be taught thematically.		
ENG 250	<b>Introduction to Children's Literature</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
A survey of major writers and trends in children's literature from classic to contemporary. Writers studied include Andersen, the Brothers Grimm, Lewis Carroll, A.A. Milne, E.B. White, Beatrix Potter and Shel Silverstein. Students may elect to do a creative project: poetry for children, fairy tales or stories.		
ENG 252	<b>Introduction to Drama</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Reading a variety of plays with attention to special characteristics of drama.		
ENG 258	<b>Ashland Theatre Festival</b>	1.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Field trip to Ashland, Oregon to see classical, period, modern and Shakespearean plays. Students study plays prior to the field trip, discuss productions and write brief reviews of the plays.		
ENG 261	<b>Intro to Poetry</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Elements of poetry, its basic types and forms, representative poets in English.		
ENG 264	<b>Psychology and Literature</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
An examination of major works of literature to discover the correlation between their universal themes and the theories of psychology as they relate to the human experience.		
ENG 267	<b>Introduction to Women and Literature</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography.		
ENG 271	<b>Introduction to Shakespeare</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval		
Shakespeare's principal plays read for their social interest and their literary excellence. Selections from comedies, tragedies and histories.		
ENG 275	<b>Contemporary Literature</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
The reading of recent literature of various types to acquaint students with contemporary writers.		
ENG 281	<b>Introduction to Language</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
Nature and function of language, including an introduction to the linguistics subsystem of Modern English and the development of the English language. Transfers to UNR/UNLV as a general elective.		
ENG 282	<b>Introduction to Language and Literary Expression</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
The forms and function of language with special application to literary study.		
ENG 288	<b>Multicultural Literature</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.		
A survey of authors from various ethnic and cultural backgrounds. Readings include biography, essays, poetry, novels, drama, and short fiction.		

## ENGLISH

ENG	294	<b>Intro to Women's History and Literature in the Us</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.			
This interdisciplinary survey course examines women's history and literature in the United States from the colonial period to present. It explores the dynamics and cultural construction of race, ethnicity, class and gender in women's historical experience as well as in the portrayal of women in literature, and to a lesser extent, in art, music, and film. Multi-cultural perspectives will be included through examination of African American, Native American, and Latina writers.			
ENG	297	<b>Reading and Interpreting</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.			
Methods for creating personal, critical responses to literature representing a range of time periods and genres. Based on a thematic approach.			
ENG	298	<b>Writing About Literature</b>	3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.			
Introduction to literary study--literary terms, genre, time periods, and analysis.			
ENG	299	<b>Special Topics in English</b>	1.00 - 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.			
The successful student will be able to initiate one on one dialog between student and tutor, focusing on the degree to which the paper fulfills the requirements of the assignment. Diagnose written communication problems and offer suggestions for improving the writing quality. Help peers to evaluate their own writing in terms of fulfilling requirements of assignment, including the appropriate content, and accurately using grammar.			

## ENGLISH SKILLS CENTER

ESC	1	<b>English Skills Center</b>	0.00
Prerequisite: None			
Prepares students to successfully place into ENG 98R or above.			

## ENTREPRENEURSHIP

ENT	200	<b>Fundamentals of Entrepreneurship</b>	3.00
Prerequisite: None			
This course explores the basics of entrepreneurship. This is a survey course that briefly introduces students to the various aspects and activities involved in entrepreneurship. Students then complete the focused courses on each aspect and complete the degree with the capstone ENT 280. The course will look at the characteristics of entrepreneurs, the cycle of entrepreneurship, idea generation and validation of an idea's ability to be successful, how to present your business idea to potential investors and how to take the plunge.			
ENT	201	<b>Entrepreneurship: Science and Engineering</b>	3.00
Prerequisite: None			
This course looks specifically at the required skills for the scientist, engineer or applied technologies student that is seeking to start his/her own business. The course will look at the aspects for entrepreneurship including an introduction to the business plan, the financial aspects and the marketing components. Students will explore the process of going from technology idea to market including the management of labs and intellectual property process.			
ENT	210	<b>The Art, Science and Discipline of Creativity</b>	3.00
Prerequisite: None			
This course explores creativity from an academic perspective. Students will read contrasting views of what creativity is, how to define creativity and what resources, skills and traits are required for creativity. Students will also explore the role of creativity in the changing economy of the world.			
ENT	220	<b>International Women's Entrepreneurship</b>	3.00
Prerequisite: None			
This course looks at the effects of women entrepreneurs on the world economy and at the paths that women take to business ownership. The course will look at each region and analyze the effects of micro financing, environmental concern and development status on the role of women within the economy. The course will also look at the role of women in creating change within their respective region and internationally.			
ENT	230	<b>Financing Your Small Business Venture</b>	3.00
Prerequisite: ENT 200 and ACC 202.			
This course explores the options that are available for financing your small business venture. Exploring ownership structures, venture capital, angel finance and the Small Business Administration. Students will complete the course with multiple avenues for financing new expanding existing business ventures.			

## ENTREPRENEURSHIP

ENT	240	<b>Marketing for Small Business</b>	3.00
Prerequisite: None			
This course explores the marketing principles for the small business. Topics include integrated marketing approaches, ROI analysis, and how to effectively build relationships that build the small business venture.			
ENT	260	<b>Intellectual Property</b>	3.00
Prerequisite: ENT 200.			
This course explores and defines the laws surrounding intellectual property. In particular students will become acquainted with the patent process, culminating in the draft of a provisional patent application.			
ENT	280	<b>Entrepreneurship and Business Plan Development</b>	3.00
Prerequisite: None			
This course provides an understanding of the principles of entrepreneurship and the knowledge and tools required to develop a quality business plan. Reflective of the body of entrepreneurship literature, student teams will use creativity and innovation techniques to generate new business ideas for which they will develop original, realistic and effective business plans. This is intended as a "hands-on" experience that explores the steps taken in the process of developing and presenting a proper business plan. This will provide the opportunity for student teams to participate in a variety of local business plan competitions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## ENVIRONMENTAL SCIENCE

ENV	100	<b>Humans and the Environment</b>	3.00
Prerequisite: Completion of MATH 95 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
Introduction to the relationship of man and his environment. Selected aspects of current thinking and research concerning the impact of industrialization and urbanization on environmental quality, including population explosion; the potential decline of the affluent society by the depletion of natural resources; the pollution of air, land surface and water; and the public agencies and policies designated to solve environmental problems. Four lab experiences. This course meets UNR Science core curriculum requirements.			
ENV	115	<b>Wilderness Survival</b>	3.00
Prerequisite: None			
A course designed to introduce the student to basic survival techniques associated with a variety of environments, i.e., desert, mountain and aquatic, with emphasis on the western United States. Problems of food and water acquisition, exposure and cover are studied. Field trips are required.			
ENV	198	<b>Special Topics in Environment</b>	0.50 - 6.00
Prerequisite: None			
Covers selected topics of interest to students in environmental science. May be repeated for up to 6 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
ENV	290	<b>Internship in Environmental Studies</b>	1.00 - 8.00
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Department review of student's activities and development on the job required.			
ENV	299	<b>Special Topics in Environmental Science</b>	0.50 - 3.00
Prerequisite: None			
Consideration of selected current problems and conceptual issues in environment. Issues selected will depend upon current interest of staff and students. No prerequisite.			
NRES	100	<b>Prin of Natural Resources &amp; Environmental Sciences</b>	3.00
Prerequisite: None			
General introduction to issues and topics related to natural resources, hydrology, conservation biology and environmental sciences.			
NRES	210	<b>Environmental Pollution</b>	3.00
Prerequisite: MATH 126.			
This course introduces the student to the principles and applications of environmental science through the use of the biological and physical sciences. This course will investigate and discuss local, regional and global issues associated with anthropogenic interactions with biosphere, lithosphere, hydrosphere and atmosphere.			
NRES	211	<b>Conservation, Humans and Biodiversity</b>	3.00
Prerequisite: None			
An examination of the impacts of cultures on biodiversity. Topics include the evolution of biodiversity, human populations, and associated cultural and technological impacts on biodiversity.			



# FIRE SCIENCE TECH

FS	150	<b>Physical Fitness and Nutrition for Fire Service</b>	3.00
Prerequisite: None			
This course will assist the student in meeting the National Fire Protection Agency Standards related to firefight wellness. This includes, but is not limited to, NFPA 500 (Fire Dept. Occupational Safety and Health Program), NFPA 1001 (Standard for Firefighter Professional Qualifications) and NFPA 1582 (Standard on Medical Requirements for Fire Fighters). This course will also assist the student in preparing for the physical ability portion of Fire Service Testing. The course includes lectures on fitness, nutrition, stress and disease prevention. The course also includes aerobic and muscle development. Students will be required to complete a physical performed by a doctor meeting NFPA standards. This course will be required for those students not taking the Firefighter II program in the Academy format. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FS	198	<b>Special Topics in Fire Science</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FS	241	<b>Fire Company Organization Management</b>	3.00
Prerequisite: None			
Review of fire department organization; personnel administration; communications; related leadership skills. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FS	285	<b>Selected Topics in Fire Science</b>	0.50 - 6.00
Prerequisite: None			
This course is intended to provide flexibility in the fire science program. Course subject will vary and cover critical and current issues in fire science. Course will be an elective. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FS	286	<b>Selected Topics in Fire Science</b>	0.50 - 6.00
Prerequisite: None			
This course is intended to provide flexibility in the Fire Science Program. Course subject will vary and cover critical and current issues in Fire Science. Course will be an elective. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	101	<b>Introduction to Fire Protection</b>	3.00
Prerequisite: None			
This course covers the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county and private fire protection agencies. The student will understand the hiring requirements of different agencies and the current job market in suppression, wildland firefighting, prevention and public education. In addition the student will learn the basic terms related to the fire service. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	102	<b>Entry Level Firefighter</b>	3.00
Prerequisite: None			
This course will give the student the basic skills and knowledge necessary to combat structure fires under direct supervision. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	106	<b>Firefighter I Academy</b>	12.00
Prerequisite: EMS 108, MATH 95 or higher, ENG 101 and FT 101 or 102.			
The academy covers all of the National Fire Protection Association and Nevada State Firefighter I requirements. The curriculum covers fire behavior, firefighter safety, personal protective equipment, self-contained breathing apparatus, portable fire extinguishers, water supply, fire hose and appliances, nozzles, fire streams, basic building construction, ladders, ropes and knots, rescue procedures, forcible entry, ventilation, salvage and overhaul, hazardous material mitigation to the operational level, basic terrorism, and wildland firefighting (S-110, 130, 190). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	109	<b>Internship in Fire Science</b>	5.00
Prerequisite: FT 106 (or Firefighter II) and EMS 108 (or EMT-B)			
A course designed wherein the students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## FIRE SCIENCE TECH

FT	110	<b>Basic Wildland Firefighting</b>	3.00
Prerequisite: None			
This course introduces most aspects of wild land fire control including fire prevention, fire preparedness and fire suppression. Students will become familiar with the Incident Command System, fire behavior, maps, map reading and fire suppression with special emphasis on fire line safety. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	121	<b>Fire Prevention I</b>	3.00
Prerequisite: None			
Familiarization with national, state and local laws and ordinances influencing fire prevention and fire underwriting; principles and problems relating to fire prevention. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	122	<b>Codes/Ordinances I</b>	3.00
Prerequisite: None			
Familiarization with national, state and local laws and ordinances which influence the field of fire protection. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	125	<b>Build Construction I</b>	3.00
Prerequisite: None			
Fundamentals of building construction and design with emphasis on fire resistance of building materials, assemblies, exposures and related data focused on fire protection. The course will also deal with related codes and statutes and introduce basic blueprint reading. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	131	<b>Hazardous Materials</b>	3.00
Prerequisite: None			
A review of basic properties of solids, liquids and gases and the storage, handling, law, standards and firefighting practices pertaining to hazardous materials. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	206	<b>Firefighter II Academy</b>	10.00
Prerequisite: FT 106 or Firefighter I Certification.			
This academy builds on the Firefighter I Academy and reinforces those basic skills. In addition this academy covers; fire department communications, foams, fireground operations (tactics and strategies), advanced rescue operations, firefighter survival, fire prevention, public education, advanced building construction, pre-planning, equipment operation, equipment maintenance, equipment and hose testing, basic hydraulics, intermediate wildland fire behavior (S-290), basic air operations (S-270), hydrant testing, and basic vehicle extrication. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	212	<b>Fire and Ecology</b>	3.00
Prerequisite: None			
Fire Ecology and Ecosystem Management studies the science of ecosystem management and the effects of fire on ecosystem. In addition the course studies the past and future of fire as a tool in ecosystem management as well as the social, economic, legal and political considerations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	243	<b>Firefighting Tactics and Strategy</b>	3.00
Prerequisite: None			
Review of fire chemistry, equipment and manpower, basic firefighting tactics and strategy, methods of attack; preplanning fire problems; company firefighting capability. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
FT	291	<b>Fire Administration</b>	3.00
Prerequisite: None			
An in-depth study of the organization and management as related to a fire department, including budget, records and reports, utilization of manpower and equipment, interagency and public relations and leadership from a company officer's position. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## FRENCH

FREN	111	<b>First Year French I</b>	4.00
Prerequisite: None			
Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to French culture. This course transfers to UNR as FREN 111.			

## FRENCH

<b>FREN 112</b>	<b>First Year French II</b>	<b>4.00</b>
Prerequisite: FREN 111 or equivalent or qualifying CAPE placement score. A continuation of French 111. This course transfers to UNR as FREN 112.		
<b>FREN 198</b>	<b>Special Topics in French</b>	<b>1.00 - 6.00</b>
Prerequisite: None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>FREN 211</b>	<b>Second Year French I</b>	<b>3.00</b>
Prerequisite: FREN 112 or equivalent or qualifying CAPE placement score. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 211.		
<b>FREN 212</b>	<b>Second Year French II</b>	<b>3.00</b>
Prerequisite: FREN 211 or equivalent or qualifying CAPE placement score. A continuation of French 211. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 212.		

## GEOGRAPHY

<b>GEOG 103</b>	<b>Physical Geography</b>	<b>3.00</b>
Prerequisite: MATH 120 or 126 or higher AND Corequisite GEOG 104 AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. Physical elements of geography. Earth and its representation. Nature and distribution of climate, land forms, natural vegetation and soils. Effective spring 2009, students must enroll in both lecture (103) and lab (104) to receive credit. Satisfies UNR science core curriculum.		
<b>GEOG 104</b>	<b>Physical Geography Lab</b>	<b>1.00</b>
Prerequisite: MATH 120 or 126 or higher AND Corequisite GEOG 103 AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. Lab portion of GEOG 103. See GEOG 103 for description. Must be taken concurrently with GEOG 103.		
<b>GEOG 106</b>	<b>Introduction to Cultural Geography</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85. Systematic consideration of the spatial aspects of human culture. Major thesis: spatial history and morphology, society-land relations and economic development and resource utilization. Satisfies UNR social science core curriculum.		
<b>GEOG 121</b>	<b>Climate Change: the Science Basis</b>	<b>4.00</b>
Prerequisite: MATH 120 or 126 or higher AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. Past, present and likely future climate. Impacts on the landscape, especially water resources, species distributions, and wildfires. Laboratory experiences on climate data and models.		
<b>GEOG 198</b>	<b>Special Topics in Geography</b>	<b>0.50 - 6.00</b>
Prerequisite: None Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GEOG 200</b>	<b>World Regional Geography</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85. Synthesis of the geographic factors (physical and human) that give distinctive character to specific culture regions of the world. Emphasis on globalization and cultural diversity.		
<b>GEOG 205</b>	<b>Applications of Geographic Information Systems</b>	<b>3.00</b>
Prerequisite: None Beginning techniques focusing on concepts and hands-on experience using Geographical Information System (GIS), special database software used in solving problems that can be mapped.		
<b>GEOG 210R</b>	<b>Introduction to Geotechnology</b>	<b>3.00</b>
Prerequisite: None Provides fundamental map concepts including the origins of maps, types of maps and projections, mapping techniques, location reference systems, and interpreting topographic maps. The uses of Geographic Information Systems (GIS), Global Positioning Systems (GPS), and remote sensing for data analysis and assimilation are also introduced.		

# GEOGRAPHY

**GEOG 290 Internship in Geography 1.00 - 8.00**

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

# GEOLOGY

**GEOL 100 Earthquakes, Volcanoes and Natural Disasters 3.00**

Prerequisite: MATH 120 or 126 or higher AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.

This course will emphasize the geology of earth's natural hazards including earthquakes, volcanoes, tsunamis, landslides, global warming and ozone depletion. Students will learn how geologic processes can directly affect people, property and human made structures. Procedures to mitigate such hazards will be explored. In addition to earth's natural hazards, some other important concepts to be addressed include population growth pressures on natural resources, uniformitarianism and geology as a foundation to understanding our environment. Course entails three hours of lecture per week and four 3-5 hour mandatory laboratory exercises per semester.

**GEOL 101 Geology: Exploring Planet Earth 4.00**

Prerequisite: MATH 120 or higher AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.

A laboratory course covering geologic concepts, features and processes. The laboratory experience includes reading of topographic and geologic maps and the study and identification of common rocks and minerals and study of geologic phenomena. Three hours lecture, three hours lab per week. Transfers for four credits to UNR/UNLV. Satisfies UNR science core curriculum.

**GEOL 102 Earth and Life Through Time 4.00**

Prerequisite: GEOL 101 or consent of instructor.

A lecture- and laboratory-based course examining the evolution of Earth through time including major events in the evolution of the crust, plate tectonics, and biosphere. Course will emphasis how fossils are used to interpret ancient environments, the relationships between organisms, and to sequence the physical and paleobiological history of the Earth. Designed as a second course in geology, the course will lead the student through a sequence of events from the beginning of the planet to today's diversified environments.

**GEOL 105R Introduction to Geology of National Park 3.00**

Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.

A general survey course that examines basic geologic process of the rock cycle, geologic structures, geologic time, and plate tectonics using selected national parks as exemplars of those processes. The course consists of 3 hours of lecture per week and a total of two three-hour labs, and one full-day field study.

**GEOL 206 Geology of Geothermal Energy Resources 3.00**

Prerequisite: GEOL 101 completed or as a corequisite.

This course surveys the characteristics, distribution and energy potential of geothermal resources, both worldwide and here in Nevada. Course content includes (1) geologic controls on distribution and nature of geothermal systems, (2) the main types of geothermal systems and how energy is harnessed using current technology, and (3) potential geothermal resources that may provide useful energy with emerging technology. The course consists of 3 hours of lecture, including guest speakers, per week and 4 three-hour-long labs that include opportunities to organize and assess field and laboratory data to interpret the type and potential of geothermal resources.

**GEOL 260 Introduction to Field Methods 2.00**

Prerequisite: GEOL 101 or instructor approval.

This course is a hands-on introduction to basic geologic map interpretation and field methods for geologic mapping. Students will learn how to interpret geologic features from aerial photos, measure strikes and dips of geologic structures and rock units, determine thickness of stratigraphic units, identify and map the distribution of different rock types and geologic structures, interpret geologic histories and potential hazards of different areas, and chronicle their findings in concise, well-written geologic reports.

**GEOL 290 Internship in Geology 1.00 - 3.00**

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## GERMAN

GER	111	<b>First Year German I</b>	4.00
Prerequisite: None			
Introduction to patterns of German through development of language skills and structural analysis. Includes an introduction to German culture. This course transfers to UNR as GER 101.			
GER	112	<b>First Year German II</b>	4.00
Prerequisite: GER 111 or equivalent or qualifying CAPE placement score.			
A continuation of GER 111. This course transfers to UNR as GER 102.			
GER	198	<b>Special Topics in German</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
GER	211	<b>Second Year German I</b>	3.00
Prerequisite: GER 112 or equivalent or qualifying CAPE placement score.			
Structural review, conversation and writing, reading in modern literature.			
GER	212	<b>Second Year German II</b>	3.00
Prerequisite: GER 211 or equivalent or qualifying CAPE placement score.			
A continuation of GER 211. Structural review, conversation and writing, reading in modern literature.			

## GRAPHIC COMMUNICATIONS

GRC	107	<b>Design Fundamentals</b>	3.00 - 4.00
Prerequisite: None			
Foundation course in the application and appreciation of the basic principles and elements of design, including form, shape, value and spatial relationships. Emphasis will be placed on developing creative skills and working with the design process. Challenge by portfolio is available.			
GRC	109	<b>Color and Design</b>	3.00 - 4.00
Prerequisite: None			
Color theories, color technologies and the applications of color in art and design. Intermediate, two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communication.			
GRC	110	<b>Rendering and Illustration</b>	4.00
Prerequisite: None			
Foundation course for developing basic skills and techniques in visualizing and rendering images in 2D and 3D presentations. Projects will focus on manual techniques and their applications in print and digital media. Challenge by portfolio is available. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
GRC	118	<b>Computer Graphics/Print Media</b>	3.00 - 4.00
Prerequisite: GRC 107 and GRC 109, or approval of instructor.			
Foundation course that introduces computer systems and applications as they relate to graphic communication for print media. Class will present a project-based overview of vector-draw, image manipulation, page layout and electronic publishing software. Challenge exam is available.			
GRC	119	<b>Computer Graphics/Digital Media</b>	3.00 - 4.00
Prerequisite: GRC 107, GRC 109, and GRC 110 or approval of instructor.			
Foundation course that introduces computer systems and applications as they relate to graphic communications for digital media. Class will present a project-based overview of content creation, Web design, Web animation, digital video and 3D modeling. Challenge exam is available.			
GRC	120	<b>Software Applications-Beginning Photoshop</b>	0.05 - 1.00
Prerequisite: None			
Software workshop focusing on beginning techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
GRC	123	<b>Software Applications-Advanced Photoshop</b>	0.05 - 1.00
Prerequisite: None			
Software workshop focusing on advanced techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



# GRAPHIC COMMUNICATIONS

GRC 124	<b>Software Applications-Beginning Illustrator</b>	0.05 - 1.00
Prerequisite: None		
Software workshop focusing on beginning techniques and applications of the current version of Adobe Illustrator. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
GRC 125	<b>Graphic Software</b>	0.50 - 1.00
Prerequisite: None		
A variety of short courses in software packages specific to graphic communications and digital media applications. Classes will include current software packages and upgrade-specific training. Verify type of software and level of instruction in current schedule of classes. Grading is pass/withdraw. This course may be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
GRC 126	<b>Software Applications-Advanced Illustrator</b>	0.05 - 1.00
Prerequisite: None		
Software workshop focusing on advanced techniques and applications of the current version of Adobe Illustrator. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
GRC 127	<b>Software Applications-Beginning InDesign</b>	0.05 - 1.00
Prerequisite: None		
Software workshop focusing on beginning techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
GRC 128	<b>Software Applications-Advanced InDesign</b>	0.05 - 1.00
Prerequisite: None		
Software workshop focusing on advanced techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
GRC 129	<b>Software Applications-Beginning Dreamweaver</b>	0.05 - 1.00
Prerequisite: None		
Software workshop focusing on beginning techniques and applications of the current version of Adobe Dreamweaver. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
GRC 130	<b>Software Applications-Beginning Flash</b>	0.05 - 1.00
Prerequisite: None		
Software workshop focusing on beginning techniques and applications of the current version of Adobe Flash. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.		
GRC 131	<b>Software Applications-Premiere/Soundbooth</b>	0.05 - 1.00
Prerequisite: None		
Software workshop focusing on beginning techniques and applications of the current version of Adobe Premiere and Soundbooth. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.		
GRC 132	<b>Basic Principles of Animation</b>	3.00
Prerequisite: GRC 107 and GRC 110 or approval of instructor.		
Introduction to the principles and techniques of 2D animation. Manual assignments will be completed for output to analog and digital formats for screening and portfolio. Course lectures and discussions will include professional production processes for TV, film, games and the Web, as well as potential strategies to gain employment in the field. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
GRC 135	<b>Storyboarding</b>	3.00
Prerequisite: GRC 107 and GRC 110 or approval of instructor.		
Introduction to techniques and strategies for visual storytelling. Visual language and syntax for narrative, non-linear, alternative and experimental storytelling methodologies will be explored. Story structure, character development, style, premise, genre, and format (commercial ad, interstitial, PSA, short, feature, music video, Web, games, etc.) will be discussed. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# GRAPHIC COMMUNICATIONS

<b>GRC 136</b>	<b>Graphic Communications Fundamentals</b>	<b>6.00</b>
Prerequisite: Acceptance into the GRC Web Design Fast-Track program.		
Introduction to the fundamental theories, concepts and technologies of the graphic communications industry. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).		
<b>GRC 137</b>	<b>Graphics Content Development and Production Techniques</b>	<b>6.00</b>
Prerequisite: GRC 136 or Acceptance into the GRC Web Design Fast-Track program.		
Introduction to the creation, development and production of static and dynamic content for use in Internet-based designs. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).		
<b>GRC 138</b>	<b>Graphics Web Design I</b>	<b>6.00</b>
Prerequisite: GRC 137 or Acceptance into the GRC Web Design Fast-Track program.		
Introduction to the creation, layout and production of web pages, including the integration of imagery, typography and color. Basic programming concepts, including HTML and CSS. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).		
<b>GRC 144</b>	<b>Electronic Layout and Typography</b>	<b>3.00</b>
Prerequisite: GRC 118 or approval of instructor.		
Introduction to typography and page layout software. Typographic theory, copy acquisition, proofreading and fundamentals of typographical layout and design. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 153</b>	<b>Commercial Printing Processes</b>	<b>4.00</b>
Prerequisite: GRC 118 or approval of instructor.		
An intermediate course in commercial printing processes including screen printing and offset lithography. Hands-on class will focus on electronic pre-press and printing methods used in commercial printing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 156</b>	<b>Computer Illustration</b>	<b>3.00</b>
Prerequisite: GRC 110 and GRC 118, or approval of instructor.		
An introductory/intermediate class in the creation and execution of designs and illustrations in the digital environment. Class will focus on vector-draw software, including the tools and techniques required to produce professional-level artwork.		
<b>GRC 175</b>	<b>Web Design and Publishing I</b>	<b>1.00 - 3.00</b>
Prerequisite: GRC 119 or approval of instructor.		
Introduction to authoring for the World Wide Web using industry standard software applications. Topics covered include planning, designing and building a Web site, aesthetics, creating and optimizing computer graphics for Web, information architecture, navigation and interactivity, Web publishing, Web hosting and site management.		
<b>GRC 182</b>	<b>Digital Video Production</b>	<b>4.00</b>
Prerequisite: GRC 119 and GRC 135 or instructor approval.		
Introduction to the basic principles and practices of digital video production. The course covers every phase of introductory digital video preproduction, production and post-production processes from "concept to final output", including story and concept development, lighting, recording and capturing footage, importing and managing clips, editing methods, transitions, special effects, titles, and credits, sound design and output to different formats. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 183</b>	<b>Electronic Imaging</b>	<b>3.00</b>
Prerequisite: GRC 118 or approval of instructor.		
An intermediate course in the application of graphics software to create pixel based images using industry standard pixels based software. Class will cover digital camera and scanner operation and emphasize image manipulation and optimization processes for pixel images.		
<b>GRC 188</b>	<b>Web Animation and Interactivity I</b>	<b>3.00</b>
Prerequisite: GRC 118 and GRC 119, or approval of instructor.		
Introduction to animation and interactivity for use in CD-ROM, DVD or Web based interactive documents using industry standard software applications. Course content focuses on planning, design and building animated and interactive digital content. Topics include information architecture, interface design and navigation, introductory programming, drawing, audio, video, and publishing options.		
<b>GRC 198</b>	<b>Special Topics in Graphic Communications</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# GRAPHIC COMMUNICATIONS

<b>GRC 238</b>	<b>Graphics Web Design II</b>	<b>6.00</b>
Prerequisite: GRC 138		
Intermediate course in the creation, layout and production of web pages, including developing intermediate-level layout and design skills. Continued instruction in programming languages relevant to web design and production. Course will integrate human relations instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).		
<b>GRC 239</b>	<b>Graphics Web Design III</b>	<b>6.00</b>
Prerequisite: GRC 238 or Acceptance into the GRC Web Design Fast-Track program.		
Advanced course in the creation, layout and production of web pages, including developing advanced-level layout and design skills. Continued instruction in programming languages relevant to web design and production. Course will integrate human relations instruction into an integrated, project-based curriculum, including the development of a student portfolio website for employment in the industry. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).		
<b>GRC 244</b>	<b>Electronic Layout and Typography II</b>	<b>3.00</b>
Prerequisite: GRC 144 and 156 or approval of instructor.		
Advanced studio covering typography, graphic design and advertising theories and techniques for print media. Class will focus on creativity and the creative process and how these principles affect communication of ideas. Topics include image/copy interaction, production techniques and the use of type in complex compositions as well as multipage documents. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 256</b>	<b>Computer Illustration II</b>	<b>3.00</b>
Prerequisite: GRC 122 and 156, or approval of instructor.		
An intermediate/advanced class in the creation and execution of designs and illustrations in the electronic environment. Class will focus on vector-draw software and more advanced principles of design to produce artwork for print and digital media. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 275</b>	<b>Web Design and Publishing II</b>	<b>3.00</b>
Prerequisite: GRC 175 and GRC 183, or approval of instructor.		
Advanced Web page design using industry-standard applications. Topics include planning and design, programming, interactivity, behaviors, animation, page weighting, meta tags, databases, Web hosting and site management. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 282</b>	<b>Motion Graphics for Video</b>	<b>3.00</b>
Prerequisite: GRC 132 and GRC 182 or instructor approval.		
The principles of animation and motion design applied to graphics production for use in time-based and interactive scenarios. An exploration of animated title sequences, time-based image compositing, and audio design principles for applications in entertainment and advertising content creation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 283</b>	<b>Electronic Imaging II</b>	<b>3.00</b>
Prerequisite: GRC 183 or approval of instructor.		
An advanced course in the application of graphics software to create pixel based imagery using industry standard pixel based software. Class will cover advanced image manipulation and optimization processes for pixel images as well as simple based animation and video manipulation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 284</b>	<b>3D Modeling and Animation</b>	<b>3.00</b>
Prerequisite: GRC 119 and GRC 132 or approval of instructor.		
Introduction to basic 3 dimensional modeling and animation techniques and production processes. Topics include 3D modeling, texturing, lighting, animation and rendering using industry-standard 3D software. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 288</b>	<b>Web Animation and Interactivity II</b>	<b>3.00</b>
Prerequisite: GRC 188 or approval of instructor. GRC 135 recommended.		
Advanced animation and interactivity for the Web and CD-ROM using Macromedia Flash. The course extends the skills acquired in GRC 188: Web Animation and Interactivity I, and emphasizes methodology and problem solving. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC 290</b>	<b>Internship in Graphic Communications</b>	<b>1.00 - 8.00</b>
Prerequisite: None		
Supervised work experience with a selected graphic communications business, dependent upon students selected major emphasis. Course is designed to apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor. Available to students entering their last semester of instruction for the GRC associates degree. Contact the department advisor for application, screening and required skills evaluation. 75 hours on the job per credit. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## GRAPHIC COMMUNICATIONS

GRC	294	<b>Portfolio Workshop</b>	1.00 - 3.00
PR: Minimum 24 credits of GRC classes or approval of instructor.			
Development of a portfolio for employment in the graphic communications or digital media or transfer to a four-year program. Class will deal with the professional and legal requirements of working in the graphic communications or digital media industry. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
GRC	298	<b>Special Problems in Graphic Communications</b>	0.50 - 6.00
Prerequisite: None			
Selected advanced topics and workshops relating to specific areas of graphic communications. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
GRC	299	<b>Independent Study</b>	1.00 - 6.00
Prerequisite: None			
This course is designed for advanced students to pursue work in a specific area of graphic communications. Students must submit a written proposal which becomes a contract for the course of study. Students must meet with a faculty advisor on a regular basis. Course may be repeated up to 6 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## HEBREW

HEB	113	<b>Hebrew I</b>	4.00
Prerequisite: None			
Development of language skills in listening, speaking, reading, writing and structural analysis. Emphasis placed on speaking.			
HEB	114	<b>Hebrew II</b>	4.00
Prerequisite: HEB 113.			
The object of this course is to develop a basic proficiency in Hebrew through practice in the use of basic language skills and acquisition of vocabulary.			
HEB	198	<b>Special Topics in Hebrew</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
HEB	221	<b>Intermediate Hebrew I</b>	3.00
Prerequisite: HEB 114.			
Structural review, conversation, reading, and writing in Modern Hebrew.			
HEB	222	<b>Intermediate Hebrew II</b>	3.00
Prerequisite: HEB 221.			
Structural review, conversation, reading, and writing in Modern Hebrew.			

## HISTORY

HIST	101	<b>US History I (to 1865)</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Survey of U.S. political, social, economic, diplomatic and cultural development from colonial times to 1865. Satisfies the United States Constitution requirement.			
HIST	102	<b>United States History II (Since 1865)</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Survey of U.S. political, social, economic, diplomatic and cultural development from 1865 to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution requirement.			

# HISTORY

HIST	105	<b>European Civilization I</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Survey of the development of Western civilization up to 1648. Will fulfill the western traditions requirement for TMCC students who have not yet matriculated at the University of Nevada, Reno. Matriculation is defined as formal admission and enrollment in one or more credits at the University. Part-time students with non-degree status at UNR are not considered to have matriculated and are eligible to take the equivalency courses. Please direct your questions to the Transfer Center at UNR, 784-6230.			
HIST	106	<b>European Civilization II</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Survey of the development of Western civilization, 1648 to the present. Will fulfill the western traditions requirement for TMCC students who have not yet matriculated at the University of Nevada, Reno. Matriculation is defined as formal admission and enrollment in one or more credits at the University. Part-time students with non-degree status at UNR are not considered to have matriculated and are eligible to take the equivalency courses. Please direct your questions to the Transfer Center at UNR, 784-6230.			
HIST	111	<b>Survey of U.S. Constitutional History</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A survey of the origin, development, and history of the United States Constitution and the Nevada Constitution. Satisfies the U.S. and Nevada Constitution requirements			
HIST	208	<b>World History I</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600.			
HIST	209	<b>World History II</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A review of the principle developments in world history since 1600, including scientific and technological revolutions, social revolutions, nationalism, immigration, colonialism, world wars, decolonization, modernization, democracy and dictatorships.			
HIST	217	<b>Nevada History</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Nevada history from exploration to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution general education requirement.			
HIST	225	<b>Introduction to the Vietnam War</b>	3.00
Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.			
The United States involvement in Vietnam beginning during WW II. Decisions made by seven U.S. presidents and their impact and retrospective views of the disastrous ending of the war will be examined.			
HIST	227	<b>Introduction to Latin American History &amp; Culture I</b>	3.00
Prerequisite: None			
An overview of Hispanic history including language, literature, geography, religion, music and politics from the pre-Columbian era to 1826.			
HIST	228	<b>Intro to Latin American History and Culture II</b>	3.00
Prerequisite: None			
An overview of Hispanic history including language, literature, geography, religion, music and politics from 1826 to the present.			
HIST	248	<b>Introduction to the American Civil War</b>	3.00
Prerequisite: None			
Era of the Civil War from the events immediately preceding the national conflict to its conclusion. Topics covered include: strategy, tactics, battles, generals, politics, economics, why the North won, why the South lost, technology and European diplomatic relations.			
HIST	251	<b>Introduction to Historical Methods</b>	3.00
Prerequisite: Completion of 9.0 credits in History with grades of "C" or better.			
Introduction to the basic concepts and techniques of historical investigation and writing.			



# HISTORY

HIST	273	<b>Introduction to the History and Culture of the Cold War</b>	3.00
Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.			
This course examines the history and culture of the Cold War (from 1945 through the Vietnam conflict) and its lasting legacy. In particular, the course addresses the Cold War's influence on politics, economics, diplomacy, national identity, popular culture, and notions of race, class and gender.			
HIST	288	<b>Hitler &amp; Stalin: Studies in Tyranny</b>	3.00
Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.			
This class explores the dramatic impact both Hitler and Stalin had on the shaping of the 20th Century. This class will analyze the Empires of Continental Europe and connect the weaknesses and collapse of these empires with the emergence of Fascism and Communism. The rise to power of Hitler and Stalin will be analyzed, as will be their ability to consolidate and maintain power. The class will explore uneasy alliances, military decisions and their outcomes, persecution of populations and the Cold War.			
HIST	289	<b>Introduction to the History of the Middle East</b>	3.00
Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.			
History of the Middle East from antiquity through the fifteenth centuries with special emphasis on Islam in both the religious and cultural senses and upon its institutional, political, and economic development; from the sixteenth to the twentieth century with emphasis upon the Ottoman system, the economic, cultural, and political impact of imperialism and the emergence of the modern state systems. Includes cross-cultural comparisons across the region and places Middle Eastern culture within the context of the world community.			
HIST	291	<b>Intro to Women's History and Literature in the Us</b>	3.00
Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.			
This interdisciplinary survey course examines women's history and gender relations in the United States from the colonial period to the present. It explores the dynamics and cultural construction of race, ethnicity, class, and gender in women's historical experience. In addition, it examines the portrayal of women in literature and, to a lesser extent, in art, music and film. Multi-cultural perspectives will be included through examination of African American, Native American and Latina writers.			
HIST	294	<b>Introduction to African American History II</b>	3.00
Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.			
A survey of African American history from emancipation to the present. Topics include the meaning of emancipation; the emergence of legal racial segregation; strategies of accommodation and resistance in the early 20th century; the emergence and decline of the modern civil rights movement; and contemporary issues in African American studies.			
HIST	295	<b>Special Topics in History</b>	1.00 - 3.00
Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.			
Provides students with the opportunity to explore the significance and historical origins of world issues and events requiring special focus. This course allows faculty the flexibility to address issues and concepts of immediate relevance in global society. Students may repeat this course to a maximum of nine credits.			

# HUMAN DEV. AND FAMILY STUDIES

HDFS	201	<b>Lifespan Human Development</b>	3.00
Prerequisite: None			
This course is the study of human growth and development from conception through death. All domains of development are studied including physical, cognitive, and social/emotional aspects of development.			
HDFS	202	<b>Introduction to Families</b>	3.00
Prerequisite: None			
Dynamics of development, interaction and intimacy of primary relationships in contextual and theoretical frameworks. Societal issues and choices facing diverse family systems.			
HDFS	232	<b>Diversity in Children</b>	3.00
Prerequisite: None			
This course focuses on the development of young children from birth through eight years old. It examines the typical and atypical physical, social/emotional, language and cognitive development of young children. The course is also a study of how children are diverse in many ways including language, culture, race, religion, ethnicity, gender/sexuality, family circumstance, and ability. Students explore their own understanding of diversity, multiculturalism, and tolerance and apply concepts of both child development and diversity to their own work with young children. Satisfies TMCC Diversity requirement.			

