TMCC

2009-2010 Course Catalog

GENERAL INFORMATION

Academic Calendar

FALL SEMESTER

FALL 2009

Academic Semester Begins	Aug. 13, 2009
Instruction Begins	Aug. 22, 2009
Labor Day (Holiday)	Sept. 5-7, 2009
Nevada Day (Holiday)	Oct. 30, 2009
Veterans Day (Holiday)	Nov. 11, 2009
Thanksgiving Break (Holiday)	Nov. 26-29, 2009
Instruction Ends	Dec. 13, 2009
Final Grades Due — Fall Semester Ends	Dec. 15, 2009
No. Instructional Days*	75
No. Academic Days*	84

SPRING SEMESTER

SPRING 2010

Academic Semester Begins	Jan. 11, 2010
Martin Luther King Day (Holiday)	Jan. 16-18, 2010
Instruction Begins	Jan. 23, 2010
Presidents Day (Holiday)	Feb. 13-15, 2010
Spring Break	Mar. 13-19, 2010
Instruction Ends	May 16, 2010
Final Grades Due	May 18, 2010
Graduation — Spring Semester Ends	May 21, 2010
No. of Instructional Days*	74
No. of Academic Days*	88

SUMMER SESSION

SUMMER 2010

First Term	June 1-July 2, 2010
Second Term	July 6-Aug 6, 2010

*Does not include Saturdays, Sundays or holidays.

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 delivering high quality education and services to our diverse communities.

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

CONTINUING STUDENTS

Since continuing students are familiar with TMCC's programs and services, for them this course catalog is more of a reference document.

- Use the COURSE DESCRIPTIONS beginning on page D-1, the FACULTY OF THE COLLEGE beginning on page E-1 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 page B-7 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.
- Make sure the admissions and records office is aware of any changes you may have made in your course of study, name, address of record or phone number.

NEW TRANSFER STUDENTS

Use the checklist for new students on page A-4 to become familiar with the college's programs and services.

Meeting with an advisor, however, is imperative to ensure that you are aware of the transfer status of courses taken at other schools.

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;
- 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 associate dean of student support services at 775-673-7114 to address any conduct concerns.)

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 does not discriminate on the basis of sex, age, race, color, religion, handicap or national origin 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.

The 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.

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 is a full-service education center. It offers a variety of academic and personal enrichment classes as well as Education Centers' Student Services. 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.

2009-2010

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

STRATEGIC GOALS

Strategic Initiative 1: Achieving Student Success

Goal: To foster a culture that ensures access to programs and services essential to students' academic and personal achievement, and demands and supports excellence in teaching and learning.

Strategic Initiative 2: Welcoming and Diverse Environment

Goal: To enhance and ensure an environment that is mutually respectful, socially supportive, accessible, safe, physically pleasing and provides opportunities for personal growth.

Strategic Initiative 3: Stewardship of College Resources

Goal: To achieve college goals through responsible human and resource development and management.

Strategic Initiative 4: Partnerships and Service

Goal: To expand and maintain partnerships and promote service to the community.

Admissions Information

Admission to the College

The open-door admission policy of TMCC encourages the entire community to become involved in the college's programs. All adults 18 years or older or those who are high school graduates or the equivalent may enroll in college. High school students, international students and non-immigrants may also be eligible. See Appendix A for specific policies.

If you wish to enroll, submit your application online and get information about semester and registration dates. Please visit the website (http://www.tmcc.edu/). For other information about admission and registration, please call 775-673-7042 or visit the college at 7000 Dandini Blvd., Reno, Nevada 89512-3999.

Admission to Health Science Programs

The health science programs include certified nursing assistant (CNA), dental assisting, dental hygiene, emergency medical service (EMS), nursing, paramedic, radiologic technology and veterinary technician. 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 from the health sciences division (775-673-7115). Monthly information sessions are held. Call 775-673-7115 for dates and times.

Immunization Requirements

The following programs may have specific immunization requirements: criminal justice, dental assisting, early childhood education, emergency medical services, nursing, dental hygiene and radiologic technology. Immunizations that may be required are hepatitis B, measles, mumps and rubella, tetanus and diphtheria. Contact the health sciences division at 775-673-7115 for further information on specific program requirements.

Required Enrollment Steps (RES)

All new degree-seeking students are required to complete three required enrollment steps consisting of:

- Participating in ACCUPLACER placement testing,
- Attending TMCC's Orientation Program, and
- Meeting with an academic advisor to develop an education plan to enhance student success and achievement of individuals educational goals.

Students who are part of the RES group may not register for classes until all three steps are completed. Until the RES are completed, a registration hold will be placed on the student's account.

Students may seek additional information regarding the Required Enrollment Steps (RES) process from the following Student Services Departments:

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.

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, semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s) 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, complete this form and submit it to the office of admissions and records. This directive will apply permanently to your record until you choose to reverse it by submitting a written authorization.

☐ 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 _____ Signature _____

SSN or ID number _____ Date _____

- Admissions and Registrar at 775-673-7042
- Advising and Career Services at 775-673-7062
- Counseling at 775-673-7060
- Mandatory Services at 772-673-7111
- Testing Services at 775-673-8241

Student Placement Testing

Every new student planning to register for math or English courses at TMCC must take the ACCUPLACER placement tests, which assess the basic skills in reading, writing and mathematics. These tests are provided to help students select the appropriate courses in which to register. In many cases, there are also qualifying test scores required for course enrollment. Please note that some business courses require ACCUPLACER placement test results for course enrollment.

Students with recent ACT/SAT scores (no more than one year old for math and two years for other than math) or with qualified transfer courses from other colleges, senior citizens and some others may be exempt. If you are not sure if you need to take the ACCUPLACER placement tests, contact an advisor.

If your first language is not English, you must make arrangements to take the ACCUPLACER placement tests to be assessed in English.

Before you take the ACCUPLACER placement tests, your application must be on file with admissions and records.

For a schedule of ACCUPLACER testing hours or for more information about the test, call 775-673-8241 or visit our Web site http://testing.tmcc.edu.

ACCUPLACER RETAKE POLICY

Every student may take one math and one English placement test at no cost. All subsequent retakes are $10 each. A student may retake the test four weeks or more after the first testing session. A maximum of two retakes will be allowed. If a student desires to retake the test beyond the set limit, written permission from the chair of the math or English department is required.

TESTING ACCOMMODATIONS

In accordance with the ADA requirements, TMCC accommodates a wide range of documented needs through alternative formats, special testing sessions, etc. Anyone who has special needs should inquire about accommodations when registering for tests. Allow ample time for special scheduling requirements.

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. Course descriptions for the following developmental courses can be found in the course descriptions section of this course catalog.

ENGLISH

- ENG 085 SPELLING AND VOCABULARY
- ENG 091 INTRODUCTION TO WRITING
- ENG 098 PREPARATORY COMPOSITION
- READ 093 READING IMPROVEMENT

ENGLISH AS A SECOND LANGUAGE

- ENG 081-A ESL LISTENING AND SPEAKING
- ENG 081-C BASIC SKILLS IN READING
- ENG 081-D BASIC ESL WRITING
- ENG 085 SPELLING AND VOCABULARY
- ENG 088 ESL GRAMMAR
- ENG 112-A BRIDGE ESL LISTENING
- ENG 112-C BRIDGE READING SKILLS
- ENG 112-D BRIDGE ESL WRITING

MATHEMATICS

- MATH 090 CONTINUING STUDIES IN MATH
- MATH 091 BASIC MATHEMATICS
- MATH 093 PRE-ALGEBRA
- MATH 095 ELEMENTARY ALGEBRA
- MATH 096 INTERMEDIATE ALGEBRA

Please Note: A student can receive financial aid for a maximum of 30 credit hours of developmental coursework.

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

Advising is recommended to students who are interested in programs of study leading to a degree or certificate and to students who are considering transferring their TMCC credits to a four-year institution. If you need help deciding what program of study to follow, call the advisement center at 775-673-7062 for an appointment or stop by Red Mountain 111 or call the specific department for advice on specific programs.

Honors Program

TMCC's honors program is for the student who wishes to pursue the most prestigious course of study offered at TMCC. The honors courses will be instructed at a conceptual/theoretical level that is not standard for most regular courses. Fees for the TMCC honors courses are the same as regular TMCC courses.

TMCC's honors program is coordinated with the University of Nevada, Reno and the University of Nevada, Las Vegas honors programs. Upon acceptance to the TMCC honors program, a student may complete 12 of the 30 credits to earn an honors diploma at UNR or UNLV. The type of honors courses offered at TMCC is standard in the United States; most universities should accept TMCC honors courses and credits.

Students interested in the TMCC honors program should contact the Academic Affairs office at 775-673-7090.

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 (through the Starting Point on the first floor of the Red Mountain Building). 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 affirmative action officer or the designee of the president as chair,

2009-2010

three faculty members, one counselor, two administrators, and one student. Departmental consultants attending meetings will be non-voting participants. The board meets monthly, or more frequently as needed, to hear appeals and recommend action to the vice president who has final authority.

The student appeals board reviews appeals which deal with processes outlined in the college catalog with the exception of the following: affirmative action issues, classroom or departmental procedures, disciplinary issues, financial aid appeals or grade change issues. To initiate an appeal for one of these issues, the student should contact the following:

- Affirmative action appeal - contact the affirmative action officer and follow guidelines listed in Board of Regents Handbook
- Classroom or departmental procedures - contact the appropriate department
- Disciplinary issues - contact the associate dean of student support services
- Financial aid appeals - contact the financial aid department
- Grade change issues - contact the instructor and follow the procedures outlined in the TMCC Catalog

Appeal of Class Grade

Grade appeals begin with the student and instructor of the class. If the appeal is not settled with the instructor, the student must complete a formal "appeal form" and forward it to the chair or program coordinator of the appropriate academic department or school. Instructors have the responsibility and authority to establish standards and criteria for awarding grades in their classes. However, if there is some tangible evidence that an improper class grade was given, a student who wishes to appeal the grade must do so within 90 days of the official ending date of the class. Students appealing a grade should be able to provide all tests, papers and other evidence they may have to support their appeal. If the grade appeal is not resolved with the chair, it will be forwarded to the appropriate instructional dean. The dean's decision will be final.

Campus Organizations

STUDENT CLUBS AND ORGANIZATIONS

The Associated Students of TMCC provides a variety of programs and activities for students. The ASTM also makes recommendations and contributes opinions and information to the college about student concerns.

The organization is comprised of a board chairperson, finance director, public relations and recruitment director, communications director and nine student senators elected annually by the student body.

The purpose of the student organization is to function as the representative body of all students to

- make recommendations concerning student welfare
- recommend policies concerning campus student activities
- assist the college in planning and sponsoring student activities
- coordinate the activities of approved student organizations

Students are encouraged to participate in student government and its various activities and projects. Interested persons should contact the ASTM advisor's office at 775-673-7164 or visit RDMT 115.

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

- to increase and stimulate the students' knowledge and interest in their curricular field
- to promote a feeling of fellowship among students with similar educational 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 ASTM senate and the college president. TMCC students may also participate in specified clubs and organizations of the University of Nevada, Reno. More information about clubs at UNR can be obtained from the activities office at 775-784-6589.

AMERICAN INSTITUTE OF ARCHITECT STUDENTS (AIAS)

AIAS promotes excellence in architectural education, training and practice; and fosters an appreciation of architecture and related disciplines. For more information, contact advisors Ellis Antunez at 775-673-7265 or Ric Licata at 775-674-7921.

INTERNATIONAL CLUB

The International Club invites all TMCC students to join. The I-Club promotes diversity, unity, and acceptance. Join us for cultural activities on and off campus and learn about different customs and cultures. The club gives students an opportunity to meet and understand people from many different cultures and backgrounds and helps them to understand the world. The purpose of the International Club is to promote the understanding between American and international students; to provide a link between international students and the northern Nevada community; and to promote international and intercultural awareness through social and educational activities.

For more information on the club, please visit our Web site at www.tmcc.edu/iclub/.

INTERVARSITY CHRISTIAN FELLOWSHIP

For information, contact advisors Chris Winslow at 775-674-7500 or Nadine Winslow at 775-673-7120.

PHILIPPINE UNITED STUDENTS ORGANIZATION (PUSO)

For information, visit our Web site at www.tmcc.edu/puso/.

PHI THETA KAPPA INTERNATIONAL

Honor Society for Two Year Colleges (PTK)

For information, contact advisor Katrina Mann at 775-673-7802 or visit our Web site at www.tmcc.edu/ptk/.

STUDENT AMERICAN DENTAL HYGIENISTS ASSOCIATION (SADHA)

For information, contact advisor Vickie Kimbrough-Walls at 775-674-7554.

UMOJA SOCIETY

For information, contact advisor Howard Craig or Jody Lykes at 775-673-8286.

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 www.tmcc.bkstr.com. 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/Kindergarten

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

2009-2010

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.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.

Fitness Center

The Fitness Center in RDMT 101 is available for staff and student membership, as well as selected physical education classes.

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 http://fitness.tmcc.edu 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/ito/academic/computerlabs/.
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 e-mail username and password, i.e., just the username such as doej, not the full e-mail address. To activate your TMCC student e-mail account, log on to email.tmcc.edu and follow the prompts.

If you need assistance or have forgotten your password, go to 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 circulating book reference and Nevada collections support 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 home page from any computer in the world linked to the Internet. Passwords are required for off-campus access to the library databases. The library houses a video collection that supports classroom instruction. Students can borrow videos for viewing in the library or at home.

Fall and spring semester Dandini Campus library hours are: 8-9; Monday-Thursday; 8-5 Friday; and 10-5 on Saturday. Please contact the library for the latest summer and intersession hours. Reference librarians can also be reached online via the library Web site at www.tmcc.edu/library or by telephone at 775-674-7602 during the above hours.

Materials are checked out at the circulation desk. Patrons must have a library card to check out materials. A library card can be issued in less than ten minutes. Books may be checked out for a two week loan period and renewed twice, unless another patron has requested the item. Books can be renewed either at the library circulation desk, by telephone at 775-674-7600 or online at the book catalog link on the library Web site. Reserve items are available for library use at the circulation desk. Photocopying is available at $.10 per page.

The main and second 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 many 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 775-857-4960.

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

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 e-mails about chapter meetings and events.

You can also receive information regarding this honor society from the associate dean of student support services office on the Dandini Campus, RDMT 120.

Recreational Facilities

Students registered in one (1) or more credits are entitled to use the TMCC Fitness Center. Check with the fitness center for current semester fees and hours, call 775-674-7974 or stop by RDMT 101.

2009-2010

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 $67.50 per semester fee. Check the class schedule or inquire at the TMCC controller's office for current semester and wellness pass fees.

Student Accident and Health Insurance

TMCC students may elect to purchase health, supplemental health, hospitalization and accident insurance. Detailed information regarding the TMCC Student Accident and Health Insurance Plan, as well as other options, may be obtained by accessing the TMCC Web site, or by contacting the office of the associate dean of student support services at 775-673-7114 or by visiting RDMT 120.

International students on a student visa are required to purchase the TMCC Student Accident and Health Insurance Plan. Please contact the controller's office at 775-673-7155 for more information.

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. Check the class locations page of the current class schedule for the Citifare routes that service specific TMCC locations. For route and schedule information, call Citifare customer service at 775-348-RIDE (775-348-7433) or visit www.citifare.com. Each individual student is responsible for transportation to the college.

Equity and Diversity Office

The equity and diversity office is responsible for initiating cooperation from students, faculty, staff and community members to make the college more inclusive, aware, sensitive and understanding of our diverse community environment. The areas of focus include cultural awareness, diversity training and under-represented student advocacy. The office strives to build tolerance and provide a climate of inclusiveness without regard to race, color, gender, religion, national origin, age, sexual orientation, disability, or Veteran or marital status. It also maintains a work and learning environment with a policy of zero tolerance for sexual harassment or discrimination and also provides training for all administrators, faculty and staff.

The equity and diversity office 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 775-673-7105 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, successfully completed the GED or exhibited an ability to benefit by scoring satisfactorily on the ACCUPLACE in Reading, Comprehension, and Arithmetic.
- If you don't meet any of these requirements but have completed 6 or more college credits please see a financial aid representative. Be accepted to or registered in a specific degree 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.
- Sign a statement of educational purpose stating that any Title IV program funds received will be used solely for educational purposes.
- Be enrolled in classes that will apply to the degree requirements of the declared major (not to include workforce development and continuing education classes).
- Certify that you have not been convicted of violating any federal or state drug possession or sale laws.
- 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 officer 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 beginning December 1 at scholarships.tmcc.edu. The TMCC scholarship application has an annual due date of March 1. Most scholarship applicants, including continuing TMCC students, are also required to submit academic transcripts by March 1. See the scholarship Web page at scholarships.tmcc.edu for details.

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.ed.gov. A new application must be filed each year. Students and parents may apply online for a PIN at 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.ed.gov. Students who require a paper application may request one from a financial aid officer. 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 e-mail 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 http://financialaid.

tmcc.edu and click on documents and forms. The financial aid office will interpret or determine eligibility. The student will be notified of denial in writing. File completion status and award letters are posted on Web-Reg.

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 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, were graduated since June 2000 and meet program requirements, including declaring a major 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 http://nevadatreasurer.gov or call 888-477-2667. Check your millennium status and award online via Web-Reg at www.tmcc.edu or go to www.tmcc.edu/financialaid/ggms 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: 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.

Academic Competitiveness Grant: this federal grant is awarded to Pell-eligible students who have completed a"rigorous secondary school program of study," as defined by the Nevada System of Higher Education (NSHE). Eligible students are U.S. citizens, or eligible non-citizens, who are either in the first or second year of their program of study, and enrolled at least half-time, and have maintained a 3.0 GPA.

Nevada Student Incentive Grant/ Leveraging Educational Assistance Partnership: these limited funds are for Nevada residents who are enrolled at least half-time (six credits) and have considerable financial need. 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 attend a group workshop. Sign up sheets for the workshops are at the financial aid reception desk. Prior to receiving their second disbursement or upon graduating, leaving school or dropping below six credits, students must complete an online exit counseling at 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 paid back by the due date.

Employment

Federal and State Work Study Program: these programs provide eligible students with funds to pay hourly wages earned by working in an approved job. Students apply for financial aid using the FAFSA and are informed via an award letter on Web-Reg if they are eligible. Job listings are posted on the Web at studentjobs.tmcc.edu.

Regents Service 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.

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 http://studentjobs.tmcc.edu.

Financial Aid Student Rights

All consumer information is available via the Web at 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 officer to the financial aid review committee.

Financial Aid Student Responsibilities

Students receiving financial aid from TMCC are required to accept certain

2009-2010

responsibilities in order to receive their aid packages and/or maintain eligibility for continued aid awards.

Enrollment: students must be enrolled in a degree program. Any changes may result in the loss of eligibility and a delay in aid received. Workforce development and continuing education 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 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 (for example, VA education 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.

Students should contact the admissions and records office to report any changes in name or educational goal/major. Address changes can be made on Web-Reg. This will ensure that the student receives all correspondence from the college and meets financial aid requirements.

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 of 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 major field of study. Students must apply every year by March 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 or chat online, Monday-Friday from 10 a.m. to 3 p.m. Financial aid officers are available to meet one-on-one with students on a drop-in basis. Please call ahead for hours of availability.

Graduation

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

Preparation for Graduation

Students are urged to meet with a counselor or advisor each semester for help in course selection and schedule planning and to evaluate progress toward graduation. Students with credits from other institutions should submit official transcripts to the admissions and records office for evaluation and request a degree audit report (DAR) as soon as possible after matriculating at TMCC.

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.

   Deadline dates for filing these applications are

   - fall semester, November 1
   - spring semester, March 1
   - summer session, May 1

   Applications are not accepted after the published deadlines. 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. All graduates must have a minimum of 15 credits in residence or through distance education at TMCC for each degree pursued. Only classroom instruction is applicable. Challenge examinations, nontraditional credit, etc., do not count as resident credit. This applies to all associate degrees and certificates of achievement.

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 or certificate. Students may elect to graduate under the degree 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); the requirements for the year in which they officially declared a major 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 or emphasis is offered for the first time after a student has enrolled, the student may choose the course catalog year in which the degree or emphasis 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

2009-2010

2005 would be under the 2004-2005 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. Some programs require students to be graduated under the current course catalog, 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.
3. Complete 15 credits in residence beyond the requirements for the first degree. This means a student must have a minimum of 75 semester credits, 30 of which were earned in residence at TMCC.
4. Satisfy all additional requirements for both degrees.

Meet with an advisor for requirements for credits in residence for students earning more than one certificate of achievement.

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.

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 10.0 percent and 21.0 percent have transferred to another institution.

Since the majority of our students are not full time (only 24 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 accurately reflect the success of all of our students.

Methods of Payment

Deferred Payment of Registration Fees and Tuition

Contracts for a deferred payment plan are available to students who register in six or more academic credits in a fall or spring semester. Workforce development and continuing education classes, health insurance and health center fees are not deferrable and must be paid in full at the time of registration. The controller or any designee(s) may authorize a deferred payment plan to meet the students' needs. The deferred amount will be 50% of the total charges payable by the student. The balance is due and payable no later than Friday of the sixth week of instruction. Any unpaid balance on a deferred payment plan becomes a student's accounts receivable on the final due date and is treated as an official fee hold for future registrations and transcript privileges. A penalty fee of 10 percent (minimum $10) will be charged on the deferred balance not paid by the due date. The director of admissions and records is authorized, if necessary, to officially withdraw a student from classes for nonpayment with the balance treated as a student's accounts receivable. (B/R 3/02)

Payment by Personal Check

Personal checks are accepted in payment of fees or bills. Checks should be made payable to the Board of Regents. Write the student's identification number on the check. The college does not furnish counter checks and checks altered in any way are not accepted. A $25 collection fee is assessed for any check returned unpaid by the bank. The returned check and penalty fee must be paid by cash, credit card or money order. Payments made by a returned check 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 the student being dropped from his/her classes.

Payment by Credit Card

TMCC honors MasterCard, Visa, Discover and American Express credit cards. The card holder must be present at the time of payment unless payment is on Web-Reg. When registering online, a student may use an approved credit card to pay fees. Refunds for credit card payments are issued by check only.

Payment by Mail

Checks must be received by the controller's office in time to be processed by the due dates and times.

Mail to: TMCC, controller's office, 7000 Dandini Blvd., RDMT 318, Reno, NV 89512.

Payment in Person

Bring your payment to the controller's office or use one of TMCC's convenient drop boxes to avoid lines. Drop boxes are located at the Dandini Campus at: controller's office, room 318, Red Mountain Building and at the south entrance of the library. These boxes close at 1 p.m. on Fridays. There are also boxes located at the Meadowood Center, 5270 Neil Road; the IGT Applied Technology Center, 475 Edison Way; and Redfield Center, 18600 Wedge Parkway.

Unpaid Fees and Delinquent Accounts

If you have not completely paid all of your fees by the due date, if you are not eligible for deferred payment or if you have not signed a deferred payment form, you may be subject to a penalty fee of $10 per day, 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. Delinquent accounts are forwarded to a collection agency.

Records Information

Change of Name, Address or MAJOR

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, by fax (775-673-7028) or by telephone (775-673-7042). To be official, a change of EMPHASIS (MAJOR) 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 major information current. Failure to do so could affect eligibility for continued benefits. Changes in emphasis 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.

2009-2010

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 or contact them by phone at 703-742-4200.

Challenge Examinations

An enrolled or formerly enrolled 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.

Degree Audit Reports

For help in schedule planning and course selection, degree-seeking students may request a degree audit report (DAR) on Web-Reg or from the admissions and records office. Students may request a free DAR once per year, unless they change their major.

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 all 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. Unofficial DAR's are also available through Web-Reg. Other transcripts will not show up until an official DARS is completed. Students must have attended within last year for any DARS to be available online.

Non-traditional education credit can only be applied 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: name, address, telephone number, dates of attendance, full or part-time status, degree awarded, major and date of graduation. To withhold disclosure of this directory information, the student must provide written notification to the admissions and records office using the form on page A-3 of this course catalog.

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 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 on Web-Reg. 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 can request through Web-Reg that one be mailed. 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

X IN PROGRESS: courses extending beyond one semester

AD AUDIT

W WITHDRAWAL: student withdraws from course between the second and 13th weeks (for short-term or intensive courses, terms will be indicated in the class schedule). Date of last attendance is stored in the Student Information System. There may be conditions under which a student will be administratively withdrawn from a course.

During the 100% refund period, an instructor may drop a student for non-attendance and/or not meeting pre-requisites; 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.

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

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 appear on the back of the official grade sheet of the instructor.

Students have one semester 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 the lowest grade on the course syllabus. 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 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.

Satisfactory Academic Progress Policy

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.

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/vp/ss/

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 775-673-7812.

Transcript of Record

An official transcript is a cumulative report which contains all TMCC credit courses in which a student has been enrolled; the grades, credits and grade point summaries; the registrar's signature and the official seal of the college. An official transcript may be obtained by the student or mailed by the college upon the student's written request. The request may be mailed, faxed or submitted in person to admissions and records. Allow three business days for processing. Unofficial copies may be obtained online using Web-Reg if a student has taken classes within the last year. A student's transcript will be withheld if there is a financial or disciplinary hold on the student's record.

Refund Policy

The refund policy is applicable to all students in all programs and to all course registration fees for withdrawal or net credit reduction. There may be a partial or no refund if fees and/or tuition were paid either in part or whole by some financial assistance program, i.e., third party agency, scholarship, deferred payment plan, etc. The application fee is never refundable and cannot be transferred to another person or another fee. If you officially drop, you will be eligible for refund of fees (except the application fee) as follows.

- The application fee is not refundable.
- Stopping payment on a check or credit card does not constitute official withdrawal and will result in additional fees and collection costs.
- Refunds for Exceptional Circumstances
  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. Induction of the student into the United States Armed Forces;
  2. An incapacitating illness or injury which prevents the student from returning to school;
  3. Death of a student;
  4. Death of a spouse, child, parent or legal guardian of the student;
  5. Verifiable error on the part of the institution; 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 are responsible for either paying for, or officially dropping from, each class in which they register, even if they do not attend.

If a student fails to drop during the full-refund period, they will be responsible for all tuition and fees.

- Refund checks are issued at the end of the sixth week of instruction.

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

- FULL-TERM courses (lasting 12 weeks or more)
  1. 100 percent (one hundred percent) if you officially withdraw prior to the second calendar week of instruction in a semester.
  2. 50 percent (fifty percent) if you file an official drop form prior to the end of the third calendar week of instruction in a semester.
- SHORT-TERM courses (lasting six to 11 weeks or class sessions) or SUMMER TERM
  1. 100% (one hundred percent) if you complete an official drop form prior to the second meeting of the class.
  2. 50% (fifty percent) if you complete an official drop form during the first 20% (twenty percent) of the course but after the second class meeting.
- INTENSIVE courses (lasting five or fewer weeks or class sessions)
  1. 100% (one hundred percent) if you complete an official drop form prior to the first class meeting.
  2. No refund after the first class meeting.
- CANCELED courses
  1. No action is required by the student, 100 percent refund.
- OUT-OF-STATE TUITION (nonresident) fees shall be refunded in conformity with this schedule for load reduction to less than seven credits and/or for complete withdrawal from school.

Refund checks are issued at the end of the sixth week of instruction. Regardless of original payment method (cash, check or credit card), all student refunds are issued by check and mailed to the student's current on-file address after this date.