# HUMANITIES

HUM	101	<b>Introduction to Humanities I</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A survey of the major humanizing influences from ancient Egypt through the Renaissance in western civilization: music, art, literature, film and philosophy. Course considers important movements and figures. Satisfies UNR core curriculum.			
HUM	102	<b>Introduction to Humanities II</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A continuation of Humanities 101 from the Baroque to the modern era. Satisfies UNR core curriculum.			
HUM	105	<b>Art in Film</b>	3.00
Prerequisite: None			
This course will teach students to appreciate, interpret and respond to selected films from particular genres (for example, the science fiction film), directors (for example, the films of Alfred Hitchcock) or stars (for example, the films of Katherine Hepburn) and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. Same as THTR 180.			
HUM	106	<b>Intro to the American Motion Picture</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
This course is intended to give the student insight into the development of the one truly new artistic medium of the 20th century. It will mainly concern itself with the motion picture from the time of D.W. Griffith and his silent epics ca. 1915 to the demise of the Hollywood studio system by the end of the 1950's. This will be organized chronologically and by selected genres. Outstanding directors and producers will be discussed. Satisfies UNR core curriculum.			
HUM	198	<b>Special Topics in Humanities</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
HUM	201	<b>History of the Built Environment</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
This course will discuss the history of architecture and city design in the western and non-western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through the Romanesque period, including the events and architecture of non-western civilizations happening in the same time frame. The influences these architecture and design philosophies have had on the shaping of civilization will also be discussed. What civilization reflects through its architecture during these periods will be examined. Same as AAD 201.			
HUM	211	<b>Survey of Chinese Culture</b>	3.00
Prerequisite: None			
Survey of Chinese Culture will introduce the student to key events and concepts from China's cultural development from roughly the time of the ancient Shang dynasty to the People's Republic of China. China's contributions to philosophy, literature and art will be stressed.			
HUM	214	<b>Survey of Middle East Culture</b>	3.00
Prerequisite: None			
Survey of Middle East Culture introduces student to the many peoples, cultures, and religions of the Middle East. A fundamental focus of the course is the understanding and analysis of interrelations between diverse cultures. The course explores the unique trends and forms of literature, architecture, paintings, and music that have spread throughout the Middle East region. It also analyzes how thinkers, writers and artists in these societies have expressed the religious, political and gender divisions within their own cultures. Finally, the course includes an examination of the complex relationships between the Middle East and the West. The class fulfills UNR's diversity requirement.			
HUM	225	<b>A Cultural Perspective: Spain...New Mexico</b>	3.00
Prerequisite: None			
A perspective of cultural diversity in Spain and the American Southwest. This course will introduce the differing cultures of Spain within a historical context. Students will look closely at the intertwining of art, religion and history during the Middle Ages, focusing on the Camino de Santiago, the St. James pilgrimage route across northern Spain that is still traveled today. The course will include a study of the influence of the Moors upon the language, art and philosophy of Spain. It will trace the first Spanish explorers as they brought the traditions of the Old World into New Mexico, before the founding of Jamestown. This blending of the Spanish and Pueblo cultures has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same as Spanish 225.			

## HUMANITIES

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HUM	260	<b>American Indian Literature and Culture</b>	3.00
Prerequisite: None			
This course explores the continuity between oral traditions of American Indian culture and literary works of contemporary American Indian authors. Participants will gain knowledge of tribal creation accounts, trickster cycles, and traditions of illness and curing.			
HUM	271	<b>Film and Literature</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
This course introduces students to the world's greatest literature through study and analysis of the written text and the experience of viewing the rendering of the text in the film medium. Students will not only gain a historical perspective and aesthetic understanding of classic literary works, they will experience the visual interpretation of the work in another medium.			
HUM	272	<b>Shakespeare Through Film</b>	3.00
Prerequisite: None			
This course introduces students to the plays of Shakespeare through reading the plays, viewing film versions of the plays and exploring Shakespeare's art through discussion and writing. The critical emphasis will evaluate the film presentations as an interpretation of Shakespeare's text.			
HUM	295	<b>Issues in Humanities</b>	1.00 - 9.00
Prerequisite: None			
Explores ideas, issues, and movements worthy of special focus for their significant impact on the cultural, social, political, or spiritual values of human civilization.			

## INFORMATION SYSTEMS

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IS	101	<b>Introduction to Information Systems</b>	3.00
Prerequisite: None			
Prerequisite: Highly recommend ACCUPLACER reading placement score of 50 or higher. An introduction to computer terminology, hardware and application programs for management information systems. Students are introduced to business, industry and education applications of popular software using spreadsheets, word processors, and data bases. "Hands on" experience is provided through student use of open lab.			
IS	201	<b>Computer Applications</b>	3.00
Prerequisite: IS 101 or equivalent.			
Advanced topics in spreadsheets, microcomputer-based database management systems and macro-programming.			

## ITALIAN

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ITAL	113	<b>Elementary Italian I</b>	4.00
Prerequisite: None			
Introduction to fundamentals of Italian grammar. Spoken communication and listening skills with considerable emphasis on written communication and reading skills. Prior knowledge of the Italian language is not required.			
ITAL	114	<b>Elementary Italian II</b>	4.00
Prerequisite: ITAL 113 or equivalent course or instructor's approval.			
Continuation course to Italian 113. It introduces more advanced and complex forms of Italian grammar. Spoken communication and listening skills and a more detailed emphasis on written communication and reading skills.			
ITAL	213	<b>Intermediate Italian I</b>	3.00
Prerequisite: ITAL 114 or equivalent course or instructor's approval.			
Structural review. This course introduces intermediate forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Italian films.			
ITAL	214	<b>Intermediate Italian II</b>	3.00
Prerequisite: ITAL 213 or equivalent course or instructor's approval.			
Structural review. This course is a continuation of Italian 103. It introduces intermediate/advanced forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussion of Italian films.			

## JAPANESE

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JPN	101	<b>Conversational Japanese I</b>	3.00
Prerequisite: None			
A course emphasizing spoken communication. Writing, listening and reading skills will be explored. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## JAPANESE

JPN	102	<b>Conversational Japanese II</b>	3.00
Prerequisite: JPN 101 or instructor approval.			
A continuation of Japanese 101. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
JPN	198	<b>Special Topics in Japanese</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## JOURNALISM

JOUR	101	<b>Critical Analysis of Mass Media</b>	3.00
Prerequisite: None			
Survey of the role of newspapers, radio, television, advertising and public relations organizations. Interpretation of the day's news and analysis of media performance.			
JOUR	105	<b>News Production I</b>	3.00
Prerequisite: None			
Introduction to news and features gathering, writing and presentation with practical application demonstrated in production of a campus print publications, Web pages, and electronic programming (e.g., podcasts).			
JOUR	106	<b>News Production II</b>	3.00
Prerequisite: JOUR 105.			
Student write and edit more complex news and feature materials as staff members for campus newspaper, Web pages, podcasts, and other student journalistic vehicles.			
JOUR	107	<b>Multimedia News Reporting and Writing I</b>	3.00
Prerequisite: ENG 101 and Co-enroll in Jour 108.			
Introduction to collecting, analyzing and presenting information across contemporary news media platforms. Emphasizes writing in journalistic styles with clarity.			
JOUR	108	<b>Media Production I</b>	2.00
Prerequisite: ENG 101 and Co-enroll in JOUR 107.			
Introduction to media production tools and computer interfaces; emphasis on visual literacy, imaging, video and audio editing.			
JOUR	115	<b>Photojournalism Basics</b>	3.00
Prerequisite: ART 141 or permission of instructor.			
Course emphasis practical and technical considerations of print and Web photographic publishing. Students must already possess background in film and digital photography.			
JOUR	118	<b>Web Page Basics</b>	3.00
Prerequisite: JOUR 101.			
Course introduces basic Web design and emphasizes factors typical to journalistic dissemination, such as posting timely material, legal, and other considerations.			
JOUR	119	<b>Digital Audio Basics</b>	3.00
Prerequisite: JOUR 101.			
Course introduces beginning digital audio capture and editing for both traditional radio and new media such as podcasts.			
JOUR	130	<b>Digital Video Basics</b>	3.00
Prerequisite: JOUR 101.			
Course introduces beginning digital video capture and editing for short journalistic television segments, commercials, and Internet clips with a journalistic emphasis.			
JOUR	198	<b>Special Topics in Journalism</b>	1.00 - 3.00
Prerequisite: None			
In-depth project assignments such as what makes news in a changing technological environment or how news is obtained and reported are studied and applied in reporting news for traditional and new media.			
JOUR	199	<b>Literary Magazine Journalism</b>	3.00
Prerequisite: JOUR 101.			
A hands-on practicum in the preparation and production of a literary journal, The Meadows.			
JOUR	207	<b>Multimedia News Reporting and Writing II</b>	3.00
Prerequisite: ENG 102; JOUR 107 with a "C" or better; JOUR 108 with a "C" or better. Co-enroll JOUR 208.			
Additional methods of collecting, analyzing and presenting information across contemporary news media platforms. Builds an understanding of public information sources. Emphasizes writing in journalistic styles.			

# JOURNALISM

JOUR	208	<b>Media Production II</b>	1.00
Prerequisite: ENG 102; JOUR 107 with a "C" or better; JOUR 108 with a "C" or better. Co-enroll JOUR 207.			
Practice in using media production tools and computer interfaces; additional development of visual literacy, imaging, video and audio editing.			
JOUR	210	<b>Introduction to Public Relations</b>	3.00
Prerequisite: JOUR 101.			
Not recommended for students seeking a journalism degree. Study of practice of public relations including media, employee, consumer, community, shareholder, and customer relations. Emphasis is on history of public relations, its role, and impact on today's society.			
JOUR	212	<b>Principles of Advertising</b>	3.00
Prerequisite: JOUR 101.			
Not recommended for students seeking a journalism degree. Examination of the purpose, function, and role of advertising in society. Emphasis is on the practical application of advertising as part of the marketing mix including customer identification, branding, message development, and media selection.			
JOUR	215	<b>Photojournalism Practicum</b>	1.00 - 3.00
Prerequisite: JOUR 115 or instructor approval.			
Students work independently on assigned and personal photojournalism projects. Output could be used for campus print and Web vehicles, such as The Echo and Journalism program Web pages. Course will emphasize portfolio building for students.			
JOUR	218	<b>Web Pages Workshop</b>	1.00 - 3.00
Prerequisite: JOUR 118 or instructor approval.			
Course for students to work independently on assigned and personal Web page projects. Output could be used for campus Web vehicles, such as Journalism Web Pages, parallel to The Echo. Course would emphasize portfolio-building for students.			
JOUR	219	<b>Digital Audio Practicum</b>	1.00 - 3.00
Prerequisite: JOUR 119 or instructor approval.			
Course for students to work independently on assigned and personal digital audio projects. Output could be used for campus Web and other vehicles, such as a TMCC radio station or podcasts. Course would emphasize portfolio building for students.			
JOUR	225	<b>News Production III</b>	3.00
Prerequisite: JOUR 102 and JOUR 106.			
Advanced news gathering, news writing and news presentation in print, Web and other electronic media, and introduction to media management, with practical application demonstrated by production of a campus journalistic media.			
JOUR	226	<b>News Production IV</b>	3.00
Prerequisite: JOUR 225.			
Advanced news gathering, writing and presentation with advanced publications management, with practical application demonstrated by applying efforts toward production of a campus publication.			
JOUR	230	<b>Digital Video Practicum</b>	1.00 - 3.00
Prerequisite: JOUR 130 or instructor approval.			
Course for students to work independently on assigned and personal digital video projects. Output could be used for campus Web and other vehicles, such as TMCC Journalism Web Pages, podcasts, and Public Information Office productions. Course would emphasize portfolio building for students.			
JOUR	290	<b>Internship in Journalism</b>	3.00
Prerequisite: JOUR 203.			
A course for advanced journalism students that provides credit for professional experience under appropriate supervision.			

# LAW/PARALEGAL

LAW	101	<b>Fundamentals of Law I</b>	3.00
Prerequisite: None			
(Legal Specialty course) Relationship and delineation of the function and responsibility of the legal assistant, the attorney and the client; survey of substantive areas of the law; structure of the legal system; basic legal terminology; ethics and liability of the legal profession.			
LAW	198	<b>Special Topics Legal Assistant</b>	0.50 - 6.00
Prerequisite: LAW 101.			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
LAW	203	<b>Real Property</b>	3.00
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.			
(Legal Specialty course) Discussion of real property law, including landlord/tenant law, deeds of trust and foreclosures. The course will also cover the practical application of practice in these areas.			



# LAW/PARALEGAL

<b>LAW 204</b>	<b>Torts</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) An overview of tort law. Concepts to be discussed include intentional torts, strict liability, negligence, proximate cause, re ipsa loquitur, comparative responsibility, premises liability, product liability, professional negligence and worker's compensation.		
<b>LAW 205</b>	<b>Contracts</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) A survey of contract law. Discussion of the essential elements of contracts, with special emphasis placed on the practical analysis of contracts. Discussion on the filing of a complaint for breach of contract. Also, discussion of debtor/creditor rights.		
<b>LAW 206</b>	<b>Case Analysis</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better.		
(Legal Specialty course) This course is designed to take students through cases systematically, enabling them to identify the procedural history, critical facts, legal issues, court holdings, rationale and dicta. The student will also be able to assimilate these components into a brief or memo. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>LAW 231</b>	<b>Procedure - Civil</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) Emphasis on jurisdiction of the court system in Nevada. Discussion of complaints, summons, answers, supplemental pleadings. Will also cover pretrial tactics, motions, exceptions, venue, discovery, depositions and summary judgments.		
<b>LAW 232</b>	<b>Procedure - Criminal</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) An overview of the procedure involved in criminal cases. Includes a discussion of complaints, indictments, writs of habeas corpus, trial motions and post-conviction remedies.		
<b>LAW 233</b>	<b>Business Structures</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) A survey of corporate, partnership and agency law. Discussion of some types of employment law. The drafting of corporate and partnership agreements will also be covered.		
<b>LAW 251</b>	<b>Bankruptcy</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) This course will provide a basic knowledge of bankruptcy law, with emphasis on understanding the schedules, preparing proofs of claims and motion practice within the bankruptcy court.		
<b>LAW 252</b>	<b>Family Law</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) Covers the law related to family issues. Includes a discussion of rights and obligations of parties to each other and their offspring. Divorce, custody and support, spousal agreements, termination of parental rights, adoptions and collection of child support are all discussed.		
<b>LAW 255</b>	<b>Probate Procedures</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.		
(Legal Specialty course) Law related to estate planning issues. Includes procedure to distribute a person's estate upon one's death; creation and administration of a trust and procedure to appoint another to act on one's behalf. Also includes a discussion of health care documents and related elderly care issues.		
<b>LAW 259</b>	<b>Legal Writing</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, LAW 206 and 261.		
(Legal Specialty course) In-depth study and development of legal writing skills. Emphasis is placed on writing assignments which assume a knowledge of basic legal research skills, development of memoranda of points and authorities and analyses of case facts. Also discussed will be office memoranda and appeal briefs.		
<b>LAW 261</b>	<b>Legal Research I</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better.		
(Legal Specialty course) Covers legal research and terminology. The student will become familiar with the law library and develop legal research skills through the use of legal digests, encyclopedias, reporter systems, indexes, Shepard's, treatises, cases, statutes, legal periodicals, government documents and other research material. Emphasis is placed on developing legal briefing skills and finding answers to legal research questions.		
<b>LAW 263</b>	<b>Ethics</b>	<b>1.00 - 3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better.		
(Legal Specialty course) Covers the relationship between the attorney, client and legal assistant. Discusses what a legal assistant may and may not do. Also discusses conflicts of interest, dealing with witnesses and adverse parties and confidentiality.		

## LAW/PARALEGAL

<b>LAW 264</b>	<b>Civil Evidence</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259. (Legal Specialty course) Covers interviewing skills, fact pattern analysis, discovery preparation and evidence. Emphasis is placed on preparation of documents throughout the court process.		
<b>LAW 295</b>	<b>Supervised Field Experience</b>	<b>3.00</b>
Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259. (Legal Specialty course) Please consult with the program coordinator. Legal assistant work experience under the supervision of an attorney. The student will work at a local law firm or agency eight hours a week for the 15-week semester to gain practical work experience. The student reports and evaluates his/her experience with the program coordinator.		

## LIFE EXPERIENCE ASSESSMENT PROGRAM

<b>LEAP 101</b>	<b>Leap Portfolio</b>	<b>1.00 - 6.00</b>
Prerequisite: None LEAP is a portfolio program designed to assist learners in the process of preparing a portfolio to earn credit toward the award of a certificate or degree for prior learning experiences that can be shown, through various means of assessment, to be the equivalent of learning gained through formal collegiate instruction. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## LOGISTICS MANAGEMENT

<b>LGM 201</b>	<b>Essentials of Logistics Management</b>	<b>3.00</b>
Prerequisite: None Introduction to supply chain management from both analytical and perspectives. Stressing a unified approach, the course allows students to develop a framework for making intelligent decisions within the supply chain. Key logistics functions are covered to include demand planning, procurement, inventory theory and control, transportation planning and execution, reverse logistics, and flexible contracting. Concepts covered include postponement, portfolio management, dual sourcing, and others. Emphasis is placed on ability to recognize and manage risk, analyze various tradeoffs, and model logistics systems.		
<b>LGM 202</b>	<b>International Logistics Management</b>	<b>3.00</b>
Prerequisite: None This course analyzes and defines the functions of the supply chain that are involved in international supply chain management. Themes include supply chain activities in international business with special emphasis on management of transportation, global sourcing, customs issues and facility location in a global environment.		
<b>LGM 205</b>	<b>Logistics Planning and Control</b>	<b>3.00</b>
Prerequisite: None This course provides theoretical and hands on training in the use of production planning, demand management, master scheduling, materials requirements, and capacity planning tools and techniques. Themes include: Master scheduling, ERP, MRP and inventory management.		
<b>LGM 206</b>	<b>Logistics Planning and Control Laboratory</b>	<b>1.00</b>
Corequisite: LGM 205 This course complements the Logistics Planning and Control lecture course. In this course, students will work on problems using Microsoft Excel and other appropriate technology for conducting analysis required in LGM 205. Highly recommended for all students, required for students who have no prior or little knowledge of Excel.		
<b>LGM 207</b>	<b>Service Logistics</b>	<b>3.00</b>
Prerequisite: LGM 201. This course explores the role of logistics and logistics principles in service organizations. Students will look at applications of TQM and master planning, along with other logistics principles, in increasing the effectiveness and increasing output of the service organization.		
<b>LGM 208</b>	<b>Logistics and Quality Management Tools I</b>	<b>3.00</b>
Prerequisite: LGM 201. This course will introduce students to the concepts and tools that are utilized in improving and managing quality within logistics disciplines. The first part of the course will look at Theory of Constraints, Lean and Total Quality Management.		
<b>LGM 209</b>	<b>Logistics and Quality Management Tools II</b>	<b>3.00</b>
Prerequisite: LGM 208 This is the second course in the Logistics and Quality Management Tools sequence. This course will focus upon Six Sigma and synthesis of the tools for maximum impact in creating continuous improvements.		

# LOGISTICS MANAGEMENT

LGM	210	<b>Studies in Procurement and Logistics</b>	3.00
Corequisite: LGM 201.			
This course analyzes both the theory and applications of strategic issues in procurement and supply chain management process. Themes include the procurement cycle, purchasing research, relationships with suppliers, negotiation and commodity planning. Emphasis is placed on cost, price and value analysis.			
LGM	212	<b>Transportation Management</b>	3.00
Prerequisite: None			
This course analyzes carrier economics, regulation and rate making practices as well as evaluating the public policy issues related to carrier transportation; includes course work in the planning and design of logistically oriented urban service systems. Themes include customer service, distribution operations, purchasing and negotiation.			
LGM	280	<b>Current Topics in Logistics</b>	3.00
Prerequisite: LGM 201.			
This course will explore current topics in the logistics industry. Topics will change each semester. The course will be run as an exploratory course with students, instructors and guest lecturers each bringing their own concept of what's new and hot to the classroom.			
LGM	285	<b>CPIM Prep</b>	3.00
Prerequisite: None			
This course allows students to spend time focusing on the preparation for the APICS Certified Production Inventory Manager certification exams.			

# MACHINE TOOL TECHNOLOGY

MTT	101	<b>Introduction to Machine Shop</b>	3.00
Prerequisite: None			
Introduces safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, rotary tables and indexing devices, lathe and mill cutting tools and tool holding, work holding and machining applications as well as the various hand tools related to the machine shop. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	105	<b>Machine Shop I</b>	3.00
Prerequisite or Corequisite: MTT 101			
Introduces basic lathe applications which will consists of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe tooling. Students will perform basic lathe operations, which will consist of facing, turning, and drilling. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	110	<b>Machine Shop II</b>	3.00
Prerequisite or Corequisite: MTT 101			
Introduces basic milling machine applications which will consist of identifying mill components and controls, understanding milling safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common milling machine tooling. Students will perform basic milling operations consisting of facing, squaring, slotting, and drilling. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	140	<b>Inspection Techniques</b>	3.00
Prerequisite: None			
Exposes the student to the principles of dimensional metrology and explores Geometric Dimensioning and Tolerancing (GD&T) concepts and applications. Students will learn how to use common measuring instruments relating to state-of-the-art manufacturing environments. Students will also learn the importance of Quality Control, TQM, and SPC processes as they relate to manufacturing environments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	198	<b>Special Topics in Manufacturing</b>	1.00 - 6.00
Prerequisite: None			
This course introduces and discusses special topics related to Manufacturing Technology. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	230	<b>Computer Numerical Control I</b>	4.00
Prerequisite: None			
Covers computer numerical control (CNC) lathe operations, program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. Students will program, set-up and produce a variety of CNC lathe projects. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# MACHINE TOOL TECHNOLOGY

MTT	232	<b>Computer Numerical Control II</b>	4.00
Prerequisite: None			
Covers computer numerical control (CNC) milling operations, program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. Students will program, set-up and produce a variety of CNC milling projects. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	250	<b>Machine Shop III</b>	3.00
Prerequisite: MTT 105. Course may be taken concurrently with MTT 105.			
This course is a continuation of MTT 105 and teaches students to prepare single point external and internal unified screw threads, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing, grooving, part-off, and tuning operations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	260	<b>Machine Shop IV</b>	3.00
Prerequisite: MTT 110. Course may be taken concurrently with MTT 110.			
This is a continuation of MTT 110 and prepares students to determine hole locations by coordinates and degrees, use a rotary table, boring head, form tools, angle work, and work within +/- .001 inch tolerance. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	292	<b>Computer-Aided Manufacturing I</b>	4.00
Prerequisite: None			
This course provides the student with the essential concepts and techniques that are required for successful creation of two-dimensional part geometry, generation and verification of 2 1/2 axis tool path models, as well as post processing of 2 1/2 axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. Coursework will primarily focus on 2D geometry projects. Basic understanding of milling machine operations is recommended. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MTT	293	<b>Computer-Aided Manufacturing II</b>	4.00
Prerequisite: MTT 292 or instructor approval.			
This course is a continuation of MTT 292 with the addition of simultaneous three axis motion control and provides the student with the essential concepts and techniques that are required for successful creation of three-dimensional part geometry, solids, and surfacing, generation and verification of three axis tool path models, as well as, post processing of three axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. A familiarity with Mastercam, CNC programming techniques, and CNC operations is recommended. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# MANAGEMENT

MGT	103	<b>Small Business Management</b>	3.00
Prerequisite: ENG 101 or BUS 98 or qualifying Accuplacer scores.			
Environment and management of the small business enterprise, problems in initiating the business, financial and administrative control, marketing programs and policies, management of business operations, legal and governmental relationships. Transfers as an elective to UNR. All MGT 103 students must take the English assessment test before enrolling. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.			
MGT	171	<b>Supervision</b>	3.00
Prerequisite: None			
Supervision provides a skill building approach to develop people and the conceptual skills necessary to successfully supervise employees. In addition, the functional supervisory skills of planning, organizing, staffing, leading and controlling will be developed.			
MGT	201	<b>Principles of Management</b>	3.00
Prerequisite: None			
Fundamentals and principles of management; administrative policies, objectives and procedures and problems of organization control and leadership. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.			
MGT	212	<b>Leadership and Human Relations</b>	3.00
Prerequisite: None			
The focus of the course is on understanding and managing human behavior in organizations. Central to the course is better understanding oneself as a leader and exploring some of the more effective ways of leading others. All MGT 212 students must take the English assessment test before enrolling. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.			

## MANAGEMENT

MGT	235	<b>Organizational Behavior</b>	3.00
Prerequisite: MGT 201 or permission of the instructor.			
Concepts, theories and case studies concerning the behavior of people in modern business organizations.			
MGT	283	<b>Introduction to Human Resources Management</b>	3.00
Prerequisite: None			
Designed to develop an understanding of the duties and responsibilities of personnel at the mid-management level. Areas covered include: employee needs, human relations, orienting and training employees, benefit programs and economics of supervision. All MGT 283 students must take the English assessment test before enrolling. Students must bring their assessment report to the first class meeting. Attendance beyond the first class is subject to instructor approval.			
MGT	290	<b>Internship in Management</b>	1.00 - 8.00
Prerequisite: None			
A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have A 2.5 G.P.A. Contact the instructor for the application, screening, and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## MANUFACT. AND PROD. TECH

MPT	110	<b>Automated Production Concepts I</b>	3.00
Prerequisite: None			
This course introduces students to the concepts of production systems management and control. This course stresses materials resource planning and basic production line controls, to include robotic, conveyer, machine tool, and quality integration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MPT	120	<b>Automated Production Concepts II</b>	3.00
Prerequisite: MPT 110.			
This course is a continuation of MTT 185 Automated Production Concepts I and introduces students to the advanced concepts of production system management and control. This course stresses materials resource planning and advanced complex production line controls, to include robotic, conveyer, machine tool, and quality integration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MPT	130	<b>Automated Production Concepts III</b>	3.00
Prerequisite: MPT 120.			
This course is a continuation of MPT 110 and 120 (formerly MTT 185 and 285) Automated Production Concepts I & II and serves as the capstone course for the AAS Manufacturing Technology, Production Systems Emphasis. Students are required to combine concepts from all core courses to complete a comprehensive complex production system evolution. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MPT	135	<b>Material Handling</b>	2.00
Prerequisite: None			
This course provides an overview of the functions and operation of various types of common powered and non-powered industrial material handling equipment. OSHA regulations and standards governing the safe use of powered industrial trucks are covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MPT	140	<b>Quality Control</b>	3.00
Prerequisite: None			
This course introduces students to the fundamental principles and practices of industrial quality control. Total Quality Management (TQM), Acceptance Sampling Systems are discussed in depth. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MPT	290	<b>Fabrication Capstone</b>	1.00
Prerequisite: MTT 292.			
Students will work collaboratively to complete a comprehensive project combining the key concepts of the fabrication emphasis courses. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



## MARKETING

MKT	131	<b>Advertising</b>	3.00
Prerequisite: ENG 101 or BUS 098 or qualifying Accuplacer score.			
This courses focus upon the development of a strategy for communicating the offerings of an organization. Emphasis will be placed upon understanding consumer behavior and understanding the social and ethical implications of marketing communication. Students will work in groups to create their own IMC plans for a brand of their choice.			
MKT	210	<b>Marketing Principles</b>	3.00
Prerequisite: C or better in MATH 120/126 or BUS 117; ENG 101/113 or BUS 108; or equivalent Accuplacer, SAT or ACT test results.			
Intense study of marketing philosophy including: segmenting and developing target markets, pricing, distribution and location analysis, promotion and product development. Upon completion of this course, the student will understand the marketing concept and be able to explain how an organization can develop an effective marketing strategy. Attendance beyond the first class is subject to instructor approval.			
MKT	295	<b>Internship</b>	1.00 - 3.00
Prerequisite: None			
A course designed wherein students will apply knowledge of real on-the-job situations in a program designed by a company official and faculty adviser to maximize learning experiences. Available to students who have completes most core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening, and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## MATHEMATICS

MATH	90	<b>Continuing Studies in Math</b>	0.50 - 3.00
Prerequisite: MATH 93 or equivalent or qualifying Accuplacer score, ACT/SAT test results.			
This developmental course is for assessment purposes. Developmental students may register for this course without taking Accuplacer.			
MATH	91	<b>Basic Mathematics</b>	3.00
Prerequisite: Accuplacer test required.			
A course covering the fundamental operations on whole numbers, fractions, mixed numbers and decimals; ratios; percentages; electronic calculators and consumer topics. The course is intended to provide a thorough review of basic skills needed in future mathematics courses and in applied fields.			
MATH	92	<b>Algebra Review</b>	1.00
Prerequisite: None			
Provides a review of algebra that will refresh previously taught concepts.			
MATH	93	<b>Pre-Algebra</b>	3.00
Prerequisite: Qualifying grade in MATH 91 or equivalent or qualifying Accuplacer score.			
This course prepares students for success in MATH 095. Topics include: properties of Real numbers, basic operations on signed numbers, common fractions, decimal fractions and percent's, estimation, algebraic expressions, operation precedence, linear equations, problem solving, measurement and elementary practical geometry.			
MATH	95	<b>Elementary Algebra</b>	3.00
Prerequisite: A grade of C or better in Math 93 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A graphing calculator may be required for this course.			
A first course in algebra. Topics covered include the fundamental operations on real numbers, first degree equations, inequalities in one variable, polynomials, integer exponents, solving quadratic equations by factoring.			
MATH	96	<b>Intermediate Algebra</b>	3.00
Prerequisite: A grade of C or better in Math 95 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A graphing calculator may be required for this course.			
A second course in algebra. Topics covered include: solving quadratic, rational and radical equations, simplifying rational and radical expressions and complex numbers, and solving application problems.			
MATH	96L	<b>Intermediate Algebra Success Skills</b>	1.00
Prerequisite: None			
This course reinforces prerequisite material, provides assistance with current MATH 096 topics, and covers extra topics related to mathematics, study skills, math anxiety, and test taking skills through applications and group work. This course can only be taken concurrently with MATH 096.			

# MATHEMATICS

<b>MATH 97</b>	<b>Elementary and Intermediate Algebra</b>	<b>5.00</b>
Prerequisite: Qualifying Accuplacer, ACT/SAT test results.		
A one-semester course equivalent to the combination of MATH 095 and MATH 096. Topics include the fundamental operations on real numbers, first degree equations and inequalities in one and two variables, polynomials, integer exponents, solving quadratic equations by factoring, solving quadratic, rational and radical equations, simplifying rational and radical expressions, complex numbers, and solving application problems.		
<b>MATH 100</b>	<b>Math for Allied Health Programs</b>	<b>3.00</b>
Prerequisite: None		
A review of basic mathematics with emphasis on those mathematical skills needed for the dental assisting program. This course will include a review of arithmetic, material on the metric system, apothecary system, dosages and solutions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH 105R</b>	<b>Math for Radiologic Technicians</b>	<b>3.00</b>
Prerequisite: None		
A programmed course including the following topics relevant to the study radiologic technology; review of arithmetic, algebra, geometry and graphical representation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH 106</b>	<b>Geometry</b>	<b>3.00</b>
Prerequisite: MATH 95 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
This course is designed to provide a basic working knowledge of practical geometry for students who have never taken a course in geometry or who need a refresher course. Theory is not emphasized. Some of the topics covered are: area of plane figures, similarity, volume of solids, angle measure, and properties of special triangles. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH 107</b>	<b>Real Estate Math</b>	<b>3.00</b>
Prerequisite: None		
Review of basic arithmetic principles. A general mathematics course designed to assist the student who wishes to pass the state exam and the student who wants to be more proficient and knowledgeable in the real estate profession. Decimals, percentages, fractions, proration's, tax rate, interest, discount and depreciation are included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH 108</b>	<b>Math for Technicians</b>	<b>3.00</b>
Prerequisite: MATH 93 or equivalent or qualifying Accuplacer score.		
This applied mathematics course is designed to give the student math skills and knowledge as they are applied to specific career choice areas. Topics for all individual applied areas (transportation, metalworking, construction, etc.) will include (supply description of the level of trig, algebra, etc. to be covered) but the focus of the presentation and utilization will be specific to the industry area. The course will include demonstrations and hands-on exercises applying mathematics as it will be needed in the specific technical environment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH 120</b>	<b>Fundamentals of College Mathematics</b>	<b>3.00</b>
Prerequisite: A "C" or better in MATH 96 or 97 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required.		
Mathematical concepts particularly relevant to informed and aware citizenship in modern society. Topics covered include functions, graphs, problem solving, topics in finance, geometry, probability and statistics. Satisfies UNR core curriculum.		
<b>MATH 122</b>	<b>Number Concepts for Elementary School Teachers</b>	<b>3.00</b>
Prerequisite: A grade of C or better in MATH 120 or 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.		
Mathematics needed by those teaching new-content mathematics courses at the elementary school level with emphasis on the structure of the real number system and its subsystems. Designed for students seeking a teaching certificate in elementary education. Open to others with approval of department chair.		
<b>MATH 123</b>	<b>Statistical &amp; Geometrical Concepts for Elementary School Teachers</b>	<b>3.00</b>
Prerequisite: A grade of C or better in MATH 120 or 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.		
A continuation of MATH 122. Topics covered may include geometry, algebra, probability, statistics and computers.		
<b>MATH 126</b>	<b>Pre-Calculus I</b>	<b>3.00</b>
Prerequisite: A "C" or better in MATH 96 or 97 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required.		
The study of equations and inequalities involving radical, rational, quadratic or absolute value terms. Also includes polynomial, rational, exponential and logarithmic functions, their graphs and applications.		

# MATHEMATICS

<b>MATH 127</b>	<b>Pre-Calculus II</b>	<b>3.00</b>
Prerequisite: A "C" or better in MATH 126 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required..		
Continuation of Math 126. Includes the study of circular functions, their graphs and applications; analytic trigonometry; the coordinate geometry of lines and conics; solving systems of equations; matrices; mathematical induction. The combination of Math 126 and Math 127 is equivalent to UNR's Math 128.		
<b>MATH 128</b>	<b>Pre-Calculus and Trigonometry</b>	<b>5.00</b>
Prerequisite: A "C" or better in MATH 96 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required.		
The study of equations and inequalities involving radical, rational, quadratic, absolute value terms or trigonometric function terms. Also includes the study of the circular functions, polynomial, rational, exponential and logarithmic functions, their graphs and applications, analytic trigonometry; the coordinate geometry of lines and conics; solving systems of equations; matrices and mathematical induction. A graphics calculator may be required for this course.		
<b>MATH 176</b>	<b>Elements of Calculus</b>	<b>3.00</b>
Prerequisite: A "C" or better in MATH 126 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required.		
Topics covered include graphing functions, derivatives, integrals, applications, the Fundamental Theorem of Calculus. This course is designed for business, social science or biological science majors. Satisfies UNR math core curriculum.		
<b>MATH 181</b>	<b>Calculus I</b>	<b>4.00</b>
Prerequisite: A "C" or better in MATH 127 or 128 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required.		
Topics covered include functions, the derivative, differentiation of functions, applications of the derivative, understanding the definite integral, finding integrals and applications of integrals. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering. Satisfies UNR math core curriculum.		
<b>MATH 182</b>	<b>Calculus II</b>	<b>4.00</b>
Prerequisite: A "C" or better in MATH 181 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required.		
A continuation of MATH 181. Topics covered include a continuation of the definite integral, finding integrals and applications of integrals, differential equations and approximations of functions with simpler functions. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering.		
<b>MATH 190</b>	<b>Mathematics for Electronics Applications</b>	<b>3.00</b>
Prerequisite: None		
Because of the differing mathematical backgrounds of students enrolling in this course, the material is individualized with respect to content and rate of progress. Mastery of the material is obtained by the solution of math problems which arise in the study of electronics.		
Topics covered include powers of 10, an algebra review, graphs, exponents and radicals. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH 283</b>	<b>Calculus III</b>	<b>4.00</b>
Prerequisite: A grade of C or better in MATH 182. A graphing calculator may be required for this course.		
A continuation of Math 182. Topics covered include vectors, differentiating and integrating functions of many variables, optimization, parametric curves and surfaces, line integrals, flux integrals and vector fields. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering.		
<b>MATH 285</b>	<b>Differential Equations</b>	<b>3.00</b>
Prerequisite: A grade of C or better in MATH 182 or equivalent.		
Theory and solving techniques for constant and variable coefficient linear equations and a variety of non-linear equations. Emphasis on those differential equations arising from real world phenomena.		
<b>SKC 1</b>	<b>Skills Center</b>	<b>0.00</b>
Prerequisite: None		
Prepares students to successfully place into MATH 095.		
<b>SKC 80</b>	<b>Skills Center Mathematics Level I</b>	<b>1.50 - 3.00</b>
Prerequisite: None		
The course is intended to provide a through review of basic skills needed in math and applied fields; such as time management, basic study skills, and basic arithmetic skills.		
<b>SKC 85</b>	<b>Skills Center Mathematics Level II</b>	<b>1.50 - 3.00</b>
Prerequisite: None		
The course prepares students for success in MATH 95. Includes time management and basic study skills, as well as pre-algebra skills.		

## MATHEMATICS

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STAT	152	<b>Introduction to Statistics</b>	3.00
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Prerequisite: Completion of MATH 126 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135. A graphing calculator may be required for this course.  
Descriptive statistics; probability models; statistical estimation and hypothesis testing; linear regression analysis; and special topics.

## MECHANICAL ENGINEERING

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ME	241	<b>Statics</b>	3.00
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Prerequisites: PHYS 180 AND Corequisite: MATH 182.  
Static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction, centroids, moments of inertia, cables, beams, fluid statics, work.

## MECHANICAL TECHNOLOGY

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MT	109	<b>Small Engine Operation and Maintenance</b>	3.00
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Prerequisite: None  
This course introduces students to the operation and maintenance of small engines used in a variety of technical settings. Students will operate, maintain, and repair two-cycle and four-cycle engines. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT	111	<b>Pneumatic Systems</b>	2.00
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Prerequisite: None  
An introduction to pneumatic power systems. Emphasis is on the theory, components, safety and troubleshooting of pneumatic systems. Topics include pneumatic system symbols and diagrams, compressors, air treatment, valves, actuators, maintenance and repair. Hands-on lab activities include assembly, testing and troubleshooting pneumatic systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT	150	<b>Material Science</b>	3.00 - 4.00
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Prerequisite: None  
Offers a study of metallurgical properties in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistance is investigated. This course fulfills the natural sciences degree requirement for nontransferable AAS degrees only and may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT	160	<b>Hydraulic Power</b>	3.00
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Prerequisite: None  
This course covers a review of hydraulic power mechanics with an emphasis on hydraulic circuit operation and design. Hydraulic components operation, diagnosis and repair will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT	290	<b>Internship in Mechanical Technology</b>	1.00 - 8.00
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Prerequisite: None  
This course provides the student with the opportunity to acquire real-world experience under the supervision of qualified industry personnel. This course is an extension supplemental to classroom/lab experiences. Student grades will be assigned as a cooperative effort between faculty and job supervisor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## MENTAL HEALTH

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MHDD	101	<b>Role of the Technician</b>	1.00
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Prerequisite: None  
Basic skills in behavioral observation, documentation and approaches to intervention as a treatment team member. Other topics include guardianship, rights, confidentiality, abuse and neglect, and program implementation.

MHDD	102	<b>Medical Component</b>	1.00
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Prerequisite: None  
This course covers basic medical information including infection control, safety procedures, confidentiality, awareness of normal bodily functions, personal care and recognition of signs and symptoms that need to be reported to medical staff.

MHDD	105	<b>Conflict Prevention and Response Training</b>	2.00
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Prerequisite: None  
This course focuses on the application of prevention and response techniques to support persons in crisis or conflict with others. These applications are for use by service providers as approved by the State of Nevada, Division of Mental Health and Development Services.

## MENTAL HEALTH

MHDD	106	<b>Teaching and Active Treatment</b>	1.00
Prerequisite: None			
Defining "active treatment" and its necessary components. Implementing active treatment in a service context of dignity, respect, privacy, access to choices and participation in the therapeutic process with the use of effective teaching methods.			
MHDD	107	<b>Medication Fundamentals</b>	2.00
Prerequisite: None			
Study of major categories of psychotropic and seizure medications, rationale for use of medication, typical dosages, main effects, assessment of effectiveness and potential side effects.			
MHDD	109	<b>Introduction to Therapeutic Interventions</b>	2.00
Prerequisite: None			
Basic approaches to behavioral intervention including defining behavior, data collection, principles and applications of behavior change techniques and implementation of behavioral programs.			
MHDD	126	<b>Understanding Developmental Disabilities</b>	2.00
Prerequisite: None			
Definition, history, diagnosis and causes of developmental disabilities. Development and delivery of effective direct support services to persons with developmental disabilities.			
MHDD	150	<b>Issues in Substance Abuse</b>	1.00
Prerequisite: None			
Overview of substance abuse issues and study of basic treatment approaches. Includes biological and lifestyle factors as well as legal issues.			
MHDD	153	<b>Life Span Development</b>	1.00
Prerequisite: None			
Growth and development through the life span. Includes social learning theory, family dynamics and human relations and development as relating to mentally ill and developmentally disabled clients.			
MHDD	154	<b>Advanced Therapeutic Interventions</b>	2.00
Prerequisite: MHDD 109.			
A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client's treatment program.			
MHDD	160	<b>Understanding Mental Illness</b>	2.00
Prerequisite: None			
An in-depth analysis of major diagnostic categories encountered with the seriously mentally ill. Review of treatment plans which have proven useful in addressing these disorders.			
MHDD	295	<b>Practicum in MH/DD</b>	3.00
Prerequisite: None			
A career-related work experience, under qualified supervision. Work directly with mentally ill or developmentally disabled clients within a local service-provider agency. Preparation for occupation as MHT/MRT.			

## MILITARY OCCUPATIONS

MIL	101	<b>Leadership and Personal Development</b>	2.00
Prerequisite: None			
MIL 101 introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, and physical and mental fitness (resiliency training) relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture of understanding the ROTC program, its purpose in the Army, and its advantages for the student.			
MIL	101L	<b>Military Science Lab and Physical Training I</b>	1.00
Prerequisite: None			
MIL 101L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.			



# MILITARY OCCUPATIONS

MIL	102	<b>Introduction to Tactical Leadership</b>	2.00
Prerequisite: None			
MIL 102 introduces students to the personal challenges and competencies that are critical for effective leadership. Students will learn how the personal development of life skills such as land navigation, tactics, effective Army communication, and army leadership relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining a big picture of understanding the ROTC program, its purpose in the Army, and its advantages for the student.			
MIL	102L	<b>Military Science Lab and Physical Training II</b>	1.00
Prerequisite: None			
MIL 102L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.			
MIL	201	<b>Innovative Team Leadership</b>	2.00
Prerequisite: None			
MIL 201 explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises. While participation in the leadership labs is not mandatory during MSL II year, significant experience can be gained in a multitude of areas and participation in the labs is highly encouraged. The focus continues to build on developing knowledge of the leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos.			
MIL	201L	<b>Military Science Lab and Physical Training III</b>	1.00
Prerequisite: None			
MIL 201L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.			
MIL	202	<b>Foundations of Tactical Leadership</b>	2.00
Prerequisite: None			
MIL 202 examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. MIL 202 prepares Cadets for MSL 301. Cadets develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. Case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.			
MIL	202L	<b>Military Science Lab and Physical Training IV</b>	1.00
Prerequisite: None			
MIL 202L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.			

# MUSIC

MUS	101	<b>Music Fundamentals</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Notation, terminology, intervals, scales and chords. Designed to furnish a foundation for musicianship and music theory.			
MUS	105	<b>Vocal Techniques</b>	2.00
Prerequisite: None			
Fundamentals of tone production, breath control, and practical techniques involved in reading and interpreting songs. May be repeated for a maximum of 4 credits.			

# MUSIC

MUS 107	<b>Guitar Class I</b>	2.00
Prerequisite: None		
This course is geared toward the beginning level guitarist. Topics will include chording, music reading, melody playing, right hand technique and style.		
MUS 108	<b>Guitar Class II</b>	2.00
Prerequisite: Successful completion of Guitar I (MUS 107) or instructor approval.		
This course is geared toward the intermediate level guitarist. Emphasis is placed on improving individual performance on the guitar and will include playing chords and melodies, reading music and guitar technique.		
MUS 111	<b>Piano Class I</b>	2.00 - 3.00
Prerequisite: None		
Beginning piano class. Music reading and keyboard techniques from beginning through early intermediate levels. No previous musical training required.		
MUS 112R	<b>Piano Class II</b>	2.00 - 3.00
Prerequisite: MUS 111.		
Continuation of beginning piano class. Music reading and keyboard techniques from early intermediate through intermediate levels.		
MUS 113	<b>Fundamentals of Music Composition I</b>	2.00
Prerequisite: MUS 203 or instructor approval.		
Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.		
MUS 121	<b>Music Appreciation</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Historical and cultural background of music. A general course in music appreciation open to all students. Representative works presented and analyzed. Satisfies the UNR Fine Arts core curriculum.		
MUS 122	<b>Survey of Jazz</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Survey of Jazz is an introduction to the historical evolution of jazz music from its roots in the blues and ragtime to contemporary eclecticism. There will be extensive listening and discussion in class as well as assigned listening and reading. This class satisfies UNR Fine Arts Core Curriculum.		
MUS 125	<b>History of Rock Music</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Survey of Rock music from its origins in Blues through Contemporary Rock styles. Examples of various styles will be analyzed.		
MUS 131	<b>Introduction to Music Literature</b>	3.00
Prerequisite: None		
The purpose of MUS 131 is to introduce the student to deep aspects of musical experience and musical history in a formal manner through listening, score reading and study, and lectures.		
MUS 166	<b>Introduction to Midi Sequencers and Synthesizers</b>	2.00
Prerequisite: None		
This course is geared toward the beginning and intermediate level electronic musician. The course is an introduction to digital music synthesis, sampling and sequencing. Keyboard experience is useful but not required.		
MUS 203	<b>Music Theory I</b>	3.00
Prerequisite: None		
The study of basic materials of music including rhythm, pitch, and harmony. This class includes aural, sight-singing, and basic keyboard recognition components. Knowledge of music fundamentals is necessary for entrance into this class.		
MUS 204	<b>Music Theory II</b>	3.00
Prerequisite: Successful completion of MUS 203.		
A continuation of MUS 203. Beginning harmony and review of exotic scales and modes. Principles of voice leading between triads and seventh chords, chord progressions, and the analysis of common practice music.		
MUS 207E	<b>Music Theory III</b>	3.00
Prerequisite: None		
A more in-depth study of the counterpoint and traditional harmonic practices of the eighteenth and nineteenth centuries through writing, analysis, and aural perception.		

# MUSIC

MUS	208E	<b>Music Theory IV</b>	3.00
Prerequisite: Successful completion of MUS 207E.			
A study of late nineteenth-century harmonic practices and twentieth-century idioms through writing, analysis, and aural perception.			
MUS	211	<b>Sight-Singing and Dictation I</b>	1.00
Prerequisite: MUS 101 or instructor approval.			
This course will teach the techniques of sight-singing, ear training and music dictation. This will include learning solfege, rhythmic-reading, melodic and harmonic dictation.			
MUS	212	<b>Sight-Singing and Dictation II</b>	1.00
Prerequisite: MUS 211.			
This course will teach the techniques of sight-singing, ear training and music dictation. This will include utilizing solfege, complex rhythm-reading, melodic and harmonic dictation.			
MUS	213	<b>Fundamentals of Music Composition II</b>	2.00
Prerequisite: MUS 113.			
Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.			
MUS	225	<b>Introduction to Music History I</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Chronological study of the composers and their work from the beginning through the Baroque period. Satisfies the UNR Fine Arts core curriculum.			
MUS	226	<b>Introduction to Music History II</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Chronological study of the composers and their work from the classical through romantic periods. Satisfies the UNR Fine Arts core curriculum.			
MUS	235	<b>Finale: An Introduction</b>	1.00
Prerequisite: MUS 101 or instructor approval.			
Introduction to computerized methods of music notation. Students use Finale to produce parts and scores according to professional standards in all fields of music. May be repeated to a maximum of two credits.			
MUS	290	<b>Internship in Music</b>	1.00 - 8.00
Prerequisite: None			
A course wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MUS	299	<b>Special Topics in Music</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
MUSA	101	<b>Bass-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).			
Private instruction in bass. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.			
MUSA	103	<b>Bassoon-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).			
Private instruction in bassoon. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.			
MUSA	105	<b>Cello-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).			
Private instruction in cello. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.			

# MUSIC

<b>MUSA 107</b>	<b>Clarinet-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in clarinet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 109</b>	<b>Drum Set-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in drum set. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 113</b>	<b>Flute-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in flute. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 115</b>	<b>Guitar-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in guitar. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 121</b>	<b>Horn-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in horn. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 123</b>	<b>Oboe-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in oboe. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 127</b>	<b>Percussion-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in percussion. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 129</b>	<b>Piano-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in piano. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 131</b>	<b>Saxophone-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in saxophone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 135</b>	<b>Trombone-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Change description to read: Private instruction in trombone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 137</b>	<b>Trumpet-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in trumpet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 139</b>	<b>Tuba-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in tuba. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 141</b>	<b>Viola-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in viola. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 143</b>	<b>Violin-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in violin. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		

## MUSIC

<b>MUSA 145</b>	<b>Voice-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in voice (classical). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSA 147</b>	<b>Voice for Musical Theater Major-Lower Division</b>	1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE). Private instruction in voice (music theater). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.		
<b>MUSE 101</b>	<b>Concert Choir</b>	1.00
Prerequisite: None Choral presentations of various periods.		
<b>MUSE 111</b>	<b>Concert Band</b>	1.00
Prerequisite: None Concert Band is a performance ensemble made up of woodwind, brass and percussion players. The Concert Band will study, rehearse and perform music of several styles and historical periods. Students should have the equivalent of high school level experience in a concert band program.		
<b>MUSE 123</b>	<b>Orchestra</b>	1.00
Prerequisite: None The TMCC Orchestra is a musical performance ensemble consisting of orchestral string, woodwind, brass and percussion performers. The orchestra will rehearse and perform music of several historical periods and styles. Musical experience equivalent to high school orchestra is required for admission.		
<b>MUSE 131</b>	<b>Jazz Ensemble</b>	1.00
Prerequisite: None Performing ensemble specializing in traditional and contemporary big band jazz literature. Experience equivalent to high school jazz ensemble is expected.		
<b>MUSE 135</b>	<b>Jazz Vocal Ensemble</b>	1.00
Prerequisite: None Intensive study of jazz singing and playing, including differing styles, improvisation, interpretation, vocal, technique, and ensemble/solo singing with microphones. Required performances each semester.		
<b>MUSE 153</b>	<b>Guitar Ensemble</b>	1.00
Prerequisite: MUS 107 or instructor approval. Students rehearse and perform chamber music for instrumental combinations including guitar(s). Music literature from a variety of styles, periods, and ethnic origins will be selected to create the course repertoire.		

## NURSING

<b>NURS 102</b>	<b>Professional Behaviors</b>	2.00
Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program. This introductory course provides the student with an understanding of the professional nurse's role within the health care system. Emphasis is placed on ethics, professional obligations, values, expectations of the profession and accountability for lifelong learning. Students will learn the methods of communicating professionally and effectively with individuals, significant support persons, and as members of the interdisciplinary health care team. The impact of family will be included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NURS 130</b>	<b>Nursing Assistant</b>	3.00 - 6.00
Prerequisite: None The nursing assistant course prepares students to assist the professional nurse in direct client care, undertaking those tasks which are supportive to the care of clients. This course takes place in the classroom, skills laboratory, and various clinical agencies. This course meets the Nevada State Board of Nursing requirements to prepare nursing assistants to be eligible to take the written and manual skills nursing assistant exams. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NURS 138</b>	<b>Nursing Care I</b>	8.00
Prerequisite: Acceptance to the Nursing program. This introductory course provides the students with the foundations of the arts and science of nursing. Students are exposed to the core competencies that define the roles and responsibilities of an associate degree nurse. Focus is placed on acquiring proficiency to carry out basic independent and interdependent nursing actions that assist clients across the lifespan in meeting their health-care needs. Each student identifies care planning activities and develops an individualized care plan and assessment focusing on unique client/patient needs. Emphasis is on assessment, teaching and learning, and communication in health and wellness. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		



# NURSING

<b>NURS 140</b>	<b>Medical Terminology</b>	<b>3.00</b>
Prerequisite: None		
The development of a basic medical vocabulary used to describe the body's anatomical systems with emphasis on the definition, use, spelling and pronunciation of terms. Attention will be focused on disease, normal body structure and function and pharmacology terminology.		
<b>NURS 152</b>	<b>Foundations of Pharmacology in Nursing I</b>	<b>1.00</b>
Prerequisite: Acceptance to the Nursing program.		
Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, psycho/social, cultural, and spiritual needs of the patients. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized.		
<b>NURS 153</b>	<b>Foundations of Pharmacology in Nursing II</b>	<b>1.00</b>
Prerequisite: NURS 102, 138, 152, and 212 and admitted to the nursing program.		
Provides a continuation of study of pharmacological principles and practices to achieve safe administration of medications. Selected drug classifications are presented, with an emphasis on understanding intended and unintended effects of drugs on body systems. Provides an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs.		
<b>NURS 170</b>	<b>Nursing Care 2</b>	<b>9.00</b>
Prerequisite: Acceptance into the Nursing Program.		
The focus of this course is on nursing care and management of the individual across the health wellness illness continuum using the nursing process. Student will integrate knowledge of the diverse and holistic needs of the individual. Students will apply and implement communication strategies through collaboration, and teaching and learning; topics include stress and coping and grief and loss. The childbearing and child rearing family are also included as a population.		
<b>NURS 202</b>	<b>Nursing Care 3</b>	<b>8.00</b>
Prerequisite: BIOL 223, BIOL 224, BIOL 251, NURS 102, 138, 170 and 212.		
The focus of this course is a continuation of the nursing care and management of patients/clients with an altered health status that affects both individuals and families across the lifespan. The child-bearing and child rearing family are also included as a population. The course applies the concepts of clinical pharmacology, psychopathology, pathophysiology, health maintenance, promotion and restoration to the care of patients/clients. The lab/clinical portion of this course include selected observation, clinical assignments and the use of computer simulation and skills laboratory. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NURS 209</b>	<b>Principles of Pathophysiology</b>	<b>3.00</b>
Prerequisite: BIOL 190, 223, 224 and 251.		
This course is designed to offer students the opportunity to explore and apply the principles of Pathophysiology gained in this course to future nursing courses. The concepts of physiology and pathophysiology, dealing with disease caused by alteration of function, across the life span will be the focus of the course. This theory course will utilize the body systems approach in the presentation of the principles of pathophysiology. Emphasis is placed on the integration of physiological and developmental variables as they relate to client scenarios with altered body systems across the life span.		
<b>NURS 212</b>	<b>Cultural Aspects of Nursing Care</b>	<b>3.00</b>
Prerequisite: Restricted to enrolled Nursing students only.		
Nurse-client encounters involve the interaction of three cultural subsystems: the culture of the nurse, the culture of the client and the culture of the setting. This course explores the influence of culturally diverse backgrounds within the health care system of the United States. The weaving of gender, age, race, ethnic and religious diversities of the nurse and client will be emphasized. This course fulfills the diversity requirement at TMCC. This course is offered online only and is open only to students admitted to the nursing program.		
<b>NURS 240</b>	<b>RN Refresher-Theory</b>	<b>2.00</b>
Prerequisite: None		
The RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their licenses and return to active nursing practice. This theory portion is an on-line program that spans one semester. Students who successfully complete this course can then take NURS 242 which includes 135 hours of clinical practice with an RN preceptor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NURS 242</b>	<b>RN Refresher - Clinical</b>	<b>3.00</b>
Prerequisite: None		
This RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their nursing licenses and return to active nursing practice. NURS 240 must be taken prior to this course. This program includes 135 hours of clinical with an RN preceptor. This is a Pass/Withdraw class. Students must have a temporary nursing license from the Nevada State Board of Nursing and have taken NURS 240 (RN Refresher Course-Theory). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## NURSING

<b>NURS 274</b>	<b>Nursing Care 4</b>	<b>8.00</b>
Prerequisite: BIOL 223, BIOL 224, BIOL 251, NURS 102, 138, 170, 202 AND 212.		
The focus of this course is the culmination of the care and management of the holistic, diverse, acutely-ill adult client. Emphasis is on the refinement of clinical decision making skills, achievement of clinical competence, and demonstration of professional nursing practice. The capstone experience of this course provides opportunities to incorporate informatics, to explore quality improvement opportunities using the National Patient Safety Goals. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NURS 285</b>	<b>Selected Topics in Nursing</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
This course is restricted to students who have approval from the Director of Nursing. The course will present an individually selected variety of topics intended to bring the student to current knowledge in the subject area assigned. Students who are returning to the nursing program after an absence, or who may need to repeat certain content for either theory or clinical nursing courses will be assigned the appropriate number of credits. Other students referred by the Nevada State Board of Nursing for refreshing in certain topics may also take this variable credit course. The course may be repeated for up to six credits.		

## NUTRITION

<b>NUTR 100</b>	<b>Introduction to Dietetic Technician Program</b>	<b>0.50</b>
Prerequisite: None		
This course is designed for those students who have an interest in becoming a Dietetic Technician Registered (DTR). It is an introductory directed study course designed to give the student a greater knowledge of what a DTR does and what career opportunities are open in the field. The goal of this course is to help the student in making an appropriate career choice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 121</b>	<b>Human Nutrition</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
An introductory nutrition course for the beginning student. The course content will center on the major nutrients and their roles in maintaining good health. Students will also learn to recognize well-balanced diets and acquire helpful shopping tips and preparation techniques for optimum utilization of food dollars. Class meets for four lab experiences. Satisfies UNR core science Group B requirements.		
<b>NUTR 220</b>	<b>Food Service Systems Management</b>	<b>3.00</b>
Prerequisite: None		
Organization and operation of food service; management principles; food service personnel; labor laws; regulatory agencies; food cost control and record keeping.		
<b>NUTR 221</b>	<b>Quantity Food Purchasing</b>	<b>3.00</b>
Prerequisite: None		
Food purchasing for food service systems, understanding cost factors, food laws, quality standards and basic manufacturing processes.		
<b>NUTR 222</b>	<b>Principles of Food Science</b>	<b>3.00</b>
Prerequisite: BIOL 190/190L		
This course covers the basic fundamentals of food science and underlying technology associated with the food industry. An emphasis will be given to the functional and chemical aspects of the nutrients in foods. Four laboratory experiences will cover applications in food systems, such as food processing and preparation of foods. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 223</b>	<b>Principles of Nutrition</b>	<b>3.00</b>
Prerequisite: BIOL 190 and 190L or BIOL 141 or permission of instructor.		
A course designed for the student in the field of allied health and for students majoring in Dietetic Technology. Emphasis on the functions of the major nutrients and their role in maintaining good health, beginning at the cellular level and extending to include interactional properties of nutrients and diets.		
<b>NUTR 226</b>	<b>Food Processing Microbiology</b>	<b>4.00</b>
Prerequisite: BIOL 190/190L		
To introduce the students to the fundamentals of food microbiology and underlying technology associated with providing a safe, nutritious supply of fresh and processed foods to humans. Students will be introduced to how the food industry and regulatory agencies deal with potential health hazards associated with the ecology and physiology of disease-causing organisms that can be present in food, and how food preservation and processing can extend food availability in a safe manner. This course may not transfer to baccalaureate degrees at the universities in the Nevada System of Higher Education (NSHE).		

# NUTRITION

<b>NUTR 233</b>	<b>Community and Lifecycle Nutrition</b>	<b>3.00</b>
Prerequisite: NUTR 223.		
This course is designed for students majoring in the Dietetic Technician Program. Application of nutritional principles and practices in health care, public health and community nutrition services including community resources and governmental regulation. Lifecycle nutrition will be studied as it pertains to the general nutritional needs and problems associated with pregnancy, lactation, infancy, childhood, adolescence and the aging population.		
<b>NUTR 243</b>	<b>Medical Nutrition Therapy for Dietetic Techs I</b>	<b>3.00</b>
Prerequisite: NUTR 223.		
A course designed for students in the Dietetic Technician Program or other allied health fields. Nutritional care of individuals, applications of nutrition in the clinical setting and specific disease states and nutrition related care for the patient will be studied. This is one part of a two-part course series.		
<b>NUTR 244</b>	<b>Medical Nutrition Therapy for Dietetic Techs II</b>	<b>3.00</b>
Prerequisite: NUTR 243		
A course designed for students in the Dietetic Technician Program or other allied health field. Nutritional care of individuals, applications of nutrition in the clinical setting and specific disease states and nutrition related care for the patient/client will be studied. This is part of a two-part course series.		
<b>NUTR 253</b>	<b>Cultural Considerations in Nutrition and Health Care</b>	<b>3.00</b>
Prerequisite: None		
Four major non-western cultures are examined regarding cultural norms in the following areas. Cultural attitudes, beliefs and behaviors associated with access to biomedical health care and to traditional health practices (Complementary and Alternative medicine) among different cultural groups. Cultural attitudes, beliefs and behaviors regarding food consumption as it varies across cultural groups. Theoretical and practical approaches to cross cultural communication methods and the meaning of various communication models among groups.		
<b>NUTR 291</b>	<b>Nutrition Internship-Food Service</b>	<b>3.00</b>
Prerequisite: None		
Supervised experience in a food service setting. Application of classroom theories to actual operations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Food Service Management. The student will interact and apply appropriate assistance and leadership based on the mission of the facility where placed. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 292</b>	<b>Nutrition Internship-Community</b>	<b>3.00</b>
Prerequisites: NUTR 223, NUTR 233 and approval of the instructor.		
Supervised experience in a Community Nutrition setting. Application of classroom theories to actual situations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Community Nutrition. The student will interact and apply appropriate nutrition assistance based on the age, health, cultural background and medical needs of the patients/clients. Experience sites may include: senior residence facilities, senior centers, WIC offices, or public feeding programs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 293</b>	<b>Nutrition Internship-Clinical</b>	<b>3.00</b>
Prerequisite: None		
Supervised experience in a variety of health care and nutrition settings. Application of classroom theories to actual operations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Clinical Nutrition. The student will interact and apply appropriate nutrition assistance based on the age, health, cultural background and medical needs of the patients/clients. Experience sites may include hospitals or the practice of a Consulting Registered Dietitian. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 298</b>	<b>Special Topics in Nutrition</b>	<b>1.00 - 3.00</b>
Prerequisite: None		
Covers selected topics of interest to students enrolled in the Dietetic Technician program or other Allied Health programs. May be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# OCCUPATIONAL SAFETY AND HEALTH

OSH	101	<b>Intro to Safety and Health</b>	3.00
Prerequisite: None			
An overview of elements included in a comprehensive accident prevention program. Skill development in accident investigation, record keeping systems, development and presentation of safety training topics and safety awareness programs. OSHA, EPA and workers compensation issues are addressed.			

# PHILOSOPHY

PHIL	101	<b>Introduction to Philosophy</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology. Transfers to UNR as a humanities course.			
PHIL	102	<b>Critical Thinking and Reasoning</b>	3.00
Prerequisite: None			
Non-symbolic introduction to logical thinking and everyday life, law, politics, science, advertising; common fallacies; the uses of language, including techniques of persuasion.			
PHIL	114	<b>Introduction to Symbolic Logic</b>	3.00
Prerequisite: None			
Methods and principles of correct reasoning and argumentation with application to the various sciences.			
PHIL	119	<b>Introduction to the Old Testament</b>	3.00
Prerequisite: None			
This course will teach students to appreciate, interpret and respond to the Old Testament as a secular, literary, narrative text. We will examine the different genres, literary forms, and historical contexts of a wide variety of biblical texts in the Old Testament. By applying the methods of modern literary criticism such as form, function and genre to the Old Testament, students will learn how to analyze and interpret this ancient text through modern eyes. Furthermore, they will learn how the Old Testament, as a complex narrative of human drama, functions as a continuing source for modern authors (such as Milton or Faulkner) and will find the introduction of the terms, concepts and purposes of literary theory and literary criticism applicable to other literature courses at TMCC or UNR.			
PHIL	135	<b>Introduction to Ethics</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
This course introduces ethical theory in the context of case studies drawn from literature, films and the media. The course introduces students to classical and modern examples of ethical theory such as ethical relativism, egoism, utilitarianism, the categorical imperative and theories of moral development.			
PHIL	198	<b>Special Topics in Philosophy</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
PHIL	200	<b>The Judeo-Christian Tradition</b>	3.00
Prerequisite: None			
The major religious/philosophic beliefs found in the Old and New Testaments will be studied along with the way these concepts were modified in post-Biblical through modern times. Concepts that will be surveyed include: Biblical cosmology, the nature of deity, salvation, worship, the authority of scripture, the authority of the religious instruction, life after death, etc. Satisfies UNR CH 201.			
PHIL	201	<b>Philosophy Goes to the Movies</b>	3.00
Prerequisite: None			
This course introduces participants to philosophical problems dramatized through the medium of film. Participants will experience complex philosophical problems underlying many of the films produced for popular consumption or regarded as classic films. The films will function as case studies allowing analysis of ethical issues and aesthetic values. The films or film clips presented will follow background readings and discussion of the philosophical contexts important to understanding the issues involved.			
PHIL	203	<b>Introduction to Existentialism</b>	3.00
Prerequisite: None			
Readings from Kierkegaard, Nietzsche, Jaspers, Sartre, Heidegger. An examination of the existentialist concepts 'being' and 'nonbeing', 'estrangement', 'dread', 'anxiety' and 'freedom.'			

# PHILOSOPHY

PHIL	204	<b>Introduction to Contemporary Philosophy</b>	3.00
Prerequisite: None			
Introduces current philosophical thought from several areas of study, including postmodern philosophy, science, theology, art, psychology, and the social sciences. Introduces major movements of twentieth century thought: neo-Kantianism, dialectical materialism, phenomenology, existentialism, neo-positivism, and American pragmatism.			
PHIL	207	<b>Introduction to Social and Political Philosophy</b>	3.00
Prerequisite: None			
Major political philosophers, e.g. Plato, Aristotle, Macchiavelli, Hobbes, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics. Co-listed with Political Science 227.			
PHIL	210	<b>World Religions</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
The main moral and religious views of world religions are discussed. Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism.			
PHIL	224	<b>Introduction to the Philosophy of Science</b>	3.00
Prerequisite: None			
Philosophical problems and implications of historical and contemporary scientific inquiry, e.g., the nature of laws, theories, explanations, scientific revolutions, values, relations of science and society.			
PHIL	225	<b>Introduction to Indian Philosophy</b>	3.00
Prerequisite: None			
In this course students will survey the remarkable unfolding of Indian religion and philosophy from 500 B.C. to modern times. Readings include translations of original works or commentaries on Hinduism, Buddhism, Jainism, and Vedantism, as well as a historical survey that puts the readings in context. Students will explore consciousness, meditation, reincarnation and parallels between Eastern and Western thought.			
PHIL	244	<b>Bioethics</b>	3.00
Prerequisite: None			
This course provides a balanced systematic, unbiased ethical framework designed to help students understand and analyze a wide range of issues currently controversial in medicine or that are likely to arise in the future. Treatment of such issues as abortion and euthanasia, cloning, genetic screening, just health care, patients' rights, the use of human and animal subjects in research.			
PHIL	295	<b>Topical Issues in Philosophy</b>	1.00 - 3.00
Prerequisite: None			
This course offering allows faculty response to community and student interest in ethical, aesthetic and cultural issues through learning activities focused on a specific topic not included in regular offerings. Examples of such topics include ethics and the media, environmental aesthetics, the culture and values of the sixties or other topics utilizing faculty expertise or specialized knowledge of an adjunct faculty. These course offerings will demonstrate the viability and relevance of a humanistic perspective on contemporary issues. The course may be repeated for up to 6 credits as topics vary.			

# PHYSICAL EDUCATION

PEX	117	<b>Golf</b>	1.00
Prerequisite: None			
Beginners will learn how to grip the club, proper stance and basic fundamentals of the golf swing when putting, chipping and driving. Students will also learn the rules and golf etiquette. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	117A	<b>Golf, Intermediate</b>	1.00
Prerequisite: None			
Intermediate students will perfect their golf skills used in putting, chipping and driving. Students will apply the rules and golf etiquette as they begin play on the golf course. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			



# PHYSICAL EDUCATION

PEX	129	<b>Volleyball</b>	1.00
Prerequisite: None			
Beginners will learn the fundamentals of the game: passing, digging, setting, blocking and serving. The rules, as well as, offensive and defensive play will also be covered. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	129A	<b>Volleyball, Intermediate/Advanced</b>	1.00
Prerequisite: None			
Intermediate/advanced players will increase skills in passing, setting and serving. Offensive and defensive play will be used by the students as strategy becomes an important part of the game. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	143	<b>Karate</b>	1.00
Prerequisite: None			
Students will learn to perform basic karate techniques such as blocks, strikes and kicks, and how to utilize basic stances while performing these skills. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	143A	<b>Karate, Intermediate/Advanced</b>	1.00
Prerequisite: PEX 143 or an understanding of elementary Karate techniques.			
Students will learn to perfect basic karate skills with emphasis on sparing techniques. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	155	<b>Fencing</b>	1.00
Prerequisite: None			
An introduction to the sport and art of foil fencing. Students will learn the fundamental skills of the sport to include offensive, defensive and counteroffensive techniques along with the international rules governing fencing. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	155A	<b>Fencing, Intermediate/Advanced</b>	1.00
Prerequisite: PEX 155.			
Students will learn intermediate/advanced fencing skills and they will learn to apply these skills to strategy, tactics and techniques for bouting. Electric fencing will be included. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	169	<b>Yoga</b>	1.00
Prerequisite: None			
A maximum of three credits from 100-199 may be taken during any one semester or summer session unless permission given by director. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll.			
PEX	169A	<b>Yoga, Intermediate/Advanced</b>	1.00 - 2.00
Prerequisite: None			
This course is designed for students with previous yoga experience. Students will expand on basic knowledge incorporating more difficult yoga postures (asana) and introducing various breathing (pranayama) techniques. Postures include standing, inverted, back bend, forward bend and twists and all physical movements are adapted to various physical limitations. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			

# PHYSICAL EDUCATION

PEX	170	<b>Aerobics</b>	1.00
Prerequisite: None			
Students will work toward gaining cardiovascular endurance and come to understand the benefits of cardiovascular exercise. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	172	<b>Body Contouring and Conditioning</b>	1.00
Prerequisite: None			
This class is designed to give the student a total body workout through cardiovascular conditioning and body toning. Students will also be introduced to strength training techniques. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	174	<b>Fitness Principles and Practices</b>	2.00 - 3.00
Prerequisite: None			
This course is designed for individuals pursuing a certificate in Personal Training and those with an interest in overall Health and Wellness. There will be an overview of the body systems and functions as related to physical activity. The course will cover components of health related fitness and principles of physical fitness. Other topics that will be discussed in relation to health and wellness are nutrition, weight management, stress management techniques and special populations.			
PEX	183	<b>Weight Training</b>	1.00
Prerequisite: None			
This course is designed for novice lifters who have limited knowledge of strength training principles and fundamentals. The object of this course is to increase knowledge about weight room safety, muscle groups, strength training routines, spotting techniques, nutrition, modes of resistance training and proper workout structure. A maximum of three credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate or advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.			
PEX	199	<b>Special Topics</b>	1.00
Prerequisite: None			
A maximum of three credits from 100-199 may be taken during any one semester or summer session unless permission given by director. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll.			
PEX	207	<b>Slimnastics and Weight Control</b>	2.00
Prerequisite: None			
This class is designed to give students the tools and information they need to make educated decisions concerning fitness, nutrition and weight control. Topics will cover the principles of fitness, cardiorespiratory endurance, muscular strength and endurance, body composition, nutrition and behavior modification. Class includes both exercise and lecture.			

# PHYSICS

PHYS	100	<b>Introductory Physics</b>	3.00
Prerequisite: MATH 96 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
Overview of physics for the non-science major. Specific sections include mechanics with kinematics, Newton's laws and the conservation laws; properties of matter, including the four states of matter; heat and thermodynamics; sound; electricity and magnetism; light and optics; and a small segment on modern physics, i.e., atomic and nuclear physics. There are four additional lab experiences included. Satisfies UNR science core curriculum requirements.			
PHYS	117	<b>Introduction to Space Science and Engineering</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A hands on introduction to the science and engineering of space exploration. Topics include the Space Environment, Flight Dynamics, Propulsion, Power Supplies, Telemetry, Remote Sensing, Robotics, Design of Experiments, Analyzing Data, and Careers in Aerospace.			
PHYS	151	<b>General Physics I</b>	4.00
Prerequisite: Completion of MATH 127 or 128 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
For non-physical science majors. Kinematics, energy and momentum conservation, rotational dynamics, thermo dynamics, fluids, harmonic motion and sound. PHYS 151 satisfies the UNR science core curriculum.			

## PHYSICS

PHYS	152	<b>General Physics II</b>	4.00
Prerequisite: PHYS 151 and completion of MATH 127 or test score placement AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
For non-science majors. Electricity, magnetism, electromagnetic waves, optics, relativity, introductory quantum physics and nuclear physics. PHYS 152 satisfies the UNR science core curriculum.			
PHYS	180	<b>Physics for Scientists and Engineers I</b>	3.00
Prerequisite MATH 181 AND Corequisite PHYS 180L AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
Covers vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Satisfies UNR science core curriculum requirements.			
PHYS	180L	<b>Physics for Scientists/Engineers Lab I</b>	1.00
Prerequisite MATH 181 AND Corequisite PHYS 180 AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
Laboratory experiments to accompany PHYS 180.			
PHYS	181	<b>Physics for Scientists and Engineers II</b>	3.00
Prerequisite PHYS 180 AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
Covers thermodynamics, kinetic gas theory, electric fields and potentials, capacitors, dielectrics, DC and AC currents, resistance, magnetic fields, induction and electromagnetic waves. Satisfies UNR science core curriculum requirements.			
PHYS	181L	<b>Physics for Scientists/Engineers Lab II</b>	1.00
Prerequisite PHYS 180 AND Completion of ENG 98 or 101 or 102 or test score placement, or READ score of 76-85 with coreq ENG 98 and READ 135.			
Laboratory experiments to accompany PHYS 181.			
PHYS	182	<b>Physics for Scientists and Engineers III</b>	3.00
Prerequisite: PHYS 181 and 181L.			
Covers Physical and Geometric Optics, Relativity, Quantum Physics, Atomic and Molecular theory, Nuclear Physics and Radioactivity, and the Standard Model and Elementary Particles.			
PHYS	182L	<b>Physics for Scientists and Engineers Lab III</b>	1.00
Corequisite: PHYS 182.			
Laboratory experiments to accompany PHYS 182.			
PHYS	198	<b>Special Topics in Physics</b>	1.00 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## POLITICAL SCIENCE

PSC	100	<b>Nevada Constitution</b>	1.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Introduction to the political history of Nevada through an examination of the Nevada Constitution. Satisfies the Nevada Constitution requirement. Not open to students who have obtained credit for PSC 103, PSC 108 or HIST 102, HIST 111, HIST 217.			
PSC	101	<b>Introduction to American Politics</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A survey of American national, state and local governments. Includes Nevada's constitution, government, and contemporary issues. Fulfills US and Nevada Constitution requirements.			
PSC	208	<b>Survey of State and Local Government</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
Organization, working principles and functional processes of State and local governments in the United States, including Nevada. (Satisfies the Nevada Constitution requirement.)			

# POLITICAL SCIENCE

PSC	210	<b>American Public Policy</b>	3.00
Prerequisite: None			
Analysis of the interplay of forces involved in policy-making at all levels of American government. Study of the impact of policy on individuals and institutions.			
PSC	211	<b>Introduction to Comparative Politics</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
An introduction to the comparative study of selected developed and developing societies. Emphasis will be given to the study of institutions and their functions, various administrative and decision-making processes and contemporary problems and issues. Satisfies UNR Social Science core curriculum.			
PSC	227	<b>Introduction to Political Philosophy</b>	3.00
Prerequisite: None			
Major political philosophers, e.g. Plato, Aristotle, Macchiavelli, Hobbes, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics. Co-listed with Philosophy 207.			
PSC	231	<b>Introduction to International Relations</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.			
A topical introduction to international relations stressing the principles of a systematic approach to world politics. Emphasis will be given to major issues/crises confronting contemporary global society. Satisfies UNR Social Science core curriculum.			
PSC	250	<b>The Politics of International Terrorism</b>	3.00
Prerequisite: None			
The course will examine the definition of international terrorism, its underlying social, political and economic classes, its use as a political tool, its manifestations in the world and the measures to be taken for its prevention.			
PSC	290	<b>Internship in Political Science</b>	1.00 - 8.00
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for eight credit. The course may be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
PSC	295	<b>Special Topics in Political Science</b>	3.00
Prerequisite: PSC 103 or approval of the instructor.			
The course will focus on a contemporary issue or concern of topical interest within the field of Political Science. The issue may be domestic, comparative and/or international in scope. Examples include: Middle East and African government and politics, international organizations, the Nevada Legislature and the politics of nationalized healthcare. May be repeated one time for three credits (maximum six credits total). Repeated course title must be different.			
PSC	299	<b>Government Internship</b>	3.00 - 6.00
Prerequisite: PSC 101 plus one Political Science three-credit elective and consent of instructor.			
Provides students the opportunity to be selected to serve in federal, state, or local government offices normally within the TMCC service area. If more students apply than there are positions available, students must submit resumes and will be selected by a review committee.			

# PORTUGUESE

PORT	111	<b>First-Year Portuguese I</b>	4.00
Prerequisite: None			
This is a first course in Portuguese for those with no previous knowledge of the language. Student acquire basic speaking, reading, and writing skills, including the Portuguese alphabet and phonetic system, while learning about Portuguese and Brazilian cultures. Class activities include interactive exercises and role-playing. Principles of grammar and syntax are introduced as students become more comfortable with the spoken language.			
PORT	112	<b>First-Year Portuguese II</b>	4.00
Prerequisite: PORT 111 or instructors approval.			
For students with an elementary knowledge of Portuguese, this course reviews simple elements of grammar and introduces more advanced and complex grammatical and syntactical elements. Portuguese 112 is a continuation course to Portuguese 111. Students expand their language proficiency and knowledge of Portuguese and Brazilian cultures in a classroom setting that emphasizes communication skills.			