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 Web-Reg. Each semester, the college will publish (online only) a class schedule which includes detailed information on the courses available, registration procedures

2009-2010

and dates, add/drop periods and the refund schedule. Previously enrolled students and new students who have attended an orientation session within the previous 12 months will be given first priority to register. New students will register according to the published schedule. Registration materials for all students will be available online. Registration is official only when all registration fees have been paid.

NSHE College Preparation Enrollment 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 only during the published registration period. Late starting classes may be added using the Web registration system up until the published start date of the class. Written permission of the division offering the class is required to add any class after the registration period or after the start date of the class. Students who add classes or register late become immediately responsible for the fees for these classes. These fees are due on the Friday of the week they register. 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 in the Fees, Payment and Refund section 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 done by filing the necessary forms before the filing deadline printed in the current class schedule. Forms for changing to or from audit status require the student's signature and must be processed at the admissions and records office. This audit form is available on the college's Web site.

Withdrawing from Classes

Students may use the Web registration system to withdraw from classes using the following schedule:

- Until two weeks prior to the official last day of the semester for full-term classes.
- Until one week prior to the official last day of the class for classes of 2 to 11 weeks in length.
- Until the mid-point (50%) of a class 1 week or less in length.

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.

Refunds for withdrawing from classes are based on the times the class has met and not on the attendance of a particular student. See the refund policy in the Fees, Payment and Refund section of this course catalog.

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 admissions and records office in writing. These students must also indicate to 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/advisor is 17 credits during the fall/spring terms and six credits during either summer term.

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 deadline published each term in the class schedule.
- Instructors will issue a letter grade for every student (except for those courses offered S/U ONLY), but grades for students who enrolled with the S/U option will be converted to 'S' if the letter grade is 'A', 'B' or 'C' and to 'U' if the letter grade is 'D' or lower.
- 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 assist students and community residents in achieving their educational, career and life goals. These services enhance the educational process and assist students in overcoming the financial, personal and learning obstacles that may prevent educational and career success.

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

2009-2010

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, all at no cost.

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.

ABE 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 or 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 19 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.

English Literacy / 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.

At no charge, 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 appointments
- Post-GED guidance

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

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.

The Certification Testing and Online Training Center at TMCC

The TMCC Certification Center is authorized by ACT to deliver national computer-delivered licensing examinations in areas such as social work, automotive excellence, and WorkKeys employment skills verification.

For more information, call 775-824-3838 or visit us online at www.tmcc.edu/wdce/certificationtesting/.

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 or for drop in times, go to our Web site for online advisement, or visit the advisement centers at the Dandini Campus, Red Mountain Building, room 111. For answers to the most frequently asked questions, visit us online at www.tmcc.edu/advisement/.

Advisement is also available at the IGT Applied Technology Center and the TMCC Redfield Center. For details, call 775-857-4974 for the IGT Applied Technology Center and 775-850-4042 for the TMCC Redfield Center.

Career Exploration/Career Center

If a student is undecided about a career choice, seeking a career change or needing to choose a major, the career center is here to help. Friendly staff are available to assist students in researching and connecting to the world of work through Internet connection and up-to-date computerized software. Students are also welcome to use the career center to research majors and gather college transfer information.

The career center offers a variety of tests to aid in identifying and exploring a student's occupational interests and

2009-2010

personal characteristics. The results of the assessment can be useful in career planning, educational planning and self-understanding. A counselor is available on an appointment basis to discuss the meaning of scores.

In addition to the career center's many resources, students are encouraged to utilize individual counseling appointments with professional counselors and enroll in career development classes and workshops to enhance their career decisions.

The career center is located in the Red Mountain Building, room 111 and may be contacted by phoning 775-673-7063. Students may connect online to the career center at www.tmcc.edu/careercenter/ for more information.

Counseling Center

Students are encouraged to take advantage of the counseling services. The counseling program assists in establishing and achieving educational, career and life goals. Counselors are available in the counseling center to help students find self-understanding and resolve problems and concerns that might interfere with learning. Regular contact with a counselor can make progress through college smooth and successful. During each semester, the counseling center is open from 8 a.m. to 5 p.m. For information, please call 775-673-7060 or go online to the counseling center at www.tmcc.edu/counseling. Counseling appointments can also be scheduled for the TMCC Meadowood Center. Call 775-824-8617 for details.

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 (TTY: 775-673-7888); come to the DRC at the Dandini Campus–Red Mountain Building, room 315; or visit the DRC website at 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. See page A-5 for specific information. 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 Placement/Internship Services

Need help with the process of preparing to meet job and career challenges" Receive assistance in your job search through the job placement center. A specialist is available to help you look sharp and get hired.

ATMCC career development professional is located in the Red Mountain Building, room 111, and is available to help simplify the job search process, identify potential needs and prepare job seekers for future challenges. The placement specialist also works with students to locate suitable positions for internships. Call 775-674-7661.

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, displaced homemakers, individuals pursuing training in nontraditional occupations, economically disadvantaged, disabled and/or individuals with substantial barriers to education/ employment. Those admitted to the program must be pursuing vocational education which leads to a high-skill, high-wage occupation or employment in a nontraditional field. Supporting occupational training in nontraditional fields (less than 25 percent of the workers in that field are of the student's gender) is a strong focus of this program. Services offered are academic advising, vocational assessment, counseling (personal, career, group), work experience, job placement assistance and referrals for instructional assistance and community resources. Program participants may also request financial assistance for the following: tuition, 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, personal and career counseling, support groups, referrals for community assistance, job search skills workshops, job development and placement 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.

The Re-Entry Center provides a wide variety of services for special population students. For more information regarding

2009-2010

services, eligibility standards or application procedures, please contact the office at 775-829-9041.

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.

Starting Point

The Starting Point/admissions is the first point of contact for students with the college. Located in the student services center lobby in the Red Mountain Building, the Starting Point/admissions can assist you by accepting admission applications, issuing unofficial transcripts, requesting official transcripts, processing student IDs, accepting grade audit cards and major changes, and processing graduation applications. For additional information, go to http://startingpoint.tmcc.edu or call 775-673-7111.

Transfer Services

Transfer services provide information about how classes at TMCC transfer to other schools in the Nevada System of Higher Education and elsewhere. The academic advisement staff will assist students in understanding transfer policies and any other difficulties concerning the transfer of credits to another NSHE school.

Students planning to transfer should make an appointment with an academic advisor to review degree requirements that will facilitate the transfer process to UNR and UNLV. Call 775-673-7062 to set up an appointment or to get drop in times, or drop by room 111 in the Red Mountain Building.

Transfer agreements between UNLV and UNR and Nevada's community colleges can be found at www.tmcc.edu/advisement/transfer/agreements/.

Veterans Educational Assistance

The veterans certifying official is available to assist all those who are eligible for Montgomery G.I. Bill (MGIB) educational benefits. Veterans who are eligible for MGIB benefits and have been separated under honorable conditions have 10 years from the date of separation from active duty in which to use educational benefits. State of Nevada National Guard members and surviving spouses and children of deceased veterans or spouses and children of 100 percent disabled veterans should also contact the veterans benefits office in admissions and records to use the MGIB educational benefits.

All previous educational records, both military and civilian, must be evaluated and reported to the Veterans Administration within the first two semesters of attendance at TMCC. Forms to order both military and civilian transcripts are available in the admissions and records office.

TMCC's counseling staff is available to assist veterans in planning educational programs and choosing career options.

Veterans should contact their previously attended schools for copies of their educational records when transferring to TMCC.

Advanced payment is available to veterans in some instances. The appropriate documents and forms must be submitted to the admissions and records office at least 60 days in advance of the payment date.

Members of the National Guard and Reserve who want to use their educational benefits should bring their notice of basic eligibility (DD Form 2384-1) to the admissions and records office.

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.

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 then 30 days before commencement of classes will not be subject late fee penalties.

Tuition and Fee Schedule

The following fees are in effect for the 2009-2010 school year.

- Nevada residents: **$65.50**/credit (includes tech fee)
- Good Neighbor students: **$101.50**/credit
- Out-of-state students in fewer than seven credits: **$131.50**/credit
- Out-of-state students in seven or more credits: **$65.50**/credit + **$3094.00**
- Out-of-state students residing outside of Nevada and enrolled in only distance education: **$95.50**/credit
- Summer school 2009, all students: **$64.25**/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 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 first registration.

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

If you live in a neighboring California county, you may be eligible for the Good Neighbor rate. Refer to Appendix B for details.

Nonresident Tuition

Students classified as nonresident students taking seven or more credits shall pay nonresident tuition ($3,094/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 $95.50 per credit (includes $5.50 per credit technology fee). Please contact the admissions and records office for further information at 775-673-7042.

Senior Citizen Tuition

If you are 62 or older and have been a Nevada resident for six months, you qualify for this program. Tuition discounts apply only if there are seats available in a class; if the class in which you have enrolled becomes full, you must pay the full tuition. If you have turned 62 since taking your last TMCC class, notify the admissions and records office.

- There is no application fee.
- There is no per-credit charge to register for a regular course.
- You must pay all lab and special fees including the $5.50 per-credit technology fee.
- You must pay 80 percent of the cost of workforce development and continuing education classes and full price for workforce development and continuing education conferences, online courses, motorcycle classes and professional/career courses. TMCC's Senior Sunshine Fund can loan supplies and books to qualified senior citizens. For details and an application, call 775-829-9010.
- Must be 62 before semester begins

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.

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2009-2010

DEGREE PROGRAMS, ADVISORS AND WORKSHEETS

2009-2010

TMCC Academic Schools

School of Business and Entrepreneurship

Marie Murgolo-Poore, associate dean, 337-5608

Accounting, Banking, Business, Economics, Entrepreneurship, Logistics, Management, Marketing, Real Estate, Business Competition, Entrepreneurship Club

School of Liberal Arts

Armida Fruzzetti, acting dean, 674-7550

American Sign Language, Anthropology, Art, Communications, Counseling & Personal Development, Dance, Early Childhood Education, Education, English, English as Second Language, Foreign Languages, Graphic Communications, History, Human Development & Family Studies, Humanities, Humanities (Core), Journalism, Legal Assistant/Law, Mental Health, Music, Philosophy, Political Science, Psychology, Reading, Political Science, Sociology, Social Work, Speech, Study Skills, Theater, Women's Studies

School of Sciences

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Workforce Development and Continuing Education Division

Mike Rainey, dean, 824-8611

Administrative Professional, Adult Basic Education, Apprenticeship, Community ESL, Customized Training, Fitness Center, Massage Therapy, Personal Trainer, Physical Education, Safety Training, Silver College

Non-Credit Offerings: Computer Training, Conferences, Motorcycle Safety Training, Personal Interest Workshops, Professional Skills Seminars, Wildland Fire

TMCC Certificates, Degrees, Classes, Training and Workshops

TMCC offers associate degrees, certificates of achievement, classes, training and workshops in the following categories.

	certificate	degree	classes	training	workshop
Accounting			•		
Administrative Professional	•	•	•		
Adult Basic Education				•	
American Sign Language			•		
Anthropology (applied) (AA-ANT, CT-DIV)	•	•	•		
Apprenticeship (see specific area of interest)	•	•	•		
Architectural Design Technology (CT-ARD)	•		•		
Architecture (AA-ARD)		•	•		
Art			•		•
Astronomy			•		
Atmospheric Science (ATMS)			•		
Aviation			•		•
Baking and Pastry (CT-BAK)	•		•		
Banking (CT-BKG)	•		•		
Biology (SCI-BY)		•	•	•	
Bookkeeping (CT-BKP)	•		•		
Bricklayer Apprentice (AS-BKL, CT-BKL)	•	•	•		
Builders & Contractors' Apprentice (AS-BC, CT-BC)	•	•	•		
Building Inspection			•		
Business (AS-BSS, CT-BUS)	•	•	•		
Business Applications			•	•	•
Business, Transfer (AA-BUS)		•	•		
Carpenter Apprentice (AS-CAR, CT-CAR)	•	•	•		
Certified Nursing Assistant (CNA)			•		
Chemistry (SCI-CH)		•	•		
Chinese			•		
Cisco Networking (AS-NET)		•	•		
Communications			•		
Community Policing & Problem Solving (AA-COP)		•			
Computer and Office Technology			•		•
Computer Info. Technology			•		
Computer Info. Tech., Computer Progamming (AS-PGM)		•	•	•	•
Computer Info. Tech., Networking (AS-NET)		•	•		
Computer Info. Tech., Web Development (AS-WBD)		•	•		
Computer Science (SCI-CS)		•	•		
Computer Technologies (CT-CTC)	•		•		
Construction Technology - Cons. Mgmt. (AS-CON)		•	•	•	•
Core Humanities			•		
Corrections/Probation (AS-CRP)		•	•		
Counseling and Personal Development			•		
Criminal Justice (AA-CRJ, CT-CJ)	•	•	•		

2009-2010

TMCC Certificates, Degrees, Classes, Training and Workshops

TMCC offers associate degrees, certificates of achievement, classes, training and workshops in the following categories.

	certificate	degree	classes	training	workshop
Culinary Arts (AS-CLA, CT-CLA)	•	•	•	•	•
Culinary Arts, Baking and Pastry (CT-BAK)	•		•	•	•
Customer Service				•	•
Database Applications			•		
Database Development					•
Dental Assisting (AS-DEN, CT-DEN)	•	•	•		
Dental Hygiene (SCI-DH)		•	•		
Developmental Disabilities Technician (AS-MHD)		•	•		
Diesel Technician (AS-TRD, CT-TRD)	•	•	•		
Dietetic Technician (AS-DIT, SCI-DT)		•	•		
Digital Media (CT-DGM)	•		•		
Diversity			•	•	•
Diversity, Applied Anthropology (CT-DIV)	•		•		
Drafting Technology (AS-DFT, CT-END)	•	•	•		
Early Childhood Education (AA-ECE)		•	•		
Early Childhood Ed., Admin. of Early Care & Ed. Prgms. (AS-AEC)		•	•		
Early Childhood Education, Infant/Toddler (AS-INT)		•	•		
Early Childhood Education, Preschool (AS-PRE)		•	•		
Economics			•		
Education, Elementary (SCI-EE)		•	•		
Education, Integrated Elem. Ed. & Spec. Ed. (SCI-ES)		•	•		
Education, Secondary (SCI-SE)		•	•		
Electrician Apprentice (AS-ELC, CT-ELC)	•	•	•		
Electronics Technology (CT-ETE)	•		•		
Emergency Medical Technician (CT-PRM)	•		•		
Engineering (SCI-EG)		•	•		
English			•	•	
English as a Second Language			•	•	
Entrepreneurship (CT-EPS)	•		•		
Environmental Science (SCI-EN)		•	•		
Event Management					•
Film			•		
Finance				•	
Fine Arts (AA-FA)		•	•		
Fine Arts, Art History (AA-ART)		•	•		
Fine Arts, Dance (AA-DAN)		•	•		
Fine Arts, Music (AA-MUS, CT-MUS)	•	•	•		
Fine Arts, Musical Theater (AA-MT)		•	•		
Fine Arts, Theater (AA-THE, CT-THE)	•	•	•		
Fire Science Technology (AS-FS, CT-FS)	•	•	•		
Firefighter Academy (AS-FA)		•	•		

TMCC Certificates, Degrees, Classes, Training and Workshops

TMCC offers associate degrees, certificates of achievement, classes, training and workshops in the following categories.

	certificate	degree	classes	training	workshop
Firefighter, Volunteer (CT-FV)	•		•		
Firefighter, Wildland (AS-FW)		•	•		•
Floor Coverer Apprentice (AS-FC, CT-FC)	•	•	•		
French				•	•
General Studies (AGS, CT-GEN)	•	•			
Geographic Information Systems			•		
Geography			•		
Geology			•		
Geoscience (SCI-GE)		•	•		
German				•	
Golf Course Management (AS-GLF)		•	•		
Grant Writing			•	•	•
Graphic Communications (AS-GRC)		•	•		
Graphic Communications, Digital Media (CT-DGM)	•		•		
Graphic Communications, Graphic Communications (CT-GCG)	•		•	•	•
Graphic Communications, Imaging Technologies (CT-GCI)	•		•		
Health Occupations			•		
Heating, Vent./Air Cond./Refrig. (AS-HVC, CT-HAR)	•	•	•		
Hebrew				•	
High Sierra Chefs Assoc. Apprentice (AS-CHF, CT-CHF)	•	•	•		
History (AA-HIS)		•	•		
Horticulture Degree (SCI-HC)		•	•		
Human Development and Family Studies			•		
Humanities			•		
Imaging Technologies (CT-GCI)	•		•		
Industrial Safety					•
Industrial Systems Technology (CT-EIM)	•		•		
Information Systems			•		
International Business			•		
Internet, Web Development (AS-WBD)		•	•	•	•
Investigation (AS-INV)		•	•		
Ironworker Apprentice (AS-IRW, CT-IRW)	•	•	•		
Italian				•	•
Japanese			•		
Journalism			•		
Juvenile Justice (AS-CJJ)		•	•		
Lab Technology			•		
Landscape Architecture (AA-LAD)		•	•		•
Landscape Management (CT-LMG)	•		•		
Law Enforcement (AS-CLE)		•	•		
Logistics Management (AS-LGM, CT-LGM)	•	•	•		

2009-2010

TMCC Certificates, Degrees, Classes, Training and Workshops

TMCC offers associate degrees, certificates of achievement, classes, training and workshops in the following categories.

	certificate	degree	classes	training	workshop
Management			•		•
Manufacturing Technology/Fabrication (AS-FAB)		•	•		
Manufacturing Technology/Machining (AS-MAC)		•	•		
Manufacturing Technology/Production Systems (AS-PS)		•	•		
Marketing			•	•	•
Massage			•	•	•
Mathematics (SCI-MA)		•	•		
Media Internships			•	•	
Medical Health Services				•	
Medical Imaging, Foreign Educated Radiography (CT-MIF)	•		•		
Medical Imaging, Re-Entry Radiographer (CT-MIR)	•		•		
Medical Records Technology			•		
Mental Health Technician (AS-MHS)		•	•		
Mental Health Technician – Dev. Disabilities (AS-MHD)		•	•		
Mental Health Technician – Sub. Abuse Counsel. (AS-SUB)		•	•		
Mental Hygiene and Mental Retardation			•		
Military Occupations (AS-MO)		•	•		
Music (AA-MUS, CT-MUS)	•	•	•	•	•
Networking (AS-NET)		•	•		•
Nursing (AS-NUR)		•	•		
Nursing Assistant			•		
Nutrition (AS-DIT)		•	•		
Office Suites					•
Office Suites Applications			•		
Operating Engineers Apprentice (AS-OPR, CT-OPR)	•	•	•		
Painter/Decorator Apprentice (AS-PTR, CT-PTR)	•	•	•		
Paralegal/Law (AS-PRL)		•	•		
Paramedic (CT-PRM)	•		•		
Personal Trainer			•	•	
Philosophy (AA-PHL)		•	•		
Phlebotomy (LTE)			•		
Physical Education			•		•
Physics (SCI-PH)		•	•	•	
Pipefitter Apprentice (AS-PFR, CT-PFR)	•	•	•		
Plumber Apprentice (AS-PLU, CT-PLU)	•	•	•		
Political Science			•		
Portuguese			•		
Pre-Law (AA-CPL)		•	•		
Presentation Applications			•		•
Presentation Software					•
Private Security			•		

TMCC Certificates, Degrees, Classes, Training and Workshops

TMCC offers associate degrees, certificates of achievement, classes, training and workshops in the following categories.

	certificate	degree	classes	training	workshop
Psychology (AA-PSY)		•	•		
Radiologic Technology (AS-RDT)		•	•		
Reading			•		
Real Estate			•		•
Renewable Energy (AS-REN)		•	•		
Residential Design (AS-RSD)		•	•		
Russian			•		
Senior Citizens' Silver College			•		
Sheetmetal Worker Apprentice (AS-SMT, CT-SMT)	•	•	•		
Small Business Management			•		•
Sociology			•		
Solar Energy Technology			•		
Spanish				•	•
Speech and Theater (AA-THE, CT-THE)	•	•	•		
Spreadsheets			•		•
Spreadsheet Applications			•		
Stagehands (AS-STH, CT-STH)	•	•	•		
Study Skills			•		•
Surveying			•		
Teamsters (AS-TMS, CT-TMS)	•	•	•		
Theater (AA-THE, CT-THE)	•	•	•		
Tilesetter Apprentice (AS-TST, CT-TST)	•	•	•		
Transportation Technology (AS-TRA, AS-TRD, CT-ASE, CT-GST)	•	•	•		
University Transfer (AA, SCI)		•	•		
UNR Building Maintenance Apprentice (AS-BMP, CT-BMP)	•	•	•		
Veterinary Technician (AS-VET, CT-VET)	•	•	•		
Volunteer Firefighter (CT-FV)	•		•		
Weather (see ATMS)			•		
Welding for Art (CT-WAR)	•		•		
Welding Technology (AS-WEL, CT-WEL)	•	•	•		
Wildland Firefighter (AS-FW)		•	•		•
Women's Studies			•		
Word Processing Applications			•	•	•

2009-2010

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 degree is designed for students who are planning to transfer to a university to complete a bachelor of arts degree. With an associate of arts degree, students are qualified to transfer to a four-year college or university with junior standing.

Associate of Science

The associate of science degree is designed for students who are planning to transfer to a university to complete a bachelor of science degree. The associate of science degree provides the math and science background students need to transfer to a four-year college or university with junior standing.

Associate of Applied Science/ Certificate of Achievement/ Occupational Programs

Occupational programs are for students who want to develop entry-level skills, to upgrade themselves in their present position or qualify for a higher position or to improve the management of their personal business affairs, family life, leisure time or recreational activities. Students majoring in occupational programs may earn an associate of applied science degree or a certificate of achievement.

Associate of General Studies

The associate of general studies degree is intended for students looking for a more broad-based course of study. The degree is designed to be more flexible and inclusive than other degrees and allows for a larger number of elective credits. The degree does not necessarily transfer to four-year institutions, but individual courses may.

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

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 major 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 107+ 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 University of Nevada, Reno. Links to the system transfer guide and UNR major transfer guides are available on the Web at www.tmcc.edu/advisement/transfer.

Counselors are available to discuss course transfer problems 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 course catalog from those schools or the statewide Web site at www.nevada.edu.

The TMCC counseling and advisement center maintains computerized access to catalogs for United States colleges and universities.

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

UNIVERSITY ADMISSION WITHOUT H.S. REQUIREMENTS

TMCC students planning to transfer to UNR or UNLV, who did not complete the high school course requirements, may be admitted to either university upon completion of 12 semester credit hours in any general education courses which are required for the associate of arts or associate of science degrees. A minimum grade point average of 2.0 must be achieved in these classes for admission. Beginning fall 2006, transfer students will need 24 transferable credits with a minimum grade point average of 2.3 for admission. Any course listed under the general education requirements for the associate of arts or associate of science degrees, in this course catalog, is acceptable for this purpose.

UNIVERSITY ACADEMIC SUSPENSION

Students under academic suspension from Nevada universities may attend TMCC; generally six acceptable transfer credits with a 2.5 grade point average or above will satisfy requirements for readmission to UNR or UNLV. Contact an advisor at the university for specific information.

CHOICE OF COURSE 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 major with the admissions and records office may choose the course catalog of the year of the latest change of major or the year of graduation. Whichever course 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 course 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 course 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 course catalog.

2009-2010

TRANSFER CONCERNS

Students with internal (TMCC) or external (other NSHE institutions) transfer problems should contact a counselor in the counseling and advisement center. The counselor or advisor can help with documentation or assist in scheduling an appointment with the director of counseling to determine appropriate action.

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 www.tmcc.edu/counseling.

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

GENERAL TRANSFER CORE CURRICULUM FOR UNR

Find specific core requirements on major transfer guide.

I. First Year Writing Courses (3-6 credits)

ENG 101, 102

(ENG 113, 114 for international students)

II. Mathematics (3-4 credits)

MATH 120, 126 and 127,* 126 and 152, 176, 181

*NOTE: Both MATH 126 and 127 are required to satisfy core, beginning fall 2003.

III. Natural Science (6-8 credits)

(Two courses with lab, one must be in biology, chemistry, geology or physics)

Group A: BIOL 100, 190, 191; CHEM 100, 121, 122, 201; GEOL 100, 101,102; PHYS 100, 151, 152, 180 and 180L, 181 and 181L

Group B: ANTH 102; AST 104; ATMS 117; BIOL 150; ENV 100; GEOG 103/104; NUTR 121

IV. Social Science (3 credits)

ANTH 101, 201, 202; ECON 102, 103; GEOG 106; PSC 211, 231; PSY 101; SOC 101; WMST 101

V. Fine Arts (3 credits)

ART 100, 160, 260, 261; HUM 101, 102, 105, 106; MUS 121, 225, 226; THTR 100, 130, 180, 210, 221

VI. Diversity (3 credits)

ANTH 201, 205; ART 270; EDU 203; ENG 223, 267; HIST 208, 209, 211, 212, 227, 247; HUM 211, 225; PHIL 210; PSY 276; SOC 205, 276

VII. Core Humanities (9-12 credits)

Select one from each group.

Group A: CH 201; ENG 231*; HIST 105*; PHIL 200*

Group B: CH 202; ENG 232*; HIST 106*

Group C: CH 203; PSC 101* (or HIST 101* and one of the following: HIST 102,* 217* or PSC 208*)

* After admission and matriculation to the University of Nevada, Reno, students cannot take substitute courses for core humanities/western traditions. Student must satisfy any remaining core humanities requirements by completing the actual core humanities courses.

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 Goals

The goals of the general education curriculum are for students to:

1. develop analytical thinking, problem-solving, and communication skills
2. develop life-long learning skills and the ability to independently construct their own knowledge base
3. utilize skills learned to make useful and informed life decisions
4. participate in a community of learners that supports a diverse and collaborative environment for intellectual inquiry
5. function successfully and effectively in a global society and workplace
6. adapt to a rapidly evolving technological environment.

List of Abilities

Students who successfully complete general education requirements at TMCC will demonstrate some or all of the following abilities:

1. Analytical thinking skills: To develop skills and attitudes that enable one to grasp complexities in order to see relationships, similarities, and differences among ideas; to analyze one's own ideas and thoughts, as well as the ideas and thoughts of others; to draw inferences and conclusions.
2. Communication skills: To read with comprehension; to listen, speak, and write competently.
3. Collaborative skills: To develop skills and attitudes that enable one to interact effectively with others, whether one-on-one, in a small group, in an organization, or with an audience.
4. Quantitative and scientific reasoning skills: To reason logically, using both induction and deduction; to discern bias and subjectivity; to perform appropriate calculations; to recognize and weigh scientific evidence; to understand, evaluate, model and effectively utilize quantitative and qualitative data.
5. Global and cultural awareness skills: To develop a broad understanding of linguistic, political, social, environmental, religious and economic systems of the world; to increase students' understanding of the growing interdependence of nations and peoples and develop their ability to interact in multi/cross-cultural settings; to develop skills and attitudes that enable one to respect and appreciate diversity.
6. Personal, social, and civic responsibility skills: To develop skills and attitudes necessary to function effectively as responsible, ethical and contributing citizens of the community, state and nation.
7. Information literacy and research skills: To formulate relevant research questions; to find, analyze, and use information from field, print, and/or electronic sources; to evaluate the applicability of the data for a particular situation; to document properly and address questions concerning the responsible use of information.
8. Artistic and aesthetic awareness skills: To develop skills and acquire experiences that enable one to value, reflect upon, and appreciate the creative process and its manifestations including its role in the human experience.
9. Computer and Information Technology skills: To understand computer and information technology and how it relates to the individual, society, and the environment; to use computer applications responsibly as tools for creativity, researching, organizing, problem solving, publishing, presenting, and/or communicating information and ideas.