## PORTUGUESE

PORT 211	<b>Second-Year Portuguese I</b>	3.00
Prerequisite: PORT 112 or instructors approval.		
This third course is an intermediate-level course for students familiar with basic structures of the Portuguese language. Portuguese 211 is a continuation course to Portuguese 112. Students synthesize more advanced and complex forms of Portuguese grammar. More detailed emphasis is given to oral communication, listening skills, written communication, and the reading of more complex texts. Special attention is paid to improving students' ability to understand spoken Portuguese and converse on a number of topics pertaining to different times and places. Through a variety of sources, students continue to become more familiar with the cultures of Portugal and Brazil.		
PORT 212	<b>Second-Year Portuguese II</b>	3.00
Prerequisite: PORT 211		
This fourth course advances students toward high-intermediate fluency. Portuguese 212 is a continuation course to Portuguese 211. Through communicative activities and content-based materials, students improve their oral and written expression in areas such as proposing hypotheses, supporting opinions, and engaging in sustained dialogue. A systematic review of grammar is combined with literacy and cultural readings. Students continue to become familiar with Portuguese and Brazilian cultures.		

## PSYCHOLOGY

PSY 101	<b>General Psychology</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Survey of the basic foundations of psychology with emphasis on psychological theories, research methods and principles of behavior. Satisfies UNR Social Science core curriculum.		
PSY 102	<b>Psychology of Personal and Social Adjustment</b>	3.00
Prerequisite: PSY 101 or approval of instructor.		
Personality adjustment in normal persons; adjustment techniques and reactions to frustration and conflict in the context of various social groups.		
PSY 130	<b>Human Sexuality</b>	3.00
Prerequisite: None		
A study of basic information about human sexuality with emphasis on biological and psychological aspects including gender identity, the role of communication, intimacy, sexual variation and dysfunction.		
PSY 198	<b>Special Topics in Psychology</b>	1.00 - 6.00
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
PSY 210	<b>Introduction to Statistical Methods</b>	4.00
Prerequisite: PSY 101 or SOC 101; MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data, includes elementary computer application.		
PSY 228	<b>Psychology of Dreams</b>	3.00
Prerequisite: None		
An introduction to the study of dreams through psychological theory, covering etiology and interpretation.		
PSY 233	<b>Child Psychology</b>	3.00
Prerequisite: PSY 101 or approval of instructor.		
A study of the growth and development of the child with special consideration given to theories of learning and personality formation.		
PSY 240	<b>Introduction to Research Methods</b>	3.00
Prerequisite: None		
An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.		
PSY 241	<b>Introduction to Abnormal Psychology</b>	3.00
Prerequisite: None		
An overview of abnormal psychology with emphasis on symptomology, etiology, diagnosis, treatment and prevention.		
PSY 261	<b>Introduction to Social Psychology</b>	3.00
Prerequisite: None		
Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as SOC 261.		



## PSYCHOLOGY

PSY	275	<b>Undergraduate Research</b>	3.00
Prerequisite: PSY 210 and PSY 240			
This course is designed to provide experience with conducting empirical research with human subjects. Students will define relevant psychological phenomenon, conduct a literature review, design an experiment, collect and analyze data, and synthesize previous knowledge with new knowledge related to the topic.			
PSY	276	<b>Aging in Modern American Society</b>	3.00
Prerequisite: None			
The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy, and perspectives on death and dying. Same as SOC 276. Satisfies TMCC and UNR Diversity core curriculum.			
PSY	299	<b>Special Topics</b>	1.00
Prerequisite: None			
Research from any field of psychology in which the student is adequately prepared. May be repeated with study of a new problem.			

## RADIOLOGIC TECHNOLOGY

RAD	101	<b>Exploration of Radiology</b>	0.50
Prerequisite: None			
This course is designed for those students who have an interest in becoming a radiological technologist. It is an introductory directed study course designed to give the student a greater knowledge of what a radiological technologist does and what career opportunities are open in this field. The goal of this course is to aid students in making a career choice that is right for them.			
RAD	103	<b>Medical Ethics</b>	1.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.			
This course is an introduction to the medical profession, the patient and paramedical personnel, regarding professional ethics and medical-legal responsibilities. This course will also provide the student with respect for interpersonal relationships, along with moral and ethical responsibilities to increase effective communication and empathy for the patient. One (1) hour of class time per week required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
RAD	110	<b>Fundamentals of Clinical Radiography I</b>	1.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.			
A planned clinical experience is provided which gives the student the opportunity to observe and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
RAD	112	<b>Patient Care and Medical Terminology</b>	2.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.			
This course covers nursing procedures and practices relative to radiological technology with emphasis on patient handling, safety, comfort and communications as employed by the radiological technologist. Aseptic techniques and procedures used to maintain a sterile field are explained. Etymology of disease terms, nomenclature of surgical procedures and use of prefixes, suffixes, roots, combining forms and plurals of medical terms are covered. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
RAD	116	<b>Radiography I</b>	3.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.			
Radiological positioning, related anatomy, considerations for the various problems encountered during positioning and pediatric radiography are discussed. This course covers chest, abdomen, upper extremities to include shoulder girdle and lower extremities to include hip; the study and identification of anatomical structures on X-ray film. Radiation safety measures concerning both patient and technologist are covered. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
RAD	118	<b>Radiology Physics and Circuitry</b>	3.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.			
Course will establish a knowledge base of atomic structure and terminology, x-ray unit circuitry, radiation production, the nature and characteristics of radiation, and the photon interactions with matter. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# RADIOLOGIC TECHNOLOGY

<b>RAD 124</b>	<b>Radiographic Photo and Techniques</b>	<b>3.00</b>
Prerequisite: Successful completion of all semester I courses.		
Fundamentals of photographic processes, darkroom equipment, darkroom chemistry, processing solutions and their functions. Types and uses of X-ray film and film holders. Manipulation of exposure factors, principles and practices in technique chart construction and appropriate radiation safety measures. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 125</b>	<b>Clinical Radiography I</b>	<b>2.00</b>
Prerequisite: Successful completion of all semester I Radiological Technology Program and support courses.		
A planned clinical experience is provided which gives the student the opportunity to build upon previous clinical experience and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 126</b>	<b>Radiography II</b>	<b>3.00</b>
Prerequisite: Successful completion of all semester I courses.		
Advanced radiographic positioning of vertebral column and skull, demonstration and practice of these more complicated radiographic positions; topographical anatomy, pediatric radiography and film critique are integrated into the specific studies. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 128</b>	<b>Imaging Equipment</b>	<b>3.00</b>
Prerequisite: Successful completion of all semester I courses.		
This course will investigate the evolution of radiographic equipment and provide a knowledge base of routine equipment utilized in modern imaging departments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 198</b>	<b>Special Topics Radiologic Technology</b>	<b>0.50 - 6.00</b>
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 220</b>	<b>Clinical Radiography II</b>	<b>3.00</b>
Prerequisite: Successful completion of all previous Radiological Technology Program courses.		
A planned clinical experience is provided which gives the student the opportunity to improve and perfect clinical skills while applying theoretical principles to radiographic procedures being performed under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 230</b>	<b>Clinical Radiography III</b>	<b>3.00</b>
Prerequisite: Successful completion of all previous Radiological Technology Program courses.		
A planned clinical experience is provided which gives the student the opportunity to incorporate the theory presented in RAD 236 (formerly RT 236) and other pertinent courses and expand clinical skills while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 236</b>	<b>Radiographic Contrast-Routine Exams</b>	<b>2.00</b>
Prerequisite: Successful completion of all previous Radiological Technology Program courses.		
A study of different types of contrast media and how each is used to delineate specific anatomic parts or organs; common radiographic procedures using contrast media; indications; contradictions; patient preparation, care and positions are explained. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD 238</b>	<b>Radiation Safety and Protection</b>	<b>2.00</b>
Prerequisite: Successful completion of all previous Radiological Technology Program courses.		
Accent on radiation health and safety; definitions and significance of various terms employed in radiation protection; biological effects of radiation; methods and instruments used in monitoring; national and state requirements regarding diagnostic radiation are discussed in detail. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# RADIOLOGIC TECHNOLOGY

<b>RAD</b>	<b>242</b>	<b>Radiography Quality Management</b>	<b>1.00</b>
Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.			
A study of health care communications, customer service, quality improvement, team building, health care systems, accreditation issues and present and future health care trends as each relates to the Radiology department's quality assurance programs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>244</b>	<b>Diagnostic and Therapeutic Radiation</b>	<b>2.00</b>
Prerequisite: Successful completion of all previous Radiological Technology Program courses.			
A survey of medical and surgical diseases employing special radiographic procedures with an introduction to the therapeutic uses of radiation, radium and isotopes; overview of medical pathology selected on the basis of relevance to radiological exams. These lectures are presented by radiologists and other specialists from the affiliated hospitals. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>245</b>	<b>Clinical Radiography IV</b>	<b>3.00</b>
Prerequisite: Successful completion of all previous Radiological Technology Program courses.			
A planned clinical experience is provided which gives the student increased responsibility to function more independently under direct and/or indirect supervision while performing radiographic procedures. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>247</b>	<b>Radiography Quality Control</b>	<b>1.00</b>
Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.			
A study of quality control methods are examined and discussed pertaining to the equipment and usage within a radiography department. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>250</b>	<b>Clinical Radiography V</b>	<b>3.00</b>
Prerequisite: Successful completion of all previous Radiological Technology Program courses.			
A planned clinical experience is provided which gives the student the opportunity to demonstrate clinical skills in performing competency and continued competency evaluation examinations. These skills should include analysis, synthesis and evaluation of the examinations performed. These experiences will facilitate the transition from student technologist to graduate technologist. At the end of this course, the student will have met all radiographic competency requirements. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>259</b>	<b>Seminar in Radiography</b>	<b>2.00</b>
Prerequisite: Current successful completion of all previous Radiological Technology Program courses or instructor approval.			
A general review and integration of all aspects of medical radiological technology is obtained through the use of simulated registry examination and the use of computer review programs. Preparation for the national A.R.R.T. examination. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>290</b>	<b>Internship in Radiologic Technology</b>	<b>1.00 - 6.00</b>
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 12 semester credit hours may be earned on the basis of 100 hours of internship for one credit. The course may be repeated for up to 12 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## READING

<b>READ</b>	<b>93</b>	<b>Reading Improvement</b>	<b>3.00</b>
Prerequisite: None			
Provides improvement in fundamental reading skills, including word-attack skills, vocabulary development, reading comprehension and fluency. You will learn various reading strategies to utilize before, during, and after reading.			
<b>READ</b>	<b>95</b>	<b>Reading and Improvement</b>	<b>3.00</b>
Prerequisite: ACCUPLACER Reading Comprehension score 55 -75. Corequisite: Must be taken concurrently with ENG 95			
Reading 95 provides improvement in fundamental reading skills including word identification skills, vocabulary development, reading comprehension and fluency. Students will learn various reading strategies to utilize before, during, and after reading. Students in this course must co-enroll in ENG 95.			

## READING

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<b>READ</b>	<b>135</b>	<b>College Reading Strategies</b>	<b>1.00 - 3.00</b>
Prerequisite: None			
Improvement of reading comprehension, critical thinking skills, vocabulary, reading rate and study-reading techniques through reading and analyzing a variety of texts, including book-length works and textbook selections from various areas.			

## REAL ESTATE

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<b>RE</b>	<b>101</b>	<b>Real Estate Principles</b>	<b>3.00</b>
Prerequisite: None			
This is the first half of the introduction to real estate. Subjects included are professional organizations, types of property, the law of agency, listing agreements, easements, estates in the land, forms of ownership, legal descriptions, taxation, liens, contract law, deeds, probate, title insurance and recording. It can be taken concurrently with RE 103. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing. This course transfers to the University of Nevada at Las Vegas as FIN 130, Real Estate Principles.			
<b>RE</b>	<b>103</b>	<b>Real Estate Law and Practice</b>	<b>3.00</b>
Prerequisite: None			
This is the second half of the introduction to real estate. Subjects included are a review of the law of agency, listing agreements and the law of contracts. Additional subjects are financing, leases, property management, appraisal, land use, subdividing, fair housing, ethical practices and closing statements. Also included is a study of the appropriate Nevada Revised Statutes and their Administrative Codes. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing.			
<b>RE</b>	<b>198</b>	<b>Special Topics in Real Estate</b>	<b>0.50 - 6.00</b>
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## RUSSIAN

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<b>RUS</b>	<b>111</b>	<b>First-Year Russian I</b>	<b>4.00</b>
Prerequisite: None			
A first course in Russian for those with no previous knowledge of the language. Students acquire basic speaking, reading, and writing skills, including the Cyrillic alphabet, while learning about Russian culture. Class activities include interactive exercises and role-playing. Principles of grammar and syntax are introduced as students become more comfortable with the spoken language.			
<b>RUS</b>	<b>112</b>	<b>First-Year Russian II</b>	<b>4.00</b>
Prerequisite: RUS 111 or equivalent or instructor approval or qualifying CAPE placement score.			
For students with elementary knowledge of Russian, this course reviews simple elements of grammar (present, past, and future tenses) and introduces more complex grammatical and syntactical elements. Students expand their vocabulary and knowledge of Russian culture in a classroom setting that emphasizes communication skills.			
<b>RUS</b>	<b>211</b>	<b>Second-Year Russian I</b>	<b>3.00</b>
Prerequisite: RUS 112 or equivalent or instructor approval or qualifying CAPE placement score.			
An intermediate-level course for students familiar with the basic structure of the Russian language. It begins with a review and moves on to cover more complex grammatical forms. Special attention is paid to improving students' ability to understand spoken Russian and converse on a number of topics pertaining to different times and places.			
<b>RUS</b>	<b>212</b>	<b>Second-Year Russian II</b>	<b>3.00</b>
Prerequisite: RUS 211 or equivalent or instructor approval or qualifying CAPE placement score.			
Intermediate-level study of Russian is continued. A systematic review of grammar is combined with literary and cultural readings. Students acquire the knowledge to meet most practical writing needs (brief descriptive paragraphs, simple letters, and summaries of day-to-day activities). Enhancement of communicative skills through sustained conversation in Russian is emphasized.			

## SOCIAL WORK

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<b>SW</b>	<b>220</b>	<b>Introduction to Social Work</b>	<b>3.00</b>
Prerequisite: None			
This course presents an overview of public and private services, the profession of social work and an analysis of their functions as modes of social problem solving.			

# SOCIOLOGY

SOC 101	<b>Principles of Sociology</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Sociological principles underlying the development of culture, structure and function of society, human groups, institutions, deviance, stratification and social change. Satisfies UNR Social Science core curriculum.		
SOC 102	<b>Contemporary Social Issues</b>	3.00
Prerequisite: None		
This course examines selected problems of contemporary society and provides practice in the application of relevant sociological perspectives and theory. The course has two main objectives: (1) to acquaint the student with critical thinking skills and sociological concepts, theories, methods and knowledge; and (2) to apply these so that we better understand our society.		
SOC 110	<b>Conflict Resolution</b>	3.00
Prerequisite: None		
This course will explore a variety of theories and frameworks for analyzing conflict and the techniques, process models, and third-party roles used to constructively intervene in conflict. The course will be an excellent introduction should students decide to pursue further training or credentialing to be fully trained as mediators or facilitators.		
SOC 120	<b>Human Violence: Individual to Global-Level Conflict</b>	3.00
Prerequisite: None		
Conflict and the need for peace occur in all human arenas. This course will examine such disparate forms of direct violence as personal assault; domestic violence; school shootings; group and mass violence, including ethno-political conflict, genocide, terrorism, and war. Concepts and strategies of peace, effective conflict resolution skills, and reconciliation and reconstruction following conflict will be addressed. This course will examine the key concepts, themes, theories, and practices involved in the study of direct violence. Students will be introduced to the issues of peace and violence across a wide range of interpersonal, community, national and international contexts. The course will focus on multiple levels of analysis from micro to macro, and multidisciplinary perspectives.		
SOC 130	<b>Structural Violence</b>	3.00
Prerequisite: None		
This course will focus on the structural aspects of peace, conflict and violence. This refers to a form of violence based on the systematic ways in which social structures or social institutions of society harm people by preventing them from meeting their basic needs. The arrangements are structural because they are embedded in the political and economic organizations of our social world; they are violent because they cause injury to people. Examples include hunger, preventable diseases, and extreme poverty caused by unjust structures of society and by ethnic conflict and oppressive regimes, as well as ecological degradation. Based on an understanding of these threats to human security, we will examine and evaluate various strategies which contribute to peace building and conflict resolution, human rights and self-determination, reconciliation and reconstruction, nonviolence, transformation of a hierarchical social order, and promoting ecological balance.		
SOC 140	<b>Cultures Of Peace</b>	3.00
Prerequisite: None		
This course will focus on historical examples of peace cultures and on the efforts to establish peace by upholding human rights and the dignity of all persons as ideals, and through resisting the legitimization of violence in education, literature, and the mass media. Philosophies and methods practiced in different societies to build communities of peace will be featured.		
SOC 198	<b>Special Topics in Sociology</b>	0.50 - 6.00
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
SOC 201	<b>Peace and Conflict</b>	3.00
Prerequisite: None		
This introductory course is a survey of the field of Peace and Conflict Studies. The course will examine the problem of violence in human affairs from the micro to the global level. Alternative approaches to understanding and resolving conflict will be explored.		
SOC 205	<b>Ethnic Groups in Contemporary Societies</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Ethnic relations in the United States and other societies where cultural and `racial` pluralism illustrates problems and processes of social interaction. Same as ANTH 205.		
SOC 210	<b>Introduction to Statistical Methods</b>	4.00
Prerequisite: SOC 101 or PSY 101; MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.		
Same as PSY 210. Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data. Includes elementary computer application.		



## SOCIOLOGY

SOC	240	<b>Social Science Research Methods</b>	3.00
Prerequisite: None			
An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.			
SOC	261	<b>Introduction to Social Psychology</b>	3.00
Prerequisite: None			
Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as PSY 261.			
SOC	275	<b>Introduction to Marriage and the Family</b>	3.00
Prerequisite: None			
Sex roles, dating patterns, mate selection, marital interaction; alternative forms of marriage and family life.			
SOC	276	<b>Aging in Modern American Society</b>	3.00
Prerequisite: None			
The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy and perspectives on death and dying. Same as PSY 276.			

## SPANISH

SPAN	101	<b>Basics of Spanish I</b>	3.00
Prerequisite: None			
A basic course emphasizing spoken communication. Course assumes that students have had no prior formal training. Writing, listening and reading skills will be explored. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
SPAN	102	<b>Basics of Spanish II</b>	3.00
Prerequisite: SPAN 101.			
A continuation of Spanish 101. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
SPAN	111	<b>First Year Spanish I</b>	4.00
Prerequisite: None			
Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to Spanish and Latin American cultures. This course transfers to UNR as SPAN 111.			
SPAN	112	<b>First Year Spanish II</b>	4.00
Prerequisite: SPAN 111 or equivalent or qualifying CAPE placement score.			
A continuation of Spanish 111. This course transfers to UNR as SPAN 112.			
SPAN	198	<b>Special Topics in Spanish</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
SPAN	211	<b>Second Year Spanish I</b>	3.00
Prerequisite: SPAN 112 or equivalent or qualifying CAPE placement score.			
Structural review, conversation and writing, readings in modern literature. This course transfers to UNR as SPAN 211.			
SPAN	212	<b>Second Year Spanish II</b>	3.00
Prerequisite: SPAN 211 or equivalent or qualifying CAPE placement score.			
A continuation of Spanish 211. This course transfers to UNR as SPAN 212.			
SPAN	225	<b>A Cultural Perspective: Spain...New Mexico</b>	3.00
Prerequisite: None			
A perspective of cultural diversity in Spain and the American Southwest. This course will introduce the differing cultures of Spain within a historical context. Students will look closely at the intertwining of art, religion and history during the Middle Ages, focusing on the Camino de Santiago, the St. James pilgrimage route across northern Spain that is still traveled today. The course will include a study of the influence of the Moors upon the language, art and philosophy of Spain. It will trace the first Spanish explorers as they brought the traditions of the Old World into New Mexico, before the founding of Jamestown. This blending of the Spanish and Pueblo culture has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same as Humanities 225.			
SPAN	226	<b>Spanish for Heritage Speakers I</b>	3.00
Prerequisite: None			
This is a course designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice basic Spanish grammar for improving and developing written and oral communication and reading skills.			

## SPANISH

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SPAN	227	<b>Spanish for Heritage Speakers II</b>	3.00
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Prerequisite: Completion of SPAN 226.

This course is a follow up course to SPAN 226. This course is specifically designed and intended for students who speak the Spanish Language as their native language but have had no advanced formal training in the grammatical aspects of the language. It is based on the study and practice of advanced Spanish grammar and its application to all five aspects of the language, i.e., writing, reading, interpreting, speaking and understanding. Completion of SPAN 227 satisfies the College of Liberal Arts foreign language requirement in colleges and universities in the state of Nevada.

## SURVEYING

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SUR	161	<b>Elementary Surveying</b>	4.00
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Prerequisite: Math 126 or instructor's approval.

A basic course designed to impart basic knowledge of the surveying discipline, plus training in the use of traditional and basic surveying equipment (tape, level and transit).

## THEATER

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THTR	100	<b>Introduction to Theater</b>	3.00
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Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.

A survey course covering a variety of different aspects of theater including play analysis, historical style, play writing, acting, directing, technical theater and more. Representative plays are analyzed from a performance-based perspective. No previous experience in theater is required. Satisfies UNR Fine Arts core curriculum and applies as a general elective at UNLV.

THTR	105	<b>Introduction to Acting I</b>	3.00
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Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.

Interpretation of drama through the art of the actor. Development of individual insights, skills and disciplines in the presentation of dramatic material to the audience and the learning of basic exercises for the actor.

THTR	116	<b>Dance Styles: Musical Theater</b>	1.00 - 2.00
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Prerequisite: None

Specialized study in the various dance forms encompassed in musical theater. Special emphasis is placed on the fundamentals of movement and dance techniques to achieve a solid movement base. The course may be repeated for a maximum of four credits.

THTR	133	<b>Fundamentals of Directing</b>	3.00
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Prerequisite: None

The course is designed for theater students or for persons within the community who have a desire to learn about the overall role and function of the stage director and to apply this knowledge in a practical manner. The course includes a study of the history, theory and conceptualization matrixes of directing and the practical experience in selecting and casting a play, planning rehearsals, blocking, script analysis and working with actors. Also included are scenery, lighting, costume, properties and stage management concepts and coordination.

THTR	160	<b>Television Production I</b>	3.00
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Prerequisite: None

Television Production I explores the purposes, scope, methods and materials for visual and aural broadcasting, planning, organization, rehearsing, editing and recording announcements and programs; studio procedures and presentations; preparations and treatment of content and form. Television Production I is a combination of "book learning" and hands-on experience in a television studio. At the completion of this course a student will have experience in camera operation, technical direction, directing, audio operation, tape operation, on-camera experience and other studio related activities.

THTR	161	<b>Television Production II</b>	3.00
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Prerequisite: THTR 160 or equivalent.

Television Production II is an intermediate study and practice of the knowledge, procedures and skills developed in THTR 160. The course is designed as a field production class. The students' job will include shooting, editing, producing, directing, lighting, writing, presenting and all other skills required to produce high quality materials in the field. Multiple deadlines will be faced which will require diligent work outside of class.

# THEATER

THTR 175	<b>Musical Theater</b>	3.00
Prerequisite: None		
This course examines the development of the genre from its operatic roots in Europe to the present day. It will focus on the social and political influences on the art, the influence of composers on each other and landmark productions, which changed the direction of this developing form. The students will also have practical experiences in the prime performance areas of musical theatre (acting, singing and dancing), that will culminate in a mock audition and/or a scene performance.		
THTR 176	<b>Musical Theater Workshop I</b>	1.00 - 3.00
Prerequisite: None		
Performance of Musical Theater Production.		
THTR 180	<b>Cinema as Art and Communication</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
This course will teach students to appreciate, interpret and respond to selected films from particular genres, directors or actors and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. (same as HUM 105).		
THTR 198	<b>Special Topics in Theater</b>	0.50 - 6.00
Prerequisite: None		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
THTR 204	<b>Theater Technology I</b>	3.00
Prerequisite: None		
This course consists of a three-hour-a-week lecture/discussion/demonstration plus 25 hours of lab during the semester. The course focuses on safety, functions of scenery, costuming, tools and material, scene painting, stage draperies, color in theater, lighting and electricity, stage sound and specialized theater equipment.		
THTR 205	<b>Introduction to Acting II</b>	3.00
Prerequisite: THTR 105 or approval of instructor.		
Continued work on scenes and on principles of auditioning, role analysis, play rehearsal and problems related to sustaining a stage performance.		
THTR 206	<b>Theater Workshop: Acting III</b>	3.00
Prerequisite: THTR 105 and THTR 205.		
A continuation of THTR 105 (formerly SPTH 130) and THTR 205 (formerly SPTH 131) with emphasis on internal work, auditioning, script analysis, characterizations and performance.		
THTR 207	<b>Laboratory Theater: Acting IV</b>	3.00
Prerequisite: THTR 105, THTR 205 and THTR 206 or comparative experience with instructor's approval		
Intensive and individualized work for advanced acting students. Advanced application of actor training using techniques and philosophies of Stanislavski, Grotowski, Meisner, and Suzuki.		
THTR 209	<b>Theater Practicum</b>	1.00 - 6.00
Prerequisite: None		
An advanced course for serious students of theater who want to pursue acting, directing and play production in depth. The course culminates with a public performance. Rehearsal hours are arranged and announced at the beginning of the semester.		
THTR 210	<b>Theater: a Cultural Context</b>	3.00
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
This is a course designed to increase one's understanding and appreciation of multicultural theatrical art forms and artists who are creating outside of mainstream American theatre. The language, as well as the aural and visual components of the plays, will be explored.		
THTR 231	<b>Children's Theater</b>	3.00
Prerequisite: None		
Produce plays for child audiences; application of concepts of child development to aesthetic problems of theatre for young audiences through reading, discussion and participation.		
THTR 235	<b>Acting for the Camera</b>	3.00
Prerequisite: None		
Introduction to performance in television and film. Basic performance techniques will be explored, culminating in a final project.		

## THEATER

THTR	258	<b>Theater Experience and Travel</b>	1.00 - 2.00
Prerequisite: None			
A field study class in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance.			
THTR	276	<b>Musical Theater Workshop II</b>	1.00 - 3.00
Prerequisite: THTR 176 plus audition and/or approval of instructor.			
Continuation of Performance of Musical Theater Production.			
THTR	290	<b>Internship in Speech and Theater</b>	1.00 - 8.00
Prerequisite: None			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
THTR	295	<b>Independent Study: Theater</b>	1.00 - 3.00
Prerequisite: None			
Tutorial study of special projects in theater. A student submits a detailed project description and the objectives and learning outcomes specific to the project are formulated by the instructor and the student.			

## VETERINARY TECHNOLOGY

VETT	101	<b>Introduction to Animal Health Technology</b>	4.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
An introductory course in veterinary technology. Including but not limited to the various roles of veterinary technicians in the veterinary profession. The laws and ethics of veterinary medicine. The behavior of various animal species with regard to humane restraint and handling. Breed classifications of common domestic animals. Proper cleaning techniques of a veterinary facility. Proper medical record keeping techniques. Principles of general animal care including but not limited to physical exams and basic sampling techniques. Three hours of lecture and three hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	105	<b>Veterinary Medical Terminology</b>	1.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
This course is an introduction to medical terms, laymen's terms, and abbreviations utilized by veterinarians and their clients. It includes canine and feline breed identification. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	110	<b>Comparative Animal Anatomy and Physiology I</b>	4.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in food animal and companion animal practice. Topics include cell anatomy, cell metabolism and basic histology. Body systems include: integument, skeletal, muscular, nervous, and special senses. All information will be comparative with each species including canine, feline, equine, porcine, ruminants and avian. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	112	<b>Comparative Animal Anatomy and Physiology II</b>	4.00
Prerequisite: Must be admitted to the Veterinary Technician Program and successful completion of VETT 110			
This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in food animal and companion animal practice. Body systems include: Cardiac, lymphatic, digestive, reproductive, urinary, respiratory and endocrine. All information will be comparative with each species including canine, felines, equine, porcine, ruminants and avian. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	125	<b>Veterinary Office Procedures</b>	1.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
This course is designed to introduce to the veterinary technician student the roles and responsibilities of the receptionist, office manager, and hospital managers with regard to the veterinary facility. The course will introduce basic management procedures common in a veterinary clinic with respect to a veterinary technician. Topics covered include: basic communication techniques, record keeping, filing, computer software, resume construction and interviewing techniques. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# VETERINARY TECHNOLOGY

VETT	128	<b>Animal Nursing</b>	4.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
A course that highlights basic and advanced nursing procedures, including but not limited to restraint, behavior awareness, physical exams, reproduction, necropsy, specimen collection, euthanasia, companion animal diseases, emergency and critical care, laws and ethics, and practice management skills for veterinary technicians. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	203	<b>Clinical and General Pathology</b>	4.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
The course includes information in hematology, clinical chemistry, urinalysis and microbiology. The student will learn collection, handling, and transporting of biological samples. Students will learn laboratory procedures to assist in the diagnostic process. Two hours of lecture and six hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	205	<b>Veterinary Diagnostic Imaging</b>	2.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
A course that deals with the principles of diagnostic imaging. Topics include: radiographic theory, equipment, positioning, safety regulations, safety equipment, film processing, radiographic technique evaluation, and an introduction to alternative imaging techniques. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	208	<b>Lab Animal Science and Exotics</b>	2.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
This course includes the principles involved with breed recognition, restraint, husbandry, nutrition, breeding, health conditions, disease recognition, and zoonotic potential of laboratory animals, reptiles and birds. The course also includes the technician's role in a research facility, zoological facility and a general veterinary practice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	209	<b>Parasitology</b>	2.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
This course includes the study of internal and external parasites of domestic animals. The student will learn identification, life cycles, routes of transmission, prevention and treatment protocols for the various parasites. Laboratory techniques used for identification will be covered in detail. The student will also learn the importance of public health safety, including procedures and protocols. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	211	<b>Animal Nutrition</b>	2.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
A course in the normal and therapeutic nutritional needs of various species of animals. Topics include, components of food, calculating energy requirements, digestion, and life stage needs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	225	<b>Pharmacology and Toxicology</b>	2.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
This course is designed to instruct veterinary technician students on the pharmacology and physiology of drugs, rules on filling prescriptions, and handling, storing, and documentation of controlled substances. Emphasis will be placed on classification of drugs, route and methods of administration of drugs, calculating dosages, and physiological action on the systems of the body. This course is worth 2.0 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	227	<b>Advanced Animal Nursing</b>	4.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
A course in small animal diseases and management. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	235	<b>Anesthesia, Surgical Nursing &amp; Dental Procedures</b>	4.00
Prerequisite: VETT 110 and VETT 112. Corequisite: VETT 225. Must be admitted to the Veterinary Technician Program.			
This course consists of three sections: anesthesia, surgical nursing and dental procedures. The anesthesia section includes an overview of pharmacology, the use and application of anesthetic agents, the physiological effects of anesthetic agents, monitoring procedures, pain management, and basic anesthetic protocol. The surgical nursing section includes the understanding of sterile techniques including the methods, by which sterilization is achieved, appropriate behavior in a surgical setting, care of equipment and instruments, and the roles of the operating room staff. The dental section includes a basic understanding of dental anatomy, instrument identification and function, dental exams and cleaning, personnel safety and client education. Three hours of lecture and three hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



# VETERINARY TECHNOLOGY

VETT	240	<b>Large Animal Medicine</b>	4.00
Prerequisite: VETT 110 and must be admitted to the Veterinary Technician Program.			
This course includes large animal husbandry, restraint techniques, diseases, nursing and herd health management. The student will acquire the knowledge and skills through lecture and laboratory. Special topics include anatomy, reproduction and nutrition will also be discussed as they relate to each species. Three hours of lecture and three hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	250	<b>Small Animal Critical Care</b>	3.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
A course in procedures, nursing and diseases with respect to the critically ill patient. Prerequisite: Admission to the veterinary technician program and successful completion of the first semester of the veterinary technician program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	266	<b>Directed Clinical Practices</b>	2.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
An externship allowing students to observe companion, food and equine practices. Students will observe all aspects of a working clinic. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stales. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
VETT	267	<b>Advanced Clinical Practices</b>	2.00
Prerequisite: Must be admitted to the Veterinary Technician Program.			
An externship allowing students to participate in every aspect of a companion animal, food animal and equine practices. Students will participate in all aspects of a working clinic, under direct supervision. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stales. Prerequisite: Completion of all required courses in the veterinary technician program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# WELDING

WELD	101	<b>Basic Metals</b>	3.00
Prerequisite: None			
Basic techniques of metal forming and fabrication using drill press, lathe, milling machine; soldering; brazing; oxyacetylene and electric arc welding. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
WELD	111	<b>Beginning Welding for Art</b>	3.00
Prerequisite: None			
Basic techniques of design and fabrication of metal sculpture, with oxy-fuel, arc welding, various hand tools. Use copper, brass, and steel to build sculptures. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
WELD	114	<b>Metal Shaping Techniques</b>	2.00
Prerequisite or Corequisite: WELD 111.			
This course will expand on the concepts of metal forming for the use in welded metal sculpture. The use of specialized tools and tooling will further the students' ability to produce two and three-dimensional sculpture. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
WELD	121	<b>Advanced Welding for Art</b>	4.00
Prerequisite: WELD 111			
This course is a continuation of WELD 111, Beginning Welding for Art. Improving techniques learned in Welding for Art I and learning the use of new equipment and processes. The student will continue to develop skills necessary to produce metal sculpture. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
WELD	198	<b>Special Topics in Welding</b>	0.50 - 6.00
Prerequisite: None			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
WELD	211	<b>Welding I</b>	3.00
Corequisite: WELD 212. 20/20 vision (corrected), good hand-eye coordination, general good health.			
This course introduces the learner to the world of welding. The course includes general shop safety and environmental issues; introduction to oxygen/fuel gas supply systems, the oxyfuel cutting process, and the SMAW (Shielded Metal Arc-Welding) process; and an introduction to interpreting basic welding symbols.			

# WELDING

<b>WELD 212</b>	<b>Welding I Practice</b>	<b>2.00</b>
Prerequisite: WELD 211. May also be taken concurrently with 211.		
The oxyfuel section will develop the student's manual skills necessary to produce high quality flame cuts using manual operated flame cutting equipment and accessories. The student learns and practices the set up processes for the equipment for all phases of oxyfuel cutting. The shielded metal-arc welding (SMAW) section develops entry-level skills for welders. This course specifically develops basic SMAW skills as striking the arc, maintaining proper arc length, adjusting equipment and manipulating the electrode. WELD 212 is required concurrently with WELD 211, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 221</b>	<b>Welding II</b>	<b>3.00</b>
Prerequisite: WELD 101 or 212 or instructor approval. Corequisite: WELD 222.		
This course is a continuation of Welding I and emphasizes SMAW vertical and overhead positions and machine oxyfuel gas cutting. In addition, the course introduces GMAS (gas metal arc welding) and air carbon arc cutting.		
<b>WELD 222</b>	<b>Welding II Practice</b>	<b>2.00</b>
Prerequisite: WELD 221. May be taken concurrently with WELD 221.		
This course is designed to give learners the opportunity to hone their skills in oxyfuel machine cutting, SMAW vertical and overhead positions, GMAW basic skills and air carbon arc cutting processes. Ample practice time is allocated to perfect skills and complete lab assignments. WELD 222 is required concurrently with WELD 221, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 225</b>	<b>Independent Study</b>	<b>1.00 - 6.00</b>
Prerequisite: None		
This course is designed for the student who has a particular interest in welding and wants to concentrate in that area. This is a contractual course. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 231</b>	<b>Welding III</b>	<b>3.00</b>
Prerequisite: WELD 222 or instructor approval. Corequisite: WELD 232.		
This course is a continuation of Welding II and focuses on the GMAW and the FCAW processes. The Air Carbon Arc Cutting section will further develop skills in the process. The student will develop skills required to make fillet and groove welds in all positions using GMAW and FCAW processes. The student will be introduced to the Plasma Arc Cutting Process. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 232</b>	<b>Welding III Practice</b>	<b>2.00</b>
Prerequisite: WELD 231. May be taken concurrently with WELD 231.		
This course is designed to give learners the opportunity to hone their skills in the GMAW and FCAW processes in all positions by providing them with hands-on time and individual instruction. The learner will also practice Air Carbon Arc Cutting and Plasma Arc Cutting on ferrous and nonferrous materials. Ample practice time is allocated to perfect skills and complete lab assignments. WELD 232 is required concurrently with WELD 231, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 241</b>	<b>Welding IV</b>	<b>3.00</b>
Prerequisite: WELD 222 or 232 or instructor approval. Corequisite: WELD 242		
This course is a continuation of WELD 231 and places an emphasis on the GTAW process in all positions on ferrous and nonferrous materials. This course also covers the advanced FCAW process and concentrates on the skills needed to pass the AWS certification test in all positions using the FCAW process. The Student at this level of training may opt to develop skills in the welding of pipe using the SMAW or FCAW processes. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 242</b>	<b>Welding IV Practice</b>	<b>2.00</b>
Prerequisite: WELD 241. May be taken concurrently with WELD 241.		
This course is designed to give learners the opportunity to work on their skills in the GTAW process, perfect their skills in the FCAW process by providing them with individualized instruction and full hands-on practice in preparation and welding of ferrous and nonferrous materials. At this point in training students may also start developing skills necessary to weld pipe using the SMAW or FCAW processes. Ample practice time is allocated to perfect skills and complete lab assignments. WELD 242 is required concurrently with WELD 241, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## WELDING

<b>WELD 250</b>	<b>Welding Certification Preparation</b>	<b>1.00 - 12.00</b>
Prerequisite: WELD 241 or instructor approval.		
This course is a contractual course designed for the advanced student who is pursuing AWS (American Welding Society), ASME (American Society of Mechanical Engineers), or API (American Petroleum Institute) certification(s). This course is also beneficial to the student requiring additional hands-on practice in order to better their individual skill in a selected process or processes. Instruction will be given on an individual basis. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 290</b>	<b>Internship in Welding</b>	<b>1.00 - 8.00</b>
Prerequisite: None		
This course is designed for the student who wants to get practical on-the-job training in welding with a local company. 200 working hours per credit. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## WILDLAND FIRE SCIENCE

<b>WF 205</b>	<b>Fire Operations in the Urban Interface</b>	<b>3.00</b>
Prerequisite: None		
This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WF 244</b>	<b>Field Observer</b>	<b>2.00</b>
Prerequisite: None		
Field Observer is designed to provide the skills needed to perform tasks seven through 21 in the field Observers Job Task Book. Topics covered are: mapping from aircraft, observing field conditions, reporting hazardous situations, maintaining field maps, calculating, measuring, identifying and estimating fire behavior, safety in field observations, transmitting field data and collecting and analyzing data. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

## WOMEN'S STUDIES

<b>WMST 101</b>	<b>Introduction to Women's Studies</b>	<b>3.00</b>
Prerequisite: Completion of ENG 98R or 101 or 102 or ACCUPLACER Read score of 86+ or AP score of 2+ or SAT 440+ or ACT 18+. May also be taken concurrently with ENG 98R and READ 135 provided student has an ACCUPLACER Read score of 76-85.		
Interdisciplinary analysis of women in culture and society from historical and cross-cultural perspectives.		
<b>WMST 250</b>	<b>Introduction to Feminist Theory</b>	<b>3.00</b>
Dual Requisite: ENG 101 completed or concurrently enrolled.		
Introduces theory and methods in feminist research and issues from traditional and contemporary perspective.		
<b>WMST 255</b>	<b>The American Women's Movement</b>	<b>3.00</b>
Prerequisite: ENG 101 completed or concurrently enrolled		
Introduction to American women's history and politics focusing on race, gender, and class relations, and the legal and economic status of women.		

# E Faculty and Staff

# FACULTY AND STAFF

## A

### **ABERASTURI, PAUL**

Community College Professor, Visual and Performing Arts, 2001  
University of Nevada, Reno, NV, B.A.  
San Diego State University, San Diego, CA, M.A.

### **ADAMS, DAN**

Community College Professor, Counseling, 1978  
University of Nevada, Reno, NV, B.S., M.Ed.

### **ADLISH, ANGELA**

Community College Professor, ESL, 2007  
University of California, Santa Cruz, CA, B.A.  
University of Nevada, Reno, NV, M.A.

### **ADLISH, JOHN**

Community College Professor, Biology, 1991  
University of Nevada, Reno, NV, B.S., Ph.D.

### **ALBRECHT, JOHN**

General Counsel, Presidents Office, 2008  
University of Wisconsin, Milwaukee, WI, B.S.  
University of Wisconsin, Madison, WI, J.D.

### **ALEXANDER, THOMAS**

Network Support Specialist, Information Technology Operations, 2001  
Truckee Meadows Community College, Reno, NV, A.A.S.

### **ALLEN, DONALD**

Laboratory Assistant, Applied Industrial Technology, 2012

### **ALLEN, SCOTT**

Community College Professor, Automotive Technology, 1999  
Cadillac Certified Master Technician  
ASE Certified Master Technician  
General Motors Certified Master Technician

### **ALMOND, PARIS**

Community College Instructor, Visual Arts, 2012  
Boise State University, Boise, ID, B.F.A.  
Washington State University, Pullman, WA, M.F.A.

### **ALQUIST, SCOTT**

Program Manager, Workforce Development and Continue Education, 2003  
Certified Environmental Inspector  
Certified Hazardous Materials Responder/Trainer  
Certified FEMA Instructor  
OSHA Authorized Instructor

### **ALVERSON, JOY**

Community College Professor, Nursing, 2007  
California State University, Long Beach, CA, B.S.N.  
University of Nevada, Reno, NV, M.S.N.

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Webmaster, Web Services, 2000  
Las Positas College, Livermore, CA, A.A.  
University of Nevada, Reno, NV, B.S.

### **ARMBRECHT, JULIE**

Community College Instructor, Reading, 2011  
California Polytechnic State University, San Luis Obispo, CA, B.S.  
Arizona State University, Tempe, AZ, M.Ed.

### **ARRIGOTTI, MARIA**

Community College Professor, Mathematics, 2005  
University of Nevada, Reno, NV, B.A., M.S.

## B

### **BADER, DEBORAH**

Community College Professor, Nursing, 2006  
University of Nevada, Reno, NV, B.S.N., M.S.N.

### **BAINES, ELIZABETH**

Community College Professor, English, 2002  
University of Nevada, Reno, NV, B.A., M.A.

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Programmer, Application Services, 2003

### **BALE, STEVEN**

Community College Professor, Computer Technologies, 2000  
Ricks College, Rexburg, ID, AAS, ALE  
Brigham Young University, Provo, UT, B.S., M.P.A., J.D.  
CISSP – Computer Information Systems Security Professional  
MCT - Microsoft Certified Trainer  
CTT+ - Certified Technical Trainer  
MCSA – Microsoft Certified Systems Administrator: (2000 & 2003)  
MCSAM – Microsoft Certified Systems Administrator: Messaging (2000)  
MCSAS – Microsoft Certified Systems Administrator: Security (2000 & 2003)  
MCSE - Microsoft Certified Systems Engineer (2000 & 2003)  
MCSES - Microsoft Certified Systems Engineer: Security (2000 & 2003)  
MCDBA – Microsoft Certified Database Administrator  
MCDST – Microsoft Certified Desktop Support Technician  
CCNA - Cisco Certified Network Associate  
CCDA - Cisco Certified Design Associate  
A+ - PC Technician Certification  
Network+ - Certified Network Technician  
Security+ - Certified Security Technician  
Server+ - Certified Server Technician  
CNA - Novell Certified Network Administrator Netware 3.11

### **BARTL, CLIFFORD**

Community College Instructor, Diesel Technology, 2006  
University of Nevada, Reno, NV, B.S.

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Web Support Assistant, Web Services, 2011

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Marketing Manager, Workforce Development and Continue Education, 1996  
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### **BIANCA, CLAUDIA**

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### **BLAQUE, BRIDGETT**

Community College Professor, English, 1984  
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### **BLOMQUIST, AMY**

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Community College Professor, Nursing Assistant, 2005  
Massacoit Community College, Brockton, MA, A.D.N.  
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### **BOWEN, LANCE**

Interim Associate Dean, Assessment and Planning, 2004  
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Ulster Polytechnic, Belfast, Northern Ireland, B.S.  
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University of Nevada, Reno, NV, Ph.D.

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### **OLSEN, JEFF**

Community College Professor, Mathematics, 2003  
Humboldt State University, Arcata, CA, B.S.  
University of California, Davis, CA, M.S.  
University of Oregon, Eugene, OR, M.S.

### **OLSON, RICHARD**

Assistant Director, Admissions and Records, 2012  
Pennsylvania State University, University Park, PA, B.A.  
University Phoenix, Reno, NV, M.A.

## **O'NEAL, NANCY**

Community College Instructor, Business, 2012  
Purdue University, West Lafayette, IN, B.S.  
California Polytechnic State University, San Luis Obispo,  
CA, M.B.A.

## **OSTRANDER, JANE**

Director, Experiential Learning, 2011  
The American University, Washington, DC, B.A.  
California State University, Hayward, CA, M.S.

## **OSWALD, KELLY**

Community College Professor, Manufacturing  
Technologies, 2005  
Pikes Peak Community College, Colorado Springs, CO,  
A.A.S.

## **OWENS, THEODORE**

Community College Professor, Music, 2004  
University of Oklahoma, Norma, OK, B.M., M.M.

## **OZBEK, KAREN**

Community College Instructor, ESL, 1984  
Illinois Valley Community College, Ogleby, IL, A.A.  
Southern Illinois University, Carbondale, IL, B.A., M.A.

## **P**

### **PAINTER, BARBARA**

Executive Assistant, Academic Affairs/Student Services,  
2012  
Wayland Baptist University, Plainview, TX, B.S.  
Central Michigan University, Mount Pleasant, MI, M.S.

### **PETERS, PAULA**

Community College Instructor, Psychology, 2009  
University of Sao Paulo, Botucatu, Brazil, B.A.  
University of Sao Paulo, San Paulo, Brazil, M.A., Ph.D.

### **PIERCY, EARL**

Community College Professor, Sociology, 1992  
Sonoma State College, Rohnert Park, CA, B.A.  
San Francisco State University, San Francisco, CA, M.A.

### **PLAGGEMEYER, TED**

Dean, Division of Sciences, 2005  
University of Great Falls, Great Falls, MT, B.S.  
Montana State University, Bozeman, MT, M.S.

### **PORTER, PATRICIA**

Program Director, Counseling, 2003  
University of Nevada, Las Vegas, NV, B.A.  
University of Nevada, Reno, NV, M.A.

### **PORTER, REBECCA**

Community College Professor, Mathematics, 1983  
University of Nevada, Reno, NV, B.S., M.S.

### **POVEY, PHILIP**

Deputy Director, Public Safety and Police, 2010  
University of San Francisco, San Francisco, CA, B.A.,  
M.A.

### **PURDY, MELANIE**

Counselor, Counseling, 2007  
University of Nevada, Reno, B.A, M.A, Ph.D.

## **R**

### **RAHMING, SHANNON**

Information Technician/Business Analyst, Information  
Technology Services, 2009  
University, of Nevada, Reno, NV, B.S.

### **REES, JOSEPH**

Information Technician/User Support, WebCollege,  
2006  
California College of Arts, Oakland, CA, B.F.A., M.F.A.

### **REID, JOHN**

Community College Professor, History, 1999  
University of Nevada, Reno, NV, B.A., M.A.  
Michigan State University, East Lansing, MI, Ph.D.

### **RINALDI, ROSEMARY**

Community College Professor, Nursing, 1991  
Illinois Valley Community College, Olglesby, IL, A.S.  
Bradley University, Peoria, IL, B.S.N.  
University of Nevada, Las Vegas, NV, M.S.N.

### **ROBERTS, DAVID**

Executive Director, Facilities Operations and Capital  
Planning, 2006  
University of Florida, Gainesville, FL, B.S.  
Troy State University, Tampa, FL, M.S.

### **RODERICK, JAMES**

Community College Professor, English, 1995  
California State University, Northridge, CA, B.A.  
San Francisco State University, San Francisco, CA, M.A.

### **RODRIGUE, CRAIG**

Community College Instructor, Culinary, 2010  
California Culinary Academy, San Francisco, CA,  
Certificate

### **ROE, NANCY**

Job Placement Specialist, Applied Industrial  
Technology, 2013  
Southern Nazarene University, Bethany, OK, B.S.

### **ROSSI, CHRISTOPHER**

Community College Instructor, Criminal Justice, 2013  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Phoenix, Reno, NV, B.A., M.A.

### **RUBALCAVA, MICAELA**

Community College Professor, Education, 1999  
Stanford University, Stanford, CA, M.A.  
University of California, Berkeley, CA, B.A., Ph.D.

### **RUF, BRIAN**

Community College Professor, Drafting, 1996  
University of Nevada, Reno, NV, B.S.

### **RUSSELL, NATALIE**

Community College Professor, English, 2006  
University of Nevada, Reno, NV, B.A.  
San Francisco State University, San Francisco, CA, M.A.



# S

## **SALAZAR, RICARDO**

Student Success Specialist, Student Outreach, 2012  
University of Nevada, Reno, NV, B.S.

## **SANCHEZ, VICTOR**

Network Administration Specialist, Information  
Technology Operations, 2006  
University of Phoenix, Seattle, WA, B.S.

## **SANDERS, BARBARA**

Dean, Equity and Inclusion, 2001  
Youngstown State University, B.A., M.A.  
University of San Francisco, San Francisco, CA, Ed.D.

## **SANFORD, PATTI**

Community College Professor, Dental Hygiene, 2004  
University of Southern California School of Dentistry,  
Los Angeles, CA, B.A.  
San Jose State University, San Jose, CA, M.A.

## **SCARNATI, BRANDY**

Web College Support Specialist, Web College, 1994  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Phoenix, Reno, NV, B.S.  
University of Nevada, Reno, NV, M.S.

## **SCHEIBLE, BEN**

Community College Professor, Real Estate, 1998  
Stanford University, Stanford, CA, A.B.  
University of the Pacific, McGeorge School of Law,  
Sacramento, CA, J.D.

## **SCOTT, CHERYL**

Assistant Director, Institutional Research and  
Assessment, 2003  
Houghton College, Houghton, NY, B.S.  
Indiana University, Indianapolis, IN, M.S.

## **SCOTT, CRAIG**

Director, Budget and Planning, 2000  
Central Michigan University, Mt. Pleasant, MI, B.S.

## **SCOW, SR., RAYMOND**

Community College Instructor, Automotive Technology,  
1997  
ASE Certified Master Technician  
ASE Certified Advanced Engine Performance L1  
ASE Certified Air Conditioning Recovery/Recycling  
Chrysler Corporation Master Technician 25 years  
Nevada Smog License G1 and G2

## **SEPTIEN, JOHN**

Community College Professor, Welding, 1982

## **SHIMABUKU, NICOLE**

Coordinator, Student Activities Leadership, 2013  
University of Nevada, Reno, NV, B.A., M.A.

## **SHIPP, DANIELLE**

Community College Instructor, Veterinary Technology,  
2012  
Truckee Meadows Community College, Reno, NV, A.A.

## **SIEGEL, NEIL**

Librarian, Elizabeth Sturm Library, 1996  
State University of New York, Albany, NY, B.A.  
Queens College of the City University of New York, New  
York, NY, M.L.S.

## **SKEANS, DEBOARH**

Community College Instructor, Nursing, 2012  
Spring Arbor University, Spring Arbor, MI, B.S.N.  
Walden University, Baltimore, MD, M.S.N.

## **SKEET, TOM**

Coordinator, Division of Sciences, 2012  
Truckee Meadows Community College, Reno, NV, A.A.

## **SLAVIN, PATRICIA**

Associate Dean, Presidents Office, 1983  
Cabrillo Junior College, Aptos, CA, A.A.  
San Jose State College, San Jose, CA, B.A.

## **SMILANICK, PHILLIP**

Community College Professor, Accounting, 1991  
Certified Public Accountant  
University of Nevada, Reno, NV, B.S., M.B.A.

## **SOLEMSAAS, RACHEL**

Vice President, Finance and Administrative Services,  
2011  
De La Salle University, Manila, NA, B.S.  
University of Washington, Seattle, WA, M.S.  
Washington State University, Pullman, WA, Ed.D.

## **SORENSEN, RICHARD**

Program Specialist, Workforce Development and  
Continuing Education, 2012  
University of Nevada, Reno, NV, B.A.

## **SOSNOWSKI, HENRY**

Community College Professor, English, 2006  
University of Nevada, Reno, NV, B.A., M.Ed.

## **SOTELO, HENRY**

Community College Instructor, Paralegal/Law, 2001  
University of Nevada, Reno, NV, B.A.  
University of the Pacific, McGeorge School of Law,  
Sacramento, CA, J.D.

## **SOUZA, TRAVIS**

Coordinator, Web College, 2001  
Truckee Meadows Community College, Reno, NV, A.A.

## **STAGE, JULIE**

Community College Professor, Dental Hygiene, 1999  
Northern Arizona University, Flagstaff, AZ, B.S.

## **STONE, CINDY**

Community College Instructor, Nursing, 2010  
Maysville Community College, Mayville, KY, A.D.N.  
University of Wyoming, Laramie, WY, B.S.N., M.S.N.

## **STORMOEN, ADINE**

Coordinator, Mathematics, 2012  
Truckee Meadows Community College, Reno, NV, A.A.,  
A.S.  
University of Nevada, Reno, NV, B.A., B.S., M.A.

## **STREPER, STEVEN**

Community College Professor, Economics, 1990  
University of Wyoming, Laramie, WY, B.A., M.S., M.A.

## **SULLIVAN, SIDNEY**

Manager, Re-Entry Center, 2004  
University of Montana, Missoula, MT, B.A.

## **SUMMERHILL, BRAD**

Community College Professor, English, 2003  
University of Virginia, Charlottesville, VA, B.A.  
University of Arkansas, Fayetteville, AR, M.F.A.

## **SWANK, CRYSTAL**

Community College Professor, Early Childhood  
Education, 2004  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.S., M.S.

# T

## **TEIRUMNIKS, MARIA**

Community College Professor, Sociology, 1979  
Indiana University, Bloomington, IN, B.A., M.A.  
State University of New York, Albany, NY, Ph.D.

## **TESTA, FRANK**

Information Technician/AV Operations, Media Services,  
2007

## **THEISEN, PETER**

Community College Instructor, Chemistry, 2008  
Montana State University, Bozeman, MT, B.S.  
University of California, Berkeley, CA, Ph.D.

## **TURBOW, SUSAN**

Community College Professor, Early Childhood  
Education, 1986  
University of Cincinnati, OH, B.S.  
Michigan State University, East Lansing, MI, M.A.

# V

## **VANKIRK, QUEST**

Information Technician/User Support, Application  
Services, 2012

## **VELASQUEZ-BRYANT, NORMA**

Program Director, Applied Industrial Technology, 2010  
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

## **VOLLSTEDT, ANN-MARIE**

Community College Instructor, Engineering, 2010  
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

# W

## **WALBRIDGE, WILLIAM**

Network Support Specialist, Network Support, 2012  
Truckee Meadows Community College, Reno, NV, A.S.  
University of South Carolina, Columbia, SC, B.A.

## **WALDEN, BARBARA**

Manager, Equity and Inclusion, 2012  
Kellogg Community College, Battle Creek, MI, A.S.  
Bellevue University, Bellevue, NE, B.S.  
Western Michigan University, Kalamazoo, MI, M.A.

## **WALKER, WILLIAM**

Community College Instructor, Renewable Energy,  
2010  
Weber State University, Ogden, UT, B.S., M.B.A.

**WALLACE, JEFF**

Community College Professor, Computer Technologies, 2003  
 University of Michigan, Ann Arbor, MI, B.S.C.S.  
 University of Southern California, Los Angeles, CA, M.F.A.  
 Santa Clara University, Santa Clara, CA, M.B.A.

**WANG, JIAN**

Community College Instructor, Chemistry, 2008  
 Nanjing University of Chemical Technology, Nanjing, China, B.S., M.S.  
 University of Nevada, Reno, NV, Ph.D.

**WEBB, JASON**

Network Administration Specialist, Information Technology Operation, 2005  
 Truckee Meadows Community College, Reno, NV, A.A.S.

**WEEKS, DAVID**

Technical Assistant, ABE/ESL, 2013  
 University of Idaho, Moscow, ID, B.A., M.A.  
 California State University, Northridge, CA, M.B.A.

**WELLS, BRIAN**

Community College Professor, Graphic Arts, 2007  
 Portland State University, Portland, OR, B.S.  
 University of California, Los Angeles, CA, M.A.

**WHITEHURST, NEIL**

Community College Professor, English, 1999  
 San Jose State University, San Jose, CA, B.A., M.S.

**WILLIAMS, AMY**

Director, Workforce Development and Continuing Education, 2005  
 William Jewell College, Liberty, MO, B.A.  
 University of Nevada, Reno, NV, M.S.

**WILLIAMS, DANIEL**

Community College Professor, Biology, 2003  
 Arizona State University, Tempe, AZ, B.S., B.A.Ed.  
 University of Alabama, Auburn, AL, M.S.

**WILLIAMS, RICHARD**

Program Director, Accounting Services, 2010  
 California State University, Chico, CA, B.S.

**WILSON, LINDSAY**

Community College Professor, English, 2006  
 University of Idaho, Moscow, ID, M.F.A.  
 University of Wyoming, Laramie, WY, B.A., M.A.

**WINSLOW, CHRISTOPHER**

Interim Chief Information Technology Officer, Information Technology Operations, 1998  
 University of Nevada, Reno, NV, B.A.  
 University of Maryland, College Park, MD, M.G.A.

**WINSLOW, NADINE**

Executive Assistant, Presidents Office, 2005  
 California State University, Sacramento, CA, B.A.  
 Westminster College of Salt Lake, UT, Paralegal Certificate

**WINSTON, JAMES**

Community College Professor, Mathematics, 1986  
 University of California, Berkeley, CA, B.A.  
 San Jose State, San Jose, CA, M.S.

**WITZLEBEN, ANNE**

Community College Professor, ESL, 2005  
 Santa Clara University, Santa Clara, CA, B.A.  
 University of Nevada, Reno, NV, M.A.

**WOEHR, CHERYL**

Counselor, Counseling, 1985  
 California State University, Chico, CA, B.A., M.A.

**WONDER, DOLORES**

Community College Professor, Nursing Assistant, 2008  
 Loyola University, Chicago, IL, B.S.

**WONE, BEATE**

Community College Instructor, Biology, 2012  
 San Jose State University, San Jose, CA, B.S., M.S.

**WRAY, CAROLYN**

Community College Professor, Theater, 1991  
 Cal State University, Fullerton, CA, B.A., M.A.  
 University of Nevada, Reno, NV, M.A.

**WURM, SHANRON**

Director, Financial Aid, 2011  
 University of Nevada, Reno, NV, B.S., M.S.

**Y****YIM, SOPHIA**

Technical Assistant, ABE/ESL, 2013  
 University of Nevada, Reno, NV, B.A.

**Z****ZAHEDNI, MITRA**

Technical Assistant, ABE/ESL, 2006

**ZIDECK, STEPHEN**

Community College Professor, Mathematics, 1983  
 University of Nevada, Reno, NV, B.S.

**ZIMMERMAN, JOY**

Coordinator, ABE/ESL, 2011  
 University of Vermont, Burlington, VT, B.A.  
 Sierra Nevada College, Incline Village, NV, M.A.

# FACULTY EMERITUS

## ALVES, AMY

Executive Assistant, Academic Affairs, 1991

## ANTUNEZ, ELLIS

Community College Professor, Architecture, 1988

## ASHTON, MARJORIE

Community College Professor, Accounting, 1995

## AYARBE, JOSEPH †

Director, Financial Aid and Student Employment, 1969

## BAINES, WILLAIM

Community College Professor, Humanities, 1976

## BARNES, FRANK †

Department Chair, Public Service, 1977

## BENNETT, ANNE-LOUISE

Executive Director, Foundation & Institutional Advancement, 1981

## BOARDMAN, DAVID

Community College Professor, Environmental Control Technology, 1985

## BOCCHESI, VERONICA †

Community College Instructor, Nursing, 1977

## BOME, MARGARET †

Community College Professor, English, 1984

## BOWEN, CHARLOTTE

Counselor, Counseling, 1973

## BOWES, BARBARA

Community College Professor, Nursing, 1990

## BRAND, RICHARD †

Vice-President, Academic Affairs, 1988

## BRYCHTA, THERESE

Community College Professor, English, 1980

## BURNHAM, FRANK

Director, Planning and Administrative Services, 1972

## BUTTON, DOROTHY

Community College Instructor, Nursing, 1978

## CASERTA, JOHN †

Dean, Adult and Community Education, 1974

## CHALMERS, ESTHER

Community College Instructor, Nursing, 1973

## CHISM, BARBARA

Community College Professor, Business, 1983

## CHISM, JOHN

Community College Professor, Management, 1978

## CHRYSANTHOU, JUANITA

Vice President, Student Services, 2004

## CLAYBROOK, JAMES ††

Counselor, Counseling 1974

## CLEVENGER, JOHN

Community College Professor, Chemistry, 1980

## COFFMAN, SIGRUN

Community College Professor, Humanities, 1984

## CONKEY, JAMES

Community College Professor, Biology, 1973

## COONEY, MATA-MARIE

Reference Supervisor, Library, 1977

## CORTEZ, AURORA

Community College Professor, English, 1979

## DAIN, JO ANNE

Community College Professor, Word Processing, 1973

## DAVIS, CYNTHIA

Community College Professor, Mathematics, 1984

## DENHAM, RENA

Community College Professor, Humanities, 1995

## DONATHAN, DALE †

Community College Professor, History, 1973

## DOSER, ELSIE

Assistant Vice-President, Institutional Effectiveness and Research, 1982

## DOSER, JOSEPH

Department Chair, Accounting/Business, 1974

## DULGAR, LAURA

Director, Outreach and Recruitment, 1988

## EARDLEY, V. JAMES †

TMCC President, 1973

## EMBRY, CHARLTON RAY

Community College Professor, English, 1973

## FRANSEN, JERALD †

Community College Professor, Real Estate, 1977

## FUNKHOUSER, PAULA

Dean, Business & Computer Technologies, 1983

## GARAVANTA, LES

Community College Professor, Diesel Technology, 1989

## GARNER, KAREN

Executive Director, Development, 1978

## GLAZIER, PATRICIA MICHELE

Director, Education Centers' Student Services, 1984

## GOFF, MARJORIE †

Community College Instructor, Nursing, 1973

## GREEN, BONNIE

Placement Specialist, Academic Advisement and Career Services, 1997

## GRIMM, BARBARA

Community College Professor, Computer and Office Technology, 1989

## GROSHONG, JIMM ††

Director, Plants & Facilities, 1997

## GWALTNEY, JOHN

Community College Professor, Economics, 1986

## HANCOCK, EDWARD

Community College Professor, Communications, 1974

## HARPER, BRENT

Community College Professor, Fire Science, 1995

## HENNINGS, DENNIS

Community College Professor, Architecture, Drafting and Engineering, 1980

## HOLDERMAN, ORVILLE

Divisional Chairman, Industrial/Technical, and Public Service, 1973

## HOUSDEN, THERESA ††

Community College Professor, Mathematics, 1998

## HUNEYCUTT, RITA

Senior Vice President, 1980

## HURLEY, PAIGE

Financial Aid Officer, Financial Aid, 1996

## JAEGER, DEANN ††

Community College Professor, Dental Assisting, 2000

## JIMENEZ-ANDERSON, SUSAN

Librarian, Elizabeth Sturm Library, 2000

## JOHNSON, KENNETH

Director, Admissions and Records Management Information Systems, 1973

## JOHNSON, MAX †

Executive Assistant, 1972

## KLEINE, CARROYL †

Director, Personnel, 1987

## LAUGERRE, JOWEL

Vice President, Academic Affairs, 2003

## LAURITZEN, ERIK †

Community College Professor, Fine Arts, 1991

## LEFEBVRE, ERNESTINE †

Community College Instructor, Radiological Technology, 1971

## LEWIS, ALLEN

Community College Professor, Computer and Office Technology, 1978

## LINDEKEN, MARSHA

Director, Human Resources, 1991

## LOVE, MARY

Community College Professor, Nursing, 1982

## LOVETT, L.D.

Counselor, Education Centers' Student Services, 1973

## LUCCHESI, KATHLEEN

Dean, Student Services, 1987

## LUCCHESI, LEON

Community College Professor, Electronics, 1987

## MACDONALD, SCOTT

Director, Advanced Technology, 1985

**MARBLE, WILLIAM**

Manager, Information Technology Operations, 1991

**MARGERUM, DONNA**

Acting Director, Community Services/General Studies, 1991

**MARTIN-MATHEWS, BERNICE**

Director, Nursing and Health Sciences, 1971

**MATHISEN, JACQUELINE**

Counselor, Counseling, 1983

**MCCLURE, DANIEL †**

Counselor, Counseling, 1987

**MEHM, WILLIAM**

Community College Professor, Biology, 2005

**MENTZER, ALAN**

Community College Professor, Criminal Justice, 1994

**METCALF, CAROL †**

Community College Professor, Nursing, 1989

**MIDDLEBROOKS, DELORIS**

Community College Professor, Nursing, 1973

**MULDER, HELEN**

Cooperative Education, 1973

**MUNSON, BERT ††**

Dean of Instruction, 1972

**OAKLEY, CHAUNCEY †**

Community College Instructor, Mathematics, 1971

**ODYNSKI, KATHERINE**

Assistant Dean, Workforce Development and Continuing Education Division, 1983

**PERRY, GABE**

Community College Professor, Automotive Technology, 1979

**PHINNEY, NADINE**

Librarian, Elizabeth Sturm Library, 1983

**PONTRELLI, N. JEAN**

Community College Professor, English, 1971

**PREECE, NOLAN**

Community College Professor, Visual Arts, 2003

**RAINEY, MICHAEL**

Dean, Workforce Development and Continuing Education, 1987

**RAY, JOCELYN**

Counselor, Counseling, 1983

**REED, THOMAS**

Assistant Director, Financial Aid, 1996

**REINHARDT, ELSI**

Community College Professor, Mathematics, 1985

**RICHTER, DEBORAH**

Community College Professor, Workforce Development and Continue Education, 1989

**RIEL, MARYJEAN †**

Community College Instructor, Mathematics, 1979

**RINGKOB, PAULA**

Community College Professor, Accounting, 1982

**RIVERS, VIRGINIA**

Community College Professor, Environmental Science, 1985

**ROBERTSON, JUDY CHILCOTT**

Community College Professor, Mathematics, 1998

**ROSE, ROBERT**

Community College Professor, Mathematics, 1973

**ROSSETTI, CINDY**

Director, Budget, 1983

**SALABER, STEPHEN**

Controller, Controller's Office, 2000

**SANFORD, DELORES**

Vice President, Finance and Administrative Services, 2003

**SAUNDERS, LINDA**

Community College Professor, Nursing, 1986

**SKIVOFILAKAS, GEORGE ††**

Community College Professor, Food Service, 1980

**SMITH, LAURIE**

Special Projects Liaison, Workforce Development and Continuing Education, 1987

**STROUB, DEE †**

Division Chair, Social Sciences, 1972

**STUBBS, MARY**

Community College Professor, Nursing Assistant, 1997

**STURM, ELIZABETH †**

Director, Learning Resource Center, 1976

**SUSSMAN, JENNIFER**

Specialist, Human Resources, 1992

**SWINNEY, KERRY**

Community College Professor, Emergency Medical Services, 1977

**TAVERNIA, GEORGE**

Director, Administrative Services, 1972

**TOOKE, THOMAS**

Counselor, Counseling, 1989

**TRETEN, BRAD**

Community College Professor, Accounting, 1979

**TURNER, BEVERLY**

Community College Professor, Foreign Language, 1990

**TUTEUR, LAWRENCE**

Associate Dean, Instruction, 1991

**TWITCHELL, BARBARA**

Director, Re-Entry Center, 1994

**TWITCHELL, WIRT**

Director, Academic Advisement and Career Services, 1988

**VELTRI, ANNA**

Counselor, Counseling, 1984

**WALKER, LLOYD**

Community College Professor, Architectural Design, 1985

**WEBB, LAURA**

Director, Dental Hygiene, 1998

**WILKINS, DAVID †**

Community College Professor, Mathematics, 1978

**WOOD, CORA FAYE †**

Community College Professor, Sociology, 1979

**WOOD, KAREN †**

Community College Professor, Nursing, 1982

**YARNEVICH, JOHN**

Community College Professor, History, 1991

† Deceased

†† Posthumously

# F Appendices



# APPENDIX A

## Admission to the College

### **Community College Admission-General Policy**

1. In the admission of students, community colleges shall not discriminate on the basis of a person's age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.
2. All applicants must qualify for admission by satisfying at least one of the following:
  - a. a graduate of a high school or its equivalent; or
  - b. a qualified international student.
3. A student who does not meet the community college requirements for admission established in subsection 2 may apply to be admitted under alternate criteria or test scores that demonstrate college readiness. Each college shall establish procedures and requirements for such alternate admission.
4. When admitting a student, the institution may consider the student's standing at a previously attended institution, including, but not limited to, records of disciplinary action.
5. All applicants for admission shall complete such tests, furnish such information, and meet such deadlines as required by the regulations published in the admissions sections of the catalog governing the semester of initial enrollment. The initial semester of enrollment shall be considered the date of matriculation except where otherwise defined by the institution.
6. Admission to an NSHE community college implies general admission to the college only and does not constitute admission to a specific curriculum or courses that may require additional admission criteria, as published in the college catalog governing the semester of initial enrollment.
7. Programs designed as limited entry require fulfillment of selective admissions criteria as contained in the institutional catalog and other appropriate college documents. Continuation in selective admissions programs is likewise contingent upon fulfillment of conditions specified by the institution and contained in official institutional documents.

### **Admission Criteria for Students Less Than 18 Years Old**

1. Student under 18 years old can be considered for special admission.
2. Admission is for one semester only.
3. Students must reapply each semester until they graduate from high school or turn 18.
4. Registrations are processed through the Admissions and Records office, 7000 Dandini Blvd., RDMT 319, Phone 775-673-7042, Fax: 775-673-7028.

### **Early Admission for Juniors and Seniors**

5. Juniors with a 3.0 GPA and seniors with a 2.5 GPA can take any class for which they meet the prerequisites.
6. Juniors and seniors who do not meet the minimum GPA requirements may only take occupational or community service classes.

### **TMCC or WCSD Dual Credit Program**

1. Students requesting dual credit should indicate dual credit by marking the box.
2. Credits apply as high school electives only.
3. Student's signature on application form allows TMCC to release transcript to home high school at the end of the term.
4. Students must be eligible high school juniors (GPA 3.0) or seniors (GPA 2.5).
5. Student must meet all course prerequisites.
6. Students pay for all costs of college enrollment, including the application fee, class fees and textbook costs.

### **Students Below Junior Level**

1. Students below the junior level may register in workforce development classes for audit.
2. Academically talented students below junior level may take academic classes on a case-by-case basis upon review of transcripts, ACT/SAT scores, grade reports or other evidence of academic aptitude. Evidence is reviewed and student is interviewed by the director of advising for approval.

### **Students Excused from Compulsory Attendance (Home Schooled)**

1. Students provide a letter from the school district stating they have been excused from compulsory attendance and proof of level of education (grade level).
2. Students below junior level follow same criteria as listed above. See "Students Below Junior Level."

### **Special Admissions**

1. Students who do not qualify for any of the above programs or who have special circumstances can be considered for admission on a case-by-case basis by presenting grades, test scores, courses taken, recommendations, etc. to the director of Admissions and Records and director of advising.

### **TMCC High School**

1. TMCC High School students must follow the admissions procedure and complete the admission form. For more information, contact TMCC High school at 775-674-7660.

## Community College Admission of International Students

To qualify for admission to a community college, an international student must satisfy the following conditions:

1. Official evidence of an educational level equivalent to graduation from an accredited United States high school;
  - a. Official evidence of an educational level equivalent to graduation from an accredited United States high school. Official transcripts of permanent academic records (must be in English). For prospective students, one copy each of the secondary school record and all post-secondary study is required. Applicants should have their transcripts certified or notarized by an appropriate official prior to submitting them for evaluation.
2. Competency in the English language as defined in the college catalog governing the semester of initial enrollment; and
  - a. Students who speak English as a second language should be able to demonstrate English preparedness for college classes by having completed one of the following.
    - I. Minimum score of 500 (paper-based test) or 61 (internet-based test) on the International TOEFL examination. The official score report must be sent directly to TMCC from ETS (Educational Testing Service). Copies are not acceptable.
    - II. Receive recommendation for academic study from the Intensive English Language Center (IELC) at UNR.
    - III. Completion of Freshman Composition (ENG 101, 113 or equivalent) at a U.S. school.
    - IV. International students who graduate from a U.S. high school may provide official high school proficiency examination passing English scores in reading and writing. Proof must be provided by either the Nevada High School Proficiency Examination Program or the equivalent counterpart from any other state as mandated by the federal No Child Left Behind requirements. Scores recorded on official high school transcripts will be acceptable.
  - b. International students admitted into the country on an I-20 from TMCC must be enrolled in the college as a full-time student (a minimum of 12 credit hours) until they complete their full course of study or transfer to another institution and meet the progression standards outlined in Appendix F.
3. Evidence of sufficient financial support as defined in the college catalog governing the semester of initial enrollment.

Admission to TMCC implies general admission to the college only and does not constitute admission to a specific curriculum or courses which may require additional admission criteria.

Students may apply for admission by completing the online application. Applicants should come to the college well before registration begins so all requirements for admission, including required signatures, may be satisfied.

## APPENDIX B

### Regulations for Determining Residency and Tuition Charges

These regulations have been enacted to provide uniform rules throughout the Nevada System of Higher Education (the “System”) and all member institutions thereof, for the purpose of determining whether students shall be classified as resident students or nonresident students for tuition charges.

### Definitions

For the purposes of these regulations, the terms stated below shall have the following meanings.

1. “Alien” means a person who is not a citizen of the United States of America.
2. “Armed Forces of the United States” means the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard on active duty and does not include the National Guard or other reserve force.
3. “Clear and convincing evidence” means evidence that is clear in the sense that it is not ambiguous, equivocal or contradictory and convincing in the sense that it is of such credible, reliable, authentic and relevant nature as to evoke confidence in the truth of it.
4. “Continuously enrolled” means enrollment within a normal academic year for which continuous enrollment is claimed. A person need not attend summer sessions or other between-semester sessions in order to be continuously enrolled.
5. “Date of matriculation” means the first day of instruction in the semester or term in which enrollment of student first occurs, except that at the University of Nevada School of Medicine it means the date that a notice of admittance is sent to a student, and at the community colleges it excludes correspondence courses and community service courses which are not state funded. A person who enrolled in an institution of the Nevada System of Higher Education but withdrew enrollment during the 100% refund period, may for the purposes of these regulations, be deemed not to have matriculated and any determination concerning residency status shall be voided until such time as the person again enrolls at a System institution.
6. “Dependent” means a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person for the most recent tax year.
7. “Family” means the natural or legally adoptive parent or parents of a dependent person, or if one parent has legal custody of a dependent person, that parent.

8. “Financially independent” means a person who has not been and will not be claimed as an exemption, for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person, except his or her spouse, for the most recent tax year.
9. “Most recent tax year” means the income tax return submitted for the prior income year.
10. “Legal guardian” means a court appointed guardian of a dependent person, who was appointed guardian at least twelve (12) months immediately prior to the dependent person’s date of matriculation and for purposes other than establishing the dependent person’s residence.
11. “Nonresident” means a person who is not a resident.
12. “Objective evidence” means evidence that is verifiable by means other than a person’s own statements.
13. “Relocated” means evidence of permanent, full-time employment or establishment of a business in Nevada prior to the date of matriculation.
14. “Residence” is a term which for the purposes of these regulations is synonymous with the legal term “domicile,” and means that location in which a person is considered to have the most settled and permanent connection, intends to remain and intends to return after any temporary absences. Residence results from the union of a person’s physical presence in the location with objective evidence of an intent to remain at that location for other than a temporary purpose.
15. “Resident” means a person who has established a bona fide residence in the State of Nevada with the intent of making Nevada the person’s true, fixed and permanent home and place of habitation, having clearly abandoned any former residence and having no intent to make any other location outside of Nevada the person’s home and habitation. The term also includes a member of the Armed Forces of the United States who has previously established a bona fide residence in the State of Nevada, but who has been transferred to a military posting outside of Nevada while continuing to maintain a bona fide residence in Nevada. When residence for a particular period is required under these regulations, this shall mean that the person claiming residence for the period must be physically present and residing in Nevada during all of the period required, excluding temporary, short-term absences for business or pleasure.
16. “Returning student” means a student who reenrolls after a break in enrollment of one or more semesters. A “returning student” retains prior resident status, if any, as long as there is no indication that the student has established residency elsewhere.
17. “Student” means a person who is enrolled at an institution of the Nevada System of Higher Education.
18. “Spouse” means a person’s partner in legal marriage or a person’s domestic partner if the domestic partnership is registered with the Office of the Nevada Secretary of State.
19. “Tuition” means a monetary charge assessed against nonresident students which is in addition to registration fees or other fees assessed against all students.

## Tuition Charges

1. Tuition shall not be charged to current enrollees or graduates of a Nevada high school.
2. Tuition shall not be charged to returning students who had established an exemption from charges at any NSHE institution in their prior enrollment period.
3. Tuition shall be charged to nonresident students, except that at the community colleges no tuition shall be charged for registration in community service courses which are not state funded.
4. Tuition shall not be charged to a professional employee, classified employee, postdoctoral fellow, resident physician or resident dentist of the Nevada System of Higher Education currently employed at least half time, or the spouse or dependent child of such an employee.
5. Tuition shall not be charged to a graduate student enrolled in the Nevada System of Higher Education and employed by the System in support of its instructional or research programs, only during the period of time of such employment.
6. Tuition shall not be charged to a member of the Armed Forces of the United States on active duty, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or to a person whose spouse, family or legal guardian is a member of the Armed Forces of the United States stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, including a Marine currently stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, California, or domiciled in Nevada. The spouse, child or legal guardian of the member shall not be charged tuition. If the spouse, child or legal guardian of the member was enrolled prior to the reassignment and remains continuously enrolled at an NSHE institution.
7. Tuition shall not be charged to a veteran of the Armed Forces of the United States who was honorably discharged and who on the date of discharge was on active duty stationed in Nevada, including a marine stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, California pursuant to military orders.