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

DIVERSITY COURSE LIST

Three credits of diversity course work is required to satisfy an associate degree granted to any TMCC student matriculating beginning fall 2001 and any term thereafter.

- 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 267 Women and 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 Young Children
- HIST 208 World History I
- HIST 209 World History II
- HIST 211 History of East Asia I (Same as HUM 211)
- HIST 212 History of East Asia II
- HIST 227 Introduction to Latin American History & Culture I
- HIST 247 Introduction to the History of Mexico
- HIST 289 Introduction to History of the Middle East
- HIST 291 Intro to Women's History and Literature in the U.S.
- HIST 293 Introduction to African American History I
- 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 (Same as HIST 211)
- 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
- NUTR 253 Cultural Considerations in Nutr 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 250 Introduction to Feminist Theory
- WMST 255 The American Women's Movement
- WMST 297 Special Topics in Women's Studies

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.

University Transfer Degrees

Associate of Arts • Associate of Science

The Associate of Arts(AA) and the Associate of Science(AS) degrees are primarily for students planning to transfer with junior standing to a four-year college or university for a baccalaureate degree.

Students may choose to complete:

- A designated course of study (such as an AA in Fine Arts or an AS in Environmental Science). Such courses of study may have specific general education and/or additional core requirements. Please consult the appropriate page(s) in this catalog for course requirements.
- An emphasis of at least 15 credits in a concentrated set of courses selected to prepare students for the rigors of a designated major at a four year institution and/or initial placement into employment within the chosen field. Please consult the appropriate page(s) in this catalog for course requirements.
- An AA-General or AS-General in which any approved university transfer course fulfills the general elective course credits. However, students are also encouraged to follow a recommended course sequence designed to facilitate a smooth transfer into a major at a four year institution of their choice. Such recommendations are also included in this catalog under the appropriate discipline.

Satisfactory completion of an AA or AS degree guarantees completion of the lower division general education requirements at UNR, UNLV or NSC. Students intending to transfer to other schools should see a counselor or follow the catalog of the transfer. Courses with a "C" or "D" designator after the course number and courses with a number under 100 are not applicable toward either degree.

Associate of Arts

General Education Requirements

Diversity **(3 credits)**
See the diversity section of the general education descriptions (page B-9) for a complete list of courses.

English **6 credits**
ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**
Choose from ART 100, 160, 260*, 261*, 263, 264, 265, 270, 295, 296, 297, DAN 138 or 139, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 101, 121, 225 or 226, THTR 100, 105, 180, 200, 205, 206, 207, 209, 210, 231, 235, or 258

Humanities **6 credits**
Choose courses 100-level or above from the following areas: AAD 201, American sign language, ART 160, 260*, 261*, 263, 264, 265, 270, 295 and 296, DAN 138 or 139, English (except ENG 101, 102, 107, 108, 112D, 113, 114, 181 and 297), foreign languages, HIST 105, 106, 208, 209, 227, 247, humanities, MUS 121, 122, 125, 225, 226, philosophy, THTR 100, 209, 210, 231, and 258, CH 201, 202 and 203

Mathematics **3 credits**
MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285

Science **3 credits**
Choose any course 100-level or above from the following areas provided that a lab is included. ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103/104, geology, NUTR 121 and PHYS 100, 151, 152, 180 and 180L or 181 and 181L

Social Science **9 credits**
Choose any courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), CRJ 101, 220 or 230, economics, EDU 201, 202 or 203, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, CH 201, 202 or 203, 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 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements	**33 Credits**
Total Electives	**27 Credits**
Total Degree Requirements	**60 Credits**

Associate of Science

The Associate of Science degree is designed to help students use the methods of observation, special analysis and logic by which we understand the mathematical, biological and physical nature of the world.

General Education Requirements

Diversity **(3 credits)**
See the diversity section of the general education descriptions (page B-9) for a complete list of courses.

English **6 credits**
ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**
Choose from ART 100, 160, 260*, 261*, 263, 264, 265, 270, 295, 296 or 297, DAN 138 or 139, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 101, 121, 225 or 226, THTR 100, 105, 180, 200, 205, 206, 207, 209, 210, 231, 235, or 258

Humanities **3 credits**
Choose courses 100-level or above from the following areas (exceptions noted): AAD 201 or HUM 201, American sign language, ART 160, 260,* 261* and 265, DAN 138 or 139, English (except ENG 101, 102, 107, 108, 112D, 113, 114, 181 and 297), foreign languages, HIST 105, 106, 208, 209, 227 and 247, humanities, MUS 121, 225 and 226, philosophy, THTR 100, 209, 210, 231, or 258, CH 201, 202, 203

Mathematics **6 credits**
MATH 126, 127, 152, 176, 181, 182, 283 or 285

Science **12 credits**
Choose any courses 100-level or above from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103/104, GEOL 102, NUTR 121 and PHYS 100, 151, 152, 180 and 180L or 181 and 181L

Social Science **6 credits**
Choose any courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), CRJ 101, 220 or 230, economics, EDU 201, 202 or 203, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, CH 201, 202 or 203, 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 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements	**39 Credits**
Total Electives	**21 Credits**
Total Degree Requirements	**60 Credits**

2009-2010

Occupational and/or Technological Degrees

Associate of Applied Science

The Associate of Applied Science degree is designed for those students who desire a two-year course of study and training in an occupational and/or technological career field. The transferability decision rests with the receiving institution. Developmental courses (courses numbered less than 100) do not transfer and do not count toward any TMCC degree.

General Education Requirements

Diversity (3 credits)

See the diversity section of the general education descriptions (page B-9) for a complete list of courses.

English/Communications 6 credits

Choose one course from each group.

English—BUS 106 or 108, ENG 101, 102 107, 108, 113, 114 or 181, JOUR 102 or 221.

Communications—BUS 107, CPD 201 or 202, ENG 101, 102, 107, 108, 113, 114, 220 or 221, JOUR 221, COM 113, 135 or 285 THTR 160, 161, 200

Human Relations 3 credits

Choose from CE 201, CPD 124, 126, 129, 132, DA 110, 112, or 125*, EPY 101, MGT 171, 201, 212 or 235, NURS 235 or 295*, PSY 102.

*Only accepted program students may take the DA or NURS options.

*When a social science course is used for human relations, the student must take a humanities class.

Quantitative Reasoning 3 credits

Choose from BUS 117, COT 110*, ECON 261 or 262, CUL 245, mathematics (100-level or above), PSY 210, SOC 210

Science 3 credits

Choose courses 100-level or above from the following areas: astronomy, ATMS 117, biology, chemistry, environmental science, geology, NUTR 121 or 223, physics or choose from ANTH 102 or GEOG 103

Social Science/Humanities 3 credits

Choose any course 100-level or above from the following areas (exceptions noted):

Humanities—AAD 201, American sign language, art, English (except 101, 102, 107, 108, 112D, 113 and 114), foreign languages, humanities, philosophy or choose from GRC 111, HIST 105, 106, 208, 209, 227, 247 or 248, MUS 121, 125, 225 or 226, THTR 100, 209, 231, CH 201, 202 or 203

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

*When a social science course is used for human relations, the student must take a humanities class.

U.S. and Nevada Constitutions 3 credits

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

Total General Education Requirements	**21 Credits**
Core and/or emphasis Requirements	**36-56 Credits**

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

Total Degree Requirements	**60-96 Credits**

Certificate of Achievement

For those 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**

** 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	**21 Credits**

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

Total Certificate Requirements	**30 Credits***

• 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.

2009-2010

General Studies Degree
Associate of General Studies

The purpose of the Associate of General Studies degree is to provide academic knowledge and skills for personal growth and professional advancement. Although it was not designed for transfer, it can be used for this purpose if courses are selected carefully.

General Education Requirements

Computer Science — **3 credits**
Choose from IS 101, CIT 133*

Diversity — **(3 credits)**
See the diversity section of the general education descriptions (page B-9) for a complete list of courses.

English/Communications — **9 credits**
Choose from the following list; note that at least six credits must be from communications.

English—BUS 106 or 108, ENG 101, 102, 107, 108, 113, 114 or 181, JOUR 221, THTR 225, 252, 253

Communications—BUS 107, 201 or 202, ENG 101, 102, 107, 108, 113, 114, 220 or 221, JOUR 221, COM 113, THTR 160, 161, 200

Fine Arts — **3 credits**
Choose from art (any course 100-level or above), DAN 138 or 139, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 101, 121, 225 or 226, THTR 100, 105, 200, 205, 206, 209, 210, 235, 258

Humanities — **3 credits**
Choose any course 100-level or above from AAD 201 or HUM 201, American sign language, art, English (except 101, 102, 107, 108, 112, 113 or 114) foreign languages, humanities, philosophy or choose from DAN 138 or 139, HIST 105, 106, 208, 209, 227 or 247, MUS 121, 125, 225 or 226, THTR 100, 209, 210, 231, or 258, CH 201, 202 or 203

Human Relations — **3 credits**
Choose from CE 201, CPD 124, 126, 129, or 132, EPY 101, MGT 171, 201, 212 or 235, PSY 102

Quantitative Reasoning — **3 credits**
Choose any course 100-level or above from accounting, mathematics or choose from BUS 117, 132, COT 110*, CUL 245, ECON 261 or 262, PSY 210, SOC 210

Science — **3 credits**
Choose any course 100-level or above from astronomy, ATMS 117, biology, chemistry, environment, geology, NUTR 121 or 223, physics or choose from ANTH 102, GEOG 103

Social Science — **3 credits**
Choose any course 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), criminal justice, economics, geography (except GEOG 103), history, political science, psychology, sociology or choose from ECE 102, EDU 201, 202, 203, HDFS 201 or 202, JOUR 101, CH 201, 202 or 203, WMST 250, 255

U.S. and Nevada Constitution — **3 credits**
Choose one or two courses from the following list. If two courses cover both constitutions, three credits may apply toward social science or electives. PSC 101 (both constitutions), CH 203 (both constitutions), HIST 101 and 102 or HIST 101 and 217 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 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 Degree Requirements — 60 Credits

Certificate of Achievement
General Studies

General Education Requirements

English/Communications — **6 credits**
Choose from BUS 106, 107 or 108, ENG 101, 102, 107, 108, 113, 114, 181, 220 or 221, JOUR 221, COM 113, 135 or 285, THTR 160, 161, 200, 225, 252, 253 or 258

Fine Arts/Humanities — **3 credits**
Choose any course 100-level or above from AAD 201 or HUM 201, American sign language, art, English (except ENG 101, 102, 107, 108, 112, 113 or 114), foreign languages, humanities or philosophy or choose from DAN 138 or 139, GRC 111, HIST 105, 106, 208, 209, 227 or 247, MUS 101, 121, 125, 225 or 226, THTR 100, 105, 200, 205, 206, 207, 209, 210, 231, 235, or 258, CH 201, 202 or 203, COM 285

Human Relations — **3 credits**
Choose from CE 201, CPD 124, 126, 129, or 132, EPY 101, MGT 171, 201, 212 or 235, PSY 102

Science/Quantitative Reasoning/

Computer Science — **3 credits**
Choose any course 100-level or above from the following areas: accounting, astronomy, ATMS 117, biology, chemistry, environmental science, geology, mathematics, NUTR 121 or 223, physics or choose from ANTH 102, BUS 117, CIT 130, 132, 133*, 153, 173, 211 or 212, COT 110*, CSCO 120, CUL 245, ECON 261 or 262, GEOG 103, IS 101, or 201, MGT 201, PSY 210, SOC 210

Social Science — **3 credits**
Choose any course 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), criminal justice, economics, geography (except GEOG 103), history, psychology, political science, sociology or choose from, EDU 201, 202 or 203, HDFS 201 or 202, JOUR 101, CH 201, 202 or 203

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 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 Certificate Requirements — 30 Credits

2009-2010

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 juniors and seniors in Washoe County School District who are enrolled in an articulated class. Students enrolled in the Sierra Nevada Job Corps may also enroll in an articulated class and earn Tech Prep credit. An articulated class is one in which learner outcomes 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, 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 call go to 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 as an elective 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

People working in the graphic communications industry have a hard time fitting full semester classes into their busy schedules. And in many instances these people, as well as students taking GRC classes for degrees and certificates, want to focus on a specific software application to meet their training needs. To meet these needs, the Graphic Communications program offers a seriese of 0.5 - 1 credit professional level workshop classes that deal with one particular graphics software over a one- to four-week period. The following applications are currently being offered:

InDesign

Illustrator

Photoshop
(beginning and advanced)

Acrobat

Dreamweaver

Fireworks

Flash Professional
(beginning and advanced)

Premiere

After Effects
(beginning and advanced)

Lightwave 3D
(beginning and advanced)

These workshops are listed in the TMCC class schedule under the graphic communications section. Students can register for these classes through Web-Reg. The GRC program also offers customized workshops that can be developed to meet the specific needs of companies and organizations. For more information on customezed workshops, please call 775-673-7266.

Honors Program

TMCC offers opportunities for students to participate in an honors program. Students who have been accepted into the program can take honors designated core courses or attend regular core classes taught by an honors professor with an honors component. For students who are seeking thought provoking, academically challenging classes and who have a minimum GPA of 3.5 for college courses or 3.75 for high school work, this program may be for you. TMCC honors classes will be fully transferable, up to 12 credits, to both UNR and UNLV and most other national universities. The honors classes will be taught by the college's best faculty and will range from English to history to science to math. For additional information contact the Vice President for Academic Affairs office at 775-673-7090.

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

- have completed a department's specified number of credits toward a declared degree or certificate
- have completed CE 201 (Workplace Readiness), MGT 212, BUS 107 or equivalent
- 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
- 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. Please see page A-9.

2009-2010

Workforce Development and Continuing Education

http://wdce.tmcc.edu • 775-829-9010

Workforce Development and Continuing Education Division

WDCE is the college's one-stop resource for non-credit personal interest and professional development courses along with both credit and non-credit career education programs. In addition, WDCE customizes training for area businesses; provides adult literacy, GED and ESL training; and holds courses designed for active adults through its Silver College program.

WDCE is always looking for new instructors and courses that mirror community interests. For further details on teaching for WDCE, go to wdce.tmcc.edu and click on "Teach for Us."

Career Education Programs

For alternative career training, WDCE offers an array of programs, some of which can count toward an associate's degree or certificate in general studies.

Credit Career Education Programs

These programs can count toward a general studies degree/certificate. See the corresponding worksheets in this section.

Administrative Professional

Building Trades Apprenticeships

Non-Credit Career Education Programs*

With special permission, these programs may count toward a general studies degree/certificate. See the corresponding worksheets in this section.

Massage

Personal Trainer

Non-Credit Professional Development Certificates*

These programs do not count toward a general studies degree/certificate. Go to wdce.tmcc.edu for details on the following certificate programs.

Bilingual Office/Medical Office Worker

Court Interpreting

Grant Writing

Florist Industry

Property Management

Spanish Translation

Special Event Management

Silver College—Courses for Active Adults

Active adults—62 and older—will find that TMCC offers a wide-range of courses designed with their lifestyle in mind. Programs include writing your life story, computer and recreational courses. The Senior Sunshine Fund—a program which loans senior citizens books and supplies and may provide tuition assistance—is available to those who are at least 62 years old and have been Nevada residents for one year. Call WDCE at 829-9010 for details.

Personal Enrichment Programs*

Students can develop their hobbies, pursue new interests and get to know their peers by choosing the region's most diverse selection of personal enrichment programs. Hundreds of courses—ranging from 2-hour to semester-length courses—are presented each year in categories such as arts, fitness, languages, dance, outdoors and photography. WDCE also conducts the TMCC Writers' Conference and the Father Daughter Ball.

For those seeking academic credit and fitness at the same time, WDCE offers a wide range of physical education courses.

Professional Development Courses*

Students can develop their job skills through an array of online and onsite courses in computers/software, workplace Spanish, OSHA compliance, business skills and forklift safety. Each April, WDCE presents the TMCC Administrative Professionals' Conference to recognize the accomplishments of support staff and further their career education.

Customized Business Training

WDCE is northern Nevada's most comprehensive resource for customized training, work skills assessment and consultation services. Programs can be offered any shift, seven days a week at your company, TMCC or through online courses. For details, call 824-3811.

* Self supported classes—WDCE programs are self-supporting and funded solely through student course fees, except for building trades, physical education and Silver College courses. Fees may vary for courses from semester to semester depending on the number and type of projects the division is supporting. These self-supporting courses do not lead to a TMCC associate of arts, associate of science or associate of applied science degree or certificate of achievement, but may apply toward a general studies degree or certificate with the approval of the vice president for academic affairs.

Additional Information

Credits: Noncredit units earned in the self-supporting WDCE 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.

STUDENTS UNDER 18:

- To register third through twelfth graders for TMCC's youth-oriented programs, sign up for the class through wdce.tmcc.edu.
- To register for WDCE self-supporting classes and conferences, call 775-829-9010.
- You must be 18 to enroll in the massage or personal trainer programs.

No-grade, No-credit Option: While grades are not given for most WDCE self-supporting courses, its personal trainer and massage courses record grades. Students have the option of enrolling on an audit basis if they prefer to not earn a grade. Audit students must meet the prerequisites for entry into any class, but they receive no grade and no credit for their participation. Changing from audit to credit or from credit to audit must be done by filing the necessary forms before the filing deadline printed in the current general TMCC class schedule. Forms for changing to and from audit status are processed at the admissions and records office.

Fees/Senior Citizens: If you are 62 or older and have been a Nevada resident for at least one year, you quality for a 20 percent discount on most WDCE self-supporting courses. Discounts are not given for conferences, motorcycle training, online courses, business, career, computer or OSHA courses. You are responsible for all books and miscellaneous expenses.

Residency: WDCE self-supporting courses are exempt from the Nevada System of Higher Education regulations for determining tuition status. Individuals may enroll in these courses without having that enrollment counted as matriculation or without having those credits calculated for out-of-state tuition. Students and prospective students should read the Regulations for Tuition Charges in this course catalog.

2009-2010

Administrative Professional

TMCC's Administrative Professional program is designed to provide students with the skills needed in today's competitive business environment. Combining current technology with interactive instruction, our curriculum will help students gain proficiency in personal computer productivity applications along with the in-depth knowledge in the areas of leadership, communications, office procedures, customer service, accounting, and supervision. Students can pursue a one-year certificate of achievement or a two-year associate of applied science degree.

Options Available:

Associate of Applied Science
Administrative Professional

Certificate of Achievement
Administrative Professional

2009-2010

Administrative Professional

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.

General Education Requirements

Diversity **(3 credits)**
Recommended: ANTH 201, ANTH 205 or ANTH 208

English **3 credits**
Recommended: BUS 108 or BUS 106

Communications **3 credits**
Recommended: BUS 107

Human Relations **3 credits**
Recommended: MGT 212 or CE 201

Quantitative Reasoning **3 credits**
Recommended: BUS 117 or COT 110

Science **3 credits**

Social Science/Humanities **3 credits**
Recommended: SPAN 101, ANTH 201, ANTH 205 or ANTH 208

U.S. and Nevada Constitutions **3 credits**

Total General Education Requirements **21 Credits**

Core Requirements

ACC 135 Bookkeeping I 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

Choose three credits from the following:

ACC 201 Financial Accounting ..... (3)
SPAN 101 Spanish Conversational I ..... (3)

Choose three credits from the following:

MGT 171 Supervision ..... (3)
MGT 201 Principles of Management ..... (3)

Total Core Requirements **21 Credits**

Emphasis Requirements

CIT 201 Word Certification Preparation 3
CIT 202 Excel Certification Preparation 3
CIT 203 Access Certification Preparation 3
CIT 204 PowerPoint Certification Preparation 2
COT 207 Business Applications on the Internet 3
COT 217 Office Publications 3
COT 290 Internship in Computer/Office Technology 2

Total Emphasis Requirements **19 Credits**

Total Degree Requirements **61 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	BUS 101	Introduction to Business	3
English	BUS 108 or BUS 106	Business Letters and Reports or Business English	3
Core	BUS 112	Customer Service	3
Social Science/ Humanities/Diversity	Elective	Choose from recommended list	3
Core	IS 101	Introduction to Information Systems	3
		Total	**15**
		2nd Semester	
Communications	BUS 107	Business Speech Communications	3
Quantitative Reasoning	BUS 117 or COT 110	Applied Business Math or Business Machines	3
Emphasis	CIT 201	Word Certification Preparation	3
Emphasis	CIT 202	Excel Certification Preparation	3
U.S. and Nevada Constitutions	Elective		3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Core	ACC 135	Bookkeeping I	3
Emphasis	CIT 203	Access Certification Preparation	3
Emphasis	COT 207	Business Applications on the Internet	3
Science	Elective		3
Core	MGT 171 or MGT 201	Supervision or Principles of Management	3
		Total	**15**
		2nd Semester	
Emphasis	CIT 204	PowerPoint Certification Preparation	2
Core	CIT 240	Executive Office Procedures	3
Emphasis	COT 217	Office Publications	3
Emphasis	COT 290	Internship in Computer/Office Technology	2
Human Relations	MGT 212 or CE 201	Leadership and Human Relations or Workplace Readiness	3
Core	SPAN 101 or ACC 201	Spanish Conversational I or Financial Accounting	3
		Total	**16**
		Degree Total	**61**

2009-2010

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.

General Education Requirements

Communications — **3 credits**
Recommended: BUS 107

English — **3 credits**
Recommended: BUS 106 or BUS 108

Human Relations — **3 credits**
Recommended: MGT 212 or CE 201

Quantitative Reasoning — **3 credits**
Recommended: BUS 117 or COT 110

Total General Education Requirements — 12 Credits

Emphasis Requirements

BUS 112 Customer Service....3
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 — 15 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

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
English	BUS 106 or BUS 108	Business English or Business Letters and Reports	3
Emphasis	BUS 112	Customer Service	3
Quantitative Reasoning	BUS 117 or COT 110	Applied Business Math or Business Machines	3
Emphasis	CIT 201	Word Certification Preparation	3
Emphasis	COT 217	Office Publications	3
		Total	**15**
2nd Semester			
Elective	ACC 135 or ACC 201	Bookkeeping I or Financial Accounting	3
Communications	BUS 107	Business Speech Communications	3
Emphasis	CIT 202	Excel Certification Preparation	3
Emphasis	COT 207	Business Applications on the Internet	3
Human Relations	MGT 212 or CE 201	Leadership and Human Relations or Workplace Readiness	3
		Total	**15**
		Certificate Total	**30**

Applied Anthropology

The Applied Anthropology Program is dedicated to: 1) providing quality, affordable and accessible educational experiences in anthropology; 2) serving the needs of residents and employers within our community; 3) promoting an appreciation of the value inherent in cultural diversity; and 4) preparing a paraprofessional labor force for the changing field of anthropology worldwide. Graduates from our program are prepared to work in culturally diverse settings in a variety of entry-level career tracks as they continue progress towards their advanced degrees.

The Applied Anthropology Program AA degree supports supervised practical experiences in relevant cross cultural settings that are grounded by a strong academic foundation in core concepts and principles of anthropology and related social science fields. Program students "learn by doing" the fundamental social science research skills of scientific data collection and management, data analysis, and report writing and production within the real-world context of professionalism and accountability. This dual education/career tracking gives our students a nationally competitive edge in job and educational markets relative to students in other two-year and many four-year anthropology programs. Typically students who complete the AA degree in applied anthropology transfer to 4-year institutions as juniors with more work-related experiences and academic qualifications than many of their peers at those institutions.

Applied anthropology is the fastest growing sector of anthropology, now representing more than one third of all professional anthropologists. Anthropologists are hired across employment sectors including, but not limited to, not-for-profit organizations, businesses, governmental organizations and private institutions. Both the Certificate of Achievement in Applied Anthropology/Diversity and the Associate of Arts in Applied Anthropology prepare people who are dedicated to working with, and advocating for, diverse cultural groups in a variety of settings. Program graduates obtain a fundamental, practical social science skill set designed to help them gain entry-level employment in research-related support positions as they effectively transfer into upper division courses and later transition into graduate programs.

Options Available:

Associate of Arts
Applied Anthropology

Certificate of Achievement
Applied Anthropology/Diversity

2009-2010

Applied Anthropology

Associate of Arts

Students pursuing this degree will complete 62 credits including 225 hours of internship. Upon completion, students will have a portfolio that demonstrates their command of social science research skills as well as entry-level professional anthropology experience in work-related and cross-cultural settings. Although TMCC graduates can find career opportunities working as technical assistants with professional anthropologists in a variety of settings, many students choose to transfer to a four-year school. The associate of arts degree is accepted at the University of Nevada, Reno and is fully transferable to most four-year schools in the nation. Students have a distinct advantage over their fellow classmates as they advance in their schooling because they have relevant work-related experiences and marketable job related skills which they can build as their careers advance.

General Education Requirements

Diversity **(3 credits)**
Recommended: ANTH/SOC 205 Ethnic Groups in Contemporary Society (may apply to two subject areas)

English **6 credits**
Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Humanities **6 credits**
Recommended: three credits foreign language

Mathematics **3 credits**
Required: 100- or 200-level math course

Science (With Lab) **3 credits**

Social Science **9 credits**
Choose from: any 100- or 200-level social science (not anthropology)

U.S. and Nevada Constitutions **3 credits**
Recommended: PSC 101

Total General Education Requirements 33 Credits

Emphasis Requirements

ANTH 101	Introduction to Cultural Anthropology	3
ANTH 102	Introduction to Physical Anthropology	4
ANTH 201	Peoples and Cultures of the World	3
ANTH 202	Archaeology	3
ANTH 229	Fundamentals of Applied Anthropology	3
ANTH 279	Para-Professional Skills in Social Science	3
ANTH 290	Internship in Anthropology	3
PSY/SOC 210	Introduction to Statistical Methods	4

Total Emphasis Requirements 26 Credits

Elective Requirements

ANTH/SOC 205	Ethnic Groups in Contemporary Society (satisfies diversity requirement)	3

Total Elective Requirements 3 Credits

Total Degree Requirements 62 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Emphasis	ANTH 101	Introduction to Cultural Anthropology	3
Emphasis	ANTH 102	Introduction to Physical Anthropology	4
English	ENG 101	Composition I	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
Social Science	PSY 101	Introduction to Psychology	3
		Total	**16**
2nd Semester			
Emphasis	ANTH 201	Peoples and Cultures of the World	3
Emphasis	ANTH 202	Archaeology	3
Social Science	Elective		3
English	ENG 102	Composition II	3
Mathematics	MATH 120	Fundamentals of College Mathematics	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Emphasis	ANTH 229	Fundamentals of Applied Anthropology	3
Science	GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
Emphasis	PSY/SOC 210	Introduction to Statistical Methods	4
Social Science	SOC 101	Introduction to Sociology (or other Social Science)	3
Humanities	SPAN 111	First Year Spanish I	4
		Total	**17**
4th Semester			
Diversity/Elective	ANTH 205/ SOC 205	Ethnic Groups in Contemporary Society	3
Emphasis	ANTH 279	Para-Professional Skills in Social Science	3
Emphasis	ANTH 290	Internship in Anthropology	3
Fine Arts	MUS 121	Music Appreciation (or other Fine Arts)	3
Humanities	SPAN 112	First Year Spanish II	4
		Total	**16**
		Degree Total	**64**

Applied Anthropology/Diversity

Certificate of Achievement

This is a 30 credit curriculum leading to a Certificate of Achievement in Applied Anthropology/Diversity. This certificate is geared toward students who recognize the relevance of diversity skills to complement their chosen career field. Whether applied anthropology or a related field such as human resources, education, business, this certificate will help the graduate to succeed in an increasingly international workforce and global market.