8. Except as otherwise provided in Subsection 7 of this Section, tuition shall not be charged to a veteran of the Armed Forces of the United States who was honorably discharged within the two years immediately preceding the date of matriculation of the veteran at any NSHE institution. It will be necessary to supply documentation (DD214, copy 4) in support of the student's discharge date and character of service.
  9. Tuition shall not be charged to a student enrolled in the University Studies Abroad Consortium or in the National Student Exchange Program, only during the period of time of such enrollment. Time spent in Nevada while a student is in the National Student Exchange Program shall not be counted towards satisfying the residence requirement Section 4, Paragraph 2 below, nor shall enrollment through the Consortium or the Exchange Program be included in the "date of matriculation" for evaluation of Nevada residency.
  10. Tuition shall not be charged to members of federally recognized Native American tribes, who do not otherwise qualify as Nevada residents, and who currently reside on tribal lands located wholly or partially within the boundaries of the State of Nevada. (B/R 8/04)
2. Except as provided otherwise in this section, a financially independent person whose family resides outside the State of Nevada, if the person himself or herself is a bona fide resident of the State of Nevada for at least twelve (12) months immediately prior to the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment.
    - a. Evidence of 12 months physical, continuous presence in the State of Nevada prior to the date of matriculation (examples of evidence include a lease agreement, rent receipts, utility bills).
    - b. The student's tax return for the most recent tax year, indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year that indicates the student was not claimed as a dependent.
    - c. The student's Nevada driver's license or Nevada identification card issued prior to the date of matriculation.
    - d. The student's Nevada vehicle registration issued prior to the date of matriculation.
    - e. The student's Nevada voter registration issued prior to the date of matriculation.
    - f. Evidence that the student, and/or the person's spouse, has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of business license).

## Resident Students

As supported by clear and convincing evidence, any person to whom one of the following categories applies shall be deemed a resident student for tuition purposes:

1. Except as provided otherwise in this section, a dependent person whose spouse, family or legal guardian is a bona fide resident of the State of Nevada at the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment.
  - a. Evidence of Nevada as the spouse's, parent's or legal guardian's permanent, primary residence at the date of matriculation (examples of evidence include home ownership, a lease agreement, rent receipts, utility bills).
  - b. The student's birth certificate or proof of legal guardianship.
  - c. The spouse's, parent's or legal guardian's tax return for the most recent tax year, which indicates the student claimed as a dependent.
  - d. A Nevada driver's license or Nevada identification card for the spouse, parent or legal guardian issued prior to the date of matriculation.
  - e. A Nevada vehicle registration for the spouse, parent or legal guardian issued prior to the date of matriculation.
  - f. Nevada voter registration for the spouse, parent or legal guardian issued prior to the date of matriculation.
  - g. Evidence that the student's spouse, family or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of business license).
3. A former member of the Armed Forces of the United States who was relocated from Nevada as a result of permanent change of duty station pursuant to military orders, will be considered a Nevada resident for tuition purposes under the following conditions:
  - a. He/She was a resident of Nevada prior to leaving the state as a member of the Armed Forces; and
  - b. He/She maintained his/her Nevada residency while a member of the Armed Forces; and
  - c. He/She returns to the state of Nevada within one year of leaving the Armed Forces.

It will be necessary for the student to supply documentation in support of each of these conditions (e.g., drivers license, property ownership, evidence of absentee voting, etc.).
4. A graduate of a Nevada high school. (B/R 8/06)
5. A financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment. (B/R 6/05)
6. A financially dependent person whose spouse, family or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment. (B/R 12/05)
7. Licensed educational personnel employed full-time by a public school district in the State of Nevada, or the spouse or dependent child of such an employee. (B/R 11/96)
8. A teacher who is currently employed full-time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee. (B/R 11/96)

9. An alien who has become a Nevada resident by establishing bona fide residence in Nevada and who holds a permanent immigrant visa, or has been granted official asylum or refugee status, or has been issued a temporary resident alien card, or holds an approved immigration petition as a result of marriage to a U.S. citizen. An alien holding another type of visa shall not be classified as a resident student, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence. (B/R 6/02) (B/R 6/05)

## Reclassification of Nonresident Status

There is a rebuttable presumption that a nonresident attending an institution of the Nevada System of Higher Education is in the State of Nevada for the primary or sole purpose of obtaining an education. Therefore, a nonresident who enrolls in an institution of the System shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. Each student seeking reclassification from nonresident to resident student status must submit the Application for Change in Residency Status Application for Continuing Students and all required documentation by January 1 for Spring terms and by August 1 for Fall terms. Students seeking reclassification from nonresident to resident student status must satisfy the following four conditions:

### 1. Application and Written Declaration

The student must apply in writing to the appropriate Records Office of the institution for reclassification to resident student status. The application must include a written declaration of intent to relinquish residence in any other state and to certify to the establishment of bona fide residence in Nevada. A declaration form prescribed by the Chancellor and approved by the Board shall be utilized by each institution. The filing of a false declaration will result in the payment of nonresident tuition for the period of time the student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

## 2. Bona Fide Residence in Nevada

The student, or the parents or legal guardians of the student, must document continuous physical presence as a Nevada resident for at least twelve (12) months immediately prior to the date of application for reclassification. No fewer than four (4) of the following pieces of objective evidence must be submitted with the application for reclassification.

- a. Ownership of a home in Nevada.
- b. Lease of living quarters in Nevada.
- c. Mortgage or rent receipts and utility receipts for the home or leased quarters.
- d. Nevada driver's license or Nevada identification card issued twelve (12) months prior to the date of application.
- e. Nevada vehicle registration issued twelve (12) months prior to the date of application.
- f. Nevada voter registration issued twelve (12) months prior to the date of application.

## 3. Financial Independence

The student must provide evidence of financial independence. A dependent person whose family or legal guardian is a nonresident is not eligible for reclassification to resident student status. The following piece of objective evidence must be submitted with the application for reclassification

- a. A true and correct copy of the student's federal income tax return for the most recent tax year showing a Nevada address. If no federal tax return has been filed because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year must be submitted that indicates the student was not claimed as a dependent.

## 4. Intent to Remain in Nevada

The student must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than three (3) of the following pieces of objective evidence must be submitted with the application for reclassification.

- a. Employment in Nevada for twelve (12) months immediately prior to date of the application.
- b. A license for conducting a business in Nevada.
- c. Admission to a licensed practicing profession in Nevada.
- d. Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person, for which state registration or payment of state tax or fee is required, for the twelve (12) month period prior to the date of the application.
- e. A Nevada address listed on selective service registration.
- f. Evidence of active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application.
- g. Evidence of summer term enrollment at a NSHE institution.
- h. Voting or registering to vote in Nevada.



- i. Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence.
5. **The presentation by a person of one or more items of evidence as indicia of residence is not conclusive on the issue of residency. Determinations of residence shall be made on a case-by-case basis and the evidence presented shall be given the weight and sufficiency it deserves, after taking all available evidence into consideration.**
  6. **Because residence in a neighboring state other than Nevada is continuing qualification for enrollment in the good neighbor, children of alumni or WICHE Western Undergraduate Exchange Policies at a NSHE institution, a student who was initially enrolled in a System institution under any of those policies shall not normally be reclassified as a resident student following matriculation. A nonresident student who subsequently disenrolls from the good neighbor, children of alumni or WICHE Western Undergraduate Exchange Policy and pays nonresident tuition for at least twelve (12) months must apply for reclassification to resident student status. An application for reclassification may also be submitted under the provisions of this section if the material facts of a student's residency, or the parent's or legal guardian's residency, have substantially changed following matriculation.**
  7. **When a student has been reclassified to resident student status, the reclassification shall become effective at the registration period in the System institution immediately following the date the student receives notice of the reclassification decision.**
  8. **No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the Nevada System of Higher Education (B/R 8/04).**

#### 9. Administration of the Regulations

Each institution of the Nevada System of Higher Education shall designate an appropriate office to implement and administer these regulations.

- a. Each designated office shall make the initial decisions on the resident or nonresident student status of persons enrolling in the institution.
- b. Each designated office shall make the initial decision on application for reclassification from nonresident to resident student status.
- c. The president of each System institution shall establish an appellate procedure under which a person may appeal decisions of the designated office concerning tuition or status as a resident or nonresident student to an appellate board.
- I. A person may appeal a decision of the designated office to the appellate board within thirty (30) days from the date of the decision of the office. If an appeal is not taken within that time, the decision of the designated office shall be final.

- II. The appellate board shall consider the evidence in accordance with the standards and criteria of these regulations and shall make a decision, which shall be final. No further appeal beyond the appellate board shall be permitted. (B/R 5/95)
- d. In exceptional cases, where the application of these regulations works an injustice to an individual who technically does not qualify as a resident student, but whose status, either because of the residence of the student or his family, is such as to fall within the general intent of these regulations, then the appellate board shall have the authority to determine that such a student be classified as a resident student. It is the intent of this provision that it applies only in the infrequent, exceptional cases where a strict application of these regulations results, in the sole judgment of the appellate board, in an obvious injustice.

#### 10. Uniformity of Decisions

The decision of an institution of the Nevada System of Higher Education to grant resident student or nonresident status to a person shall be honored at other System institutions unless a person obtained resident student status under false pretenses or the facts existing at the time resident student status was granted have significantly changed. Students granted nonresident student status by an institution retain the right to apply for reclassification under the provision of the chapter.

#### Effective Date of Regulations

These regulations took effect in the Nevada System of Higher Education at the beginning of the spring semester 1997 for each System institution. However, the application of these regulations shall not affect the status of any student now classified as a resident (in-state) student before the effective date of these regulations. Any student enrolled in a System institution prior to the beginning of the spring semester 1997 who had been classified as a nonresident (out-of-state) student is eligible for reclassification as a resident student under the Board of Regents residency regulations in effect at the time the student commenced his or her current period of continuous enrollment. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the Nevada System of Higher Education.

***NOTICE: Filing a false Declaration of Intent of Residency will result in the payment of nonresident tuition for the period of time a student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.***

## Good Neighbor Nonresident Tuition Policy

The NSHE Board of Regents eliminated the Good Neighbor Nonresident Tuition Policy effective Fall 2011. All students receiving the discount at the time the Good Neighbor Policy was eliminated are grand fathered and may continue to receive the discount so long as they are continually enrolled. (B/R 6/11)

## Audits of Residency Determinations

Per NSHE Board of Regents policy, institutions shall determine procedures to ensure that resident determinations are accurate on the basis of information reported on the application for admission pursuant to the Board policy. If documentation is not required for each student during the admission process, every fall and spring the institution shall conduct random audits by selecting at least 10 percent of the applicant population and collecting the appropriate documentation from each student confirming residency status as originally reported on the student's application for admission. (B/R 6/10)

## APPENDIX C

### Transfer Credit Policy on the Evaluation of Previous Training and Education

1. Advanced Standing from Other Colleges and Universities
  - a. Applicants must submit an official transcript from all colleges and universities previously attended.
  - b. The accreditation of the institution by one of the eight regional accrediting organizations and the listing published in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices of Designated Educational Institutions governs the acceptance of transfer credit. The eight regional accrediting organizations includes: Middle States Association of Colleges and Schools Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE), New England Association of Schools and Colleges Commission on Technical and Career Institutions (NEASC-CTCI), North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools (SACS) Commission on Colleges, Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC), Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU).

- I. Credit may be granted for courses in which a grade of D- or better is earned at any of the institutions with general (AG), or provisional (AP) ratings in the Transfer Credit Practices of Designated Educational Institutions. Credit may always be granted as elective credit, but credit intending to satisfy a department equivalent or department elective must be approved by the specific instructional division offering the degree. Transfer credit may be disallowed and may not apply toward degree, emphasis, or certificate requirements if the course was taken so long ago that the student would not possess current knowledge and/or skills. Courses in this category may still be applied as elective credit. Students who believe they have current skills and knowledge in the subject area should contact the appropriate department chair for information on validation or verification. Acceptance of credit for qualification into the health sciences special selection programs requires a grade of C or better.
  - II. Credit is not accepted from schools that are non-acceptable (N or NP rating). If the school is not listed, refer to the section of this catalog entitled nontraditional credit policy.
  - III. A maximum of 45 semester credits or 75 percent of the total credits required for a degree, whichever is greater, of previous training, education or credit by examination toward an associate degree, with the following limitations:
    - i. not more than 75 percent of the credits required for a degree may be applied from other colleges and universities.
    - ii. not more than 30 semester credits from credit by examination.
    - iii. not more than 16 semester credits from non-traditional sources.
    - iv. If credit is more than 10 years old, only elective credit will be granted unless the student provides copies of course descriptions for Transfer Credit Evaluation. Credit may also be granted if the student has been employed in the field since she/he successfully completed the course.
2. Advanced Standing for Credit by Examination
    - a. The maximum number of credits earned by examination that may apply toward a degree may not exceed 30 credits.
    - b. Grading for examinations will be on an S/U basis. Credit is granted on the basis of the policy below and is posted on the transcript with a grade of S (Satisfactory). Examinations which are graded U (Unsatisfactory) will not be posted to the transcript.
    - c. Credit earned by examination may not apply toward satisfying the minimum 15 credits in residence required for graduation purposes.
    - d. Each student is responsible for arranging to complete the various examinations and for requesting the official score reports be sent directly to the Admissions and Records office.
    - e. TMCC reserves the right to deny any petition for credit.
    - f. Credit by examination does not count as part of a student's credit load for any given semester nor is it computed into the grade point average.
    - g. Only currently admitted students may seek credit by examination.
    - h. No examination may be taken or repeated for additional credit.

- i. Credit may not be earned for an examination that covers, at an elementary level, the subject matter of a more advanced course for which the student has already received credit or is currently enrolled in. Decisions about the hierarchy of classes shall be made by the appropriate academic division.
- j. Credit will be granted as general elective credit only, unless specific examinations have been placed on the college's Challenge List, and therefore have been determined to be equivalent to specific general education or departmental core requirements. If an additional satisfactory essay or demonstration is required in addition to an exam on the challenge list, credit will not be granted unless the additional requirement is fulfilled.

k. Specific Examinations and Limitations

- I. ACT PEP (Proficiency Examination Program): In general, three credits may be granted for each examination for scores of 50 or above, a letter grade of C or higher, or a Pass grade, and a satisfactory essay where required.
- II. CBAPE (College Board Advanced Placement Examination): Three or more credits may be granted for scores of 3, 4 or 5 and a satisfactory essay where required. See following page for complete CBAPE table.
- III. CLEP (College Level Examination Program): Three or more credits may be granted for subject exams with a score of 50 or more which meets the ACE recommendations for credit. Some exams may require an essay in addition to the objective test.
- IV. DANTES (Defense Activity for Nontraditional Education Support) Examinations: Three or more credits may be granted for completion of an exam with a score of 50 or higher, and a satisfactory essay, where required.
- V. Departmental Examinations
  - i. Only examinations on approved course challenge list may be applied for.
  - ii. A student may not retake a departmental examination.
  - iii. From the time of application for a departmental examination, a student has one full semester in which to complete the examination.
- VI. International Baccalaureate (IB) Examination  
[www.cis.unr.edu/ecatalog/](http://www.cis.unr.edu/ecatalog/) – The college grants credit and assigns a grade of “S” for IB higher level examinations passed with scores of 5, 6, or 7. Credit is not granted for the standard level examinations. A maximum of 24 credits may be granted for examinations completed through the IB diploma program. Evaluation is on a course by course basis with a maximum of eight semester credits in any one discipline. The following examinations have been determined to have TMCC course equivalence.

IB Examination	Score Required	University Course Equivalent
Anthropology	5, 6, 7	ANTH 101 (3 credits)
Biology	6, 7	BIOL 190, BIOL 191 (6 credits)
Chemistry	5	CHEM LELC (3 credits)
	6, 7	CHEM LELC (6 credits)
English (Lang A1)	5, 6, or 7	ENG 101, ENG 297 (6 credits)
French Language	5, 6, or 7	FREN 211, FREN 212 (6 credits)
Mathematics	5, 6, or 7 on Math w/ Option 8: Statistics and Probability	MATH 181 and STAT 152 (7 credits)
	5, 6, or 7 on Math w/ Option 9 or 11	MATH 181 (4 credits)
	5, 6, or 7 on Math w/ Option 10: Series and Differential Equations – Topic 10	MATH 181 and MATH 182 (8 credits)
Physics	5	PHYS 151 (3 credits)
	6, 7	PHYS 151, PHYS 152 (6 credits)
Spanish Language	5, 6, 7	SPAN 211, SPAN 212 (6 credits)

3. Advanced Standing from Nontraditional Sources (Military training and schools; United States Armed Forces Institute (USAFI); Defense Activity for Nontraditional Education Support (DANTES); correspondence; extension; certificate; and proprietary schools.)

- a. Applicants must submit all official documents and specific information on the length, content, and other pertinent documentation before an evaluation will be completed.
- b. A maximum of 25 percent of the credits required for the degree/emphasis/certificate may be accepted in this category (except as noted below).
- c. Credit granted in this category may be used for the associate of applied science and associate of general studies degrees. These credits consist of those designated by ACE guide as lower division baccalaureate credits. Upper division baccalaureate credits, as defined by ACE, may be used in Associate of Arts or Associate of Science degrees.
- d. Credit is granted on the basis of the policy below and is posted on the transcript.
- e. Credit earned from nontraditional sources may not apply toward satisfying the minimum fifteen credits in residence required for graduation purposes.

## College Board Advanced Placement Examination (CBAPE)

These examinations are for students in high school. Upon receipt of an official score report from the College Board and a satisfactory essay when required, the Office of Admissions & Records grants credit as specified and assigns a grade of "S" for scores of 3, 4 or 5. The students will have satisfied requirements where appropriate.

EXAMINATION			TMCC EQUIVALENT	CREDIT GRANTED
<b>Art</b>				
	History		None	3
	Studio Art		None	3
<b>Biology</b>			<b>None</b>	<b>3 or 6<sup>1</sup></b>
<b>Chemistry</b>			<b>None</b>	<b>3 or 6<sup>2</sup></b>
<b>Computer Science</b>				
	Computer Science A		CS 135 R	3
	Computer Science AB		CS 135 R, CS 202	3 or 6 <sup>3</sup>
<b>Economics</b>				
	Macroeconomics		ECON 103	3
	Microeconomics		ECON 102	3
<b>English</b>				
	English Language and Composition		ENG 101, 102	3 or 6 <sup>4</sup>
	English Literature and Composition		ENG 101, 297	3 or 6 <sup>5</sup>
<b>Environmental Science</b>			<b>None</b>	<b>3</b>
<b>Foreign Languages</b>				
	(French, German, Spanish)			
		Language	111, 112	8 <sup>6</sup>
		Literature	111, 112, 211, 212	14 <sup>6</sup>
	Latin			
		Vergil	None	6 <sup>6</sup>
		Literature	None	6 <sup>6</sup>
<b>History</b>				
	U.S.		HIST 101, HIST Elective	6 <sup>6</sup>
	European		HIST 105, 106	6 <sup>6</sup>
	Human Geography		GEOG 106	3 <sup>6</sup>
	World History		None	3
<b>Mathematics</b>				
	Calculus A, B		MATH 181	4
	Calculus A, B (subgrade)		MATH 181	4
	Calculus B, C		MATH 181, 182	8
	Statistics		MATH 152	3
<b>Music</b>				
	Theory		None	3
<b>Physics</b>				
	B		None	6
	C (Mechanics)		None	3
	C (Electricity and Magnetism)		None	3
<b>Political Science</b>				
	U.S. Government and Politics		U.S. Constitution	3
	Comparative Government and Politics		PSC 211	3
<b>Psychology</b>			<b>PSY 101</b>	<b>3</b>

<sup>1</sup> With an objective test score of 3, three credits of BIOL LELC are granted; with an objective score of 4 or 5, three credits of BIOL 190 and three credits of BIOL 191 are granted.

<sup>2</sup> With an objective test score of 3, three credits are granted. With an objective score of 4 or 5, six credits are granted.

<sup>3</sup> With an objective test score of 3, three credits are granted for CS 135; with an objective score of 4 or 5, six credits are granted for CS 135 and CS 202.

<sup>4</sup> With an objective test score of 3, three credits are granted for ENG 101. With an objective score of 4 or 5 on the Language and Composition exam, six credits are granted for ENG 101 and ENG 102. A maximum of six credits may be awarded for the AP exam in English.

<sup>5</sup> With an objective test score of 3, three credits are granted for ENG 101. With an objective score of 4 or 5 on the Literature and Composition exam, six credits are granted for ENG 101 and ENG 297. A maximum of six credits may be awarded for the AP exam in English.

<sup>6</sup> Course equivalence with an objective score of 4 or 5 only.



f. Specific Policies

I. Military Training and Schools

- i. Up to four elective credits in physical education are granted if the applicant has completed basic training. This credit is applicable toward all associate degrees.
- ii. The Community College of the Air Force is considered an accredited college. Refer to the section in this course catalog on Advanced Standing from Other Colleges and Universities.
- iii. Military Schools: (1) Applicants must submit an in-service training record and DD 214, unless still on active military duty, for an evaluation of service school training; (2) Applicants must show the exact title of the course, location of the course and length of the course in weeks. Credit may be granted based on the recommendations found in A Guide to the Evaluation of Educational Experiences in Armed Services. If a course is not listed, no credit will be granted; (3) In the case a course is relevant to a student's occupational degree objective, a decision as to acceptance and applicability of credit will be made by the department chair. Other courses may be acceptable as elective credit. A maximum of 30 credits may be accepted and applied toward the occupational requirements of the associate of applied science degree in military occupations; (4) The college may require the student to take a test to validate skills in certain areas before credit is granted.

II. USAFI/DANTES Credit is granted for college level courses by self-study, group study, class instruction, examination or correspondence. TMCC accepts credit by American Council on Education recommendations only. Only elective credit in the associate of applied science and associate of general studies degrees may be granted.

III. Correspondence Only courses from extension divisions of accredited colleges and universities are acceptable. Only elective credit may be granted. Correspondence courses from the University of Nevada, Reno or the University of Nevada, Las Vegas may be applicable toward degree requirements based on the decision of the vice president of academic affairs.

IV. Extension Only courses from extension divisions of accredited colleges and universities are acceptable. Courses in which continuing education units (CEU) have been earned will be evaluated as certificates. Only elective credit may be granted. Extension courses may be applicable toward degree requirements based on the decision of the vice president of academic affairs.

V. Certificates Only certificates in the applicant's occupational area for an associate of applied science degree are reviewed. Only elective credit, core/emphasis, may be granted. All certificates must indicate hours and a course outline is required before an evaluation is completed. Decision of acceptability will be made by the appropriate dean. A current, valid state-approved Emergency Medical Technicians (EMT) training program of 110 hours may be evaluated for seven elective credits. Refresher course programs will not be accepted for credit. This policy is restricted to students pursuing an associate of applied science degree or certificate of achievement in the following occupational areas: criminal justice, fire science technology and health sciences. The 200-hour certified firefighter certificate may be accepted for up to six credits, three of which may be used in lieu of FT 101, upon approval of the vice president of academic affairs. Any certificate training completed after May 1, 1992 may be awarded a maximum of six credits applied towards the fire science technology certificate of achievement or associate of applied science fire science technology degree.

Non-traditional education credit can only be applied toward an associate of applied science, and associate of general studies or a certificate of achievement. The student must have at least 15 semester credits at TMCC before non-traditional credit is considered.

VI. Proprietary Schools - A proprietary school must be accredited by a business, technical, or private accreditation association. Credit may be granted for general education courses with the approval of the vice president of academic affairs. Skill courses may be accepted for occupational credit requirements for the associate of applied science degree. Students must provide course descriptions, instructor name and qualifications, syllabi or catalogs along with an official transcript. Approval is dependent upon instructor qualifications and similar course equivalency. Applicability of credit toward the associate of applied science degree is a decision of the vice president of academic affairs. The college may require the student to take a test to validate skill in the area before credit is accepted.

VII. Dual Credit through Washoe County Schools Academic credit will be awarded for college courses identified in the program articulation agreements between the Washoe County School District and TMCC. The amount of credit varies from program to program. Information about the articulated programs may be obtained from Admissions and Records or the Washoe County School District.

VIII. Other Recognized Sources

- i. Peace Officers Standard Training (POST): eight elective credits will be granted for those taking training after October 1973. For training taken prior to 1973, four credits may be granted for a basic certificate and/or four credits may be granted for an intermediate certificate. Between 1988 and 1998, students who completed the High Sierra Regional Law Enforcement Academy could purchase 24 credits within two years of completion, excluding POST credit.
- ii. American Institute of Banking (AIB)-Credits are evaluated as regular college or university transfer courses. An official AIB transcript is required for evaluation and the AIB catalog is used to determine the equivalent credit value. The applicability of credit toward degree requirements is the decision of the vice president of academic affairs.
- iii. Advanced American Red Cross - Adult Education - One elective credit of physical education may be granted.



## APPENDIX D

### Satisfactory Academic Progress Policy

Students at Truckee Meadows Community College must maintain satisfactory academic progress toward a degree, emphasis, or certificate to remain in good standing. Students who meet the satisfactory academic progress requirements are considered to be in “good standing” status.

The college has established and will apply the following standards of academic progress to all degree-seeking (program) students. This policy applies to the general student population. Additional progress standards for millennium scholarship and financial aid recipients are applied when appropriate.

### Requirements

Grade Point Average(GPA): All TMCC program students are required to maintain a minimum cumulative 2.0 GPA.

Students who fall below a 2.0 GPA will be required to enroll in the Academic Success Kit (ASK) Program. Contact Counseling at 775-673-7060.

To review the policy in its entirety visit:  
[www.tmcc.edu/vpaa](http://www.tmcc.edu/vpaa)

### Progression Standards for Millennium Scholarship

Please refer to the Nevada State Treasurer’s office at [nevadatreasurer.gov](http://nevadatreasurer.gov) or call 702-486-3383.

### Progression Standards for Financial Aid Students

Federal and State regulations require all financial aid recipients to meet established progress standards.

For Complete details, Go online to [financialaid.tmcc.edu](http://financialaid.tmcc.edu) and click on “Financial Aid Academic Progress Appeal Policy” for additional information.

## APPENDIX E

### Progression Standards for Students Receiving Veterans’ Education Benefits

Veteran students at Truckee Meadows Community College must maintain satisfactory academic progress toward a degree or certificate to remain in good standing. Students who meet the satisfactory academic progress requirements are considered to be in “good standing” status.

To be eligible for veterans’ assistance, veterans must meet the following grade point average, credit completion and attendance requirements in order to maintain eligibility. These progression standards may affect a student’s eligibility to continue to use veterans’ education benefits.

Veteran students who feel, because of extenuating circumstances, they have not been able to meet their progression standards, may submit an appeal to the Financial Aid Academic Progress Appeals Committee. Satisfactory progress is defined as follows.

1. Grade Point Average — Students must maintain a minimum cumulative grade point average of 2.00. As the “W” grade has no impact in determining the grade point average, it is interpreted as no credit, as if the class were never taken. An amended certification will be submitted to the Veterans Administration for any veteran student who receives a “W” grade. This may result with the veteran student having to pay back a portion of their veterans’ benefits received for that semester.
2. Credit Completion — Veteran students must carefully review their courses and degree program to assure that
  - a. no more than the number of credits required for the degree have been earned; and
  - b. all such credits are directly applicable to the degree objective.

To ensure that all courses are applicable, veterans must report all previous education and training to the college. It is the student’s responsibility to order transcripts from institutions previously attended. After two semesters of enrollment, the Department of Veterans Affairs will be notified if the student has failed to order transcripts. This may result in a delay or cessation of veterans’ education benefits. This includes any credits awarded before the student began using veterans’ education benefits. Veterans may be denied benefits or asked to reimburse benefits received for credit earned in excess of their degree requirements.

Persons having questions regarding withdrawal from courses are encouraged to visit the Financial Aid Office to contact the TMCC VA Certifying Official.

- Attendance — Students are expected to attend all classes for which they have registered.  
“F” for Non-Attendance-An amended certification will be submitted to Veterans Administration for any veteran student who receives an “F” for “non-attendance.” This may result with the veteran student having to pay back a portion of their veterans’ education benefit received for that semester.

## APPENDIX F

### Progression Standards for F-1 International Students on TMCC’s I-20

In order to maintain full-time student status, International students with F-1 visas on TMCC’s I-20 must meet the following grade point average, attendance and credit completion requirements.

#### 1. SATISFACTORY PROGRESS REPORT:

The student must enroll in and maintain a minimum of 12 credit hours per academic semester. In certain circumstances enrollment in fewer than 12 credits may be approved by the foreign student’s advisor. If a student fails to maintain the 12 credits, he/she may need to be reinstated.

The student must maintain a grade point average (GPA) of 2.0 and make satisfactory academic progress to remain in good standing.

#### 2. ACADEMIC STANDARDS:

For purposes of meeting academic performance as outlined in this policy, letter grades are interpreted as the following definitions and categories:

- A course will be considered complete if a grade of “A,” “B,” “C,” “D,” “F,” “S,” “U,” or “P” is awarded.
- A course will not be considered complete if a grade of “W,” “I,” “IP,” “AD,” “NR,” or “X” is awarded.

#### 3. ATTENDANCE:

Students are expected to attend all classes for which they have registered. Progress reports are required each semester to verify attendance and progress in each course.

## APPENDIX G

### Statement of Policy in Accordance with the Family Educational Rights and Privacy Act

Each semester, TMCC publishes information in the class schedule for students concerning the Family Educational Rights and Privacy Act of 1974, as amended. This act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is not a means for challenging the fairness of a grade. A student wishing to challenge the fairness of a grade should read the section on Appeal of Grade in the Appeals Procedures section of this course catalog.

No one shall have access to, nor will the campus disclose any information from a student’s educational records without the written consent of the student except to personnel within the institution and college work study students performing an assigned college function; the Nevada System of Higher Education; Police performing an assigned System function; the Controller General of the United States; the Secretary of the United States Department of Health, Education and Welfare; the United States Commissioner of Education; the Assistant Secretary of Education; the Nevada State Education Department; officials of other institutions in which the student is seeking to enroll; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; to parents who have established the student’s dependency as defined by the Internal Revenue Code of 1954, Section 152; to officials providing student financial aid; to the Veterans Administration, Social Security Administration, the Guaranteed Student Loan program, Wells Fargo Bank, Bank of America, Chase Manhattan Bank, City Bank Corporation of New York and the United Student Aid Fund; to organizations conducting studies for or on behalf of educational agencies and to persons in an emergency in order to protect the health and safety of students or other persons. Students may authorize the release of non-directory information to specific individuals by accessing the Third Party Release link in their online Student Center.

At the registrar's discretion, the campus may provide directory information to agencies, businesses and individuals with legitimate interest in the educational or career goals of the student, in accordance with the provisions of the Act to include: student name, address, telephone number, email address(es), semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s), certificate field(s), honors and awards, and date(s) of graduation.

Under the provisions of FERPA, school officials may release directory information at their discretion without prior consent of the student. A "school official" is any person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement units and student workers); a person of a company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; a person assisting another school official in performing his or her tasks.

Students may have directory information withheld by changing their security settings in their online Student Center. TMCC assumes that failure to specifically request the withholding of directory information indicates individual approval for disclosure. TMCC maintains records of requests and disclosures of personally identifiable information with the exception of the information disclosed to parties described above in the performance of their duties. The records of request, whether granted or not, shall include the names of the persons who requested the information and their legitimate interests in the information.

The law provides students with the right to inspect and review information in their educational records, to challenge the content of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they feel the decision of the hearing panel to be unacceptable.

Students wishing to review their educational records must file a written request with the custodian of the records listing the item or items of interest. Records covered by the Act will be made available for inspection within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of academic records for which a financial hold exists, or a transcript of an original or source document which exists elsewhere. Copies would be made at the students' expense of one dollar per page. Educational records do not include records of instructional, administrative and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; employment records or alumni records. Persons who have not enrolled may not review their educational records.

Educational records may be located in the following offices of TMCC.

- Administration: may include disciplinary hearing records, and student appeal documents. The custodian of these records is the division administrator. This office may also have records of disciplinary investigations. The custodian of these records is the associate dean of instructional support.
- Admissions and Records office: may include application for admission, transcripts of previous training, resident fee application, applications for change in tuition status, letters of recommendation, academic records, registration materials, veteran certification records. The custodian of these records is the director of admissions and registrar.
- Business office: may include registration payments, student loan files and miscellaneous fee records. Custodian of the records is the controller.
- Institutional Research and Assessment office: may include test scores. The custodian of these records is the Executive Director of Institutional Research.
- Student Development office: may include appeals and grievances. The custodian of these records is the dean of student services.

- Financial Aid office: may include financial aid records, scholarship records, and employment records. The custodian of these records is the director of financial aid.
- Instructional departments: may include records of students under the Job Training Partnership Act (JTPA) and records relating to student academic course work. Custodian of these records is the vice president of academic affairs.
- Special Training Projects: may include records of students under Adult Basic Education (ABE) and English as a Second Language (ESL). The custodian of these records is the coordinator of adult basic education/English as a second language.

Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the campus will permit access only to that part of the record which pertains to the inquiring student. The campus is not required to permit a student to inspect and review confidential letters and recommendations placed in the student's file prior to January 1, 1975 provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problem informally with the custodian of that record. If the decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the record will not be amended, and will be informed by the custodian of the record of any right to a formal hearing before the student appeals board, except in the case of a grade appeal. The policy on grade appeals is printed in the paragraph "Appeal of Grade" in the Appeals Procedures section of this course catalog. Student requests for a formal hearing must be made in writing to the associate dean of institutional support. A student may present, at the student's expense, evidence relevant to the issues raised and may be assisted or represented at the hearing by choosing one or more persons, including attorneys.

Recommendations of the student appeals board will be based solely on the evidence presented at the hearing and will be presented to the president for approval or disapproval. Decisions of the president or designee will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the board if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the educational records a statement setting forth any reason for disagreeing with the decision of the Board. The statement will be placed in the educational records, maintained as a part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenge was unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the president of TMCC. Further, students who believe their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act office, Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failure of TMCC to comply with the Act. Revisions and clarifications of college policies will be published as experience with the law warrants.

**USE OF SOCIAL SECURITY NUMBERS:** The Privacy Act of 1974 requires that when any federal, state or local government agency requests disclosure of an individual's social security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what use will be made of it.

Accordingly, students are advised that disclosure of their social security number is not required as a condition of registration at TMCC. Students desiring to register who do not wish to disclose their social security number may be assigned a special 10-digit student identifier number by the Admissions and Records office. Students are responsible for utilizing the same identifier number throughout their attendance at TMCC to ensure accurate and complete records.



The social security number is used to verify the identity of the applicant. The assigned 10-digit student identifier will be used as an identifier on student records throughout the enrollment periods of the student in order to accurately record all necessary data. All permanent academic records maintained by the college utilize the assigned 10-digit student identifier as the unique identifier for a student.

As an identifier the assigned 10-digit student identifier is used in program activities such as determining enrollment, recording grades, certifying school attendance, generating student transcripts and student fees.

Authority is granted under the law for requesting disclosure of a student's social security number for the Nevada System of Higher Education, Student Accounting system.

## Retention and Disposition of Student Records

### ADMISSIONS

Applications for admission

- Retain five years after last date of attendance and destroy

Application for resident fees

- (same)

Admission files for no shows

- No retention

Incomplete admission files

- No retention

Transcripts from other colleges

- Retain five years after last date of attendance and destroy

Military service documents

- Retain 3 years

Correspondence

- Retain one year

Advanced standing admission evaluation

- Retain five years after last date of attendance and destroy

### REGISTRATION AND RECORDS

Student permanent academic record (transcript)

- Retain permanently

Final grade sheets

- Retain permanently

Special examinations

- Retain permanently

Registration source documents

- Retain two years

Change of registration

- Retain two years

Correspondence

- Retain two years

Refund exceptions

- Retain two years

Transcript requests

- Retain six months and destroy

Enrollment certifications

- Retain one year and destroy

Class lists

- Retain one year and destroy

## APPENDIX H

### Truckee Meadows Community College Libraries

Library resources are available at the following locations:

1. The Elizabeth Sturm Library is the main library branch. It is located in the western half of the Sierra Building on the Dandini Campus at 7000 Dandini Blvd.
2. The Neil J. Redfield is located at 475 Edison Way in the TMCC IGT Applied Technology Center.
3. The Meadowood Center Library is located at 5720 Neil Road on the third floor of the Meadowood Center.
4. The High Tech Center at Redfield is located at 18600 Wedge Parkway, Building B.
5. The Digital Branch is located online at [library.tmcc.edu](http://library.tmcc.edu).

### Materials Circulation

#### LOAN PERIODS

The following individuals are eligible to use library material under the guidelines outlined below: TMCC students, faculty, and staff; NSHE faculty and students; and residents of the state of Nevada.

1. General library materials
  - a. TMCC students; NSHE faculty and students; residents of the state of Nevada: 21 days
  - b. Full and part-time TMCC faculty and staff: for the semester
2. Periodicals: in-library use only
3. Non-reserve videos
  - a. TMCC students and NSHE students: 3 days
  - b. Full and part-time TMCC faculty and staff; NSHE faculty: 7 days
  - c. State of Nevada residents: in-library use only
4. Feature films and AV collections
  - a. TMCC students and NSHE students: in-library use only
  - b. Full and part-time TMCC faculty and staff; NSHE faculty: 7 days
  - c. State of Nevada residents: in-library use only



## **RESERVE MATERIAL**

Reserves are material that instructors have placed in the library for student use. They are usually related to a particular course. With few exceptions, reserves are for in-house use only and may not be removed from the library. Reserve material that is not returned or is returned damaged will result in a replacement fine being charged to the patron's account. Unreturned or damaged books, videos and other material will result in a fee equivalent to the replacement cost of that item.

## **RENEWALS**

General library materials may be renewed once for a period of time equal to the original loan period, unless the material has been requested by another patron. Patrons may renew materials online, in person, or by phone by calling in with their TMCC ID barcode number.

## **RETURNING MATERIAL**

- All material must be returned to the branch from which it was originally borrowed. There is no guaranteed return of material to the original branch by the library.
- Patrons with library materials that are ten days overdue will receive a letter requesting that the material be returned. Material that is not returned or is returned damaged will result in a replacement fine.
- Replacement fines for lost or damaged items must be paid by bringing a copy of the fine letter to the Controller's Office in RDMT 318. The patron must bring a receipt showing payment in full back to the library in order for his or her account with the library to be cleared.

# **APPENDIX I**

## **Traffic and Parking Regulations**

### **Introduction**

1. The provisions of the TMCC Parking Code, hereinafter referred to as the Code, are adopted for the purpose of promoting safe and orderly parking within the boundaries of the Truckee Meadows Community College main campus, its satellite centers; or grounds and properties owned, operated, or controlled by TMCC.
2. All parking provisions of Nevada Revised Statutes and Reno Municipal Code are expressly applicable on the College except for those provisions, which by their very nature have no application.

3. Parking of motor vehicles on the College is limited to specially designated areas set forth in the articles of this code. Vehicle registration is required. Vehicles parked in violation of this code are subject to fines, booting, and towing.
4. All persons who enter the College are charged with knowing the provisions of the Code and are subject to the penalties for violations of such provisions.
5. All current provisions of the TMCC Parking Code shall be maintained for public inspection at all times at the TMCC Police Department, the President's Office, and the Academic Affairs and Student Affairs Office.