General Education Requirements

Communications	**3 credits**

Recommended: ENG 107

Human Relations	**3 credits**

Recommended: MGT 212 or PSY 102

Quantitative Reasoning	**3 credits**

Recommended: MATH 120 or PSY/SOC 210

Total General Education Requirements	**9 Credits**

Core Requirements

ANTH 101 Introduction to Cultural Anthropology 3
ANTH/SOC 205 Ethnic Groups in Contemporary Societies 3
ANTH 208 Fundamentals of Cultural Diversity.....3
ANTH 229 Fundamentals of Applied Anthropology.....3

Total Core Requirements	**12 Credits**

Elective Requirements

Choose nine credits from below or consult with advisor/ counselor.

ANTH 201 Peoples and Cultures of the World 3
ANTH 279 Para-Professional Skills in Social Science 3
ANTH 290 Internship in Anthropology 3-6
HIST 227 Introduction to Latin American History and Culture I.....3
HIST 247 Introduction to the History of Mexico.....3
PSC 101 Introduction to American Politics 3
PSC/PSY/SOC 240 Social Science Research Methods 3
PSC 250 The Politics of International Terrorism 3
PSY/SOC 276 Aging in Modern American Society 3

Total Elective Requirements	**9 Credits**
Total Certificate Requirements	**30 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	ANTH 101	Introduction to Cultural Anthropology	3
Core	ANTH/SOC 205	Ethnic Groups in Contemporary Societies	3
Core	ANTH 208	Fundamentals of Cultural Diversity	3
Communications	ENG 101	Composition I	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**15**
2nd Semester			
Elective	ANTH 201	Peoples and Cultures of the World	3
Core	ANTH 229	Fundamentals of Applied Anthropology	3
Elective	HIST 227	Introduction to Latin American History and Culture I	3
Elective	PSC 101	Introduction to American Politics	3
Quantitative Reasoning	PSY/SOC 210	Recommended: Introduction to Statistical Methods	4
		Total	**16**
		Certificate Total	**31**

2009-2010

Apprenticeship Program

Emphasis Area: Only indentured apprenticeship students, sponsored by local apprenticeship programs and approved by the State Apprenticeship Council are permitted to enroll into emphasis area courses. These courses are designed to provide apprentices with basic technical-trade knowledge and manual skills required in the field; such courses include trade/industry law and principles, job safety, job skill practices, tool and equipment operation and applied math applications. Within a three to five year timeframe, active TMCC apprenticeship program students complete 30 credit hours of technical-related courses; students are permitted to enroll in 10 credit hours of courses each year. By completing 10 credits each year, apprentices meet the annual standard requirement of 144 hours of training.

Current active program areas: Bricklayer, Carpenter, Electrician, Floor Coverer, Ironworker, Painter/Decorator, Pipefitter, Plumber, Sheet Metal Worker, Tilesetter and Operating Engineers (Operator/Mechanics).

Technical Core: On-the-job work experience, a requirement of indentured apprenticeship programs, permits apprentice students to apply for and receive six credit hours of internship education toward a degree or certificate. In addition to internship, students in the apprenticeship program need to complete six credit hours of technical core courses.

General Education: The completion of an Associate of Applied Science Degree or a Certificate of Achievement requires apprentice students to complete general education courses: 24 credits for a degree and/or nine credits for a certificate. Apprentice students are encouraged to consider applied academic general education courses.

Options Available:

Associate of Applied Science

Apprenticeship Program

Certificate of Achievement

Apprenticeship Program

Apprenticeship Program

Associate of Applied Science

This is a three to five year program, depending on the program, which leads to an associate of applied science in apprenticeship. The student that completes this field of study will have the skills, knowledge and abilities to work one of the building trades and will be provided with basic technical-trade knowledge and manual skills required in the field. Courses include trade/industry law and principles, job safety, job skill practices, tool and equipment operation and applied math applications along with 24 credits of general education requirements.

General Education Requirements

Diversity **(3 credits)**

AAD 201; refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications **3 credits**

Recommended: BUS 107

English **3 credits**

Recommended: ENG 107 or BUS 106 or ENG 101

Human Relations **3 credits**

Recommended: CE 201 or MGT 212

Quantitative Reasoning **3 credits**

Recommended MATH 108 or above

Science **6 credits**

Recommended: GEOG 103 and ENV 100 or CHEM 100

Social Science/Humanities **3 credits**

Recommended: AAD 201 or PSY 101 or PSC 231 or GEOG 106

U.S. and Nevada Constitutions **3 credits**

Recommended: PSC 101

Total General Education Requirements 24 Credits

Core Requirements

CE 290 Work Experience.....6
Apprentice work experience totaling 2,000 hours will meet the Work Experience requirement; contact the internship training office at 775-856-5302 for details.

Select two courses from the following:

BI 101 Introduction to Building Codes.....3
CONS 120 Blueprint Reading and Specification 3
IS 101 Introduction to Information Systems.....3
WELD 101 Basic Metals 3
OSH 101 Introduction to Safety and Health.....3

Total Core Requirements 12 Credits

Emphasis Requirements

For required courses, contact the apprenticeship training office at 775-856-5302, or your sponsoring indentured apprenticeship training program.

Total Emphasis Requirements 30 Credits

Total Degree Requirements 66 Credits

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Apprenticeship Program

Certificate of Achievement

This is a three to five year program, depending on the program, which leads to a certificate of achievement in apprenticeship. The student that completes this field of study will have the skills, knowledge and abilities to work one of the building trades and will be provided with basic technical-trade knowledge and manual skills required in the field. Courses include trade/ industry law and principles, job safety, job skill practices, tool and equipment operation and applied math applications along with nine credits of general education requirements.

General Education Requirements

Communications	**3 credits**

Recommended: ENG 101 or 107

Human Relations	**3 credits**

Recommended: CE 201 or MGT 212

Quantitative Reasoning	**3 credits**

Recommended: MATH 108 or above

Total General Education Requirements	**9 Credits**

Core Requirements

CE 290 Work Experience.....6

Apprentice work experience totaling 2,000 hours will meet the Work Experience requirement; contact the internship training office at 775-856-5302 for details.

Total Core Requirements	**6 Credits**

Emphasis Requirements

For required courses, contact the apprenticeship training office at 775-856-5302 or your sponsoring indentured apprenticeship training program.

Total Emphasis Requirements	**30 Credits**
Total Certificate Requirements	**45 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Architecture

An architect is a licensed professional who organizes space. Architects design houses, office buildings, skyscrapers, landscapes and entire cities. Architects are trained in many areas, from historic preservation to structural engineering.

Students who complete TMCC's architecture and landscape architecture associate of arts degree programs are eligible to apply to a baccalaureate degree program, including the bachelor's degree program at the University of Nevada, Las Vegas. Transferring students from TMCC would have junior standing at UNLV.

Options Available:

Associate of Arts

- Architecture
- Landscape Architecture

Associate of Applied Science

- Golf Course Management
- Residential Design

Certificate of Achievement

- Architectural Design Technology
- Landscape Management

Architecture

Associate of Arts

This is a two-year transferable program leading to an associate of arts in architecture. The architecture field encompasses the design philosophies, methodologies, theories and techniques necessary to provide a basis of understanding of what it takes to become an architect or work in the field. All courses recommended will partially satisfy the bachelor of science in architecture and/or master of architecture at the University of Nevada, Las Vegas. Students have also applied these courses to other accredited schools of architecture throughout the Western United States, thus fulfilling the requirements for entrance into third-year status.

General Education Requirements

Diversity **(3 credits)**

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

English **6 credits**

ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Required: ART 101

Humanities **6 credits**

Required: AAD 201/HUM 201, PHIL 102

Mathematics **3 credits**

Choose from: MATH 126*, 127 or 181

* Required by UNLV

Science **4 credits**

Required: PHYS 151

Social Science **9 credits**

Choose from the following recommended courses: GEOG 106, ECON 103, PSY 101, ANTH 101 or SOC 101

U. S. and Nevada Constitutions **3 credits**

Recommended: PSC 101

Total General Education Requirements 34 Credits

Core Requirements

AAD 100	Introduction to Architectural Design	3
AAD 101	Design with Nature	3
AAD 125	Construction Drawings and Detailing	3
AAD 180	Fundamentals of Design I	3
AAD 181	Fundamentals of Design I Discussion	3
AAD 182	Fundamentals of Design II	3
AAD 183	Fundamentals of Design II Discussion	3
AAD 202	Analysis of the Built Environment	3
AAD 230	Design with Climate	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
ADT 245	Static and Strength of Materials	3

Total Core Requirements 39 Credits

Total Degree Requirements 73 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	AAD 100	Introduction to Architectural Design	3
Core	AAD 101	Design with Nature	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
		Total	**18**
		2nd Semester	
Core	AAD 125	Construction Drawing and Detailing	3
Core	AAD 182	Fundamentals of Design II	3
Core	AAD 183	Fundamentals of Design II Discussion	3
Core	AAD 202	Analysis of the Built Environment	3
English	ENG 102	Composition II	3
Science	PHYS 151	General Physics	4
		Total	**19**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Core	AAD 280	Fundamentals of Architectural Design I	3
Fine Arts	ART 101	Drawing I	3
Social Science	Elective	Choose from recommended courses	6
Humanities	PHIL 102	Critical Thinking and Reasoning	3
		Total	**18**
		2nd Semester	
Core	AAD 230	Design with Climate	3
Core	AAD 265	Computer Applications in Architecture I	3
Core	AAD 282	Fundamentals of Architectural Design II	3
Core	ADT 245	Static and Strength of Materials	3
U.S. and Nevada Constitutions	Elective	Choose from recommended courses	3
Social Science	Elective	Choose from recommended courses	3
		Total	**18**
		Degree Total	**73**

2009-2010

Landscape Architecture

Associate of Arts

The student will gain the needed skills to continue education in a professional program of landscape architecture at the university level. Also, provide for entry-level positions in landscape architectural, architectural, multidisciplinary, construction and design/build firms. This degree satisfies the educational requirement of the Nevada State Board of Landscape Architecture to sit for the national examination, after completing the internship and experience requirement.

General Education Requirements

Diversity **(3 credits)**

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

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Required: ART 101

Humanities **6 credits**

Choose from: AAD/HUM 201, AAD/HUM 202, PHIL 102

Mathematics **3 credits**

Choose from: MATH 126*, 127 or 181

* Required by UNLV

Science **3 credits**

Choose from: BIOL 100 or GEOG 103/104

Social Science **9 credits**

Choose from the following recommended courses: GEOG 106, ECON 103, PSY 101, ANTH 101 or SOC 101

U. S. and Nevada Constitutions **3 credits**

Recommended: PSC 101

Total General Education Requirements 33 Credits

Core Requirements

AAD 100 Introduction to Architectural Design 3
AAD 101 Design with Nature 3
AAD 125 Construction Drawings and Detailing 3
AAD 180 Fundamentals of Design I 3
AAD 181 Fundamentals of Design I Discussion 3
AAD 182 Fundamentals of Design II 3
AAD 183 Fundamentals of Design II Discussion 3
AAD 202 Analysis of the Built Environment 3
AAD 230 Design with Climate 3
AAD 257 Plant Materials 3
AAD 262 CAD for Landscape Architecture 3
AAD 280 Fundamentals of Architecture Design I 3
AAD 282 Fundamentals of Architecture Design II 3

Total Core Requirements 39 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 101	Design with Nature	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
		Total	**18**
		2nd Semester	
Core	AAD 182	Fundamentals of Design II	3
Core	AAD 183	Fundamentals of Design II Discussion	3
Core	AAD 257	Plant Materials	3
Core	AAD 262	CAD for Landscape Architecture	3
Science	BIOL 100	General Biology for Non-Majors	3
English	ENG 102	Composition II	3
		Total	**18**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Core	AAD 125	Construction Drawing and Detailing	3
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Core	AAD 280	Fundamentals of Architectural Design I	3
Fine Arts	ART 101	Drawing I	3
Social Science	Elective	Choose from recommended list	3
Social Science	Elective	Choose from recommended list	3
		Total	**18**
		2nd Semester	
Core	AAD 202	Analysis of the Built Environment	3
Core	AAD 230	Design with Climate	3
Core	AAD 282	Fundamentals of Architectural Design II	3
U.S. and Nevada Constitutions	Elective	Choose from recommended courses	3
Humanities	Elective	Choose from list	3
Social Science	Elective	Choose from recommended courses	3
		Total	**18**
		Degree Total	**72**

2009-2010

Golf Course Management

Associate of Applied Science

This program of study will prepare the student who is interested in the management of golf course greens, tees and other landscape areas. Courses that are taken in this program prepare a student to become an assistant superintendent on a golf course, in the landscape maintenance field, turfgrass farm or other horticulture endeavors. The emphasis within this curriculum is on plants, how they grow, their maintenance, disease prevention and mitigation, along with personnel management skills and techniques.

General Education Requirements

Diversity **(3 credits)**
See the diversity section of the general education descriptions for a complete list of courses.

English/Communications **6 credits**
Recommended: BUS 106, 107

Human Relations **3 credits**
Recommended: MGT 171

Quantitative Reasoning **3 credits**
Recommended: BUS 117

Science **3 credits**
Recommended: CHEM 100

Social Science/Humanities **3 credits**
Recommended: SPAN 101

U.S. and Nevada Constitutions **3 credits**
Recommended: PSC 101

Total General Education Requirements 21 Credits

Emphasis Requirements

Must complete minimum of 41 credits from following:

AAD 257	Plant Materials	3
ADT 168	Landscape Management I	3
ADT 170	Soil Management	3
ADT 172	Turfgrass Management I	3
ADT 173	Turfgrass Management II	3
ADT 174	Urban Tree Care I	3
ADT 178	Fundamentals of Horticulture	3
ADT 218	Landscape Irrigation Design	3-6
ADT 268	Landscape Management II	3
ADT 272	Turfgrass Management III	3
ADT 290	Intern in Arch Design Technology	4-8
BIOL 100	Biology for Non-Majors	3
IS 201	Computer Applications	3

Total Emphasis Requirements 41-47 Credits

Total Degree Requirements 61-68 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Emphasis	ADT 168	Landscape Management I	3
Emphasis	ADT 178	Fundamentals of Horticulture	3
Emphasis	BIOL 100	General Biology for Non-Majors	3
English	BUS 106	Business English	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Prerequisite	IS 101	Introduction to Information Systems	3
		Total	**18**
2nd Semester			
Diversity	AAD 201	History of the Built Environment	3
Emphasis	ADT 268	Landscape Management II	3
Communications	BUS 107	Business Speech Communications	3
Science	CHEM 100	Molecules and Life in the Modern World	3
Emphasis	IS 201	Computer Applications	3
Human Relations	MGT 171	Supervision	3
		Total	**18**
Summer-3rd Semester			
Emphasis	ADT 290	Internship in ADT	4
		Total	**4**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Emphasis	AAD 257	Plant Materials	3
Emphasis	ADT 170	Soil Management	3
Emphasis	ADT 172	Turfgrass Management I	3
Emphasis	ADT 174	Urban Tree Care I	3
Social Science/ Humanities	SPAN 101	Spanish Conversations I	3
		Total	**15**
2nd Semester			
Emphasis	ADT 173	Turfgrass Management II	3
Emphasis	ADT 218	Landscape Irrigation Design	6
Emphasis	ADT 272	Turfgrass Management III	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**15**
Summer-3rd Semester			
Emphasis	ADT 290	Internship in ADT	4
		Total	**4**
		Degree Total	**74**

2009-2010

Residential Design

Associate of Applied Science

This is a two and one-half year curriculum to prepare the student for entrance into the field of Residential Design. The student that completes this program of study will have the knowledge, skills and abilities to design, draft, work with computers, and analyze construction data as it pertains to residences. A student with this TMCC AAS 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.

General Education Requirements

Diversity **(3 credits)**
Recommended AAD 201

English/Communications **6 credits**
Recommended: BUS 106 or BUS 108 and BUS 107 or ENG 101 (113) and ENG 102 (114)

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

Social Science/Humanities **3 credits**
Recommended: AAD 201

U.S. and Nevada Constitutions **3 credits**
Recommended: PSC 101

Total General Education Requirements 24 Credits

Emphasis 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
AAD 265 Computer Applications in Architecture I 3
ADT 105 Architectural Drafting I 5
ADT 106 Architectural Drafting II 5
ADT 230 Mechanical and Electrical Equipment for Buildings 3
ADT 245 Statics and Strength of Materials 3
ADT 255 Properties 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
CADD 100 Introduction to Computer-Aided Drafting 3
SOL 100 Introduction to Solar Energy 3
SUR 161 Elementary Surveying 4

Total Emphasis Requirements 53 Credits

Total Degree Requirements 77 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Emphasis	AAD 100	Introduction to Architectural Design	3
Emphasis	AAD 180	Fundamentals of Design I	3
Emphasis	AAD 181	Fundamentals of Design I Discussion	3
Emphasis	ADT 105	Architectural Drafting I	5
		Total	**14**
2nd Semester			
Emhasis	AAD 125	Construction Drawings and Detailing	3
Emphasis	ADT 106	Architectural Drafting II	5
Emphasis	CADD 100	Introduction to Computer-Aided Drafting	3
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Social Science/ Humanities/Diversity	AAD 201	History of the Built Environment	3
Emphasis	BI 101	Introduction to Building Codes	3
Science	PHYS 151	General Physics	4
Emphasis	SUR 161	Elementary Surveying	4
		Total	**14**
2nd Semester			
Emphasis	ADT 245	Statics and Strength of Materials	3
Emphasis	ADT 256	Introduction to Land Use Planning	3
Communications	BUS 107	Business Speech Communications	3
Science	Elective	Choose any environmental science course	3
Emphasis	SOL 100	Introduction to Solar Energy	3
		Total	**15**
Third Year	**Course #**	**Title**	**Credits**
1st Semester			
Emphasis	ADT 225	Properties of Materials	3
Emphasis	AAD 265	Computer Applications in Architecture I	3
Emphasis	ADT 230	Mechanical and Electrical Equipment for Buildings	3
Human Relations	MGT 171	Supervision	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**15**
2nd Semester			
Emphasis	ADT 290	Intern in Arch Design Technology	3
		Total	**3**
		Degree Total	**78**

2009-2010

Architectural Design Technology

Certificate of Achievement

This is a one and one-half year program leading to a certificate in architectural design technology. This program is designed for those already in the field, who want to hone their knowledge and skills. Also, the students that complete this certificate will have the skills, knowledge and abilities to work in the field of architecture as a draftsperson, entry level plans examiner, or entry level planner.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**

Recommended: CE 201

Quantitative Reasoning	**3 credits**

Recommended: MATH 120

Total General Education Requirements	**9 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
BI 101 Introduction to Building Codes 3
CONS 120 Blueprint Reading and Specification 3

Choose one of the following:

ADT 108 Architectural Landscaping I ..... (3)

– or –

ADT 230 Mechanical and Electrical Equipment for Buildings ..... (3)

Total Core Requirements	**26 Credits**

Elective Requirements

Choose one of the following:

AAD 257 Plant Materials 3
ADT 168 Landscape Management I 3
ADT 218 Landscape Irrigation Design 3
ADT 255 Properties of Materials 3
ADT 256 Introduction to Land Use Planning 3
SOL 100 Introduction to Solar Energy.....3
SUR 161 Elementary Surveying 4

Total Elective Requirements	**3-4 Credits**
Total Certificate Requirements	**38-39 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	AAD 100	Introduction to Architectural Design	3
Core	ADT 105	Architectural Drafting I	5
Core	BI 101	Introduction to Building Codes	3
Core	CONS 120	Blueprint Reading and Specification	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
		Total	**17**
2nd Semester			
Core	AAD 125	Construction Drawing and Detailing	3
Core	AAD 180	Fundamentals of Design I	3
Core	AAD 181	Fundamentals of Design I Discussion	3
Human Relations	CE 201	Workplace Readiness	3
Core	ADT 108 or	Architectural Landscaping I or	(3)
	ADT 230	Mechanical and Electrical Equipment for Buildings	(3)
Communications	ENG 107	Technical Communications I	3
		Total	**18**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Elective		Choose from list	3-4
		Total	**3-4**
		Certificate Total	**38-39**

2009-2010

Landscape Management

Certificate of Achievement

The two-year course of study for the certificate of achievement with a landscape management emphasis presents the practical field knowledge needed to work within the landscape industry. The knowledge gained will prepare the students to attain certification in a variety of specialties including the International Arboriculture Society certified arborist examination and the American Nurseryman's Association certification.

General Education Requirements

Communications — **6 credits**
Required: BUS 106 and 107

Human Relations — **3 credits**
Required: MGT 212

Quantitative Reasoning — **3 credits**
Required: BUS 117

Total General Education Requirements — 12 Credits

Core Requirements

ADT 108 Architectural Landscaping I 3
ADT 168 Landscape Management I 3
ADT 170 Soil Management 3
ADT 172 Turfgrass Management I 3
ADT 174 Urban Tree Care I 3
ADT 178 Fundamentals of Horticulture 3
ADT 218 Landscape Irrigation Design 3
ADT 268 Landscape Management II 3
ADT 274 Urban Tree Care II 3

Total Core Requirements — 27 Credits

Emphasis Requirements

Choose 6 credits from the following:

ADT 270 Greenhouse Management 3
SUR 161 Surveying I 4
CONS 120 Blueprint Reading and Specification 3

Total Emphasis Requirements — 6 Credits

Total Certificate Requirements — 45 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	ADT 168	Landscape Management I	3
Core	ADT 172	Turfgrass Management I	3
Core	ADT 178	Fundamentals of Horticulture	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Communications	BUS 106	Business English	3
Emphasis	Elective	Choose from list	3
		Total	**18**
2nd Semester			
Emphasis		Choose from list	3
Core	ADT 174	Urban Tree Care I	3
Core	ADT 218	Landscape Irrigation Design	3
Core	ADT 268	Landscape Management II	3
Communications	BUS 107	Business Speech Communications	3
Human Relations	MGT 212	Human Relations	3
		Total	**18**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Core	ADT 108	Architectural Landscaping I	3
Core	ADT 170	Soil Management	3
Core	ADT 274	Urban Tree Care II	3
		Total	**9**
		Certificate Total	**45**

2009-2010

Associate of Arts

The associate of arts degree is designed for students who are planning to transfer to a university to complete a bachelor of arts degree. With an associate of arts degree, students are qualified to transfer to a four-year college or university with junior standing.

Options Available:

History
Philosophy
Psychology
Transfer Degree

History

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.

General Education Requirements

Diversity	**(3 credits)**

Recommended: HIST 227, 247, 289, 291, 293 or 294

English	**6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts	**3 credits**
Humanities	**6 credits**
Mathematics	**3 credits**

Recommended: MATH 120

Science	**3 credits**
Social Science	**9 credits**

Recommened: ANTH 101, ANTH 205, PSC 211, PSC 231, PSY 101

U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**33 Credits**

Emphasis Requirements

Choose from the U.S. surveys or the European surveys:

HIST 101 U.S. History I ..... (3)
HIST 102 U.S. History II ..... (3)
– or –
HIST 105 European Civilization I ..... (3)
HIST 106 European Civilization II ..... (3)

Choose two semesters of Spanish, French, or German:

SPAN 111/112 First Year Spanish I and First Year Spanish II .... (8)
– or –
FREN 111/112 First Year French I and First Year French II..... (8)
– or –
GER 111/112 First Year German and First Year German II ..... (8)

Total Emphasis Requirements	**14 Credits**

Elective Requirements

Choose a minimum of 15 credits from the following:

HIST 208 World History I 3
HIST 209 World History II 3
HIST 211 History of East Asia I 3
HIST 212 History of East Asia 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 247 Introduction to the History of Mexico 3
HIST 248 Introduction to the American Civil War 3
HIST 288 Hitler & Stalin: Studies in Tyranny 3
HIST 289 Introduction to the History of the Middle East 3
HIST 291 Introduction to Women's History and Literature in the U.S. 3
HIST 293 Introduction to African American History I 3
HIST 294 Introduction to African American History II 3
HIST 295 Special Topics in History 3

Total Elective Requirements	**15 Credits**
Total Degree Requirements	**62 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Emphasis		Choose French, German or Spanish	4
Social Science	ANTH 101	Introduction to Cultural Anthropology	3
English	ENG 101	Composition I	3
Emphasis	HIST 101/105	Choose U.S. or European track	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**16**
2nd Semester			
Emphasis		Choose French, German, or Spanish	4
Science	Elective		3
English	ENG 102	Composition II	3
Emphasis	HIST 102/106	Choose U.S. or European track	3
Mathematics	MATH 120	Fundamentals of College Mathematics	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Fine Arts	ART 260	Survey of Art History I	3
Humanities	Elective		3
Elective	HIST	Choose from list	3
Elective/Diversity	HIST	Choose a 200 level History course that fulfills diversity	3
Social Science	PSY 101	Psychology	3
		Total	**15**
2nd Semester			
Humanities	Elective		3
Social Science	Elective	Choose 200 level course in ANTH, PSC, PSY or SOC	3
Elective	HIST	Choose from list	3
Elective	HIST	Choose from list	3
Elective	HIST	Choose from list	3
		Total	**15**
		Degree Total	**62**

2009-2010

Philosophy

Associate of Arts

General Education Requirements

Diversity	**(3 credits)**

Recommended: PHIL 210

English	**6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts	**3 credits**

Choose from: ART 100, 160, 260 or 261, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 121, 225 or 226, THTR 100, 105, 180, 205, 206, 209 or 210

Humanities	**6 credits**

Recommended: CH 201 and CH 202

Choose from: CH 201, 202, HIST 208, 209, 211, 212, 225, 227, 247, HUM 211, 225, 271, 272 or ENG 223, 231, 232, 235, 236, 241, 243, 250, 252, 264, 267, 271, 275.

Mathematics	**3 credits**

Choose from: MATH 120, 126, 127, 152, 176, 181.

Science	**6-8 credits**

Choose from ANTH 102, AST 104, ATMS 117, BIOL 100, 190/190L, 191/191L, 201, 223, 224, 251, chemistry, ENV 100, GEOG 103/104, GEOL 100, 101, 102, NUTR 121, PHYS 100, 151, 152, 180, 181.

Course chosen must include a lab element.

Social Science	**9 credits**

Choose from: ANTH 101, 201, 202, ECON 102, 103, GEOG 106, PSC 211, 231, PSY 101, SOC 101.

U.S. and Nevada Constitutions	**3 credits**

Required: CH 203

Total General Education Requirements	**36-38 Credits**

Emphasis Requirements

PHIL 101 Introduction to Philosophy.....3
PHIL 102 Critical Thinking and Reasoning 3
PHIL 114 Introduction to Symbolic Logic.....3
PHIL 201 Philosophy Goes to the Movies.....3
PHIL 224 Introduction to the Philosophy of Science 3
PHIL 135 Introduction to Ethics ..... (3)

– or –

PHIL 203 Introduction to Existentialism ..... (3)

– or –

PHIL 207 Introduction to Contemporary Philosophy ..... (3)

– or –

PHIL 210 World Religions..... (3)

Additional 1-3 credits in PHIL..... 1-3
Choose from PHIL 135, 203, 210, 119, 200, 204, 207, 225, 244 or 295.

Foreign Language 14
Select from foreign languages: Spanish, French, German or American Sign Language and complete 14 credits in one language, so as to obtain second year sequence proficiency.

Total Emphasis Requirements	**33-35 Credits**
Total Degree Requirements	**69-73 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Psychology

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.

General Education Requirements

Diversity **(3 credits)**

Recommended: ANTH 201, 205, EDU 203, ENG 267, SOC 205

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Recommended: ART 100, 160, 260, 261, HUM 101, 102, 105, 106 MUS 121, 225, 226, THTR 100, 180, 210, 221

Humanities **6 credits**

Recommended: Select one from each group:

Group A: CH 201, ENG 231*, HIST 105*, PHIL 200*

Group B: CH 202, ENG 232*, HIST 106*

*After admission and matriculation to UNR, students cannot take substitute courses for core humanities.

Mathematics **3 credits**

Required: MATH 120, 126 & 127, 126 & 152, 176, 181

Science **3 credits**

Recommended: Select one course from the following: BIOL 100, 190 & 190L, 191 & 191L, CHEM 100, 121, 122, 201, GEOL 100, 101, 102, PHYS 100, 151, 152, 180 & 180L, 181 & 181L

Social Science **9 credits**

Recommended: PSY 101. Select any course from ANTH (except ANTH 102), CRJ, ECON, GEOG 106, PSC, PSY, SOC, or WMST 101

U.S. and Nevada Constitutions **3 credits**

Recommended: Select one from the following: CH 203, PSC 101* or HIST 101* and one of the following (HIST 102*, 217* or PSC 208*)

*After admission and matriculation to UNR, students cannot take substitute courses for core humanities.

Total General Education Requirements 33-36 Credits

Emphasis Requirements

PSY 210 Introduction to Statistical Methods 4
PSY 240 Introduction to Research Methods 3
PSY 241 Introduction to Abnormal Psychology 3
PSY 275 Undergraduate Research 3

Total Emphasis Requirements 13 Credits

Elective Requirements

Choose 14 credits from the following:

SPAN 111 First Year Spanish I 4
SPAN 112 First Year Spanish II 4
SPAN 211 Second Year Spanish I 3
Humanities-choose 200 level or above of any of the following: ENG (literature courses only), HIST, PHIL 3
Science course 3-5

Students who wish to minor in Addiction Treatment Services upon transfer to UNR are encouraged to take all of the following:

CEP 254 Biopsychosocial Factors in Addiction 3
CEP 255 Developmental Theories-Prevention/ Edu Strategies 3
CPD 116 Substance Abuse-Fundamental Facts and Insights 3

Total Elective Requirements 14 Credits

Total Degree Requirements 60-63 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Elective		Choose from list	4
Fine Arts	Elective	Choose from recommended list	3
English	ENG 101	Composition I	3
Mathematics	MATH 120	Fundamentals of College Mathematics	3
Social Science	PSY 101	General Psychology	3
		Total	**16**
		2nd Semester	
Science	BIOL 100	General Biology for Non-Majors	3
English	ENG 102	Composition II	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
Emphasis	PSY 210	Introduction to Statistical Methods	4
Emphasis	PSY 241	Introduction to Abnormal Psychology	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Diversity	ANTH 205	Ethnic Groups in Contemporary Societies	3
Humanities	CH 201	Ancient and Medieval Cultures	3
Social Science	Elective	Choose from recommended list	6
Emphasis	PSY 240	Introduction to Research Methods	3
		Total	**15**
		2nd Semester	
Elective		Choose from list	10
Humanities	CH 202	The Modern World	3
Emphasis	PSY 275	Undergraduate Research	3
		Total	**16**
		Degree Total	**60-63**

2009-2010

Transfer Degree

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. Though completion of the associate of arts degree is the primary basis for admission to upper-division study with full junior status, completion of the degree guarantees satisfaction of university lower-division requirements at UNR and UNLV.

General Education Requirements

Courses with the "C" or "D" designator or numbered less than 100 are not accepted to meet the degree requirements.

Diversity	**(3 credits)**

Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English	**6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts	**3 credits**
Humanities	**6 credits**
Mathematics	**3 credits**
Science	**3 credits**
Social Science	**9 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**33 Credits**

Elective Requirements

Total Elective Requirements	**27 Credits**

Any approved university transfer course will fulfill the elective credits. Courses with a "C" or "D" designator, or numbered less than 100 are not applicable.

Total Degree Requirements	**60 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Associate of Science

The associate of science degree is designed for students who are planning to transfer to a university to complete a bachelor of science degree. The associate of science degree provides the math and science background students need to transfer to a four-year college or university with junior standing.

Options Available:

Biology
Chemistry
Computer Science
Dietetic
Engineering
Environmental Science
Geoscience
Horticulture
Mathematics
Physics
Transfer Degree

Biology

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.

General Education Requirements

Diversity **(3 credits)**

See list of courses under the Associate of Science degree requirements. Choosing from ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205, or SOC 276 will meet this requirement and also satisfy 3 credits in Social Science.

English **6 credits**

ENG 101 and 102 or ENG 113 and 114.

Fine Arts **3 credits**

See list of courses under the Associate of Science degree requirements. The following courses are highly recommended for students wishing to major in Biology at UNR: ART 100, ART 160, ART 260, ART 261, HUM 101, HUM 102, HUM 106, MUS 121, MUS 123, MUS 124, THTR 100, THTR 105, THTR 180, THTR 210, THTR 221.

Humanities **3 credits**

See list of courses under the Associate of Science degree requirements. CH 201 is highly recommended for students wishing to major in Biology at UNR.

Mathematics **6 credits**

MATH 126 or higher. Additional credits may be used to satisfy electives.

Science **12 credits**

See list of courses under the Associate of Science degree requirements. The following courses are highly recommended for students wishing to major in Biology at UNR: CHEM 121, BIOL 190/190L, PHYS 151.

Social Science **6 credits**

See list of courses under the Associate of Science degree requirements. CH 202 is highly recommended for students wishing to major in Biology at UNR. Choosing from one of the following courses will also meet the diversity requirement: ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205 or SOC 276.

U.S. and Nevada Constitutions **3 credits**

See list of courses under the Associate of Science degree requirements. CH 203 or PSC 101 is required for students wishing to major in Biology at UNR.

Total General Education Requirements 39 Credits

Emphasis Requirements

CHEM 122	General Chemistry II	4
BIOL 223	Human Anatomy and Physiology I *or*	
BIOL 251	General Microbiology	4
BIOL 191/191L	Introduction to Organismal Biology	4
PHYS 152	General Physics II	4
IS 101	Introduction to Information Systems*	3

Total Emphasis Requirements 19 Credits

Elective Requirements

Choose 3-4 credits from the following:

MATH 152	Introduction to Statistics	3
MATH 181	Calculus I	4
BIOL 223	Human Anatomy and Physiology I **	4
BIOL 251	General Microbiology**	4

Total Elective Requirements 3-4 Credits

Total Degree Requirements 61-62 Credits

* IS 101 can be waived and replaced by elective credits under certain circumstances. Please contact the Biology Department Chair.
** If not chosen in the emphasis requirements

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Diversity/Social Science	Elective	Choose from recommended list	3
Social Science	Elective	Choose from recommended list	3
English	ENG 101	Composition I	3
Emphasis	IS 101	Introduction to Information Systems	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**15**
		2nd Semester	
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
Science	CHEM 121	General Chemistry I	4
English	ENG 102	Composition II	3
Mathematics	MATH 127	Pre-Calculus II	3
		Total	**14**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Emphasis	BIOL 191/191L	Introduction to Organismal Biology/Lab	4
Emphasis	CHEM 122	General Chemistry II	4
Humanities	Elective	Choose from recommended list	3
Science	PHYS 151	General Physics I	4
		Total	**15**
		2nd Semester	
Emphasis	BIOL 223 or	Human Anatomy and Physiology I or	(4)
	BIOL 251	General Microbiology	(4)
Elective	BIOL 223 or	Human Anatomy and Physiology I or	(4)
	BIOL 251 or	General Microbiology or	(4)
	MATH 152 or	Introduction to Statistics or	(3-4)
	MATH 181	Calculus I	(3-4)
Emphasis	PHYS 152	General Physics II	4
Fine Arts	Elective	Choose from recommended list	3
U.S. and Nevada Constitutions	Elective	Choose from list	3
		Total	**17-18**
		Degree Total	**61-62**

2009-2010

Chemistry

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.

General Education Requirements

Diversity (3 credits)

See list of courses under the Associate of Science degree requirements. Choosing from ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205, or SOC 276 will meet this requirement and also satisfy 3 credits in Social Science.

English 6 credits

ENG 101 and 102 or ENG 113 and 114.

Fine Arts 3 credits

See list of courses under the Associate of Science degree requirements. The following courses are highly recommended for students wishing to major in Chemistry at UNR: ART 100, ART 160, ART 260, ART 261, HUM 101, HUM 102, HUM 106, MUS 121, MUS 123, MUS 124, THTR 100, THTR 105, THTR 180, THTR 210, THTR 221.

Humanities 3 credits

See list of courses under the Associate of Science degree requirements. CH 201 is highly recommended for students wishing to major in Chemistry at UNR.

Mathematics 6 credits

MATH 181, MATH 182. Additional credits may be used to satisfy emphasis requirements.

Science 12 credits

See list of courses under the Associate of Science degree requirements.

It is recommended that students wishing to transfer to UNR take the CHEM 201 and CHEM 202 or CHEM 121 and CHEM 122 series. PHYS 180/180L is also advised.

Social Science 6 credits

See list of courses under the Associate of Science degree requirements. CH 202 is highly recommended for students wishing to major in Chemistry at UNR. Choosing from one of the following courses will also meet the diversity requirement: ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205 or SOC 276.

U.S. and Nevada Constitutions 3 credits

See list of courses under the Associate of Science degree requirements. CH 203 or PSC 101 is required for students wishing to major in Chemistry at UNR.

Total General Education Requirements 39 Credits

Emphasis Requirements

CHEM 241/241L	Organic Chemistry I	4
CHEM 242/242L	Organic Chemistry II	4
PHYS 181/181L	Physics for Scientists and Engineers II	4
IS 101*	Introduction to Information Systems	3
	Extra Credits from Math requirement	2

* IS 101 can be waived and replaced by elective credits under certain circumstances. Please contact the Physical Sciences Department Chair.

Total Emphasis Requirements 17 Credits

Elective Requirements

Choose 6-8 credits from the following:

MATH 283	Calculus III	4
MATH 285	Differential Equations	3
NRES 210	Environmental Pollution	3
	Foreign Language	8

Two semesters of German, French, or Russian are highly recommended.

Total Elective Requirements 6-8 Credits

Total Degree Requirements 62-64 Credits

Suggested Course Sequence

Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or place into MATH 181 via the following test scores:

ACT	28 or
SAT	630 or
ACCUPLACER	College Level score 90 or higher

First Year	Course #	Title	Credits
		1st Semester	
Science	CHEM 201	General Chemistry for Scientists and Engineers I	4
English	ENG 101	Composition I	3
Emphasis	IS 101*	Introduction to Information Systems	3
Mathematics	MATH 181	Calculus I	4
		Total	**14**
		2nd Semester	
Science	CHEM 202	General Chemistry for Scientists and Engineers II	4
Elective		Strongly Recommend Foreign Languages	3
Social Science/ Diversity	Elective	Choose from list	3
English	ENG 102	Composition II	3
Mathematics	MATH 182	Calculus II	4
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	CHEM 241/241L	Organic Chemistry I	4
Elective		Strongly Recommend Foreign Languages	3-4
Science	PHYS 180/180L	Physics for Scientists and Engineers I /Lab I	4
		Total	**14-15**
		4th Semester	
Social Science	CH 202	The Modern World	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	CHEM 242/242L	Organic Chemistry II/Lab II	4
Fine Arts	Elective	Choose from list	3-4
Emphasis	PHYS 181/181L	Physics for Scientists and Engineers II/Lab II	4
		Total	**17-18**
		Degree Total	**62-64**

2009-2010

Computer Science

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 and information engineering and computer science at the University of Nevada, Reno.

General Education Requirements

Diversity **(3 credits)**

See list of courses under the Associate of Science degree requirements. Choosing from ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205, or SOC 276 will meet this requirement and also satisfy 3 credits in Social Science.

English **6 credits**

ENG 101 and 102 or ENG 113 and 114.

Fine Arts **3 credits**

See list of courses under the Associate of Science degree requirements. The following courses are highly recommended for students wishing to major in Computer Science at UNR: ART 100, ART 160, ART 260, ART 261, HUM 101, HUM 102, HUM 106, MUS 121, MUS 123, MUS 124, THTR 100, THTR 105, THTR 180, THTR 210, THTR 221.

Humanities **3 credits**

See list of courses under the Associate of Science degree requirements. CH 201 is highly recommended for students wishing to major in Computer Science at UNR.

Mathematics **6 credits**

Required: MATH 181, MATH 182. Additional credits may be used to satisfy electives.

Science **12 credits**

See list of courses under the Associate of Science degree requirements. The following courses are highly recommended for students wishing to major in Computer Science at UNR: PHYS 180/180L, PHYS 181/181L, CHEM 201.

Social Science **6 credits**

See list of courses under the Associate of Science degree requirements. CH 202 is highly recommended for students wishing to major in Computer Science at UNR. Choosing from one of the following courses will also meet the diversity requirement: ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205 or SOC 276.

U.S. and Nevada Constitutions **3 credits**

See list of courses under the Associate of Science degree requirements. CH 203 or PSC 101 is required for students wishing to major in Computer Science at UNR.

Total General Education Requirements 39 Credits

Emphasis Requirements

CIT 128 Introduction to Software Development.....4
CIT 173 Introduction to Linux.....3
CS 135 Computer Science I.....3
CS 202 Computer Science II.....3
ENGR 100 Introduction to Engineering Design 3

Total Emphasis Requirements 16 Credits

Elective Requirements

Extra credits from Math requirement 2
MATH 283 Calculus III.....4
A Programming Language 3

Total Elective Requirements 9 Credits

Total Degree Requirements 64 Credits

Suggested Course Sequence

Note: Students must complete the Math 126/127 sequence or place into MATH 181 via test scores.

ACT	28
SAT	630
ACCUPLACER	College Level score of 90 or higher

First Year	Course #	Title	Credits
1st Semester			
Emphasis	CIT 128	Introduction to Software Development	4
Emphasis	CIT 173	Introduction to Linux	3
Fine Arts	Elective	Choose from recommended list	3
English	ENG 101	Composition I	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
		Total	**16**
2nd Semester			
Emphasis	CS 135	Computer Science I	3
English	ENG 102	Composition II	3
Mathematics	MATH 181	Calculus I	4
Science	PHYS 180/ 180L	Physics for Scientists and Engineers I/Lab I	4
		Total	**14**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Humanities	CH 201	Ancient and Medieval Cultures	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	CS 202	Computer Science II	3
Science	PHYS 181/ 181L	Physics for Scientists and Engineers II/ Lab II	4
Mathematics	MATH 182	Calculus II	4
		Total	**17**
4th Semester			
Elective		Recommend a CIT programming language	3
Social Science	CH 202	The Modern World	3
Science	CHEM 201	General Chemistry for Scientists and Engineers	4
Elective	MATH 283	Calculus III	4
Social Science/ Diversity	Elective	Choose from recommended list	3
		Total	**17**
		Degree Total	**64**

2009-2010

Dietetic

Associate of Science

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

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Refer to page B-7 of the catalog.

Humanities **3 credits**

CH 201

Mathematics **6 credits**

MATH 126 and 127

Science **16 credits**

CHEM 121 and 122, BIOL 190/190L and 251

Social Science **6 credits**

PSY 101, CH 202

U.S. and Nevada Constitutions **3 credits**

CH 203

Total General Education Requirements 43 Credits

Emphasis Requirements

COM 113 Fundamentals of Speech I 3
BIOL 223 Human Anatomy and Physiology I 4
BIOL 224 Human Anatomy and Physiology II 4
NUTR 220 Food Services Systems Management.....3
NUTR 221 Quantity Food Purchasing 3
NUTR 223 Principles of Nutrition 3

Total Emphasis Requirements 20 Credits

Total Degree Requirements 63 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		Summer	
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**3**
	Course #	**Title**	**Credits**
		1st Semester	
Science	CHEM 121	General Chemistry I	4
Fine Arts/Diversity	Elective		3
English	ENG 101	Composition I	3
Emphasis	NUTR 220	Food Service Systems Management	3
		Total	**13**
		2nd Semester	
Science	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 127	Pre-Calculus II	3
Social Science	PSY 101	General Psychology	3
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Emphasis	BIOL 223	Human Anatomy and Physiology I	4
Science	BIOL 251	General Microbiology	4
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	COM 113	Fundamentals of Speech I	3
Emphasis	NUTR 221	Quantity Food Purchasing	3
		Total	**17**
		4th Semester	
Emphasis	BIOL 224	Human Anatomy and Physiology II	4
Social Science	CH 202	The Modern World	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	NUTR 223	Principles of Nutrition	3
		Total	**13**
		Degree Total	**63**

2009-2010

Engineering

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.

General Education Requirements

Diversity **(3) credits**

See list of courses under the Associate of Science degree requirements. Choosing from ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205, or SOC 276 will meet this requirement and also satisfy 3 credits in Social Science.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114.

Fine Arts **3 credits**

See list of courses under the Associate of Science degree requirements. The following courses are highly recommended for students wishing to major in Engineering at UNR: ART 100, ART 160, ART 260, ART 261, HUM 101, HUM 102, HUM 106, MUS 121, MUS 225, MUS 226, THTR 100, THTR 180.

Humanities **3 credits**

See list of courses under the Associate of Science degree requirements. CH 201 is highly recommended for students wishing to major in Engineering at UNR.

Mathematics **6 credits**

MATH 181, MATH 182. Additional credits may be used to satisfy electives.

Science **12 credits**

See list of courses under the Associate of Science degree requirements.

It is recommended that students wishing to transfer to UNR take CHEM 201, PHYS 180/180L, and PHYS 181/181L.

Social Science **6 credits**

See list of courses under the Associate of Science degree requirements. CH 202 is highly recommended for students wishing to major in Engineering at UNR. Choosing from one of the following courses will also meet the diversity requirement: ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 211, HIST 212, HIST 227, HIST 247, PSY 276, SOC 205 or SOC 276.

U.S. and Nevada Constitutions **3 credits**

See list of courses under the Associate of Science degree requirements. CH 203 or PSC 101 are required for students wishing to major in Engineering at UNR.

Total General Education Requirements 39 Credits

Emphasis Requirements*

ENGR 100	Introduction to Engineering Design	3
ME 241	Statics	3
MATH	Extra credits from Math requirement	2
MATH 283	Calculus III	4
MATH 285	Differential Equations	3
CS 135	Computer Science I	3

Total Emphasis Requirements 18 Credits

Elective Requirements*

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.

Choose 5-7 credits from the following:

BIOL 190/190L	Introduction to Cell and Molecular Biology	4
BIOL 191/191L	Introduction to Organismal Biology	4
BIOL 251	General Microbiology	4
CADD 100	Introduction to Computer-Aided Drafting	3
CHEM 202	General Chemistry for Scientists and Engineers II	4
CS 202	Computer Science II	3
DFT 100	Basic Drafting Principles	3
GEOL 101	Physical Geology	5

Total Elective Requirements 5-7 Credits

Total Degree Requirements 62-64 Credits

* Must maintain a "C" or higher in these courses.

Suggested Course Sequence

Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or place into MATH 181 via the following test scores:

ACT	28 or
SAT	630 or
ACCUPLACER	College Level score 90 or higher

First Year	Course #	Title	Credits
1st Semester			
Fine Arts	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
English	ENG 101	Composition I	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Mathematics	MATH 181	Calculus I	4
		Total	**16**
2nd Semester			
Science	CHEM 201	General Chemistry for Scientists/Engineers I	4
English	ENG 102	Composition II	3
Mathematics	MATH 182	Calculus II	4
Science	PHYS 180/ 180L	Physics for Scientists and Engineers I/Lab I	4
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Emphasis	CS 135	Computer Science I	3
Humanities	Elective	Choose from list	3
U.S. and NV Const.	Elective	Choose from list	3
Emphasis	MATH 283	Calculus III	4
Science	PHYS 181/ 181L	Physics for Scientists and Engineers II/Lab II	4
		Total	**17**
4th Semester			
Elective		Choose from list	5-7
Soc. Sci./Diversity	Elective	Choose from list	3
Emphasis	MATH 285	Differential Equations	3
Emphasis	ME 241	Statics	3
		Total	**14-16**
		Degree Total	**62-64**

2009-2010

Environmental Science

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.

General Education Requirements

Diversity **(3 credits)**
NRES 211

English **6 credits**
Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**
Select from: ART 100, 260, 261, THTR 100, 105

Humanities **3 credits**
Required: CH 202

Mathematics **8 credits**
Required: MATH 181 and 182

Science **12 credits**
Required: BIOL 251, CHEM 121 and 122

Social Science **6 credits**
Required: CH 201 and ECON 102

U.S. and Nevada Constitutions **3 credits**
Required: CH 203

Total General Education Requirements 41 Credits

Core Requirements

BIOL 190/190L Introduction to Cell and Molecular Biology.....4
BIOL 191/191L Introduction to Organismal Biology.....4
GEOL 101 Physical Geology 5
NRES 100 Principles of Natural Resources and Environmental Sciences.....3
NRES 210 Environmental Pollution.....3
NRES 211 Conservation, Humans and Biodiversity 3

Total Core Requirements 22 Credits

Elective Requirements

The student must select at least three credits from the following list.

ENV 299 Special Topics in Environmental Science 2-3
MATH 152 Introduction to Statistics 3
PHYS 151 General Physics I 4
PHYS 180 Physics for Scientists and Engineers I 3
PHYS 181 Physics for Scientists and Engineers II 3

Total Elective Requirements 3 Credits

Total Degree Requirements 66 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Social Science	CH 201	Ancient and Medieval Cultures	3
Science	CHEM 121	General Chemistry I	4
English	ENG 101	Composition I	3
Mathematics	MATH 181	Calculus I	4
Core	NRES 100	Principles of Natural Resources and Environmental Sciences	3
		Total	**17**
		2nd Semester	
Humanities	CH 202	The Modern World	3
Science	CHEM 122	General Chemistry II	4
Social Science	ECON 102	Principles of Microeconomics	3
English	ENG 102	Composition II	3
Math	MATH 182	Calculus II	4
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Core	BIOL 190/190L	Introduction to Cell and Molecular Biology/ Lab	4
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Core	GEOL 101	Physical Geology	5
Core	NRES 210	Environmental Pollution	3
		Total	**15**
		2nd Semester	
Fine Arts	ART 100	Visual Foundations	3
Core	BIOL 191/191L	Introduction to Organismal Biology/Lab	4
Science	BIOL 251	General Microbiology	4
Elective	ENV 299	Special Topics in Environmental Science	3
Core/Diversity	NRES 211	Conservation, Humans and Biodiversity	3
		Total	**17**
		Degree Total	**66**

2009-2010

Geoscience

Associate of Science

The geoscience emphasis in physical science is designed to provide a solid foundation for students interested in geology, physical geography, environmental studies 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 to transfer to four-year baccalaureate degree programs. The proposed program will maximize student transfer opportunities.

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

The following courses will meet this requirement and also satisfy 3 credits in social science: ANTH 201 or 205; EDU 203; HIST 208, 209, 211, 212, 227 or 247; PSY 276; SOC 205 or 276.

English **6 credits**

ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Humanities **3 credits**

For students wishing to major in geology at UNR, the following core humanities classes are required: CH 201, CH 202 and CH 203.

Mathematics **6 credits**

Geology majors at UNR are required to take MATH 181, 182 prior to graduation.

Science **12 credits**

The following courses are required for geology majors at UNR: CHEM 201, 202 (CHEM 121, 122 acceptable but not preferred), PHYS 180/180L.

Social Science **6 credits**

CH 202 plus one of the following courses which will also meet the diversity requirement: ANTH 201 or 205; HIST 208, 209, 211, 212, 227 or 247 are recommended for students wishing to transfer to UNR.

U.S. and Nevada Constitutions **3 credits**

CH 203 highly recommended.

Total General Education Requirements **39 Credits**

Emphasis Requirements

GEOG 103/104	Physical Geography/Lab	4
GEOL 101	Physical Geology	5
GEOL 102	Historical Geology	4
GEOL 260	Introduction to Field Methods	2
	Extra credits from math requirement	2

Total Emphasis Requirements **17 Credits**

Elective Requirements

Choose at least six credits from the following:

BIOL 100	General Biology for Non-Majors	(3)
	– or –	
BIOL 190/190L	Introduction to Cell and Molecular Biology	(4)
GEOG 205	Applications of Geographic Information Systems	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
GEOL 206	Geology of Geothermal Energy Resources	3
NRES 100	Principles of Natural Resources and Environmental Sciences	3
NRES 210	Environmental Pollution	3
NRES 211	Conservation, Humans and Biodiversity	3
PHYS 181/181L	Physics for Scientists and Engineers II	4

Required for baccalaureate degree in Geology at UNR.

Total Elective Requirements **6-7 Credits**

Total Degree Requirements **62-63 Credits**

Suggested Course Sequence

Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or place into MATH 181 via the following test scores:

ACT	28 or
SAT	630 or
ACCUPLACER	College Level score 90 or higher

First Year	Course #	Title	Credits
1st Semester			
Science	CHEM 201 (121)	General Chemistry for Scientists and Engineers	4
English	ENG 101	Composition I	3
Emphasis	GEOL 101	Physical Geology	5
Mathematics	MATH 181	Calculus I	4
		Total	**16**
2nd Semester			
Science	CHEM 202 (122)	General Chemistry for Scientists and Engineers II	4
English	ENG 102	Composition II	3
Emphasis	GEOG 103/104	Physical Geography/Lab	4
Mathematics	MATH 182	Calculus II	4
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Elective		Choose from list	3
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	GEOL 102	Historical Geology	4
Emphasis	GEOL 260	Introduction to Field Methods	2
Science	PHYS 180/180L	Physics for Scientists and Engineers I/Lab I	4
		Total	**16**
4th Semester			
Social Science	CH 202	The Modern World	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Elective	Elective or	Choose from list	(3)
	PHYS 181/181L	Physics for Scientists and Engineers II/Lab II	(4)
Fine Arts	Elective		3
Social Science/ Diversity	Elective	Choose from list	3
		Total	**15-16**
		Degree Total	**62-63**

2009-2010

Horticulture

Associate of Science

This program is oriented to stimulate a student's interest in all areas of horticulture, including the production, utilization, and maintenance of ornamental plants and turf grass as they relate to urban landscapes and quality of life. This program is designed as a 2+2 transfer degree toward the University of Nevada, Reno's horticulture bachelor of science and the University of Nevada, Las Vegas' urban and environmental horticulture bachelor of science degrees.