## **Purpose Statement**

The following parking rules and regulations are adopted by the College to facilitate parking and to provide for the safety of all persons at Truckee Meadows Community College. These rules and regulations are in effect at all times.

## **Article I - Enforcement**

### **101: AUTHORITY**

NRS 289.350 – Members of Police Department of University and Community College System of Nevada grants TMCC police officers powers within the confines and along the perimeter of College property. TMCC authorizes TMCC Police Department to issue parking citations within its boundaries. All duly sworn officers of the TMCC Police Department may enforce the provisions of these articles, or other such persons as assigned by the Chief of Police. Said citations may be issued for violations of:

1. Regulations set forth by TMCC.
2. All applicable provisions of Nevada Revised Statutes and Reno Municipal Code relating to the parking of vehicles.

All TMCC Parking citations shall include a warning, which states: "Repeated violations may result in the immobilizing or towing of the vehicle."

## **Article II - Parking Regulations**

### **201: CURB COLORS - DEFINED**

Painted curbs are an indication of restricted parking and the color of the curb denotes the type of parking allowed. The following color code is adopted:

Red Zone: Indicates no parking or stopping at any time whether the vehicle is attended or not.

Yellow Zone: Indicates an area for the loading and unloading of vehicles and the parking of service vehicles.

Blue Zone: Indicates parking spaces designed to enable access to persons with disabilities. These spaces are hereinafter referred to as “Handicapped Parking Spaces.” These spaces are marked pursuant to NRS 484.408 - Parking space designated for handicapped: Signs; Required plates, stickers or placards for parking.

#### **201A: RED ZONE**

No person shall park or stop any vehicle, whether attended or not, in any area where the curb is painted red.

#### **201B: YELLOW ZONE**

No person shall park, stop, or leave unattended any vehicle in a yellow zone, unless the person is actively engaged in loading or unloading activities. Any person who engages in loading or unloading activities in a loading zone must have the vehicle emergency flashers operating and shall not leave the vehicle unattended for more than 30 minutes.

#### **201C: BLUE ZONE**

No person shall park, stop, or leave unattended any vehicle in a Handicapped Parking Space without displaying valid placard, disabled person’s, or disabled veteran’s license plate issued by the Nevada Department of Motor Vehicles.

#### **202: BLOCKING TRAFFIC LANE**

No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot.

#### **203: PARKING IN AREAS NOT DESIGNED FOR PARKING**

No person shall park or leave standing a motor vehicle anywhere on the campus that is not designed for parking (e.g., sidewalk, pathway, unimproved land, or landscaped area).

#### **204: “NO PARKING” ZONE**

No person shall park or leave standing a motor vehicle whether attended or unattended in any area posted or marked “No Parking.”

#### **205: DUTY TO OBEY SIGNS**

When signs or markings prohibiting or limiting parking are erected on any road, street, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of such sign or marking.

#### **206: BLOCKING GATE OR DRIVE**

No person shall park or leave standing a motor vehicle in front of, or in any way blocking any access gate or driveway on campus.

#### **207: MOTORCYCLE PARKING**

Motorcycles, motor-driven cycles, and bicycles shall be parked in designated motorcycle and bicycle parking areas only.

#### **208: PARKING WITHIN LANE**

All vehicles shall be parked within a designated parking stall. A designated parking stall shall have two painted white lines – one on either side of the parked vehicle.

### **Article III - Meter Parking Regulations**

#### **301: METER PAYMENT REQUIRED / EXPIRED METER**

Meter payment is required for parking in metered spaces. No vehicle shall be parked in a metered parking space while the meter indicates that time has expired.

Vehicles displaying a valid Department of Motor Vehicle issued handicapped placard or license plate shall be exempt from this section.

#### **302: FEEDING THE METER PROHIBITED**

No vehicle shall be parked in any metered parking space for any period of time in excess of the limit posted. Each consecutive instance of parking beyond the maximum time posted shall constitute a separate violation, whether or not additional coins have been inserted.

## **Article IV - Immobilization of Vehicle**

### **401: IMMOBILIZATION**

#### **401A: (5 UNPAID CITATIONS)**

Whenever a vehicle has received (5) five or more unpaid parking citations, the vehicle may be immobilized until that person furnishes TMCC Police Department evidence of his/her identity and an address in the state at which he or she can be located, and satisfactory evidence that bail has been deposited for all notices of parking violations issued for the vehicle.

#### **401B: (HABITUAL OFFENDER)**

Whenever a vehicle has received (5) five or more unpaid parking citations during any semester, the vehicle may be immobilized or towed for each subsequent violation.

#### **402: OWNER RESPONSIBILITY**

The registered owner of a vehicle immobilized on TMCC properties shall be responsible for all immobilization charges.

## **Article V - Removal of Vehicle**

### **501: AUTHORITY TO TOW**

Any duly sworn officer of the TMCC Police Department, or any person who is engaged in enforcing parking regulations and laws, is authorized to remove or cause the removal of any vehicle from the College as follows:

1. The vehicle is obstructing traffic.
2. The vehicle creates an immediate danger to public safety (i.e., leaking gasoline, blocking fire zone or hydrant, etc.).
3. The vehicle's location violates established parking regulations (i.e., red zone, yellow zone, handicapped, etc.).
4. The officer has probable cause to believe the vehicle is stolen.
5. The officer has probable cause to believe the vehicle constitutes evidence of a crime and impoundment is reasonably necessary to obtain or preserve such evidence.
6. The officer has probable cause to believe the vehicle contains evidence of a crime and impoundment is reasonably necessary to obtain or preserve such evidence.
7. The driver of the vehicle is under arrest.
8. The vehicle is abandoned.
9. Whenever a vehicle is parked on campus and it has been determined that the vehicle has (5) five or more unpaid parking citations during any semester.

10. In accordance with NRS 487.038 - Removal of vehicles parked in unauthorized manner on private property; Conditions; Notice; Liability for costs.

11. In accordance with NRS 484.397 – Police officer authority to remove certain vehicles.

### **502: OWNER RESPONSIBILITY**

The registered owner of a vehicle towed from TMCC properties shall be responsible for all towing and storage charges.

## **Article VI - Abandoned Vehicles**

### **601: ABANDONED VEHICLE - DEFINED**

No person shall abandon, or leave standing, any vehicle on campus for more than 72 consecutive hours. All such vehicles will be towed and stored.

### **602: OWNER RESPONSIBILITY**

The registered owner of a vehicle abandoned on TMCC properties shall be responsible for all towing and storage charges.

## **Article VII - Parking Fees**

### **701: METER FEES**

Monies collected from meters are retained by the Foundation.

### **702: PARKING CITATIONS FEES**

Monies collected from citations are used to administer the parking program.

### **703: RENO MUNICIPAL CODE / NRS CITATION FEES**

Monies collected for citations for Reno Municipal Code and Nevada Revised Statutes violations are subject to policies, procedures, bail, and fine schedules created by the jurisdiction. TMCC receives no revenue from these fines.

## **Article VIII - Appeals Process**

### **801: APPEALS**

TMCC parking citations may be appealed.

### **802: INITIATING AN APPEAL**

The appellant must file to have his/her citation dismissed within (15) fifteen days of the citation issue date and must pay the full bail amount for the violation cited. The appellant must fully complete a Citation Appeals Form, submit the form to TMCCPD during normal business hours at the police department desk, and pay the bail amount before the appeal will be accepted.

### **803: ADDITIONAL WITNESSES**

If the appellant wishes to present additional witness testimony, the appellant must secure a Witness Declaration Form from the witness. The Witness Declaration Form must be submitted together with the Citations Appeals Form and bail when the appeal is filed. Declaration forms are available at the TMCCPD desk. Witness declaration forms will not be accepted after the appeal has been filed.

### **804: HEARING DATES - PROCEDURE**

Upon receipt of the Citation Appeals Form, TMCCPD will advise the appellant of a hearing date, location, and time. The hearing will usually be scheduled within 30 days after the Citation Appeals Form is submitted. The appellant does not have to appear at the hearing. Attendance is optional.

### **805: INITIAL APPEAL REVIEW**

Upon receipt of an appeal, TMCCPD shall perform an initial appeals review. This review will occur within two business days after receipt.

A TMCCPD supervisor has the authority to take two courses of action. The supervisor may:

1. Immediately dismiss a citation for a valid reason or
2. Forward the appeal to the Hearing Officer for adjudication.

If the supervisor dismisses the citation, the appellant will be notified via U.S. mail. Additionally, TMCCPD will notify the Controller's Office to initiate a refund to the appellant any outstanding bail monies.

### **806: VALID REASONS FOR DISMISSAL**

The only recognized valid reasons for dismissal are:

1. Meter out of order (must be verified by TMCCPD)
2. Handicapped permit or placard – not visible (may be used only one time per academic year)
3. Citing officer or department error
4. Official guest of the college (requires written request from college administrator)

### **807: APPOINTMENT OF HEARING OFFICER**

TMCC shall appoint a Hearing Officer. The Hearing Officer shall schedule hearings once each month at dates and times, which are consistent with usual and customary business hours.

### **808: HEARING OFFICER DUTIES**

The Hearing Officer shall review/hear the individual's appeal; consider any additional witness declarations; review the Citation Appeals Form, render his/her rulings immediately, and submit the proper paperwork to dispose of the matter. The Hearing Officer's ruling is final.

### **809: HEARING OFFICER AUTHORITY**

The Hearing Officer has the authority to dismiss citations for those reasons listed in Section #806 - "Valid Reasons for Dismissal" only. The Hearing Officer may not reduce the scheduled bail or penalties.

### **810: HEARING PROTOCOL**

Hearings shall be open to the public. Individual hearings are limited to ten minutes in length. No sworn testimony shall be taken. No video or audiotape record shall be made or maintained. The appellant may make a verbal presentation. No additional appellant witness testimony will be allowed.

### **811: APPEALS – RMC/NRS**

TMCC has no authority to review or dismiss these citations. Appellants must contact the appropriate jurisdiction to obtain further information.

## **Article IX - Parking Citation Penalties**

### **901: CITATION PAYMENT**

Citations must be paid in full within 15 days of the date of the citation.

### **902: LATE FEES – PAST DUE**

Parking citations shall be increased in the sum of \$10.00 if not paid within 15 days, and increase in the sum of an additional \$10.00 if not paid within 30 days.

Example: If a citation is issued on 01/01, the violator has until 01/15 to pay the posted bail amount. Between 01/16 and 01/30, the violator must pay the bail amount plus an additional \$10.00 penalty. Commencing 01/31, the violator will pay an additional \$10.00, which equals \$20.00 more than the original bail amount (e.g., \$25 + \$10 + \$10 = \$45).



### 903: NON-PAYMENT PENALTIES

All outstanding parking citations shall be paid in full prior to the end of each semester.

Students who fail to pay all outstanding parking citations shall not receive grades, transcripts, etc. until such time as all fees are paid.

Faculty, staff, visitors, etc. are subject to booting or towing at the owner's expense consistent with the provisions included in this policy.

### 904: PENALTY / BAIL SCHEDULES

#### PARKING REGULATIONS - ARTICLE II

Section	Regulation	Penalty/Bail
201A	Red Zone	\$25
201B	Yellow Zone	\$10
201C	Blue Zone	\$50
202	Blocking Traffic Lane	\$20
203	Parking in Areas Not Designated for Parking	\$15
204	"No Parking" Zone	\$20
205	Duty to Obey Signs	\$10
206	Blocking Gate or Drive	\$20
207	Motorcycle Parking	\$10
208	Parking Within Lane	\$10

#### METER PARKING REGULATIONS – ARTICLE III

Section	Regulation	Penalty/Bail
301	Meter Payment Required/Expired Meter	\$10
302	Feeding the Meter Prohibited	\$10

#### MISCELLANEOUS NRS/RMC STATUTES – ARTICLE IX

Section	Regulation	Penalty/Bail
NRS 484.408	Parking spaces designated for the handicapped	\$287
RMC 6.30.470	Parking in fire lane	\$75
RMC 6.30.480	Parking obstructing fire hydrant	\$250
* Bail schedule for RMC/NRS current as of 03/2005 Bail amounts are subject to change without notice.		

## APPENDIX J

### Regulations Concerning Student Sponsored Events

The scope of these regulations extends to all student sponsored events. For the purposes of these regulations, such events include the presentation of speakers, programs, concerts, dances, solicitation of funds, distribution and posting of materials, circulation of petitions and surveys and the sale of materials.

The regulations are designed to enhance the students' opportunities to enrich their educational experiences, to protect constitutional rights of free expression and to ensure that there will be no interference with college instructional programs.

The general purpose of all student groups as organized, recognized and approved under the supervision of the college administration shall be in conformity with the Board of Regents policy of the Nevada System of Higher Education and TMCC.

All student organizations are subject to the regulations of and derive their authority from the Board of Regents, Nevada System of Higher Education and the rules and regulations of TMCC.

- A. Definition: A recognized student organization is defined as a group which adheres to the following policies:
  - a. Operates under the advisorship of a member of the college full-time or part-time faculty or staff member.
  - b. Maintains in the student government office, a constitution which has been approved by the student senate; a current list of officers; and signature of the faculty or staff advisor. Membership in campus student organizations is comprised of TMCC students totaling at least 75% of their active membership.
  - c. Schedules and holds a minimum of one meeting per month during the academic year.
  - d. Submits a budget that itemizes income and expenditures upon the completion of each academic semester.
  - e. Submits a written report of the organization's activities at the completion on each academic semester.
- B. Privileges: The privileges of recognized student organizations include:
  - a. Use of the name of the Student Government Association of TMCC;
  - b. Use of the campus building, equipment and services of the college when available and officially scheduled; and
  - c. Publicity for events, use of bulletin boards on campus and the campus newspaper, ECHO.
- C. Procedures for presentation of programs or activities
  - a. Meetings intended solely for members of the recognized student organization require no approval.
  - b. The presentation of programs or activities open to the entire student body or the public requires that the sponsor adhere to the following procedures:
    - I. The sponsor must submit a request to the Coordinator of Student Activities and Leadership outlining appropriate details including the nature of the program, date and time, anticipated attendance, services needed (e.g., custodial, security, etc.), equipment required, proposed facility to be utilized, and all details regarding admission charges or other funds to be collected in conjunction with the program. Upon review of this data, the Coordinator of Student Activities and Leadership will place the event on the student senate agenda for approval/disapproval
    - II. An event that meets any of the following criteria requires approval by President's Cabinet before beginning any activities:
      - i. Any event for which the audience is expected to be 50 persons or more;
      - ii. Any TMCC-sponsored event that is scheduled off campus or for which the use of SIER 108, VSTA 206, OR THE Student Center is being requested (exception – table for distribution of material authorized by the Director of Student Activities and Leadership);



- iii. Any event for which sales are involved;
- iv. Any event that brings a dignitary, high-profile person or major or controversial speaker on campus;
- v. Charity Drives

Standard college meeting for faculty and staff are exempt from this approval process.

- III. Sponsors of events which involve professional performers, speakers or artists, may pay at a rate agreed upon by the performer, the sponsor and the Coordinator of Student Activities and Leadership.

#### D. Reservation of facilities for meetings or other purposes

- a. The sponsor of an approved program must reserve the desired facility in accordance with campus policy and based on facility space. Determination of the availability of the facility shall be made by the scheduling office.
- b. Facilities are normally available during the regular operational hours of the college. Special permission is required for facility use on days and hours when the college is not offering instructional programs. The college can require the organization to pay for facility use and/or special supervision and security in these instances.
- c. Once the availability of a facility has been established, the sponsor must confirm the reservation with the Coordinator of Student Activities and Leadership.
- d. Programs must be implemented in such a manner so as not to constitute interference with the instructional programs or general college operations. Only at times when classes are not in session may sound amplifying equipment be used.

#### E. Distribution of materials: The college regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials.

- a. Organizations desiring to distribute such material on campus must identify the organization and request approval from the Director of Student Activities and Leadership or designee.
- b. Distribution of any material in classrooms is expressly prohibited.
- c. Commercial material may not be distributed at TMCC unless it includes the following disclaimer:  
*Note: The contents of this document does not reflect the opinions or endorsement by TMCC; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.*
- d. Materials may be distributed at designated areas, the atrium or at scheduled meetings.
- e. Tables may not be scheduled for periods longer than one week at a time.
- f. Tables must be staffed at all times with a placard identifying the organization displayed.
- g. The distribution of materials is to be coordinated with the Director of Student Activities and Leadership. An information copy of any material to be distributed must bear the name of the sponsor. Distribution of any material on campus is subject to the approval of the Director of Student Activities and Leadership.

- h. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or other locations that results in littering may be considered by the college as a violation of the littering law and the distributor and/or company or organization responsible may be subject to a fine.
- i. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the Director of Student Activities and Leadership.

#### F. Fundraising on campus

- a. The procedure for solicitation should follow that outlined in “procedures for presentations of programs or activities” (Section C).
- b. The solicitations of funds in classrooms is expressly prohibited.
- c. All funds collected for an activity on campus (including membership dues) must be deposited to the credit of the organization involved with the college cashier within 24 hours of collection. Funds may be withdrawn through the normal fund expenditure procedures outlined by the college controller’s office.
- d. Tables for fund raising purposes may be placed only in designated areas.

#### G. Posting of materials

- a. All materials to be posted by student organizations must be approved by the Public Information Office, RDMT 201 and stamped at the Dandini Campus, RDMT 315.
- b. All materials must clearly designate the sponsoring organization, contact name, and contact phone number or email address.
- c. Material may be authorized for posting only on bulletin boards located outside classrooms unless designated for department use only. Any material posted in unauthorized locations, or without being stamped, is subject to removal.
- d. Material may not be posted on doors, painted surfaces, classrooms, or outside of buildings. Bulletin boards outside classrooms are available for the posting of material on a space available basis. Sponsors are responsible for the removal of their material after the expiration date or once the material becomes obsolete. Any obsolete material may be removed by any member of the college staff.
- e. The number and size of posters any one organization may post is subject to limitation.

#### H. Alcoholic beverages: If a group or organization desires to serve alcohol for a special event on or off campus they must submit a written request to the president of the college. The college president has the authority to designate the time and place for special events where alcoholic beverages may be served. If serving of alcohol is approved, the sponsor must provide approved security to check identification of any student attending the function to ensure compliance with Nevada State Law and the legal and appropriate use of alcohol.

# APPENDIX K

## Regulations Concerning Off-Campus Organizations

Organizations that are not affiliated with TMCC must request approval from to conduct activities or events on the campus.

### 1. Procedures for presentation of programs or activities

The presentation of programs or activities that are open to the entire college population including the student body and the staff require that the sponsor adhere to the following procedures.

- a. The sponsor must submit a request to the Scheduling Office outlining appropriate details regarding the planned programs.
  - b. The program must be presented for review by the college president if the nature of the program, event or activity is not covered by TMCC and Nevada System of Higher Education (NSHE) policy and/or if the vice president of academic affairs feels it is an important issue for the president and the president's cabinet to be aware of the proposed activity.
  - c. TMCC may charge a rental and/or activity fee to off-campus organizations. These rates are applied according to campus rental and activity fee schedules. This rate can be waived by the president or the Chief Advancement Office and Executive Director of the Foundation.
- ### 2. Reservation of facilities for meetings or other purposes
- a. The sponsor of an approved program must reserve the desired facility in accordance with campus policy and availability based on facility space. Determination of the availability of the facility and reservation confirmation shall be made by the scheduling office.
  - b. Facilities are normally available during the regular operational hours of the college. However, facility use on days and hours when the college is not offering instructional programs is possible with approval by the Chief Advancement Officer and Executive Director of the Foundation. The college can require the organization to pay an additional fee for special supervision and security in these instances.
  - c. Programs must be implemented in a manner so as not to constitute interference with the instructional programs or general college operations. Only at times when classes are not in session may sound amplification equipment be used in any public area except the campus auditorium or on the grounds outside the building.

### 3. Distribution of materials

The college regulations governing the distribution of printed and manufactured materials is designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials.

- a. Organizations desiring to distribute printed and manufactured material on campus must identify the organization and request approval from the Director of Student Activities and Leadership.
- b. Distribution of any non-college related material in classrooms is expressly prohibited.

- c. Advertising material may not be distributed at TMCC without approval and inclusion of the following disclaimer:

*Note: The contents of this document does not reflect the opinions or endorsement by Truckee Meadows Community College; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.*

- d. Materials may be distributed only in the designated areas, the atrium or at scheduled meetings.
- e. Tables may be set up in authorized areas. Requests must be submitted to the Scheduling Office. Tables may not be scheduled for periods longer than one week at a time. These tables and the distribution of materials must not obstruct or delay traffic. Organizations distributing materials will be asked to keep noise at a level that does not interfere with or interrupt classroom instruction.
- f. Tables must be staffed at all times and a placard identifying the organization must be displayed. Vendors may not wander from the reserved space and/or actively solicit customers.
- g. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or any locations that results in littering may be considered by the college as a violation of the littering law and the distributor and/or company or organization responsible for the distribution may be subject to a fine as determined by campus policy.
- h. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the Director of Student Activities and Leadership.
- i. TMCC has a fee structure in the rental of space for the purpose of distributing material on campus. Rates will be assessed by the Scheduling Office.
- j. Prior to scheduling, the organization requesting the activity must submit proof of liability insurance for the minimum amount of \$1,000,000 to the Scheduling Office.
- k. Request for space and distribution of material(s)/form(s) must be made at least ten working days prior to the planned event.

### 4. Fund raising on campus

College facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the College or College group(s) without the permission of the President. No efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

### 5. Posting of materials

Permission may be granted to post materials on a space-available basis to educational institutions or public service agencies to announce activities and events.

- a. All materials to be posted must be approved by the Public Information Office, RDMT 201 and stamped at the Dandini Campus RDMT 315.
- b. All materials must clearly designate the sponsoring organization.
- c. Material may be authorized for posting only on bulletin boards located outside classrooms. Any material posted in unauthorized locations or without stamped approval is subject to removal.

- d. Material may be posted on designated bulletin boards only. Material may not be posted on doors, windows, painted surfaces, classrooms, or reserved bulletin boards. Sponsors are responsible for the removal of their material after the expiration date or once the material becomes obsolete. Any obsolete material may be removed by any member of the college staff.
- e. The number and size of posters any one organization may post is subject to limitation.

## APPENDIX L

### Rules and Disciplinary Procedures for Students

The following conduct, being incompatible with the purposes of an academic community, is prohibited for all students, shall constitute cause for discipline and may lead to sanctions.

1. Commission of any act interfering with academic freedom.
2. The use of, or threat to use, force or violence against any member or guest of the System community, except when lawfully permissible.
3. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the System.
4. The intentional disruption or unauthorized interruption of functions of the System, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the System.
5. Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by the System.
6. Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction, or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the president of any System institution or the president's authorized agent, unless such possession reasonably relates to duly recognized System functions by appropriate members of the faculty, other employees or students.
7. Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the System after having been ordered to leave by the president of a System institution or the president's designee.
8. Forgery, alteration, falsification or destruction of System documents or furnishing false information in documents submitted to the Nevada System of Higher Education.
9. Making an accusation which is intentionally false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under this Code or under any applicable established grievance procedures in the System.
10. The repeated use of obscene or abusive language in a classroom or public meeting of the System where such usage is beyond the bounds of generally accepted good taste and which, if occurring in a class, is not significantly related to the teaching of the subject matter.
11. Willful incitement of persons to commit any of the acts herein prohibited.
12. Disorderly, lewd or indecent conduct occurring on System premises or at a System sponsored function on or off such premises.
13. Any act prohibited by local, state or federal law which occurs on System premises or at a System sponsored function on or off such premises.
14. The use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the System.
15. Any act of unlawful discrimination based on race, creed, color, sex, age, handicap or national origin or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.
16. Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic study or grading, or where verbal or physical conduct of sexual nature has the effect of creating an intimidating, offensive or hostile work or educational environment.
17. Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
18. Willfully destroying, damaging, tampering with, altering, stealing, misappropriating or using without permission any system, program or file of the Nevada System of Higher Education.
19. Acts of hazing. Hazing is defined as any method of initiation into or affiliation with the university or community college, a student organization, a sports team, an academic association or other group engaged in by an individual that intentionally or recklessly endangers another individual.
20. Any other conduct which violates applicable stated prohibitions, policies, procedures, rules, regulations or bylaws of the Board of Regents or a System institution. The following disciplinary sanctions are applicable to students for conduct prohibited as listed above. Depending on the seriousness of the misconduct, these sanctions may be imposed in any order.
 

**Warning:** Notice, oral or written, that continuation or repetition of prohibited conduct may be the cause for more severe disciplinary action.

**Reprimand:** A formal censure or severe reproof administered in writing to a person engaging in prohibited conduct.



**Restitution:** The requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft or misappropriation of property. The failure to make restitution shall be the cause for more severe disciplinary action.

**Probation:** It consists of a trial period not exceeding one year in which the conduct of the student will be evaluated in terms of whether any prohibited acts are committed. Probation may include exclusion from participation in privileged or extracurricular activities of the System. The person placed on probation shall be notified, in writing that the commission of prohibited acts will lead to more severe disciplinary sanctions. The official transcript of the student on probation may be marked “DISCIPLINARY PROBATION” for the period of the probation and any exclusions may also be noted. Parents or legal guardians of minor students shall be notified of the action.

### **SUSPENSION**

- A. Exclusion for a definite period of time from attending classes and from participating in other activities of the System, as set forth in a written notice to the student. The official transcript of the student shall be marked “DISCIPLINARY SUSPENSION EFFECTIVE (date) TO (date).” Parents or legal guardians of minor students shall be notified of the action.
- B. A student who is not currently enrolled in the System and who was not registered during the previous semester or who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student’s suspension. Such request must be submitted in writing to the president. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.

### **EXPULSION OR TERMINATION**

Termination of student registration and status for an indefinite period of time. Permission of the president shall be required for readmission. The official transcript of the student shall be marked “DISCIPLINARY EXPULSION EFFECTIVE (date).” The parents or legal guardians of minor students shall be notified of the action.

For more information, see the Board of Regents Handbook, Title 2, Chapter 6 and/or the TMCC Code of Student Conduct.

## **APPENDIX M**

### **Grievance Procedures Relating to Equal Opportunity**

TRUCKEE MEADOWS COMMUNITY COLLEGE  
PROCEDURE FOR IMPLEMENTING NEVADA  
SYSTEM OF HIGHER EDUCATION HANDBOOK  
TITLE 4, CHAPTER 8, SECTION 13

NSHE Handbook Title 4, Chapter 8, Section 13 (hereafter, “Section 13”) provides the policy prohibiting discrimination on the basis of age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Discrimination includes, but is not limited to, harassment based upon any of these basis, and retaliation for reporting or participating in an investigation of discrimination. This procedure states how Section 13 will be implemented at Truckee Meadows Community College.

Discrimination complaints may be filed with the Primary Officer or the Chief Human Resources Officer by a student, faculty, staff, or guest. The Primary Officer is designated as the Title IX Coordinator as well. The Primary Officer for receiving complaints, investigating and making recommendations regarding complaints of discrimination is:

Dean Barbara Wright Sanders  
Office of Equity and Diversity  
7000 Dandini Blvd.  
Red Mountain Building Room 208  
Reno, Nevada 89512  
[insert telephone number, FAX, email and website]

The Chief Human Resources Officer is:

Michele Meador  
Chief Human Resources Officer  
Human Resources Office  
7000 Dandini Blvd.  
Library 203B  
Reno, Nevada 89512  
Voice: 775-673-7249  
FAX: 775-674-7560  
Email: [mmeador@tmcc.edu](mailto:mmeador@tmcc.edu)

The Chief Human Resources Officer shall forward all complaints to the Primary Officer within five college working days of receipt of the complaint unless there are extenuating circumstances. If a complaint is received by the Chief Human Resources Officer regarding the Primary Officer, the Chief Human Resources Officer shall deliver the complaint to the TMCC President noting that the complaint is regarding the Primary Officer and requesting that the President designate another person to investigate and make a recommendation regarding the complaint. If the President designates another person to investigate a complaint, that person shall perform the duties of the primary officer as stated in this procedure.

Any person in a supervisory, managerial, administrative or executive role or position at TMCC, such as a supervisor, department chair, or director of a unit, who receives a complaint of alleged discrimination or observes or becomes aware of conduct that may constitute discrimination, the person must immediately forward the complaint or report the conduct to the Primary Officer.

The Primary Officer shall make an initial review of the complaint or conduct and make a determination whether the complaint or conduct alleges discrimination. If the complaint alleges discrimination, the Primary Officer shall note in writing the date the complaint was received by the Primary Officer and begin an investigation. Also, if the complaint alleges sexual violence, the Primary Officer shall notify the complainant that the complainant may report the conduct to the appropriate law enforcement office. If the Primary Officer has received a report of conduct which alleges discrimination, the Primary Officer shall summarize the information in writing, note in writing the date the information was received by the Primary Officer and begin an investigation. If the complaint does not allege discrimination, the Primary Officer shall meet with the person filing the complaint and notify the person that the complaint does not allege discrimination and that no investigation will be conducted. In addition, the Primary Officer shall notify the person by letter or email of this conclusion. The Primary Officer shall inform the person that the person may bring the information to the TMCC Human Resources office or to the TMCC student conduct officer.

The Primary Officer shall notify the TMCC police, general counsel, and President if a complaint of sexual harassment is received which requires the person subject to the investigation to be placed on administrative leave and excluded from one or more of the TMCC properties. A person may be placed on administrative leave and excluded from the TMCC properties if necessary to reduce or eliminate any contact between the subject of the investigation and the person alleging sexual harassment, to protect life, limb or property, or to insure maintenance of order. The President may consult with the TMCC police and general counsel or other faculty and staff before placing a person on administrative leave and excluding the person from the TMCC properties.

The Primary Officer shall notify the TMCC police, general counsel, and President if a complaint of discrimination other than sexual harassment is received and the conduct alleged may be a threat to protect life, limb or property, or to the maintenance of order. The President may consult with the TMCC police and general counsel before placing a person on administrative leave and excluding the person from the TMCC properties.

The Primary Officer shall begin the investigation by interviewing the complainant. At that time, the Primary Officer shall notify the complainant of the right to have an advisor for assistance, support, and advice and shall postpone the initial interview upon the request of the complainant to identify an advisor. The Primary Officer shall ask the complainant (1) for all relevant information including who did the discriminatory acts, what happened, where it occurred, when it occurred and why it occurred; (2) for the names and contact information for all witnesses and documentary evidence including electronic mail and information maintained electronically; (3) what resolution would the complainant propose, if any; (4) any other relevant facts.



The Primary Officer shall interview the person who is alleged to have committed discrimination. At that time, the Primary Officer shall notify this person of the right to have an advisor for assistance, support, and advice and shall postpone the initial interview upon the request of the person to identify an advisor. During that interview, the Primary Officer shall ask (1) for a response to all information provided by the complainant; (2) for the names and contact information for all witnesses and documentary evidence including electronic mail and information maintained electronically; (3) a response to the proposed resolution; (4) any other relevant facts.

The Primary Officer shall interview witnesses suggested by either party and gather all documentary evidence. The Primary Officer need not interview witnesses with only information tangential to the complaint or who will provide repetitive information. The Primary Officer may consult with the general counsel, the chief human resources officer, the student conduct officer, and any other faculty or staff during the investigation.

The investigation must be completed within 45 days of the date the complaint was received by the Primary Officer unless the Primary Officer notifies the complainant and the subject of the complaint that extraordinary circumstances require additional time by email or in writing. Such notice must be given within 45 days of the complaint being received and state the date by which the investigation shall be complete.

Upon completion of the investigation, the Primary Officer shall submit a written report to the President. The report shall make findings based upon the preponderance of the evidence. Also, the Primary Officer shall include a recommendation regarding resolution of the matter. The recommendation is advisory only.

If a report of conduct which may be discrimination is received by the Primary Officer and no complaint is filed, the Primary Officer shall investigate all of the facts and circumstances regarding that report. The Primary Officer shall submit a written report to the President summarizing the facts and circumstances and making recommendations appropriate to the circumstances to the President.

The President shall accept or reject the recommendation made by the Primary Officer within 10 college working days of receipt of the written report. If disciplinary action is required to implement the course of action being pursued by the President, then the procedures of NSHE Code, Title 2, Chapter 6, the applicable student code of conduct, or NRS and NAC Chapter 284 shall be initiated. Within 5 college working days of the President's rejection or acceptance of the recommendation, the President shall notify the complainant and the person accused of discrimination of the outcome of the investigation. That notice shall be either in writing or by email to the last known mailing or email address of the person. In the case of harassment complaints, the notice to the complainant shall include any action which directly relates to the victim of harassment and his or her safety

## APPENDIX N

### NSHE Policy Against Sexual Harassment and Complaint Procedure Board of Regents Handbook

Title 4, Chapter 8, Section 13 NSHE May 2003 1

#### 1. Sexual Harassment is Illegal under Federal and State Law.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

## 2. Policy Applicability and Sanctions.

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the NSHE Code, Ch. 2.

## 3. Training.

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an on-going sexual harassment training program for employees.

## 4. Sexual Harassment Defined.

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
- b. submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
- c. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- physical assault;
- sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- remarks of a sexual nature about a person's clothing or body;
- use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- sexual advances, whether or not they involve physical touching;
- requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

## 5. Procedure.

The Chancellor and each president shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources Officer at the institution; (2) the Affirmative Action Program Officer; or (3) any other officer designated by the president. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the president, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Human Resources Officer or the Affirmative Action Program Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

**Supervisors' Responsibilities:** Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

Complaints of sexual harassment must be filed within one hundred eighty (180) calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including sexual harassment, filed with an institution's administrative officer pursuant to NSHE Code Chapter 6, Section 6.8.1, are not subject to this 180 day filing requirement.

## 1. Employees.

- a. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- b. The employee may also choose to file a complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.

- c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.
- d. After receiving any employee's complaint of an incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

## 2. Students.

- a. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required-to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.
- b. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.
- c. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or to report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

## 3. Non-Employees and Non-Students.

- a. Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to sexual harassment by a NSHE employee during the employee's work hours or by a NSHE student on campus or at a NSHE sponsored event may utilize any of the complaint processes set forth above in this section.

## 4. Investigation and Resolution.

- a. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.
- b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.
- c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.



- d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or NAC Chapter 284 shall remain confidential.

## 5. Prompt Attention

Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the NSHE institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

## 6. Confidentiality

The NSHE recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the NSHE is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

## 7. Retaliation

Retaliation against an individual who in good faith complains of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

“Retaliation” may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;
- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

## 8. Relationship to Freedom of Expression

The NSHE is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

# APPENDIX O

## Drug and Alcohol Prevention Policy

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

**Standards of Conduct** — The unlawful manufacture, distribution, dispensation, possession or use of alcohol and illegal drugs is prohibited; a violation of any such prohibition will result in disciplinary action up to and including termination of employment or expulsion of students.

The TMCC president has the authority to designate the time and place for special events where alcoholic beverages may be served on the TMCC campus to persons 21-years-old or over. Except as provided above, the storage, possession or use of alcoholic beverages is not permitted on TMCC-owned or supervised property.

Any student or employee who exhibits offensive behavior on TMCC-owned or supervised property while under the influence of alcoholic beverages or illegal drugs shall be subject to disciplinary action (NSHE Board of Regents Handbook, Title 4, Chapter 20).

**Legal Sanctions** — Any act prohibited by local, state or federal law which occurs on TMCC premises or at a TMCC-sponsored function on or off such premises shall constitute cause for discipline which, for students, can include a warning, reprimand, restitution, probation, suspension or expulsion. Sanctions against employees can include any of the above in addition to termination of employment.

It is the policy of the State of Nevada, with respect to employees of state agencies, that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. Any employee who violates this policy is subject to disciplinary action which may include termination of employment. The specifics of the policy are addressed in Chapter 453 of the Revised Statutes of Nevada, Nevada Administrative Code 284.650.

Federal penalties for trafficking in methamphetamine, heroin, cocaine, PCP, LSD, fentanyl, marijuana and hashish include imprisonment for five years to life and fines of up to \$8 million. Federal penalties for illegal possession of a controlled substance include imprisonment for one year to 20 years and fines of up to \$250,000.

See “Health Risks Associated with Drug Abuse” and “Drug Abuse Services and Programs.”

## APPENDIX P

### Safety and Security

This annual security report information is being provided as part of the TMCC commitment to safety and security on campus and is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as amended by the Higher Education Opportunity Act of 2008 (HEOA).

TMCC is a state-supported institution of higher education within the Nevada System of Higher Education (NSHE). The Dandini Campus is located approximately 10 minutes north of downtown Reno in the foothills of Red Peak. The High Tech Center at Redfield is located at 18600 Wedge Parkway, Building B. The Meadowood Center is located at 5270 Neil Road. The IGT Applied Technology Center is located at Edison Way and Energy Way. The Nell J. Redfield Foundation Performing Arts Center is located on Keystone Avenue.

#### **Reporting of Criminal Actions, Emergencies or Secret Witness**

To report a crime in progress or an emergency, dial 9-1-1. Non-emergency crimes or incidents should be made to the TMCC Police Department at 775-674-7900. Fire, police and emergency medical personnel are available through dialing 9-1-1.

To make an anonymous report of a crime you have seen or to report information related to a crime, contact the Secret Witness hotline at 322-4900.

TMCC Police Department is responsible for coordination of law enforcement, safety and emergency response at TMCC. The police department is located on the Dandini Campus in room 241 of the Red Mountain Building, 7000 Dandini Blvd., Reno, NV 89512.

There are exterior emergency phones housed in blue metal poles located at the following locations throughout the campus grounds:

#### ***Dandini Campus***

- At the front entrance to the E.L. Cord Child Care Facility
- On the north side of the Sierra Building near parking lot “I”
- On the south side of the Vista Building near parking lot “AA” and the CitiLift doors
- On the north side of the Red Mountain Building near the Citifare bus stop
- On the west side of the Red Mountain Building near the mailroom
- On the south side of the E.L. Cord Child Care Facility near parking lot “BB”
- At the main south side entrance to the Sierra Building
- On the north side of the Sierra Building in parking lot “G”

#### ***IGT Applied Technology Center (Edison Way)***

- On the southeast corner of the campus next to the parking lot

#### ***Meadowood Center***

- On the northeast corner of the campus next to the parking lot
- On the southeast corner of the center next to the parking lot

***All Blue Pole phones dial direct to the regional 9-1-1 operators and should be used for emergencies only.***



## Access to Campus Facilities

Campus buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday-Friday and limited hours on Saturdays. The campus is closed on Sundays and state holidays.

## Safety of Campus Facilities

The college maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. A comprehensive survey of all exterior lighting is conducted by the Facilities Services Department representatives at least once a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Facilities Services Department at 775-673-7100.

The Facilities Services Department periodically conducts a comprehensive survey of every exterior door on campus. The purpose of this survey is to ensure that each exterior door and its locking mechanisms are working properly.

Exterior doors on campus buildings are locked and secured each evening by the Facilities Services Department. Door and security hardware operating deficiencies are also reported by the police officers when observed.

Shrubbery, trees and other vegetation on campuses are trimmed on a regular basis. Shrubbery is routinely trimmed at a height of no more than 24” from the ground. Trees are routinely trimmed so that their limbs are no less than six feet from the ground. The Facilities Services Department periodically surveys the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed.