General Education Requirements

Diversity **(3 credits)**
Recommended: AAD 201 or ART 263

English **6 credits**
Recommended: ENG 101 and ENG 102 or ENG 113 and 114

Fine Arts **3 credits**
Recommended: ART 100 or ART 263

Humanities **3 credits**
Recommended: AAD 201 or SPAN 111

Mathematics **6 credits**
Recommended: MATH 126 or higher

Science **12 credits**
Recommended: BIOL 190/190L, CHEM 121, CHEM 122

Social Science **6 credits**
Recommended: ECON 102, GEOG 109

U.S. and Nevada Constitutions **3 credits**
Recommended: PSC 101

Total General Education Requirements 39 Credits

Emphasis Requirements

AAD 257 Fundamentals of Horticulture 3
ADT 168 Landscape Management I 3
ADT 170 Soil Management.....3
ADT 172 Turfgrass Management I 3
ADT 174 Urban Tree Care I 3
ADT 178 Fundamentals of Horticulture 3
CHEM 220 Introduction to Organic Chemistry 4

Total Emphasis Requirements 22 Credits

Elective Requirements

Choose from the following:

Choose three credits from ADT 3

Total Elective Requirements 3 Credits

Total Degree Requirements 64 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	ADT 168	Landscape Management I	3
Emphasis	ADT 178	Fundamentals of Horticulture	3
Fine Arts	Elective	Choose from recommended list	3
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**15**
		2nd Semester	
Emphasis	AAD 257	Fundamentals of Horticulture	3
Science	CHEM 121	General Chemistry I	4
Social Science	Elective	Choose from recommended list	3
English	ENG 102	Composition II	3
Mathematics	MATH 127	Pre-Calculus II	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Emphasis	ADT 170	Soil Management	3
Emphasis	ADT 172	Turfgrass Management I	3
Emphasis	ADT 174	Urban Tree Care	3
Science	CHEM 122	General Chemistry II	4
Humanities	Elective	Choose from recommended list	3
		Total	**16**
		4th Semester	
Elective		Choose from ADT courses	3
Science	BIOL 190/190L	Introduction to Cell/Molecular Biology/Lab	4
Science	CHEM 220	Introduction to Organic Chemistry	4
Social Science	Elective	Choose from recommended list	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**17**
		Degree Total	**64**

2009-2010

Mathematics

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.

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Choosing from ANTH 201 or 201, EDU 203, HIST 208, 209, 211, 212, 227 or 247, PSY 276, SOC 205 or 276 will meet this requirement and also satisfy 3 credits of social science.

English 6 credits

ENG 101 and 102 or ENG 113 and 114

Fine Arts 3 credits

See list of courses under the Associate of Science degree requirements.

Humanities 3 credits

Select a humanities from the department of History (only HIST 208, 209, 227 or 247), philosophy, English (except 101, 102, 107, 108, 112D, 113, 114, 181 and 297) or foreign languages and literature at 200-level or above.

Mathematics 6 credits

MATH 181, 182. Additional credits may be used to satisfy electives.

Science 12 credits

See list of courses under the Associate of Science degree requirements.

Social Science 6 credits

Choosing from one of the following courses will also meet the diversity requirements: ANTH 201 or 205, EDU 203, HIST 208, 209, 211, 212, 227 or 247, PSY 276, SOC 205 or 276.

U.S. and Nevada Constitutions 3 credits

See list of courses under the Associate of Science degree requirements.

Total General Education Requirements 39 Credits

Emphasis Requirements

CS 135	Computer Science I	3
CS 202	Computer Science II	3
MATH 182	Calculus II (2 credits from General Education)	2
MATH 283	Calculus III	4
MATH 285	Differential Equations	3

Total Emphasis Requirements 15 Credits

Elective Requirements

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 place into MATH 181 via the following test scores:

ACT	28 or
SAT	630 or
ACCUPLACER	College Level score 90 or higher

First Year	Course #	Title	Credits
		1st Semester	
Science	Elective		4
Social Science	Elective	Choose from list	3
English	ENG 101	Composition I	3
Mathematics	MATH 181	Calculus I	4
		Total	**14**
		2nd Semester	
Fine Arts	Elective		3
Science	Elective		4
Social Science/ Diversity	Elective	Choose from list	3
English	ENG 102	Composition II	3
Mathematics	MATH 182	Calculus II	4
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective			3
Emphasis	CS 135	Computer Science I	3
Science	Elective		4
Emphasis	MATH 283	Calculus III	4
		Total	**14**
		4th Semester	
Elective			3
Emphasis	CS 202	Computer Science II	3
Humanities	Elective	Choose from list	3
U.S. and Nevada Constitutions	Elective		3
Emphasis	MATH 285	Differential Equations	3
		Total	**15**
		Degree Total	**60**

2009-2010

Physics

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.

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Choosing from ANTH 201 or 205, EDU 203, HIST 208, 209, 211, 212, 227, or 247, PSY 276, SOC 205 or 206 will meet this requirement and also satisfy 3 credits in social science.

English 6 credits

ENG 101 and 102 or ENG 113 and 114.

Fine Arts 3 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: ART 100, 160, 260 or 261, HUM 101, 102 or 106, MUS 121, 123 or 124, THTR 100, 105, 180, 210 or 221.

Humanities 3 credits

See list of courses under the Associate of Science degree requirements. CH 201 highly recommended for students wishing to major in physics at UNR.

Mathematics 6 credits

MATH 181 and 182. Additional credits may be used to satisfy emphasis requirement.

Science 12 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 180/180L, PHYS 181/181L, CHEM 121 or 201.

Social Science 6 credits

See list of courses under the Associate of Science degree requirements. CH 202 is highly recommended for students wishing to major in physics at UNR. Choosing from one of the following courses will also meet the diversity requirement: ANTH 201 or 205, EDU 203, HIST 208, 209, 211, 212, 227, PSY 276, SOC 205 or 276.

U.S. and Nevada Constitutions 3 credits

CH 203 is highly recommended for students wishing to major in physics at UNR.

Total General Education Requirements 39 Credits

Emphasis Requirements

CHEM 202	General Chemistry for Scientists and Engineers II	4
	Note: CHEM 122 may be a substitute for CHEM 202.	
CS 135	Computer Science I	3
MATH 182	Calculus II (2 cr. from Gen. Ed.)	2
MATH 283	Calculus III	4
MATH 285	Differential Equations	3
PHYS 182/182L	Physics for Scientists and Engineers III	4

Total Emphasis Requirements 20 Credits

Elective Requirements

Choose from the following:

AST 104	Introductory Astronomy: Stars and Galaxies	3
ATMS 117	Meteorology	3
CHEM 241/241L	Organic Chemistry	4
CS 202	Computer Science II	3
ME 241	Statics	3
PHYS 117	Introduction to Space Science and Engineering	3

Total Elective Requirements 3-4 Credits

Total Degree Requirements 62-63 Credits

Suggested Course Sequence

Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or place into MATH 181 via the following test scores:

ACT	28 or
SAT	630 or
ACCUPLACER	College Level score 90 or higher

First Year	Course #	Title	Credits
1st Semester			
Science	CHEM 201	General Chemistry for Scientists and Engineers I	4
English	ENG 101	Composition I	3
Mathematics	MATH 181	Calculus I	4
Science	PHYS 180/180L	Physics for Scientists and Engineers I/Lab	4
		Total	**15**
2nd Semester			
Emphasis	CHEM 202	General Chemistry for Scientists and Engineers II	4
English	ENG 102	Composition II	3
Mathematics	MATH 182	Calculus II	4
Science	PHYS 181/181L	Physics for Scientists and Engineers II/Lab	4
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Humanities	CH 201	Ancient and Medieval Cultures	3
Fine Arts	Elective	Choose from list	3
Social Science/ Diversity	Elective	Choose from list	3
Emphasis	MATH 283	Calculus III	4
Science	PHYS 182/182L	Physics for Scientists and Engineers III/Lab	4
		Total	**17**
4th Semester			
Elective		Choose from list	3-4
Social Science	CH 202	The Modern World	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	CS 135	Computer Science I	3
Emphasis	MATH 285	Differential Equations	3
		Total	**15-16**
		Degree Total	**62-63**

2009-2010

Transfer Degree

Associate of Science

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English	**6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts	**3 credits**
Humanities	**3 credits**
Mathematics	**6 credits**
Science	**12 credits**
Social Science	**6 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**39 Credits**

Elective Requirements

Electives.....21

Any approved university transfer course will fulfill the elective credits. Courses with a "C" or "D" designator, or numbered less than 100, are not applicable.

Total Elective Requirements	**21 Credits**
Total Degree Requirements	**60 Credits**

Note: If you know your major, print a transfer guide online at www.tmcc.edu/advisement/transfer/agreements. Major requirements will satisfy elective credits.
A maximum of 64 semester credits can be accepted by Nevada universities from two-year colleges.

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Business

The TMCC business studies programs are designed to provide you with the skills and knowledge to compete and succeed in today's business environment. We offer classes in accounting, business, economics, management, marketing and real estate. You can enroll in classes for personal enrichment, to help further your career goals or to earn a degree.

Degrees include a certificate of achievement, an associate of arts and an associate of applied science. 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. An associate of applied science is a useful two-year degree that employers see as verification of your capabilities in the business area. A TMCC associate of arts with a business emphasis enables you to transfer to upper division status at University of Nevada, Reno College of Business, and other four-year institutions.

Options Available:

Associate of Arts
- Business

Associate of Applied Science
- Business

Certificate of Achievement
- Banking
- Bookkeeping
- Business

Business

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 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. The business electives are required for some degrees at UNR. An overall grade point average of 2.75 or higher in lower-division business core courses is required for a student to be admitted directly into a major in the College of Business.

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Any course listed at http://www.unr.edu/core-curriculum/requirements/finearts.html

Humanities **6 credits**

Recommended: CH 201, 202

Mathematics **3 credits**

Required: MATH 126

Science **3 credits**

Lab component required; see transfer requirements.

Social Science **9 credits**

Required: ECON 102

Recommended: PSY 101, SOC 101, ANTH 101, PSC 211, PSC 231

U.S. and Nevada Constitutions **3 credits**

Recommended: CH 203

Total General Education Requirements 33 Credits

Emphasis Requirements

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
COM 113	Fundamentals of Speech I	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
MATH 176	Elements of Calculus	3
MKT 210	Introduction to Marketing	3

Total Emphasis Requirements 27 Credits

Total Degree Requirements 60 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Social Science	ECON 102	Principles of Microeconomics	3
Fine Arts	Elective	Choose from recommended list	3
Social Science	Elective	Choose from recommended list	3
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**15**
		2nd Semester	
Emphasis	ECON 103	Principles of Macroeconomics	3
Social Science	Elective	Choose from recommended list	3
English	ENG 102	Composition II	3
Emphasis	IS 101	Introduction to Information Systems	3
Emphasis	MATH 176	Elements of Calculus	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Emphasis	ACC 201	Financial Accounting	3
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	COM 113	Fundamentals of Speech I	3
Emphasis	ECON 261	Principles of Statistics I	3
Science	Elective	Choose from recommended list	3
		Total	**15**
		4th Semester	
Emphasis	ACC 202	Managerial Accounting	3
Humanities	CH 202	The Modern World	3
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	ECON 262	Principles of Statistics II	3
Emphasis	MKT 210	Principles of Marketing	3
		Total	**15**
		Degree Total	**60**

2009-2010

Business

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.

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications **3 credits**

Recommended: BUS 107 or COM 113

English **3 credits**

Recommended: BUS 108

Human Relations **3 credits**

Required: MGT 212

Quantitative Reasoning **3 credits**

Recommended: BUS 117 or MATH 120

Science **3 credits**

Social Science/Humanities **3 credits**

Recommended: ECON 103

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

COT 202 Introduction to Computer Applications ..... (3)

– or –

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

ECON 102 Principles of Microeconomics 3

MKT 130 Introduction to Marketing.....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
		Total	**15**
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 130	Introduction to Marketing	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Core	ACC 135	Bookkeeping I	3
Emphasis	Elective		3
Science	Elective		3
Social Science/ Humanities/ Diversity	Elective		3
Human Relations	MGT 212	Leadership & Human Relations	3
		Total	**15**
2nd Semester			
Emphasis	ACC 136	Bookkeeping II	3
Emphasis	ECON 103	Principles of Macroeconomics	3
Emphasis	Elective		3
Emphasis	Elective		3
Emphasis	ENT 280	Entrepreneurship and Business Plan Development	3
		Total	**15**
		Degree Total	**60**

2009-2010

Banking

Certificate of Achievement

The banking certificate of achievement is a one-year program designed to allow students to enhance their career potential by obtaining recognition for completing core business and banking courses. This certificate is useful for those wanting to enter the banking profession or who now work in an entry level banking position. The classes with the certificate apply academic theory and practical knowledge to prepare students to face the real world challenges they will encounter in the banking field.

General Education Requirements

Communications	**3 credits**
Recommended: BUS 106	
Human Relations	**3 credits**
Recommended: MGT 212	
Quantitative Reasoning	**3 credits**
Recommended: BUS 117	
Total General Education Requirements	**9 Credits**

Emphasis Requirements

ECON 103	Macroeconomics	3
BNK 201	Principles of Banking	3
BNK 207	Financial Statement Analysis	3
BNK 209	Introduction to Commercial and Consumer Credit	3
BNK 211	Marketing and PR in the Banking Environment	3
Total Emphasis Requirements		**15 Credits**

Elective Requirements

Choose nine credits from the following:

ACC 135	Bookkeeping I	(3)
	– or –	
ACC 201	Financial Accounting	(3)
BUS 101	Introduction to Business	3
BUS 107	Business Speech Communications	3
BUS 108	Business Letters and Reports	3
MKT 130	Introduction to Marketing	3
Total Elective Requirements		**9 Credits**
Total Certificate Requirements		**33 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Elective	ACC 135	Bookkeeping I	3
Emphasis	BNK 207	Financial Statement Analysis	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Emphasis	ECON 103	Principles of Macroeconomics	3
Elective	MKT 130	Introduction to Marketing	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**18**
2nd Semester			
Elective	BUS 101	Introduction to Business	3
Communications	BUS 106	Business English	3
Emphasis	BNK 201	Principles of Banking	3
Emphasis	BNK 209	Introduction to Commercial and Consumer Credit	3
Emphasis	BNK 211	Marketing and PR in the Bank Environment	3
		Total	**15**
		Certificate Total	**33**

2009-2010

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.

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
1st Semester			
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
		Total	**15**
2nd Semester			
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
		Total	**15**
		Certificate Total	**30**

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.

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 130 Introduction to Marketing.....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, Cisco networking, computer information technology, computer office technology, culinary arts, economics, finance, information systems, management, marketing and real estate.

Total Emphasis Requirements	**15 Credits**
Total Certificate Requirements	**33 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
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
		Total	**18**
2nd Semester			
Emphasis	ACC 136	Bookkeeping II	3
Emphasis	BUS 108	Business Letters and Reports	3
Emphasis	ECON 103	Principles of Macroeconomics	3
Core	MKT 130	Introduction to Marketing	3
Emphasis	MGT 171	Supervision	3
		Total	**15**
		Certificate Total	**33**

Computer Information Technology

The computer information technology program prepares students for employment in areas such as technical support, computer programming, applications development, database management, networking and Web design. CIT professionals must 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.

Options Available:

Associate of Applied Science

- Computer Programming
- Networking and Server Technologies
  - CISCO Track
  - Microsoft Track
  - LINUX Track
- Web Development

Certificate of Achievement

- Computer Technologies

Computer Programming

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.

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

Communications 3 credits

Highly Recommended: BUS 107, COM 113 or 135

English 3 credits

Highly Recommended: BUS 108, ENG 101 (or 113), 102 (or 114), 107 or 108

Human Relations 3 credits

Highly Recommended: MGT 212

Quantitative Reasoning 3 credits

Choose from: MATH 126 or higher (MATH 127 required for CS 135)

Science 3 credits

Social Science/Humanities 3 credits

U.S. and Nevada Constitutions 3 credits

Total General Education Requirements 21 Credits

Core Requirements

CIT 114 IT Essentials....4
CIT 128 Introduction to Software Development....4
CIT 263 IT Project Management....3
CSCO 120 CCNA Internetworking Fundamentals....4

Total Core Requirements 15 Credits

Emphasis Requirements

CIT 151 Beginning Web Development....3
CIT 180 Database Concepts and SQL....3

Students must complete the beginning and advanced courses in two programming languages – 12 Credits

Java

CIT 130 Beginning Java....3
CIT 230 Advanced Java....3

Visual Basic

CIT 132 Beginning Visual Basic....3
CIT 232 Advanced Visual Basic....3

C#

CIT 134 Beginning C#....3
CIT 234 Advanced C#....3

C++

CS 135 Computer Science I....3
CS 202 Computer Science II....3

Total Emphasis Requirements 18 Credits

Elective Requirements

Choose at least 6 credits from any CIT, CS, or CSCO course not used in the core or emphasis requirements.

CIT, CS or CSCO....6

Total Elective Requirements 6 Credits

Total Degree Requirements 60 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	CIT 114	IT Essentials	4
Core	CIT 128	Introduction to Software Development	4
English	Elective	Choose from recommended list	3
Quantitative Reasoning	MATH 126 or higher	Pre-Calculus I	3
		Total	**14**
2nd Semester			
Emphasis	CIT 151	Beginning Web Development	3
Core	CSCO 120	CCNA Internetworking Fundamentals	4
Science	Elective		3
Social Science/ Humanities/Diversity	Elective		3
Emphasis	First programming language-beginning course		3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Emphasis	CIT 180	Database Concepts and SQL	3
Communications	Elective	Choose from recommended list	3
Human Relations	MGT 212	Leadership and Human Relations	3
Emphasis	First programming language-advanced course		3
Emphasis	Second programming language-beginning course		3
		Total	**15**
2nd Semester			
Core	CIT 263	IT Project Management	3
Elective		Choose from any CIT, CS, or CSCO course not used in the core or emphasis requirements.	6
U.S. and Nevada Constitutions	Elective		3
Emphasis	Second programming language-advanced course		3
		Total	**15**
		Degree Total	**60**

2009-2010

Networking and Server Technologies

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.

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

Communications 3 credits

Highly Recommended: BUS 107, COM 113 or 135

English 3 credits

Highly Recommended: BUS 108, ENG 101 (or 113), 102 (or 114), 107 or 108

Human Relations 3 credits

Recommended: MGT 212

Quantitative Reasoning 3 credits

Choose from: MATH 126 or higher

Science 3 credits

Social Science/Humanities 3 credits

U.S. and Nevada Constitutions 3 credits

Total General Education Requirements 21 Credits

Core Requirements

CIT 114 IT Essentials....4
CIT 128 Introduction to Software Development....4
CIT 263 IT Project Management....3
CSCO 120 CCNA Internetworking Fundamentals....4

Total Core Requirements 15 Credits

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 175 Advanced Linux System Administration....3

Microsoft Courses

CIT 211 MCSE I....4
CIT 212 MCSE II....4
CIT 213 MCSE III....4
CIT 215 MCSE Electives-Directory Services Design....3
CIT 215 MCSE Electives-Infrastructure Design....3
CIT 215 MCSE Electives-Security Design....3
CIT 215 MCSE Electives-SQL....3
CIT 215 MCSE Electives-Exchange Server....3
CIT 215 MCSE Electives-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 280 CCNP Advanced Routing....5
CSCO 281 CCNP Implementing Secure Converged Wide Area Networks....5
CSCO 282 CCNP Multi-layer Switching....5
CSCO 283 CCNP Optimizing Converged Internetworks....5

Total Elective Requirements 24 Credits

Total Degree Requirements 60 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Emphasis	CIT 114	IT Essentials	4
Emphasis	CSCO 120	CCNA Internetworking Fundamentals	4
English	Elective	Choose from recommended list	3
Quantitative Reasoning	MATH 126 or higher	Pre-Calculus I	3
		Total	**14**
2nd Semester			
Elective		Choose from list	3
Emphasis	CIT 128	Introduction to Software Development	4
Electives (select at least 3 credits from this list)	CSCO 121 or	CCNA Routing Protocols and Concepts	(5)
	CIT 173 or	Introduction to Linux	(3)
	CIT 211 or	MCSE I	(4)
	CIT 212	MCSE II	(4)
Communications	Elective	Choose from recommended list	3
U.S. and Nevada Constitutions	Elective		3
		Total	**16-18**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Elective		Choose from list	10-12
Social Science/ Humanities/ Diversity	Elective		3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**16-18**
2nd Semester			
Elective		Choose from list	8-10
Emphasis	CIT 263	IT Project Management	3
Science	Elective		3
		Total	**14-16**
		Degree Total	**60-66**

2009-2010

Web Development

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.

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications 6 credits

Communications:
Choose from: BUS 107, COM 113 or COM 135.
English:
Recommended: BUS 108, ENG 101 (or 113), 102 (or 114), 107 or 108

Human Relations 3 credits

Recommend: MGT 212

Quantitative Reasoning 3 credits

Required: MATH 126 or higher

Science 3 credits

Social Science/Humanities 3 credits

U.S. and Nevada Constitutions 3 credits

Total General Education Requirements 21 Credits

Core Requirements

CIT 114 IT Essentials....4
CIT 128 Introduction to Software Development....4
CIT 263 IT Project Management....3
CSCO 120 CCNA Internetworking Fundamentals....4

Total Core Requirements 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 125 Graphics Software....1
GRC 125 Graphics Software....1
(repeat course with different software)
GRC 175 Web Design and Publishing I....1

Choose one programming course from the following list:

CIT 132 Beginning Visual Basic....3
CIT 153 Beginning Perl....3

Choose one operating system course from the following list:

CIT 173 Introduction to Linux....3
CIT 212 MCSE II....4

Total Emphasis Requirements 21-22 Credits

Elective Requirements

Choose at least three credits from the following list:

CIT 257 Web Languages....3
CIT 290 Internship in Computer and Information Technology....1-3

Total Elective Requirements 3 Credits

Total Degree Requirements 60-61 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	CIT 114	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
		Total	**14**
		2nd Semester	
English	BUS 108	Business Letters and Reports	3
Emphasis	CIT 152	Web Script Language Programming	3
Core	CSCO 120	CCNA Internetworking Fundamentals	4
Communications	Elective	Choose from list	3
Emphasis	GRC 125	Graphics Software	1
Emphasis	GRC 125	Graphics Software	1
Emphasis	GRC 175	Web Design and Publishing I	1
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Emphasis	CIT 132 or	Beginning Visual Basic	(3)
	CIT 153	Beginning Perl	(3)
Emphasis	CIT 173 or	Introduction to Linux	(3)
	CIT 212	MSCE II	(4)
Science	Elective		3
Social Science/ Humanities/ Diversity	Elective		3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**15-16**
		2nd Semester	
Emphasis	CIT 180	Database Concepts and SQL	3
Emphasis	CIT 251	Advanced Web Development	3
Elective	CIT 257 or	Web Languages	(3)
	CIT 290	Internship in Computer and Information Technology	(3)
Core	CIT 263	IT Project Management	3
U.S. and Nevada Constitutions	Elective		3
		Total	**15**
		Degree Total	**60-61**

2009-2010

Computer Technologies

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.

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 114 IT Essentials.....4
CIT 128 Introduction to Software Development.....4
CIT 263 IT 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 course.

Total Emphasis Requirements	**6 Credits**
Total Certificate Requirements	**30 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	CIT 114	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
		Total	**15**
		2nd Semester	
Core	CIT 263	IT 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
		Total	**15**
		Certificate Total	**30**

2009-2010

Construction Technologies

Construction leads Nevada's booming economy. Despite an abundance of employment opportunities, the state experiences a severe shortage of skilled workers at all levels, from entry level builders to project managers. The TMCC construction technologies programs prepare you to fill this critical need.

Options Available:

Associate of Applied Science

- Construction Management
- Heating, Ventilation, Air-Conditioning & Refrigeration
- Renewable Energy
- Welding

Certificate of Achievement

- Heating, Ventilation, Air-Conditioning & Refrigeration
- Welding for Art
- Welding Technology

Construction Management

Associate of Applied Science

This course of study will provide the student with the basic, entry-level understanding of the construction industry as it relates to the residential, commercial and heavy construction markets. The student upon completion of this two-year program will possess the necessary knowledge to either enter the construction management field or continue on an academic track to complete a bachelor's degree in construction management.

General Education Requirements

Diversity	**(3 credits)**
Recommended: SOC 205	
English/Communications	**6 credits**
Strongly recommended: ENG 107	
Human Relations	**3 credits**
Strongly recommended: MGT 171	
Quantitative Reasoning	**3 credits**
Strongly recommended: MATH 126	
Science	**3 credits**
Recommended: ENV 101	
Social Science/Humanities	**3 credits**
Strongly recommended: SOC 205	
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	Blueprint Reading and Specification	3
Total Core Requirements		**7 Credits**

Emphasis Requirements

AAD 125	Construction Drawings and Detailing	3
ADT 120	Introduction to LEED and Sustainable Building	3
ADT 256	Introduction to Land Use Planning	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	2
CONS 283	Construction Documents and Specifications	2
IS 101	Introduction to Information Systems	3
Total Emphasis Requirements		**31 Credits**

Elective Requirements

Choose 3-4 credits from the following:

ADT 230	Mechanical and Electrical Equipment for Buildings	3
ADT 245	Static and Strength of Materials	3
CONS 290	Internship in Construction	3
MGT 201	Principles of Management	3
SUR 161	Elementary Surveying	4
Total Elective Requirements		**3-4 Credits**
Total Degree Requirements		**62-63 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	CONS 120	Blueprint Reading and Specification	3
Emphasis	CONS 121	Principles of Construction Estimating	3
Emphasis	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
Social Science/ Diversity	SOC 205	Ethnic Groups in Contemporary Societies	3
		Total	**16**
2nd Semester			
Emphasis	AAD 125	Construction Drawing and Detailing	3
Emphasis	ADT 120	Introduction to LEED and Sustainable Building	3
Emphasis	CONS 221	Construction Estimating II	3
Emphasis	CONS 282	Construction Law	2
Emphasis	CONS 283	Construction Documents and Specifications	2
English	ENG 107	Technical Communications I	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Emphasis	ADT 256	Introduction to Land Use Planning	3
Core	BI 101	Introduction to Building Codes	3
Emphasis	CONS 155	On-site Construction Supervision	3
Communications	Elective		3
U.S. and Nevada Constitutions	Elective		3
		Total	**15**
4th Semester			
Elective		Choose from list	3-4
Emphasis	CONS 211	Construction Cost Control	3
Emphasis	CONS 281	Construction Planning Scheduling and Control	3
Science	ENV 101	Introduction to Environmental Science	3
Human Relations	MGT 171	Supervision	3
		Total	**15-16**
		Degree Total	**62-63**

2009-2010

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)

Associate of Applied Science

The AAS degree in heating, ventilation, air conditioning and refrigeration trains technicians to design, install 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.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**3 credits**
Social Science/Humanities	**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 Blueprint Reading and Specification....3

Total Core Requirements	**7 Credits**

Emphasis Requirements

AC 102 Refrigeration Theory....3
AC 150 Basic Refrigeration Servicing....6
AC 205 HVAC Control Systems....4
ADT 105 Architectural Drafting I....5
ADT 230 Mechanical and Electrical Equipment for Buildings....3
MT 102 Fundamentals of Industrial Electricity....3

Choose one of the following:

AC 106 Residential Gas Heating....(6)

– or –

AC 200 Commercial Refrigeration I....(6)

Total Emphasis Requirements	**30 Credits**

Elective Requirements

Choose six credits from the following:

AC 111 Heat Pumps....3
AC 210 Boiler Operation and Maintenance....3
AC 295 Internship HVAC Career....3
CONS 121 Principles of Construction Estimating....3
CONS 211 Construction Cost Control....3
Any other AC course

Total Elective Requirements	**6 Credits**
Total Degree Requirements	**64 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	AC 102	Refrigeration Theory	3
Emphasis	ADT 105	Architectural Drafting I	5
Core	AIT 110	General Industrial Safety	1
Quantitative Reasoning	MATH 108	Math for Technicians	3
Emphasis	MT 102	Fundamentals of Industrial Electricity	3
		Total	**15**
		2nd Semester	
Emphasis	AC 205	HVAC Control Systems	4
Core	BI 101	Introduction to Building Codes	3
Core	CONS 120	Blueprint Reading and Specification	3
Communications	ENG 107	Technical Communications I	3
Science	PHYS 100	Introductory Physics	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose from list	3
Social Science/ Humanities/ Diversity	AAD 201	History of the Built Environment	3
Emphasis	AC 150	Basic Refrigeration Servicing	6
U.S. and Nevada Constitutions	Elective		3
English	ENG 101	Composition I	3
		Total	**18**
		4th Semester	
Elective		Choose from list	3
Emphasis	AC 106	Residential Gas Heating	6
Emphasis	ADT 230	Mechanical and Electrical Equipment for Buildings	3
Human Relations	CE 201	Workplace Readiness	3
		Total	**15**
		Degree Total	**64**

2009-2010

Renewable Energy

Associate of Applied Science

The creation of a clean, never-ending (renewable) power and fuel supply in the United States depends on our ability to develop energy sources from wind, solar, biomass, and geothermal resources. The development of these resources will require workers dedicated to leading this country toward a sustainable energy future. A career in renewable energy is a valuable way for individuals with a wide range of skills and interests to help guide the United States toward a secure, environmentally conscious energy future.

General Education Requirements

Diversity	**(3 credits)**

(May apply to two subject areas.)

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**3 credits**

Recommended: PHYS 100

Social Science/Humanities	**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 Blueprint Reading and Specification....3

Total Core Requirements	**7 Credits**

Emphasis Requirements

ADT 120 Introduction to LEED and Sustainable Building..3
CONS 290 Internship in Construction....3
ELM 127 Introduction to AC Controls....3
ELM129 Electric Motors and Drives....3
ELM 134 Programmable Logic Controllers....4
ELM 233 Introduction to Instrumentation....3
ENGR 100 Introduction to Engineering Design....3
ENGR 110 Introduction to Renewable Energy....3
ENGR 115 Introduction to Wind Energy....3
GEOL 206 Geology of Geothermal Energy Resources....3
MT 102 Fundamentals of Industrial Electricity....4
SOL 100 Introduction to Solar Energy....3

Total Emphasis Requirements	**38 Credits**
Total Degree Requirements	**66 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	AIT 110	General Industrial Safety	1
Core	CONS 120	Blueprint Reading and Specification	3
English	Elective		3
Quantitative Reasoning	Elective		3
Emphasis	ENGR 110	Introduction to Renewable Energy	3
Emphasis	MT 102	Fundamentals of Industrial Electricity	4
		Total	**17**
		2nd Semester	
Emphasis	ADT 120	Introduction to LEED & Sustainable Building	3
Core	BI 101	Introduction to Building Codes	3
Social Science/ Humanities	Elective		3
Emphasis	ELM 127	Introduction to AC Controls	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Science	PHYS 100	Introductory Physics	3
		Total	**18**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Communications	Elective		3
U.S. and Nevada Constitutions	Elective		3
Emphasis	ELM 129	Electric Motors and Drives	3
Emphasis	ENGR 115	Introduction to Wind Energy	3
Emphasis	SOL 100	Introduction to Solar Energy	3
		Total	**15**
		2nd Semester	
Emphasis	CONS 290	Internship in Construction	3
Human Relations	Elective		3
Emphasis	ELM 134	Programmable Logic Controllers	4
Emphasis	ELM 233	Introduction to Instrumentation	3
Emphasis	GEOL 206	Geology of Geothermal Energy Resources	3
		Total	**16**
		Degree Total	**66**

2009-2010

Welding

Associate of Applied Science

The associate of applied science construction 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 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.

General Education Requirements

Diversity **(3 credits)**

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

English/Communications **6 credits**

Recommended: ENG 107

Human Relations **3 credits**

Recommended: CE 201

Quantitative Reasoning **3 credits**

Recommended: MATH 108 or higher

Science **3 credits**

Recommended: PHYS 100

Social Science/Humanities **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 Blueprint Reading and Specification....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 12 credits from the following:

MT 102 Fundamentals of Industrial 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....1-12
WELD 290 Internship in Welding....1-8

Total Elective Requirements **12 Credits**

Total Degree Requirements **63 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	AIT 110	General Industrial Safety	1
Core	CONS 120	Blueprint Reading and Specification	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
		Total	**15**
		2nd Semester	
Elective		Choose from list	3
Core	BI 101	Introduction to Building Codes	3
Communications	ENG 107	Technical Communications I	3
Science	PHYS 100	Introductory Physics	3
Emphasis	WELD 221	Welding II	3
Emphasis	WELD 222	Welding II Practice	2
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose from list	3
Humanities/ Diversity	AAD 201	History of the Built Environment	3
U.S. and Nevada Constitutions	Elective		3
Emphasis	IS 101	Introduction to Information Systems	3
Emphasis	WELD 231	Welding III	3
Emphasis	WELD 232	Welding III Practice	2
		Total	**17**
		4th 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
		Total	**14**
		Degree Total	**63**

2009-2010

Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)

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 installation, 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.

General Education Requirements

Communications	**3 credits**
Recommended: 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

AC 102	Refrigeration Theory	3
AC 106	Residential Gas Heating	6
AC 150	Basic Refrigeration Servicing.	6
AC 200	Commercial Refrigeration I	6
AC 205	HVAC Control Systems	4
AIT 110	General Industrial Safety	1
MT 102	Fundamentals of Industrial Electricity	3
Total Core Requirements		**29 Credits**

Elective Requirements

Choose at least three credits from the following:

AC 111	Heat Pumps	3
AC 210	Boiler Operation and Maintenance	3
AC 295	Internship HVAC Career	3
ELM 134	Programmable Logic Controllers I	4
Total Elective Requirements		**3-4 Credits**
Total Certificate Requirements		**41-42 Credits**

Suggested Course Sequence

Course #	Title	Credits
1st Semester - Summer		
Core	AIT 110 General Industrial Safety	1
	Total	**1**
2nd Semester - Fall		
Core	AC 102 Refrigeration Theory	3
Core	AC 150 Basic Refrigeration Servicing	6
Core	AC 205 HVAC Control Systems	4
Core	MT 102 Fundamentals of Industrial Electricity	3
Quantitative Reasoning	MATH 108 Math for Technicians	3
	Total	**19**
3rd Semester - Spring		
Core	AC 106 Residential Gas Heating	6
Core	AC 200 Commercial Refrigeration I	6
Human Relations	CE 201 Workplace Readiness	3
Communications	ENG 107 Technical Communications I	3
	Total	**18**
4th Semester - Summer		
Elective	Choose from list	3
	Total	**3**
	Certificate Total	**41-42**

2009-2010

Welding for Art

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.

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**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
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
		Total	**15**
2nd Semester			
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
		Total	**15**
		Certificate Total	**30**

Welding Technology

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.

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**

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
		Total	**15**
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
		Total	**17**
		Certificate Total	**32**

2009-2010

Criminal Justice

The criminal justice program is designed to provide students with an understanding of the theory, principles and techniques used by law enforcement agencies, court administrators, institutional corrections officers, community supervision and juvenile justice. You may also elect to follow the pre-law option gaining greater insight into the field. TMCC offers a variety of criminal justice courses to prepare students for immediate employment or transfer to a university.

Past TMCC graduates are currently employed throughout the state of Nevada in municipal and county law enforcement agencies, in other states, federal agencies, the practice of law, private security, private investigations, corrections and social service agencies.

Options Available:

Associate of Arts

- Community Policing and Problem Solving
- Criminal Justice
- Pre-Law

Associate of Applied Science

- Corrections/Probation
- Investigations
- Juvenile Justice
- Law Enforcement

Certificate of Achievement

- Criminal Justice

Community Policing and Problem Solving

Associate of Arts

The associate of arts in criminal justice is designed to serve students either as a stand-alone associate degree in the field of criminal justice or to serve as a transfer option. The transfer option allows students to first obtain their associate of arts in criminal justice, community policing and problem solving, or pre-law at TMCC and then continue seamlessly as a junior at the University of Nevada, Reno, working toward a bachelor of arts in criminal justice. By choosing specific transfer classes at TMCC, students may complete their lower division courses and obtain their associate of arts in criminal justice prior to transferring to UNR. Students are encouraged to obtain counseling and advisement to ensure smooth transition in a university transfer process. The three associate of arts in criminal justice emphasis, UNR transfer degrees, and the four associate of applied science degrees in criminal justice including corrections/probation, juvenile justice, investigations and law enforcement allow students to select and customize their educational experience to allow greater learning in the area of the students' specific interests. Please see the criminal justice worksheets for corrections/probation, criminal justice, law enforcement, investigations, juvenile justice and pre-law.

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Recommended for UNR transfer.

ART 100, 160, 260*, 261*, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 180 or select from approved general education list for transfer degree on page B-8.

Humanities **6 credits**

Mathematics **3 credits**

Required: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285 (MATH 126 recommended)

Science **3 credits**

Choose any course 100-level or above from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103/104, geology, NUTR 121, PHYS 100, 151, 152, 180/180L or 181/181L.

Social Science **9 credits**

U.S. and Nevada Constitutions **3 credits**

Total General Education Requirements **33 Credits**

Core Requirements

CRJ 101 Introduction to Criminal Justice I.....3
CRJ 102 Introduction to Criminal Justice II.....3
CRJ 211 Police in America: An Introduction.....3
CRJ 222 Criminal Law and Procedure.....3
CRJ 289 Law and Justice.....3
Foreign Language 14
Recommended: SPAN 111, 112, 211, 212. Also accepted: FREN 111, 112, 211, 212, GER 111, 112 and second-year sequence or other foreign language accepted for AA transfer.

Total Core Requirements **29 Credits**

Total Degree Requirements **62 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Criminal Justice

Associate of Arts

The associate of arts in criminal justice is designed to serve students either as a stand-alone associate degree in the field of criminal justice or to serve as a transfer option. The transfer option allows students to first obtain their associate of arts in criminal justice, community policing and problem solving or pre-law at TMCC and then continue seamlessly as a junior at the University of Nevada, Reno, working toward a bachelor of arts in criminal justice. By choosing specific transfer classes at TMCC students may complete their lower division courses and obtain their associate of arts in criminal justice prior to transferring to UNR. Students are encouraged to obtain counseling and advisement to ensure smooth transition in a university transfer process. The three associate of arts in criminal justice emphasis, UNR transfer degrees, and the four associate of applied science degrees in criminal justice including corrections/probation, juvenile justice, investigations and law enforcement allow students to select and customize their educational experience to allow greater learning in the area of the students' specific interests. Please see the criminal justice worksheets for community policing and problem solving, corrections/probation, law enforcement, investigations, juvenile justice and pre-law.

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Recommended for UNR transfer.

ART 100, 160, 260*, 261*, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 180 or select from approved general education list for transfer degree on page B-8.

Humanities **6 credits**

Mathematics **3 credits**

Required: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285 (MATH 126 recommended)

Science **3 credits**

Choose any course 100-level or above from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103/104, geology, NUTR 121, PHYS 100, 151, 152, 180/180L or 181/181L.

Social Science **9 credits**

U. S. and Nevada Constitutions **3 credits**

Total General Education Requirements **33 Credits**

Core Requirements

CPD 116 Substance Abuse-Fund Facts and Insights.....3
CRJ 101 Introduction to Criminal Justice I.....3
CRJ 102 Introduction to Criminal Justice II.....3
CRJ 106 Introduction to Corrections ..... (3)

– or –

CRJ 211 Police in America: An Introduction..... (3)
CRJ 222 Criminal Law and Procedures 3
Foreign Language 14

Recommended: SPAN 111, 112, 211, 212. Also accepted: FREN 111, 112, 211, 212, GER 111, 112 and second-year sequence or other foreign language accepted for AA transfer.

Total Core Requirements **29 Credits**

Total Degree Requirements **62 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Pre-Law

Associate of Arts

The associate of arts in criminal justice is designed to serve students either as a stand-alone associate degree in the field of criminal justice or to serve as a transfer option. The transfer option allows students to first obtain their associate of arts in criminal justice, community policing and problem solving or pre-law at TMCC and then continue seamlessly as a junior at the University of Nevada, Reno working toward a bachelor of arts in criminal justice. By choosing specific transfer classes at TMCC students may complete their lower division courses and obtain their associate of arts in criminal justice prior to transferring to UNR. Students are encouraged to obtain counseling and advisement to ensure smooth transition in a university transfer process.

The three associate of arts in criminal justice emphasis, UNR transfer degrees, and the four associate of applied science degrees in criminal justice including corrections/probation, juvenile justice, investigations and law enforcement allow students to select and customize their educational experience to allow greater learning in the area of the students' specific interests. Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, law enforcement, investigations and juvenile justice.

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Recommended for UNR transfer.

ART 100, 160, 260*, 261*, HUM 101, 102, 105, 106, MUS 121, 225, 226, THTR 100, 180 or select from approved general education list for transfer degree on page B-8.

Humanities **6 credits**

Mathematics **3 credits**

Required: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285 (MATH 126 recommended)

Science **3 credits**

Choose any course 100-level or above from the following areas provided that a lab is included: ANTH 102, astronomy, ATMS 117, biology, chemistry, environmental science, GEOG 103/104, geology, NUTR 121, and PHYS 100, 151, 152, 180/180L or 181/181L.

Social Science **9 credits**

U. S. and Nevada Constitutions **3 credits**

Total General Education Requirements **33 Credits**

Core Requirements

CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 125	Legal Careers and Law Schools	1
CRJ 126	Legal Research and Methods	1
CRJ 127	Legal Writing	1
CRJ 222	Criminal Law and Procedures	3
CRJ 289	Law and Justice	3
	Foreign Language	14

Recommended: SPAN 111, 112, 211, 212.
Also accepted: FREN 111, 112, 211, 212, GER 111, 112 and second-year sequence or other foreign language accepted for AA transfer.

Total Core Requirements **29 Credits**

Total Degree Requirements **62 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Corrections/Probation

Associate of Applied Science

The associate of applied science in criminal justice is a degree option for students seeking to enter a highly rewarding career in the criminal justice system. This practitioner oriented program has a degree emphasis in four fields: corrections/probation, investigations, juvenile justice and law enforcement. These four emphasis options and the three UNR transfer degrees, the associate of arts in criminal justice, community policing and problem solving or pre-law, give the students the opportunity to select and customize their educational experience to allow greater learning in the area of the students' specific interests. Please see the CRJ worksheets for community policing and problem solving, criminal justice, law enforcement, investigations, juvenile justice and pre-law.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**6 credits**
Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 Credits**

Core Requirements

CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 222	Criminal Law and Procedures	3
CRJ 289	Law and Justice	3
Total Core Requirements		**15 Credits**

Emphasis Requirements

CRJ 106	Introduction to Corrections	3
CRJ 215	Probation and Parole	3
CRJ 270	Introduction to Criminology	3
Total Emphasis Requirements		**9 Credits**

Elective Requirements

Choose 15 credits from the following recommendations:

CRJ 120	Community Relations	3
CRJ 155	Juvenile Justice	3
CRJ 198	Special Topics in Criminal Justice	3
CRJ 211	Police in America: An Introduction	3
CRJ 226	Preventions and Control of Delinquency	3
CRJ 290	Internship in Criminal Justice	3
CRJ 298	Special Topics in CRJ	3
Total Elective Requirements		**15 Credits**
Total Degree Requirements		**63 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Investigations

Associate of Applied Science

The associate of applied science in criminal justice is a degree option for students seeking to enter a highly rewarding career in the criminal justice system. This practitioner oriented program has a degree emphasis in four fields: corrections/probation, investigations, juvenile justice and law enforcement. These four emphasis options and the three UNR transfer degrees, the associate of arts in criminal justice, community policing and problem solving or pre-law, give the students the opportunity to select and customize their educational experience to allow greater learning in the area of the students' specific interests. Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, law enforcement, juvenile justice and pre-law.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**6 credits**
Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 Credits**

Core Requirements

CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 222	Criminal Law and Procedures	3
CRJ 289	Law and Justice	3
Total Core Requirements		**15 Credits**

Emphasis Requirements

CRJ 162	Basic Investigative Photography	3
CRJ 265	Introduction to Physical Evidence	3-4
CRJ 270	Introduction to Criminology	3
Total Emphasis Requirements		**9-10 Credits**

Elective Requirements

Choose 15 credits from the following recommendations:

CRJ 155	Juvenile Justice	3
CRJ 163	Investigative Photography II	3
CRJ 215	Probation and Parole	3
CRJ 225	Criminal Evidence	3
CRJ 226	Preventions and Control of Delinquency	3
CRJ 289	Law and Justice	3
CRJ 290	Internship in Criminal Justice	1-8
CRJ 298	Special Topics in CRJ	3
Total Elective Requirements		**15 Credits**
Total Degree Requirements		**63-64 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Juvenile Justice

Associate of Applied Science

The associate of applied science in criminal justice is a degree option for students seeking to enter a highly rewarding career in the criminal justice system. This practitioner oriented program has a degree emphasis in four fields: corrections/probation, investigations, juvenile justice and law enforcement. These four emphasis options and the three UNR transfer degrees, the associate of arts in criminal justice, community policing and problem solving or pre-law, give the students the opportunity to select and customize their educational experience to allow greater learning in the area of the students' specific interests. Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, law enforcement, investigations and pre-law.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**6 credits**
Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 Credits**

Core Requirements

CRJ 101 Introduction to Criminal Justice I.....3
CRJ 102 Introduction to Criminal Justice II.....3
CRJ 164 Principles of Investigation.....3
CRJ 222 Criminal Law and Procedures.....3
CRJ 289 Law and Justice.....3

Total Core Requirements	**15 Credits**

Emphasis Requirements

CRJ 155 Juvenile Justice.....3
CRJ 215 Probation and Parole.....3
CRJ 226 Preventions and Control of Delinquency.....3

Total Emphasis Requirements	**9 Credits**

Elective Requirements

Choose 15 credits from the following recommendations:

CRJ 106 Introduction to Corrections.....3
CRJ 120 Community Relations.....3
CRJ 198 Special Topics in Criminal Justice.....3
CRJ 211 Police in America: An Introduction.....3
CRJ 235 Juvenile Courts and Procedures.....3
CRJ 270 Introduction to Criminology.....3
CRJ 290 Internship in Criminal Justice.....3

Total Elective Requirements	**15 Credits**
Total Degree Requirements	**63 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Law Enforcement

Associate of Applied Science

The associate of applied science in criminal justice is a degree option for students seeking to enter a highly rewarding career in the criminal justice system. This practitioner oriented program has a degree emphasis in four fields: corrections/probation, investigations, juvenile justice and law enforcement. These four emphasis options and the three UNR transfer degrees, the associate of arts in criminal justice, community policing and problem solving or pre-law, give the students the opportunity to select and customize their educational experience to allow greater learning in the area of the students' specific interests. Please see the CRJ worksheets for community policing and problem solving, corrections/probation, criminal justice, law enforcement, investigations and pre-law.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**6 credits**
Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 Credits**

Core Requirements

CRJ 101 Introduction to Criminal Justice I.....3
CRJ 102 Introduction to Criminal Justice II.....3
CRJ 164 Principles of Investigation.....3
CRJ 222 Criminal Law and Procedures.....3
CRJ 289 Law and Justice.....3

Total Core Requirements	**15 Credits**

Emphasis Requirements

CRJ 211 Police in America: An Introduction.....3
CRJ 214 Principles of Police Patrol Techniques.....3
CRJ 270 Introduction to Criminology.....3

Total Emphasis Requirements	**9 Credits**

Elective Requirements

Choose 15 credits from the following recommendations:

CRJ 120 Community Relations.....3
CRJ 155 Juvenile Justice.....3
CRJ 198 Special Topics in Criminal Justice.....3
CRJ 215 Probation and Parole.....3
CRJ 226 Preventions and Control of Delinquency.....3
CRJ 265 Introduction to Physical Evidence.....3
CRJ 290 Internship in Criminal Justice.....3

Total Elective Requirements	**15 Credits**
Total Degree Requirements	**63 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Criminal Justice

Certificate of Achievement

This certificate of achievement allows students to enhance their career potential by obtaining recognition for completing core criminal justice and college courses. Many students earn their certificate of achievement at the halfway point on their way to completing their associate degree.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Total General Education Requirements	**9 Credits**

Core Requirements

CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 164	Principles of Investigation	3
CRJ 214	Principles of Police Patrol Techniques	3
CRJ 222	Criminal Law and Procedures	3
CRJ 289	Law and Justice	3

Total Core Requirements	**18 Credits**
Total Elective Requirements	**3 Credits**
Total Certificate Requirements	**30 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Culinary Arts

TMCC has a full scope program, including a wide range of classes. The emphasis is on preparing students to be employable with a focus on professionalism, teamwork, mentoring and hard work.

One of the program's primary goals is to make higher education more accessible to those interested in advancing themselves in a culinary arts career.

Along with this goal is the objective to give as much up to date information in the field and as much practical experience to prepare them for the workforce, giving students a better opportunity for advancement within their jobs, and giving employers a chance for a more knowledgeable and skilled pool of candidates.

Mission Statement

The TMCC Culinary Arts Program is a learning community for the teaching of food-related subjects that will lead to career advancement of students and to growth in their chosen profession.

The program, as well as its faculty and staff, is committed to providing high-quality instruction based on contemporary curricula that will meet the needs of students, the food service industry, and the Northern Nevada community.

Options Available:

Associate of Applied Science
- Culinary Arts

Certificate of Achievement
- Baking and Pastry
- Culinary Arts

Culinary Arts

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.

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major 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

Science **6 credits**

Social Science/Humanities **3 credits**

Recommended: ECON 102 or 103

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
FAB 224	Beers and Wines of the World	3
MGT 103	Small Business Management	3

Total Emphasis Requirements **7 Credits**

Total Degree Requirements **67 Credits**

Suggested Course Sequence

	Course #	Title	Credits
1st Semester			
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
		Total	**11**
2nd Semester			
Communications	BUS 107	Business Speech Communications	3
Core	CUL 106	Culinary Techniques I	6
Science	Elective		3
		Total	**12**
3rd Semester			
Core	CUL 108	Culinary Techniques II	6
Core	CUL 125	Principles of Baking	3
Quantitative Reasoning	CUL 245	The Business Chef	3
		Total	**12**
	Course #	**Title**	**Credits**
4th Semester			
Emphasis		Choose from list	3
English	Elective	Choose from recommended list	3
Core	CUL 130	Garde Manger	3
Core	CUL 210	American Regional Cuisine	3
		Total	**12**
5th Semester			
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		3
Social Science/ Humanities/ Diversity	Elective		3
		Total	**12**
6th Semester			
Emphasis		Choose from list	1
Core	CUL 200	The Restaurant Experience	4
Science	Elective		3
		Total	**8**
		Degree Total	**67**

2009-2010

Baking and Pastry

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.

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**

Suggested Course Sequence

	Course #	Title	Credits
1st Semester			
Core	CUL 105	Basic Skills Development	3
Core	CUL 100	Sanitation/HACCP	2
English	Elective	Choose from recommended list	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**11**
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
		Total	**15**
3rd Semester			
Core	CUL 170	Retail Deli and Bakery	3
Core	CUL 230	Pastry Arts	3
Core	CUL 295	Work Experience in Culinary Arts	3
		Total	**9**
		Certificate Total	**35**

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.

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

	Course #	Title	Credits
1st Semester			
Core	CUL 105	Basic Skills Development	3
Core	CUL 100	Sanitation/HACCP	2
English	Elective	Choose from list	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**11**
2nd Semester			
Communications	BUS 107	Business Speech Communications	3
Core	CUL 106	Culinary Techniques I	6
Quantitative Reasoning	CUL 245	The Business Chef	3
		Total	**12**
3rd Semester			
Core	CUL 108	Culinary Techniques II	6
Core	CUL 114 or	Buffet Catering or	(3)
	CUL 130 or	Garde Manger or	(3)
	CUL 220	International Cuisine	(3)
Core	CUL 125	Principles of Baking	3
		Total	**12**
		Certificate Total	**35**

2009-2010

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

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, 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 school 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 5, 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 TMCC.

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.

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:

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 course 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 health sciences office located in the Red Mountain Building, room 418.

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.

2009-2010

Dental Assisting Program, cont.

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

Associate of Applied Science

General Education Requirements

It is recommended that the following courses be taken prior to entering the dental assisting program.

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications **6 credits**

Required: ENG 101 and COM 113

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

Social Science/Humanities **6 credits**

Required: PSY 101 and SOC 101

U.S. and Nevada Constitutions **3 credits**

Required: PSC 101

Total General Education Requirements 29 Credits

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 2009 these courses may be subject to a 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. Credits may increase fall 2009. Contact program coordinator for details.

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
		Total	**15.5**
		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
		Total	**12**
		Level III (Summer)	
Core	DA 135	Supervised Clinical II	5
Core	DA 137	Specialized Dental Assisting	1
		Total	**6**
		Core Requirements Total	**62.5**

Part-time	Course #	Title	Credits
		Level I (Fall)	
Communications	COM 113	Fundamentals of Speech I	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
		Total	**14.5**
		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
		Total	**14**
		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
		Total	**14**
		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
		Total	**14**
		Level V (Summer)	
Core	DA 135	Supervised Clinical II	5
Core	DA 137	Specialized Dental Assisting	1
		Total	**6**
		Degree Total	**62.5**

2009-2010

Dental Assisting, Full-time/Part-time

Certificate of Achievement

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 2009 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. Credits may increase fall 2009. 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
		Total	**15.5**
		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
		Total	**12**
		Level III (Summer)	
Emphasis	DA 135	Supervised Clinical II	5
Emphasis	DA 137	Specialized Dental Assisting	1
		Total	**6**
		Emphasis Requirements Total	**33.5**

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
		Total	**5.5**
		Level II (Spring)	
Emphasis	DA 122	Clinical Dental Science	2
Emphasis	DA 123	Practice Management and Procedures	2
		Total	**4**
		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
		Total	**10**
		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
		Total	**8**
		Level V (Summer)	
Emphasis	DA 135	Supervised Clinical II	5
Emphasis	DA 137	Specialized Dental Assisting	1
		Total	**6**
		Emphasis Requirements Total	**33.5**

Dental Hygiene Program

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, the Starting Point in the Student Services Building, counseling in RDMT 325, and academic advisement in RDMT 111.

Student Selection

This is a limited-entry program. The school 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 required and may be purchased through TMCC.

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 the Nevada State Board 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

Associate of Science

Science Prerequisites

Required for this emphasis. Must have completed within the last 5 years.

Science **16 Credits**

Required: BIOL 223, 224, 251 and CHEM 121

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Recommend: ART 270. See catalog for approved courses.

Humanities **3 credits**

Required: PHIL 135. AM 145 recommended. See catalog for approved courses.

Mathematics **6 credits**

Required: MATH 126 and 127 or higher.