Parking lots, buildings and grounds areas are actively patrolled by police officers. TMCC Police Department personnel work with Facilities Services to ensure timely repairs are made to noted deficiencies.

## Law Enforcement Authority and Interagency Relationships

TMCC is policed by the department of public safety. TMCC police officers have the same training and authority as other municipal, county and state peace officers. All police officer training exceeds the standards set by the Nevada Peace Officers Standards and Training division.

The TMCC Police Department maintains close working relationships with Federal law enforcement agencies, State enforcement agencies, the Washoe County Sheriff’s office and the Reno and Sparks Police departments. The TMCC Police Department coordinates police services at other TMCC locations, such as the Meadowood Center, the IGT Applied Technology Center, the Nell J. Redfield Performing Arts Center and TMCC High School.

## TMCC Police Department

### **MISSION STATEMENT**

The mission of the TMCC Police Department is to provide quality law enforcement services founded in community-oriented policing and problem solving principles to effectively meet the demands and unique needs of a regional community college population.

### **SAFETY AWARENESS AND CRIME PREVENTION PROGRAMS**

It is the philosophy of the college that we would much rather prevent crimes from occurring than react to them after the fact. A primary vehicle for accomplishing this goal is the college’s comprehensive crime prevention program. The college’s crime prevention program is based upon the dual concepts of eliminating or minimizing criminal opportunities, whenever possible, and encouraging students and employees to be responsible for their own safety and the safety of others. The following is a listing of the crime prevention programs and projects employed by TMCC.

1. Escort Program—Provides an escort service, particularly during hours of darkness, for persons walking on the Dandini Campus.
2. New Student Orientation—Crime prevention tips are included in the student handbook and other printed material is made available.

## CRIME REPORTING

3. Crime Prevention Presentations—Crime prevention presentations are made upon request to such campus groups or organizations as Facilities Services employees, commuter students, handicapped or disabled students, international students, student government, faculty senate, classified council, specific campus departments and recognized student organizations. Presentations are designed to meet the needs of your individual group or department.
4. New Employee Orientation—Campus safety policies are made available to new employees.
5. Self Defense Education for Women—The Rape Aggression Defense Systems (RAD) program is a realistic self-defense course empowering women to take action in order to reduce their risk of victimization. This program is open to any female 13 years or older.
6. Printed Crime Prevention Materials—Printed crime prevention brochures, posters and bookmarks related to motor vehicle security, bicycle security, the escort service, employee security and library security are distributed at crime prevention presentations. Sexual assault and domestic violence prevention/informational brochures are also available at the TMCC police department office, room 241 of the Red Mountain Building and outside the Student Services office, room 120 of the Red Mountain Building.
7. Electronic Alarm Systems—An electronic monitoring system monitors a comprehensive network of intrusion detection and duress alarm systems.
8. Architectural Design—Technical and crime prevention specialists make significant input into the design of all new and renovated campus facilities as it relates to physical and electronic security systems.
9. Safety Surveys—Safety surveys or audits are made periodically for a number of campus facilities each year.
10. Facilities Surveys—Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted each year.
11. Crime Prevention Publicity—Crime prevention articles and material are published in the student newspaper and the online employee newsletter.
12. “Victim of Crime” notifications—TMCC police officers patrol parking lots and proactively look for potential crimes that could occur as a result of persons leaving car doors unlocked, valuables in plain view, etc. A notice is left on the windshield advising the vehicle owner of the officer’s observations.
13. Emergency Plan—The Campus Emergency Plan has been revised and updated as of 2011. This plan provides information and direction to the college community in cases of:
  - a. Fire Emergencies
  - b. Medical Emergencies
  - c. Hazardous Material Incidents
  - d. Transportation Accidents
  - e. Evacuation and Shelter-in-Place
  - f. Weather Emergencies
  - g. Threats of Violence and Acts of Terrorism

Numerous efforts are made to advise members of the campus community on a timely basis about campus crime and crime-related problems.

1. Annual Report—A comprehensive annual security report of crime-related information is compiled, published and widely distributed. This annual report is available to the media and any member of the campus community.
2. Crime Log— A daily crime log is available for review at the TMCC Police Department, Red Mountain Building, Room 241.
3. Student Newspaper—If a serious or unique crime(s) has occurred, a special article is usually printed in the student newspaper.
4. Special Alerts—If circumstances warrant it, timely warning notices are prepared and distributed selectively or throughout campus via email announcements, posted flyers on campus and TMCC homepage message ([www.tmcc.edu](http://www.tmcc.edu)).
5. Emergency Plan—The Campus Emergency Plan has been revised and updated as of 2011. Emergency Procedures are posted in every room of the college. The plan provides basic procedural information and direction to the college community in cases of:
  - a. Fire Emergencies
  - b. Medical Emergencies
  - c. Hazardous Material Incidents
  - d. Transportation Accidents
  - e. Evacuation and Shelter-in-Place
  - f. Weather Emergencies
  - g. Threats of Violence and Acts of Terrorism
6. Crime Statistics—The college believes that an informed public is a safety-conscious public. Campus crime statistics are published annually by TMCC in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in the TMCC course catalog and are distributed via e-newsletter to faculty, staff and students. TMCC crime statistics are also available on the TMCC police department Web page at [police.tmcc.edu](http://police.tmcc.edu). If you have any questions, contact the department of public safety at 775-674-7900.
7. Registered Sex Offenders—Campus Sex Crime Prevention Act, Section 1601 of Public Law 106-386 requires all sex offenders who are employees of, students of, or visitors to the Truckee Meadows Community College to register with TMCC Police Department. This includes employees of private contractors or other public entities who work at the college.

Offenders must comply with the registration requirements of NRS 179D. Pursuant to NRS 179D.240, offenders must register if they are a resident of the state or are present for 48 hours or more in any jurisdiction in which they will have a presence.

Additional information is available at the TMCC Police Department, 775-674-7900.

### **TIMELY WARNING NOTICES**

The TMCC police department (TMCCPD) is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the College, constitute an ongoing or continuing threat to students and employees. Anyone with information believed to warrant a timely warning should promptly report circumstances to:

Truckee Meadows Community College Police Dept.  
7000 Dandini Blvd., RDMT 241  
Reno, NV 89512 775-674-7900

TMCCPD will consult, as appropriate and necessary, with other college officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes:

- Criminal homicide
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occurring. When a determination is made that a timely warning should be issued, TMCCPD will take appropriate steps to ensure timely notification of the campus community. Options for notification include, but are not necessarily limited to, the College's mass notification system (phone, text and email), physical postings on doors and bulletin boards, [www.tmcc.edu](http://www.tmcc.edu), or the TMCCPD website.

Warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips.

### **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

TMCC developed the following procedures to facilitate notification and evacuation responses in an emergency:

Upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on campus, TMCC will immediately notify the campus community using a systemized emergency communication procedure. The college has developed an integrated procedure, which includes all of the following: voicemail messaging, text messaging, emails to computers, outdoor mass notification system announcements using handheld siren/voice alert devices, indoor notifications using public address systems and website notifications via the TMCC home page and select social media outlets (e.g., Facebook, Twitter). The content of the message will vary depending on the situation. TMCC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification
- Compilation of the content of the emergency alert message
- Activation of the TMCC Emergency Alert Notification System
- Broadcasting of evacuation procedures, methods and means

The following TMCC individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- President or designee
- Vice President of Finance and Administration or designee



- Vice President of Academic Affairs or designee
- Chief of Police or designee
- Environmental Health and Safety Coordinator or designee
- Public Information Officer or designee

The Public Information Officer will, working on conjunction with the above listed individuals, be responsible for disseminating the emergency information to the larger community using the TMCC Emergency Alert Notification System (voicemail messaging, text messaging, emails, Timely Warning Notice, press releases, and/or webpage alert messages).

TMCC's Emergency Alert Notification System equipment is tested at least annually to ensure it is working properly. At least once per calendar year, the college will conduct a full activation of the TMCC Emergency Alert Notification System, which will be advertised beforehand to the Reno/Sparks community.

### ***MISSING STUDENT OR PERSON***

For purposes of personal safety concerns of TMCC students, a person may be considered to be a 'missing person' if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare. If such circumstances exist, a "Missing Person" report may be taken by the TMCC Police Department and an investigation begun to locate the person of interest. This investigation may include notification of other law enforcement agencies, entering the missing person and vehicle into NCIC.

### ***SAFETY TIPS***

- Avoid working or studying alone at night.
- Stay in well-lit areas, walk mid-point between curbs and buildings, away from alleys and bushes.
- Don't carry extra credit cards or money.
- Walk with someone whenever possible; use the buddy system.
- Use TMCC's Dandini Campus escort service after dark.

- If your purse or wallet is snatched, don't fight back. Turn it over rather than risk personal injury and report the incident immediately.
- Do not place purses, portable radios, stereos, TV sets or other valuables near windows, which can be smashed by a tempted burglar.
- Carry a whistle. This can serve as a reminder to exercise caution and can alert anyone in the area that you need help.
- Keep an inventory of valuable possessions.
- Keep doors locked, even if you are only away for a few moments.
- Do not mark your key chain with your name, address or license number; lost keys lead to theft.
- Get to know your neighbors. Establish a neighborhood watch system and share information on suspicious circumstances.
- Call the department of public safety with any safety concerns.

### ***TIPS FOR SAFE BIKING***

Bicycling is an enjoyable and practical means of transportation on TMCC campuses. However, bike theft accounts for the largest percentage of theft on college campuses. Most problems can be avoided, however, if simple safety and security rules are followed.

- Photograph your bike, write down the make, model and serial number and keep that information available in case your bike is lost or stolen.
- Use bicycle racks and high security locks.
- Report suspicious activity around bike racks.
- Perform routine bike maintenance.
- Walk your bike across the busy intersections.
- Ride defensively and with caution.

### ***SAFETY IN THE WORKPLACE***

Here are some suggestions for ensuring safety in the office or laboratory.

- When working late, make sure doors are locked.
- Keep your purse in a locked cabinet or drawer. Never leave it on or underneath a desk.
- Contact TMCCPD (when available) for an escort when traveling to and from your car on the Dandini Campus.

- Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.
- Do not hold the door open for strangers after normal business hours.

#### Sexual Assault Information

If you have been sexually assaulted, the first priority is your immediate safety.

#### **WHAT IS SEXUAL ASSAULT?**

Sexual assault is a violation of Nevada state law. Sexual assault is an act in which a person subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his conduct (NRS 200.366).

Sexual Assault violates not only a person's body, but also their sense of safety and control over their life. No one deserves to be sexually assaulted!

#### **WHO ARE THE VICTIMS OF SEXUAL ASSAULT?**

Anyone can be a victim of sexual assault, regardless of age, race, socioeconomic status, cultural background, religion, marital status, physical or mental ability, gender or sexual orientation. A person can be assaulted by their spouse. One out of every three women will be assaulted at least once in their lifetime. One out of every four girls and one out of every six boys will be assaulted before their 18th birthday (Retrieved on January 2012 from [crisiscallcenter.org](http://crisiscallcenter.org)).

#### **WHAT SHOULD YOU DO IF YOU ARE SEXUALLY ASSAULTED?**

- Get to a safe place
- Get medical attention immediately
- Do not change your clothes
- Do not bathe or douche
- Do not brush your teeth or use mouthwash
- Do not eat or drink anything
- Do not apply medication
- Do not clean up the crime scene
- Report the incident to the Police

#### **WHO CAN HELP YOU?**

Truckee Meadows Community College, Dandini Campus

- **TMCC Police Department, RDMT 241, 775-674-7900, [police.tmcc.edu](http://police.tmcc.edu)**
- **Counseling Center, RDMT 325, 775-673-7060, [counseling.tmcc.edu](http://counseling.tmcc.edu)**
- **Student Services, RDMT 120, 775-673-7114**

School counselors, staff service providers, and staff members of the offices of Student Services will assist any student in reporting to law enforcement authorities.

#### **COMMUNITY SERVICES**

- Sexual Assault Support Services and the Crisis Call Center (24-hour), 775-784-8090 or 1-800-992-5757, [crisiscallcenter.org](http://crisiscallcenter.org)
- Nevada Victims of Crime Program, 775-688-2900, [www.voc.nv.gov](http://www.voc.nv.gov)
- Victim-Witness Assistance Program, 775-328-3210 or 1-800-866-3210, [www.co.washoe.nv.us/da/investigations/html](http://www.co.washoe.nv.us/da/investigations/html)

Individuals who have been sexually assaulted or the recipient of sexual misconduct are strongly encouraged to seek professional support and to report the incident to a campus security authority.

#### **ADDITIONAL SEX OFFENSE INFORMATION**

Cases at TMCC involving alleged sexual offenses are subject to the procedures and definitions outlined in the following NSHE Codes:

#### **DISCIPLINARY PROCEDURES**

Title 2, Chapter 6 (Read Source)

- **6.5.1 President to Order Administrative Leave.**  
The president of each System institution may order any member of the System community to be placed on administrative leave for the interim period pending a disciplinary hearing whenever the president determines that administrative leave is required in order: (B/R 5/92)
  1. To protect life, limb or property;
  2. To ensure the maintenance of order; or
  3. To remove a person from the University of Nevada System community when an act of sexual harassment has been alleged against such person and the accuser or the accused person cannot be assigned to other duties or classes or placed elsewhere in the System institution apart from each other pending the completion of an investigation and/or disciplinary hearing into the allegation. (B/R 5/92)



- **6.9.6 Advisors, Attorneys.**

1. The person charged may be accompanied by one advisor of the person's choice, who may represent and advise the person and may present the evidence on the person's behalf. The person charged must give written notice of the name and address of the advisor, and whether the advisor is an attorney, to the administrative officer no later than 5 college working days before the time set for the hearing. An advisor will not be permitted at the hearing without such notice. (B/R 1/06)
2. Should a person charged advise that the person will be accompanied by an attorney as advisor, the administrative officer shall advise the Executive Vice Chancellor & Chief Counsel so that an attorney will be present at the hearing to represent and advise the administrative officer and to present the evidence on behalf of the administrative officer. (B/R 1/06)

Title 4, Chapter 8, Section 13, E (Read Source)

"...An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit...."

"...4.d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or Nevada Administrative Code , Chapter 284 shall remain confidential..."

### **SANCTIONS**

Title 2, Chapter 6 (Read Source)

- **Section 6.3 Disciplinary Sanctions**

The following sanctions are applicable to members of the community of the Nevada System of Higher Education for conduct prohibited by Section 6.2 of the Nevada System of Higher Education Code . Depending on the seriousness of the misconduct, these sanctions may be imposed in any order. 6.3.1 Warning; 6.3.2 Reprimand; 6.3.3 Restitution; 6.3.4 Probation; 6.3.5 Reduction in Pay; 6.3.6 Suspension; 6.3.7 Expulsion or Termination.

Title 4, Chapter 8, Section 13, E4c (Read Source)

"After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, Nevada Administrative Code , Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation."

### **DRUG AND ALCOHOL PREVENTION**

The TMCC drug and alcohol policy may be found online.

Drug and alcohol abuse information may be found online.

### **CRIME STATISTICS**

- **How the Information is Obtained.**

In compliance with all aspects of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act the collection of statistical criminal information is requested from both law enforcement and Campus Security Authorities (CSA's). The resulting statistics of criminal activities in or on the geographic area of responsibility of TMCC is then compiled and disclosed as the "TMCC Crime Statistics" which are found on the below listed active link.

CSA's include:

- Human Resources
- Student Services
- High Tech Center at Redfield manager
- Meadowood Center manager
- IGT Applied Technology Center manager
- Neil J. Redfield Foundation Performing Arts Center manager
- Instructional Deans

Law Enforcement agencies queried are:

- Reno Police Department
- Washoe County School District Police Department
- University of Nevada, Reno Police Department

## APPENDIX Q

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### Religious Holiday Observations

It is the policy of NSHE to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by TMCC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than 10 days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.

If the student has notified the instructor in a timely manner, and the instructor will not provide an opportunity to make up the work, the student shall have the right to appeal the decision. This appeal shall be directed to the dean of the instructional division or other appropriate administrative officer, who will be the final authority for determining whether a make-up is feasible.

## APPENDIX R

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### Policy on Unsupervised Children

TMCC discourages students, staff and visitors from leaving children unsupervised in the building or campus grounds. TMCC employees and police personnel will try to locate parents or other adults responsible for the children and ask that children not be left unsupervised.

Continued lack of supervision of children can result in TMCC staff and police personnel contacting Washoe County Child Protective Services. Responsible adults may face charges of abandonment and/or neglect of younger children.

Parents or adults responsible for children are encouraged to find appropriate care for their children during the period they are attending classes at TMCC.

Children are not allowed to sit in on TMCC classes. Any exception to this policy must be approved by the instructor.

Parents seeking drop-in child care services can call the Child Care Resource Council at 775-785-4200 for a list of child care facilities.

## APPENDIX S

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### Student Bill of Rights

#### PREAMBLE

Truckee Meadows Community College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is jointly shared by all members of the academic community. Students exercising the rights and freedoms defined in this document shall do so with concomitant responsibilities as prerequisites for achievement of the educational objectives involved. Freedom to teach and freedom to learn are alike dependent upon modes of individual and collective conduct as permit the orderly exchange and pursuit of knowledge and opinion. A regard for the college as a physical as well as a social entity is a condition of its satisfactory functioning. Truckee Meadows Community College has a duty to develop policies and procedures that provide and safeguard these conditions. Policies and procedures should be developed at the college within a framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of the following is to enumerate essential student freedoms.

## **FREEDOM OF ACCESS TO HIGHER EDUCATION**

See also: Appendix A

Truckee Meadows Community College shall admit students without regard to race, age, religion, color, sex, handicap, national origin or political belief.

All facilities of the college shall be open to all students who meet the entrance qualifications and who maintain current such academic qualifications as may be required by the college.

The college should use its influence to secure equal access for all students to public facilities in the local community.

### **IN THE CLASSROOM**

See also: Appendix L

The professor in the classroom and in conferences shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression — Students shall be free to take reasoned exception by legal means to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they shall be responsible for learning the context of any course of study for which they are enrolled.
2. Protection Against Improper Academic Evaluation — Students shall have protection through orderly procedures as established by the President of the college against prejudiced or capricious academic evaluation. At the same time, they shall be responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Protection Against Improper Disclosure — The teacher-student relationship is a unique one to society. Information about student views, beliefs, and political associations which professors acquire through private consultations and private classroom work intended to be seen only by the professors shall be considered confidential. Protection against unreasonable and improper disclosures about student views, beliefs, and political associations which professors acquire in the classroom is a serious professional obligation. The judgment of ability (academic evaluation) and character (related to the discipline of study) may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

## **STUDENT RECORDS**

See also: Appendix G

1. The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by full-time members of the institution staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, general educational records, records of discipline proceedings, medical and psychiatric records, and financial aid records.
2. No entry may be made on a student's academic record and no document may be placed in his file without actual notice to the student. Publication of grades and announcement honors constitute notice.
3. Access to his records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision. The student may waive this right of access in respect to confidential evaluations and references in the graduate and other placement offices, which may be required for the purpose of securing placement in business, industry, government, or education. Exceptions to this right of access are:
  - a. Financial records of parents.
  - b. Confidential letters and statements of recommendation placed in the file before January 1, 1975.
  - c. Records which the student has waived the right to inspect.
  - d. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a regular replacement for that record holder. An example would be a professor's grade book.
  - e. Record of law enforcement agencies which are kept separate from educational records, maintained only for law enforcement purposes, and available only to law enforcement officials of the same jurisdiction.
  - f. Privileged records of physicians, psychiatrists, and other professionals or para-professionals concerned with the treatment of a student and available only to other professionals and para-professionals providing treatment. (Students may designate a physician or other appropriate professional to view the records.)
4. No record may be made in relation to any of the following matters except upon the express written request of the student: (a) race, (b) religion, (c) political or social view, and (d) membership in any organization other than honorary and professional organizations directly related to the educational process.
5. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:
  - a. Members of the faculty with administrative assignments may have access for internal administrative and statistical purposes.
  - b. The following data may be given any inquirer at the Registrar's discretion: division of enrollment, periods of enrollment and degree, emphasis, or certificate awarded, honors, local and permanent address, and local telephone number.



- c. Educational records and personally identifiable information contained within may be released to other officials, legally authorized governmental agencies or officials, accrediting agencies, or other schools in which the student seeks to enroll.
- d. Records requested in compliance with judicial order or in an emergency involving the health or safety of a student or other person.
- e. Students may request in writing to withhold the release of information defined in paragraph 5.b above. Requests should be made to the Office of Admissions and Records.
- f. Provision shall also be made for periodic destruction of noncurrent disciplinary files, except those cases of expulsion.

## **STUDENT AFFAIRS**

### **FREEDOM OF ASSOCIATION**

See also: Appendices J AND K

1. For any legal purpose students shall be free to organize and join associations to promote their common interests and shall be free to determine their own membership, policies, and actions.
2. Affiliation with an extramural organization shall not in itself affect recognition of a student organization.
3. Campus organizations which include students, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin. They shall not be required to submit a membership list as a condition of institutional recognition.

### **FREEDOM OF INQUIRY AND EXPRESSION**

See also: Appendices J AND K

1. Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by legal and orderly means which do not interfere with the operation of the college or of its educational objectives.
2. Freedom to speak and to hear will be maintained for students, faculty, and staff and college policies and procedures will be used to provide a full and frank exchange of ideas. An effort should be made to allow a balanced program of speakers and ideas.
3. An invitation to speak at Truckee Meadows Community College does not imply that the college endorses the philosophy or ideas presented by the speaker.

Student Participation in College Government — As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of college policy affective academic and student affairs. The roles of the student government and both its general and specific responsibilities shall be made explicit, and the actions of the student government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures. Student Publications — Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the administration and of formulating student opinion on various issues on the campus and in the world at large. In the delegation of editorial responsibility to students, the college shall provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity or purpose as vehicles for free inquiry and free expression in the academic community. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrator, or public disapproval of editorial policy or content (Board of Regents, 7/76).
3. All student publications shall explicitly state that the opinions expressed therein are not necessarily those of the college or student body. The editorial freedom of student editors and managers shall entail corollary responsibilities to be governed by the canons of responsible journalism, as prescribed by the Student Publications Board and approved by the Board of Regents, and offer reasonable opportunities for rejoinder to the same audience.

## **OFF-CAMPUS FREEDOM OF STUDENTS**

See also: Appendix K

**Exercise of Rights of Citizenship — Truckee Meadows Community College** students are both citizens and members of the academic community. As citizens, students have the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership.

**Institutional Authority and Civil Penalties —** The college has no legal authority over a student when he is outside college property unless engaged in official college activities, except as provided elsewhere. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used merely to duplicate the function of general laws. Only where institutional interests as an academic community are distinct from those of the general community may disciplinary proceedings be invoked by the institution. Institutional action shall be independent of community pressure.

## **PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS**

See also: Appendix L

The authorities of educational institutions have the inherent power and responsibility to protect the educational purpose through the regulation of the use of their facilities and through the establishing of standards of conduct and scholarship for the students who attend. Disciplinary action plays a role substantially secondary to example, counseling, guidance, and admonition. When warranted, disciplinary proceedings shall be enforced, and when they are, proper procedural safeguards shall be observed to protect the student from the unfair imposition of penalties.

The administration of discipline shall guarantee procedural fairness to an accused student. The jurisdictions of faculty and/or student judicial bodies or other regularly established judicial bodies, the disciplinary responsibilities of college officials, and the regular disciplinary procedures, including the student's right to appeal a decision, shall be clearly formulated and communicated in advance. In all situations, procedural fair play shall require that the student be informed of the nature of the charges against him/her, and that he/she shall be given a fair opportunity to refute them, that the college shall not be arbitrary in its actions, and that there shall be provision for appeal of a decision.

**Standards of Conduct Expected of Students —** The college has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. Offenses shall be clearly defined and interpreted in a manner consistent with the aforementioned principles. Disciplinary proceedings shall be instituted only for violations of existing standards of conduct and those which will be formulated with student participation and published in advance.

It shall be the student's obligation to become aware of college rules and regulations and to conduct himself/herself as a responsible citizen, to abide by the college's stated rules and regulations, and to express either assenting or dissenting opinions in an orderly manner.

### **INVESTIGATION OF STUDENT CONDUCT**

1. Premises occupied by students, whether college controlled or not, and the personal possessions of students shall not be searched without permission or without legal authority. Such legal authority includes that which arises from the college-student relationship.
2. Students accused of serious violations of college regulations shall be informed of their rights by the college official in charge of student discipline, the student conduct officer. Institutional representatives shall not coerce admissions of guilt.

**Status of Students Pending Final Action —** Pending action on criminal charges off campus or disciplinary proceedings on campus, the status of a student shall not be altered or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to the safety and well-being of students, faculty, administration, or to college property. In circumstances of the magnitude described above, the President of the college may suspend a student pending decision on the charges.

**Hearing Procedures —** In accordance with Title 2, Chapter 6.8 of the Nevada System of Higher Education Code of Student Conduct, A student may request a hearing before a general hearing officer or a special hearing committee on a disciplinary charge. The following suggested procedure shall satisfy the requirements of "procedural due process":

1. Hearings shall be instituted with dispatch after a student is charged with an offense. Students shall be notified in time to prepare an adequate defense against those charges.



2. The student shall be informed, in writing, of the reasons for the proposed disciplinary action with sufficient particularity and in sufficient time to ensure opportunity to prepare for the hearing.
3. The student appearing before a hearing committee shall have the right to be assisted in his/her defense by an adviser of his/her choice.
4. The burden of proof rests upon the officials bringing the charge.
5. The student shall be given an opportunity to testify and to present evidence and witnesses. The student shall have an opportunity to hear and question adverse witnesses. In no case shall a hearing committee consider written or recorded statements against him/her unless he/she has been advised of their content and the names of those who made them, and unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
6. All matters upon which the decision may be based shall be introduced into evidence at the proceeding before a hearing committee. The decision shall be based solely upon such matters. The admissibility of evidence shall be determined by the hearing board and subject to review through appeal.
7. The student is entitled to a closed hearing upon his/her request.

### **STUDENT APPEALS BOARD**

See also: Appeals section in course catalog

#### **PURPOSE OF THE APPEALS BOARD:**

1. The Student Appeals Board is only a recommending board to the Dean of Student Services. The Dean makes the final decision.
2. The Student Appeals Board does not handle affirmative action issues, grade change issues, or policies within the classroom, disciplinary issues or student financial aid appeals.
3. Affirmative action issues must follow Board of Regents Handbook policies for discrimination/sexual harassment. Affirmative action issues are referred to the Affirmative Action Officer or the Dean of Equity and Inclusion.
4. Grade change issues or policies within classroom are referred through the instructor, then to the chair or program coordinator, and finally to the appropriate instructional dean. The dean has final authority for grade change issues or policies within the classroom.
5. Disciplinary issues must follow the Board of Regents Handbook and are referred to the appropriate individuals depending upon the type of infringement that has occurred.
6. Financial Aid has its own Student Financial Aids Appeal Board.

## **APPENDIX T**

### **Policy for Implementation and Awarding of the Continuing Education Unit**

#### **A. Authorization**

As part of the Division of Business, TMCC's Workforce Development & Continuing Education (WDCE) is authorized to develop and implement policies and procedures for non-credit activities utilizing the Continuing Education Unit as the standard unit of measurement of individual participation.

#### **B. Definition of Continuing Education Unit**

- a. The Continuing Education Unit (CEU) is a unit that certifies participation in non-credit continuing education courses and programs. The primary purpose of the CEU is to provide a permanent record of educational accomplishments of an individual who has completed one or more significant educational experiences.
- b. TMCC follows the International Association of Continuing Education and Training (IACET) guidelines for the recording of Continuing Education Units (CEUs). One CEU is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

#### **C. Course and Program Qualifications**

Non-credit courses and programs for which individuals may be awarded Continuing Education Units shall satisfy the following criteria:

- a. The course or program shall be planned to meet the educational needs of a specific target population of individuals.
- b. The following elements shall be determined during the planning stages and prior to the time the program is approved for implementation: purposes and objectives; student performance requirements; evaluation procedures suitable for measuring the effectiveness of design and operation; and the number of contact hours to be recommended for satisfactory completion of performance requirements.
- c. The course or program shall be of an instructional nature approved by Workforce Development & Continuing Education which will determine the quality of course or program content and resource personnel.
- d. WDCE shall provide for student registration which will include the gathering of sufficient information from the student to ensure a permanent record of individual participation.

#### **D. Course and Program Review and Approval Procedure**

- a. Course and program review and approval shall be the responsibility of Workforce Development & Continuing Education.
- b. Upon receiving the request for course or program approval form including appropriate supporting documents, the dean of the Division of Business, or his/her designate, will review the proposed course or program to determine compliance with CEU policy.
- c. Courses and programs must be submitted for review and approval no later than two weeks prior to the start date. A decision to award the CEUs cannot be made after the program has been offered.

## E. Administration

- a. Only one TMCC unit/department will be responsible for the administration of the continuing education unit process. The administrative responsibility for awarding CEUs shall rest with Workforce Development & Continuing Education.
- b. Workforce Development & Continuing Education shall maintain records of all CEUs awarded for no less than seven (7) years, along with a complete listing of all approved CEU courses and programs. The form and content of these records should be consistent with nationally recognized standards for the maintenance of Continuing Education Unit records for students and programs. Procedures for recording CEUs shall be established by Workforce Development & Continuing Education. Transcripts will be made available upon request to individuals who have been awarded CEUs by TMCC.

## F. Calculating CEUs

- a. In computing the number of Continuing Education Units to be awarded, only the number of completed instructional hours, or the equivalent, shall be considered. CEU credit may be awarded in a class by using the following criteria as a guideline: 75% attendance along with demonstrated competency by testing and/or demonstrated competency by practicum. If attendance by itself is sole criterion, then the student must attend 90% of the class. When appropriate, a decimal fractional part of a Continuing Education Unit may be awarded but not less than 0.1 CEU per program. Instructional hours do not include time involved in coffee or refreshment breaks, meals, or social activities.
- b. Activities for which CEUs may not be awarded are:
  - I. Credit programs carrying academic credit, either secondary or collegiate.
  - II. Orientation programs that deal with such internal topics.
  - III. Committee meetings or other business activities.
  - IV. Policy assignments, conferences, delegate assemblies, or similar meetings for policy-making purposes.
  - V. Attendance at entertainment or recreational lecture series, cultural performances, and social activities.
  - VI. Work experience, on-the-job training or apprenticeships do not qualify for the award of CEUs, unless structured as part of a planned educational experience that fulfills these program criteria.
  - VII. Study, assigned readings, reports, written assignments, and other related activities outside of the class or meeting schedule.

## G. Awarding of CEUs

- a. A completed Continuing Education Unit Approval Form must be submitted to Workforce Development & Continuing Education two weeks before the course or program begins.
- b. Within ten days after the course or program completion, a typed alphabetical registration list giving activity title, location, date of activity, name of program director, and number of CEUs awarded as the heading must be submitted. The list should include every participant's name. This list must be signed by the qualified person certifying that attendees met the minimum requirements for satisfactorily completing the program.
- c. Course or program evaluation forms must be submitted with registration list.

- d. All material must be submitted to Workforce Development & Continuing Education before CEUs can be awarded. Materials must be submitted within ten (10) business days of the non-credit course/program's conclusion.

## H. CEU Fees

- a. All fees for Continuing Education Units (CEUs) shall be determined by Workforce Development & Continuing Education.
- b. Fees for CEUs shall include all administrative costs.

### **SUMMARY OF REQUIRED DOCUMENTS AND PAYMENT FOR AWARDING CEUs**

Before the program:

At least two weeks before the course or program begins, these documents should be submitted to Workforce Development & Continuing Education (WDCE):

- Completed request for course or program approval form
- Program outline or agenda, with schedule
- A copy of program brochure or flyer
- Instructor's vita or description
- Sample evaluation form to be used in the program

During the program, these items need to be completed:

- Participant sign-in (sign-in sheet format available at WDCE)
- Evaluation of the course (evaluation form developed by the entity offering course or program)
- CEU Registration Form
- CEU payments, to be made by the entity or participants requesting CEUs

After the program:

No later than 10 business days after the course or program's conclusion, the following should be submitted to WDCE:

- Alphabetical list of participants receiving CEUs. The course or program title, location, date of activity, name of instructor or responsible person, and number of CEUs awarded should be on the heading of the sheet. This list must be signed by the qualified person certifying that attendees met the minimum requirements for satisfactorily completing the program.
- Program evaluations
- CEU payments, if not paid during the program

# APPENDIX U

## Placement Cut Scores:

Effective November 9, 2012, the following placement cut scores requirements apply to English and math courses at Truckee Meadows Community College.

Test	Raw Score Range	Course Placement
ACCUPLACER Native-English  Reading Comprehension and WritePlacer	20-55	English Skills Center
	56-75	ENG 95/READ 95 Block
	76-85	ENG 98R, <b>required</b> READ 135
	86+ and WritePlacer 1-4	ENG 98R (online/hybrid) or ENG 97 (for tech students)
	86+ and WritePlacer 5+	ENG 101, ENG 107 (for tech students)
ACCUPLACER ESL English  ESL Reading Skills and ESL WritePlacer	20-49 and ESL WritePlacer 0-5	Refer to Community ESL Program
	50-80 and ESL WritePlacer 0-2	ENG 81A, ENG 81C
	81-105 and ESL WritePlacer 0-2	ENG 112A, ENG 81C
	106-120 and ESL WritePlacer 0-2	ENG 112D, Non-Native READ 135 <b>required</b>
	50-80 and ESL WritePlacer 3-5	ENG 112A, ENG 81C
	81-105 and ESL WritePlacer 3-5	ENG 112A, ENG 112C, ENG 112D
	106-114 and ESL WritePlacer 3-5	ENG 112D, Non-Native READ 135 <b>required</b>
	115-120 and ESL WritePlacer 3-5	ENG 113, recommend Non-Native READ 135
Students that score a perfect score of 6 in the ESL WritePlacer will branch out to Native Reading Comprehension. This gives students the opportunity to show that they are ready for the Native English Track.		
Native Reading Comprehension 20-75 and ESL WritePlacer 6		Students at this level are not prepared for Native English. We divert back to non-native placement by administering the Non-Native Reading Skills section of ACCUPLACER. For placement we use the student's ESL Reading Skills scores and refer to the ESL WritePlacer 3-5 sequence.
Native Reading Comprehension 76-85 and ESL WritePlacer 6		ENG 98R, recommend Non-Native READ 135
Native Reading Comprehension 86-120 and ESL WritePlacer 6		ENG 101 or ENG 113 (if student prefers)
SAT	440-670	ENG 101
	680+	ENG 102
ACT	18-29	ENG 101
	30+	ENG 102
ACCUPLACER Arithmetic	20-79	Math Skills Center
	80-120	MATH 95, MATH 108, CUL 245
ACCUPLACER Elementary Algebra	76-120	MATH 96, MATH 106
ACCUPLACER College Level Math	20-49	MATH 96, MATH 106
	50-83	MATH 120
	55-83	MATH 126
	84-100	MATH 127, STAT 152
	70-100	MATH 122, MATH 123, MATH 128
	84-100	MATH 176
	101-120	MATH 181
SAT	400-460	MATH 95
	400-460	MATH 95 Online (minimum score of 440 on both SAT Reading & Writing tests)
	470-490	MATH 96
	470-490	MATH 96 Online (minimum score of 440 on both SAT Reading & Writing tests)
	500	MATH 120, MATH 126
	560-610	MATH 127, STAT 152
	620	MATH 122, MATH 123, MATH 128, MATH 176
630	MATH 181	
ACT	17-18	MATH 95
	17-18	MATH 95 Online (minimum score of 18 on both ACT Reading & Writing tests)
	19-21	MATH 96
	19-21	MATH 96 Online (minimum score of 18 on both ACT Reading & Writing tests)
	22-24	MATH 120, MATH 126
	25-27	MATH 127, STAT 152
	25-27	MATH 122, MATH 123, MATH 128
	27-28	MATH 176
28	MATH 181	

Registration for online developmental math classes is by departmental permission and limited to students who meet the following three requirements:

1. The student has not dropped or failed the class before.
2. The student has a grade of A or B in the prerequisite class, or a qualifying ACCUPLACER math, ACT math or SAT math score, taken within the past two years.
3. The student has a minimum ACCUPLACER Reading score of 86 and a minimum ACCUPLACER Essay Sample score of 5 (or a minimum score of 440 on both the SAT Reading and Writing tests, or a minimum score of 18 on both the ACT Reading and Writing tests), or an A or B grade in English 98R, taken within the past two years.

Students who meet these requirements are advised to contact the Math department.

Campus Crime Statistics 2012  
 Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998  
 Campus: TMCC Dandini Campus

Crime Category	On-campus			Non-campus Buildings *			Public Property			Dorm/Residential **			Total Crimes		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>Criminal Offenses</b>															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	2	1	0	0	0	0	0	0	0	0	0	0	2	1	0
Liquor law violations	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
<b>Disciplinary Actions</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Totals:</b>													<b>4</b>	<b>2</b>	<b>2</b>

\* Redfield Performing Arts Center (RPAC) and the High Tech Center at Redfield (HTC) statistics are reported in this category.  
 RPAC and HTC report zero in all crime categories.

\*\* TMCC does not have dorm/residential housing on any of the campuses.

Data reported by calendar year.

Campus Crime Statistics 2012  
 Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998  
 Campus: TMCC Edison Campus

Crime Category	On-campus			Non-campus Buildings *			Public Property **			Dorm/Residential ***			Total Crimes		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>Criminal Offenses</b>															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	2	0	0	0	0	1	2
Arson	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
<b>Arrests</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Totals:</b>													<b>1</b>	<b>1</b>	<b>3</b>

\* Not applicable

\*\* Includes crimes reported by Reno PD

\*\*\* TMCC does not have dorm/residential housing on any of the campuses.

Data reported by calendar year.



Campus Crime Statistics 2012  
 Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998  
 Campus: TMCC Meadowood Campus

Crime Category	On-campus			Non-campus Buildings *			Public Property **			Dorm/Residential ***			Total Crimes		
	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012
<b>Criminal Offenses</b>															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses-Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	1	0	0	0	0	0	0	0	0	0	0	2	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Grand Totals:</b>													<b>2</b>	<b>1</b>	<b>0</b>

\* Not applicable

\*\* Includes crimes reported by Reno PD

\*\*\* TMCC does not have dorm/residential housing on any of the campuses.

Data reported by calendar year.





Campus Hate Crime Statistics 2012  
 Reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998  
 Campus: TMCC Meadowood Campus

Hate Crime Offenses	Year	On-campus						Non-campus Buildings *						Public Property **						Dorm/Residential ***						Total Crimes																												
		Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	Disability	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	Disability	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	Disability	Race	Gender	Gender Identity	Religion	Sexual Orientation	Ethnicity	Disability																									
Murder/Non-negligent Manslaughter	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Negligent Manslaughter	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Sex offenses-Forcible	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Sex offenses-Non-forcible	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Robbery	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Aggravated Assault	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Burglary	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Motor Vehicle Theft	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Larceny-Theft	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Simple Assault	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Intimidation	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
Destruction/Damage/Vandalism of Property	2010	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
	2012	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0																									
		Grand Totals:																								0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\* Not applicable  
 \*\* Includes crimes reported by Reno PD  
 \*\*\* TMCC does not have dorm/residential housing on any of the campuses.  
 Data reported by calendar year.