Science (included in prerequisites) **(16 credits)**

Social Science **6 credits**

Required: SOC 101 or PSY 101

U.S. and Nevada Constitutions **3 credits**

Total General Education Requirements **43 Credits**

Emphasis Requirements

First Semester

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 110 Concepts of Oral Health....2
DH 112 Oral Radiology....3
DH 299 Independent Study....1

Total 1st Sem. Emphasis Requirements **17 Credits**

Second Semester

DH 113 General and Oral Pathology....3
DH 115 Clinical Practice I....3
DH 117 Periodontics I....2
DH 120 Fundamentals of Nutrition in Dentistry....3
DH 202 Pharmacology....2
DH 209 Pain and Anxiety Control....3
DH 299 Independent Study....1

Total 2nd Sem. Emphasis Requirements **17 Credits**

Third Semester

DH 203 Special Patients....2
DH 205 Clinical Practice II....5
DH 207 Periodontics II....2
DH 208 Community Dental Health I....2
DH 211 Dental Materials & Techniques for Dental Hygienist....2
DH 299 Independent Study....1

Total 3rd Sem. Emphasis Requirements **14 Credits**

Fourth Semester

DH 107 Legal and Ethical Implications in Dental Hygiene....1
DH 215 Clinical Practice III....5
DH 216 Principles of Dental Practice....1
DH 217 Periodontics III....1
DH 218 Community Dental Health II....2
DH 299 Independent Study....1

Total 4th Sem. Emphasis Requirements **11 Credits**

Total Emphasis Requirements **59 Credits**

Total Degree Requirements **102 Credits**

Suggested General Education and Prerequisites Course Sequence

Dental Hygiene ACCUPLACER

Sentence Skills: 106 or higher
Reading Comp: 84 or higher
Writeplacer: 8 or higher

	Course #	Title	Credits
1st Semester			
Science	BIOL 223	Human Anatomy and Physiology I	4
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**10**
2nd Semester			
Fine Arts/Diversity	ART 270	Women in Art	3
Science	BIOL 224	Human Anatomy and Physiology II	4
U.S. and Nevada Constitutions	Elective		3
English	ENG 102	Composition II	3
		Total	**13**
	Course #	**Title**	**Credits**
3rd Semester			
Science	BIOL 251	General Microbiology	4
Mathematics	MATH 127	Pre-Calculus II	3
Social Science	SOC 101	Principles of Sociology	3
		Total	**10**
4th Semester			
Science	CHEM 121	General Chemistry I	4
Humanities	PHIL 135	Introduction to Ethics	3
Social Science	PSY 101	General Psychology	3
		Total	**10**

DH 299 Independent Study Skills Lab 1 credit each semester (1 credit=3 lab hours)

General Education Credits: **30**

Prerequisite Credits: **16**

Dental Hygiene Credits: **59**

Total Degree Requirements **105 Credits**

2009-2010

Dietetic Technician Program

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. A student may complete the dietetic technician program by successfully completing one of the following three options.

Track 1 Students

Track 1 is for students seeking a four-year degree or for students who are seeking an associate of applied science (AAS) degree, but who may eventually seek a four-year degree. Track 1 students take 16 credits of science prerequisites: Biology 190, 223, 224 and 251.

Track 2 Students

Track 2 is for students who are seeking an associate of applied science (AAS) degree. Track 2 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.

Students With A Four-year Degree

A student with a four-year didactic degree in nutrition from an institution accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association may qualify as a Track 3 student. The following conditions must be met. The student must provide the following to the dietetic technician program director.

OFFICIAL COPIES OF ALL TRANSCRIPTS

The original Statement of Verification issued from an ADA accredited four-year institution. The Statement of Verification must be for a didactic program for dietetics.

To complete the program and be eligible to take the exam for registration, a Track 3 student must complete 3 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 director at 775-673-8218 or jgrover@tmcc.edu.

Accreditation

The dietetic technician program is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. Commission on Accreditation for Dietetics Education can be contacted at:

Commission on the Accreditation for Dietetics Education
American Dietetic Association
120 South Riverside Plaza, Suite 2000
West Jackson Boulevard, Chicago, IL 60606-6995
312-899-0040 ext. 5400
www.eatright.org

Dietetic Technician

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.

General Education Requirements

Diversity **(3 credits)**
Recommended: NUTR 253

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications **6 credits**
Recommended: ENG 102, 114, BUS 107

Human Relations **3 credits**

Quantitative Reasoning **3 credits**
Required: CUL 245

Science **8-16 credits**
Required: BIOL 190/190L, 223, 224 and 251 Track I or BIOL 141 and 142 Track II

Social Science/Humanities **3 credits**
Recommended: CH 201

U.S. and Nevada Constitutions **3 credits**
Recommended: CH 203

Total General Education Requirements 26-34 Credits

Core 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 Satisfies diversity requirement.	3
NUTR 291	Nutrition Internship – Food Service	3
NUTR 292	Nutrition Internship – Community	3
NUTR 293	Nutrition Internship – Clinical	3

Total Core Requirements 32.5 Credits

Suggested Electives

HDFS 201	Lifespan Human Development	3
NUTR 298	Special Topics in Nutrition	1-3
PSY 101	General Psychology	3

Total Electives 7-9 Credits

Total Degree Requirements 65.5-75.5 Credits

Dietetic technician courses are listed under the heading "nutrition." For more information on the dietetic technician program, call 775-673-8218 or 775-674-7657.

Suggested Course Sequence

Track One	Course #	Title	Cr.
FIRST YEAR – 1st Semester			
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology	4
Core	CUL 100	Sanitation/HACCP	2
Quant. Reasoning	CUL 245	The Business Chef	3
English	ENG 102	Composition II	3
Elective	HDFS 201	Lifespan Human Development	3
Core	NUTR 100	Introduction to Dietetic Technician Prgm.	.5
Core	NUTR 220	Food Service Systems Management	3
		Total	**18.5**
2nd Semester			
Science	BIOL 223	Human Anatomy and Physiology I	4
Communications	BUS 107	Business Speech Communications	3
Soc. Sci./Hum.	CH 201	Ancient and Medieval Cultures	3
Core	NUTR 221	Quality Food Purchasing	3
Core	NUTR 223	Principles of Nutrition	3
		Total	**16**
Summer			
Core	NUTR 291	Nutrition Internship – Food Service	3
		Total	**3**
Track One	**Course #**	**Title**	**Cr.**
SECOND YEAR – 1st Semester			
Science	BIOL 224	Human Anatomy and Physiology II	4
Human Relations	Elective		3
Core	NUTR 233	Community and Lifecycle Nutrition	3
Core/Diversity	NUTR 253	Cul. Considerations in Nutr. and Health Care	3
Elective	NUTR 298	Special Topics in Nutrition	1
Elective	PSY 101	General Psychology	3
		Total	**17**
2nd Semester			
Science	BIOL 251	General Microbiology	4
U.S. and NV Const.	CH 203	American Exp. and Constitutional Change	3
Core	NUTR 243	Medical Nutr. Therapy for Dietetic Techs I	3
Core	NUTR 244	Medical Nutr. Therapy for Dietetic Techs II	3
Core	NUTR 292	Nutrition Internship – Community	3
		Total	**16**
Summer			
Core	NUTR 293	Nutrition Internship – Clinical	3
		Total	**3**
		Degree Total	**73.5**

Track Two	Course #	Title	Cr.
FIRST YEAR – 1st Semester			
Science	BIOL 141	Human Structure and Function I	4
Core	CUL 100	Sanitation/HACCP	2
Quant. Reasoning	CUL 245	The Business Chef	3
English	ENG 102	Composition II	3
Core	NUTR 100	Introduction to Dietetic Technician Prgm.	.5
Core	NUTR 220	Food Service Systems Management	3
		Total	**15.5**
2nd Semester			
Science	BIOL 142	Human Structure and Function II	4
Communications	BUS 107	Business Speech Communications	3
Soc. Sci./Hum.	CH 201	Ancient and Medieval Cultures	3
Core	NUTR 221	Quality Food Purchasing	3
Core	NUTR 223	Principles of Nutrition	3
		Total	**16**
Track Two	**Course #**	**Title**	**Cr.**
SECOND YEAR – 1st Semester			
Elective	HDFS 201	Lifespan Human Development	3
Core	NUTR 233	Community and Lifecycle Nutrition	3
Core/Diversity	NUTR 253	Cul. Considerations in Nutr. and Health Care	3
Core	NUTR 291	Nutrition Internship – Food Service	3
Elective	NUTR 298	Special Topics in Nutrition	1
Elective	PSY 101	General Psychology	3
		Total	**16**
2nd Semester			
U.S. and NV Const.	CH 203	American Exp. and Constitutional Change	3
Human Relations	Elective		3
Core	NUTR 243	Medical Nutrition Therapy for Dietetic Techs I	3
Core	NUTR 244	Medical Nutrition Therapy for Dietetic Techs II	3
Core	NUTR 292	Nutrition Internship – Community	3
		Total	**15**
Summer			
Core	NUTR 293	Nutrition Internship – Clinical	3
		Total	**3**
		Degree Total	**65.5**

2009-2010

Early Childhood Education

Early childhood education (ECE) prepares students to work with children between the ages of birth to five years old. An individual with a degree in ECE can qualify to be an owner, director, or teacher in a child care center, family child care home, Head Start, Early Head Start, or to be an assistant teacher in a school district pre-k program.

Options Available:

Associate of Arts

Early Childhood Education

Associate of Applied Science

Administration of Early Care and Education Programs
Infant/Toddler
Preschool

2009-2010

Early Childhood Education

Associate of Arts

The associate of arts in early childhood education is designed to serve students either as a stand alone associate degree in the field of early childhood education or to serve as a transfer option. The transfer option allows students to first obtain their associate of arts in early childhood education and then continue seamlessly as a junior at the University of Nevada, Reno, working toward a bachelor of science degree in early childhood education. By choosing specific transfer classes at TMCC students may complete their lower division courses and obtain their associate of arts in early childhood education prior to transferring to UNR. Students are encouraged to obtain academic advisement from early childhood education faculty to ensure smooth transitions in a university transfer process.

General Education Requirements

Diversity **(3 credits)**

Required: ANTH 201

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Choose from: ART 100, 160, 260, ENG 220, 221, HUM 101, 102, 105, 106, MUS 121, 225, 226

Humanities **6 credits**

UNR requires CH 201 and 202 or choose from HIST 105, 106, 247, HUM 101, 102, 211, AAD 201, ART 160, 260, 261, 265, MUS 121, 225, 226, Foreign Language, all 200 level English, all 100 and 200 level Philosophy.

Mathematics **3 credits**

Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283, 285

Science (lab required) **3 credits**

Required: NUTR 121

Social Science **9 credits**

UNR recommends CH 203 or choose from HIST 101, 102, 217, PSC 101, 208, all 100 and 200 Anthropology (except ANTH 102), CRJ 101, 220, 230, ECON 102, 103, 104, all 100 and 200 level history, HDFS 201, JOUR 101, all 100 and 200 level political science, all 100 and 200 level psychology, all 100 and 200 level sociology. Anthropology 201 fulfills 3 credits of social science.

U. S. and Nevada Consititutions **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 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements 33 Credits

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.

Core Requirements

ECE 130	Infancy	3
ECE 190	Professionalism in Early Care and Education	2
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	2
ECE 231	Preschool Practicum: Child Development 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

Total Core Requirements 30 Credits

Total Degree Requirements 63 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	ECE 190	Professionalism in Early Care & Education (ECE 250 may be taken concurrently)	2
Core	ECE 250	Introduction to Early Childhood Education	3
Mathematics	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
English/ Communications	ENG 101 or 113	Composition I or Composition I for Non-native English Speaker	3
Core	HDFS 201	Lifespan Human Development	3
		Total	**17**
		2nd Semester	
Humanities	CH 201	Ancient and Medieval Cultures	3
Core	ECE 130	Infancy	3
Core	ECE 210	Observation, Documentation and Assessment of Young Children	2
Fine Arts	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
English	ENG 102 or 114	Composition II or Composition II for Non-native English Speaker	3
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Humanities	CH 202	The Modern World	3
Core	ECE 200	The Exceptional Child	3
Core	ECE 204	Principles of Child Guidance	3
Core	ECE 251	Curriculum in Early Childhood Education	3
Science	NUTR 121	Human Nutrition	3
		Total	**15**
		4th Semester	
Diversity/ Social Science	ANTH 201	Peoples and Cultures of the World	3
U. S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Core	ECE 231	Preschool Practicum: Child Development Lab (ECE 231& ECE 245 must be taken concurrently)	3
Core	ECE 245	Practicum Seminar (ECE 231 & ECE 245 must be taken concurrently)	2
Core	HDFS 202	Lifespan Human Development	3
		Total	**14**
		Degree Total	**63**

2009-2010

Administration of Early Care and Education Programs

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.

General Education Requirements

Diversity **(3 credits)**
Required: HDFS 232

English/Communications **6 credits**
Required: ENG 101 or (113)

Human Relations **3 credits**
Required: MGT 212

Quantitative Reasoning **3 credits**
Choose from Math courses 100 or above (except 100, 105, 107, 108, 122, 123, 190)

Science **3 credits**
Required: NUTR 121

Social Science/Humanities **3 credits**
Suggested Classes: SOC 101, PSY 101, ECON 101

U.S. and Nevada Constitutions **3 credits**

Total General Education Requirements **24 Credits**

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 2
ECE 200 The Exceptional Child 3
ECE 204 Principles of Child Guidance 3
ECE 210 Observation, Documentation and Assessment of Young Children 2
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 **28 Credits**

Emphasis Requirements

COM 135 Group Communication 3
ECE 244 Practicum in Administration of Early Care and Education Programs 3
ECE 245 Practicum Seminar 2
ECE 247 Effective Management and Supervision in Early Care and Education 2
MGT 103 Small Business Management 3

Total Emphasis Requirements **13 Credits**

Total Degree Requirements **65 Credits**

Students who receive an early childhood education AAS degree with an emphasis in administration of early care and education programs must at this point in time complete practicum through TMCC.

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Emphasis	COM 135	Group Communication	3
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	2
Core	ECE 250	Introduction to Early Childhood Education	3
Quantitative Reasoning	Elective	Choose from list	3
English/ Communications	ENG 101 or 113	Composition I or Composition I for Non-native English Speaker	3
Core	HDFS 201	Lifespan Human Development	3
		Total	**17**
2nd Semester			
Core	ECE 130	Infancy	3
Core	ECE 210	Observation, Documentation and Assessment of Young Children	2
English/Communications	Elective		3
Diversity	HDFS 232	Diversity in Young Children	3
Science	NUTR 121	Human Nutrition	3
Emphasis	MGT 103	Small Business Management	3
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
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
Social Science/ Humanities	Elective	Choose from suggested list	3
Human Relations	MGT 212	Leadership & Human Relations	3
		Total	**17**
4th Semester			
Core	ECE 240	Administration of the Preschool	3
Emphasis	ECE 244	Practicum in Administration of Early Care and Education Programs (ECE 244 and ECE 245 must be taken concurrently)	3
Emphasis	ECE 245	Practicum Seminar (ECE 236 & ECE 245 must be taken concurrently)	2
U.S. and Nevada Constitutions	Elective		3
Core	HDFS 202	Introduction to Families	3
		Total	**14**
		Degree Total	**65**

2009-2010

Infant/Toddler

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.

General Education Requirements

Diversity	**(3 credits)**
Required: HDFS 232	
English/Communications	**6 credits**
Required: ENG 101 or (113)	
Human Relations	**3 credits**
Required: MGT 212	
Quantitative Reasoning	**3 credits**
Choose from Math courses 100 or above (except 100, 105, 107, 108, 122, 123, 190)	
Science	**3 credits**
Required NUTR 121	
Social Science/Humanities	**3 credits**
Suggested classes: SOC 101, PSY 101	
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 Credits**

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 Education	2
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	2
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 28 Credits

Emphasis Requirements

ECE 124	Sensorimotor Dev Infants and Toddlers	1
ECE 125	Language Development for Infants/Toddlers	1
ECE 126	Social/Emotional Dev for Infants/Toddlers	1
ECE 129	Environments for Infants and Toddlers	2
ECE 236	Practicum with Infants and Toddlers	3
ECE 245	Practicum Seminar	2
ECE 252	Infant/Toddler Curriculum	3

Total Emphasis Requirements 13 Credits

Total Degree Requirements 65 Credits

Students who receive an early childhood education AAS degree with an emphasis in infant/toddler must at this point in time complete practicum through TMCC.

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	ECE 130	Infancy	3
Core	ECE 190	Professionalism in Early Care & Education (ECE 250 may be taken concurrently)	2
Core	ECE 250	Introduction to Early Childhood Education	3
Quantitative Reasoning	Elective	Choose from list	3
English/Communications	ENG 101 or 113	Composition I or Composition I for Non-native English Speaker	3
Core	HDFS 201	Lifespan Human Development	3
		Total	**17**
2nd Semester			
Emphasis	ECE 124	Sensorimotor Dev Infants and Toddlers	1
Emphasis	ECE 125	Language Development for Infants/ Toddlers	1
Emphasis	ECE 126	Social/Emotional Development for Infants/Toddlers	1
Core	ECE 210	Observation, Documentation and Assessment of Young Children	2
Core	ECE 251	Curriculum in Early Childhood Education	3
English/Communications	Elective		3
Diversity	HDFS 232	Diversity in Young Children	3
Science	NUTR 121	Human Nutrition	3
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
3rd 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
Social Science/ Humanities	Elective	Choose from suggested course list	3
Human Relations	MGT 212	Leadership & Human Relations	3
		Total	**17**
4th Semester			
Emphasis	ECE 236	Practicum with Infants and Toddlers	3
Core	ECE 240	Administration of the Preschool	3
Emphasis	ECE 245	Practicum Seminar	2
U.S. and Nevada Constitutions	Elective		3
Core	HDFS 202	Introduction to Families	3
		Total	**14**
		Degree Total	**65**

Preschool

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.

General Education Requirements

Diversity **(3 credits)**
Required: HDFS 232

English/Communications **6 credits**
Required: ENG 101 or (113)

Human Relations **3 credits**
Required: MGT 212

Quantitative Reasoning **3 credits**
Choose from Math courses 100 or above (except 100, 105, 107, 108, 122, 123, 190)

Science **3 credits**
Required NUTR 121

Social Science/Humanities **3 credits**
Suggested Classes: SOC 101, PSY 101

U.S. and Nevada Constitutions **3 credits**

Total General Education Requirements **24 Credits**

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....2
ECE 200 The Exceptional Child....3
ECE 204 Principles of Child Guidance....3
ECE 210 Observation, Documentation and Assessment of Young Children....2
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 **28 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: Child Development 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 **65 Credits**

Students who receive an early childhood education AAS degree with an emphasis in preschool must at this point in time complete practicum through TMCC.

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	ECE 121	Parent Caregiver Relations	1
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	2
Core	ECE 250	Introduction to Early Childhood Education	3
Quantitative Reasoning	Elective	Choose from list	3
English/ Communications	ENG 101 or 113	Composition I or Composition I for Non-native English Speaker	3
Core	HDFS 201	Lifespan Human Development	3
		Total	**15**
		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	2
English/ Communications	Elective		3
Diversity	HDFS 232	Diversity in Young Children	3
Science	NUTR 121	Human Nutrition	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd 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
Social Science/ Humanities	Elective	Choose from suggested list	3
Human Relations	MGT 212	Leadership & Human Relations	3
		Total	**16**
		4th Semester	
Emphasis	ECE 231	Preschool Practicum: Child Development Lab (ECE 231 & ECE 245 must be taken concurrently)	3
Core	ECE 240	Administration of the Preschool	3
Emphasis	ECE 245	Practicum Seminar (ECE 231 & ECE 245 must be taken concurrently)	2
U.S. and Nevada Constitutions	Elective		3
Core	HDFS 202	Introduction to Families	3
		Total	**14**
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
		Degree Total	**65**

2009-2010

Education

Serving the educational needs of children is the primary responsibility of someone who chooses the profession of education. The TMCC education program prepares pre-service teachers to begin their work in the field of education. Students may select to work in either elementary (K-7 grades) or secondary (8-12 grades) levels. Students who complete TMCC's education degree programs are eligible to apply to a baccalaureate degree program. The emphasis worksheets contain more information regarding transfer issues.

Options Available:

Associate of Science

- Elementary Education
- Integrated Elementary Education and Special Education
- Secondary Education

2009-2010

Elementary Education

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. Students need to be aware that admission into UNR teacher education program is competitive based on grades and experience. Passing scores on the Pre-Professional Skills Test (PPST aka Praxis I) or California Basic Educational Skills Test (CBEST) are required, and applications are reviewed twice a year (October 1 for spring entrance and March 1 for fall entrance to the program). Transfer to UNR is advised for the semester prior to program admission, to complete additional premajor course requirements. 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.

General Education Requirements

Diversity **(3 credits)**

Recommended: ANTH/SOC 205, EDU 203 (may apply to two subject areas)

English **6 credits**

Required: ENG 101 and ENG 102 or ENG 113 and 114

Fine Arts **3 credits**

Recommended: ART 100

Humanities **3 credits**

Recommended: CH 201 or ENG 231* or HIST 105*, CH 202 or ENG 232* or HIST 106* (will not satisfy CH if taken after student has matriculated at UNR)

Mathematics **6 credits**

Required: MATH 126, 127, 176, 181

Science (lab required) **12 credits**

Required:

Select one from each group:

A) GEOL 100, 101, or GEOG 103/104
B) CHEM 100, 121
C) BIOL 100, 110, 190/190L, 191/191L
D) PHYS 100, 151

Social Science **6 credits**

Recommended: select one from ANTH/SOC 205, EDU 203

Required: GEOG 106

U.S. and Nevada Constitutions **3 credits**

Required: CH 203 or PSC 101* (or HIST 101* and one of the following: HIST 102, 217 or PSC 208) *will not satisfy CH if taken after student has matriculated at UNR. OR PSC 101 (if not taking PSC as Social Science)

Total General Education Requirements 39 Credits

Emphasis Requirements

EDU 110 Society and Education 3
EDU 201 Introduction to Elementary Education 3
EDU 207 Exploration of Children's Literature 3
EDU 214 Preparing Teachers to Use Technology 3

Total Emphasis Requirements 12 Credits

Elective Requirements

Choose nine credits from the following:

CH 201 Ancient and Medieval Cultures 3
CH 202 The Modern World 3
CH 203 American Experiences and Constitutional Change 3
ECON 102 Principles of Microeconomics 3
ENG 241 Survey of American Literature 3
PSC Any 3
HIST Any 3

Total Elective Requirements 9 Credits

Total Degree Requirements 60 Credits

UNR elementary education majors should contact an advisor regarding transferability.

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Diversity/Social Science	ANTH/SOC 205	Ethnic Groups in Contemporary Societies	3
Emphasis	EDU 110	Society and Education	3
English	ENG 101	Composition I	3
Social Science	GEOG 106	Introduction to Cultural Geography	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**15**
		2nd Semester	
Fine Arts	ART 100	Visual Foundations	3
Science	CHEM 100 or 121	Molecules & Life in the Modern World or General Chemistry I	3
Emphasis	EDU 201	Introduction to Elementary Education	3
English	ENG 102	Composition II	3
Mathematics	MATH 127 or above	Pre-Calculus II	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose from list	3
Science	BIOL 110	Biology for Elementary/Middle Level Education	3
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	EDU 207	Exploration of Children's Literature	3
Science	GEOL 100 or 101	Earthquakes, Volcanoes, and Natural Disasters or Physical Geology	3
		Total	**15**
		4th Semester	
Elective		Choose from list	6
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	EDU 214	Preparing Teachers to Use Technology	3
Science	PHYS 100	Introductory Physics	3
		Total	**15**
		Degree Total	**60**

2009-2010

Integrated Elementary Education and Special Education

Associate of Science

The associate of science degree in integrated elementary and special education is designed for students seeking careers in elementary and special 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 integrated elementary/special education majors at UNR. Students need to be aware that admission into UNR teacher education program is competitive based on grades and experience. Passing scores on the PPST or CBEST test are required, and applications are reviewed twice a year (October 1 for spring entrance and March 1 for fall entrance to the program). Transfer to UNR is advised for the semester prior to program admission, to complete additional premajor course requirements.

General Education Requirements

Diversity **(3 credits)**
Required: EDU 203 (may apply to two subject areas)

English **6 credits**
Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**
Recommended: ART 100, MUS 121, 122, THTR 100, 105, 210

Humanities **3 credits**
Recommended: CH 201 or ENG 231* or HIST 105*, CH 202 or ENG 232* or HIST 106* (*will not satisfy CH if taken after student has matriculated at UNR)

Mathematics **6 credits**
Required: MATH 126, 127, 176, 181

Science (lab required) **12 credits**
Required:
Select one from each group:
A) GEOL 100, 101 or GEOG 103/104
B) CHEM 100, 121
C) BIOL 100, 110, 190/190L, 191/191L
D) PHYS 100, 151

Social Science **6 credits**
Required: EDU 203, GEOG 106

U.S. and Nevada Constitutions **3 credits**
Required: CH 203 or PSC 101* (or HIST 101* and one of the following: HIST 102, 217, or PSC 208) *will not satisfy CH if taken after student has matriculated at UNR

Total General Education Requirements 39 Credits

Emphasis Requirements

EDU 110 Society and Education 3
EDU 207 Exploration of Children's Literature 3
EDU 208 Students with Diverse Abilities and Backgrounds 3
EDU 209 Exploring Teaching and Learning: Practicum 1
EDU 211 Introduction to Teaching in an Inclusive Classroom 3
EDU 212 Family Involvement for Student With/Without Disability 3
EDU 214 Preparing Teachers to Use Technology 3

Total Emphasis Requirements 19 Credits

Elective Requirements

Choose three credits from the following:

CH 201 Ancient and Medieval Cultures 3
CH 202 The Modern World 3
CH 203 Survey of American Literature 3
MATH 122 Elementary School Mathematics I 3
MATH 123 Elementary School Mathematics II 3

Total Elective Requirements 3 Credits

Total Degree Requirements 61 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	EDU 110	Society and Education	3
Diversity/Social Science	EDU 203	Introduction to Special Education	3
English	ENG 101	Composition I	3
Social Science	GEOG 106	Introduction to Cultural Geography	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**15**
		2nd Semester	
Fine Arts	ART 100	Visual Foundations	3
Science	BIOL 110	Biology for Elementary/Middle Level Education	3
Emphasis	EDU 207	Exploration of Children's Literature	3
English	ENG 102	Composition II	3
Mathematics	MATH 127 or above	Pre-Calculus II	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	EDU 208	Students with Diverse Abilities and Backgrounds	3
Emphasis	EDU 209	Exploring Teaching and Learning: Practicum	1
Emphasis	EDU 211	Introduction to Teaching in an Inclusive Classroom	3
Science	GEOL 100 or 101	Earthquakes, Volcanoes, and Natural Disasters or Physical Geology	3
Science	PHYS 100	Introductory Physics	3
		Total	**16**
		4th Semester	
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Science	CHEM 100 or 121	Molecules and Life in the Modern World or General Chemistry I	3
Emphasis	EDU 212	Family Involvement for Student With/Without Disability	3
Emphasis	EDU 214	Preparing Teachers to Use Technology	3
Elective		Choose from list	3
		Total	**15**
		Degree Total	**61**

2009-2010

Secondary Education

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. or B.A. in secondary education majors at UNR. Students need to be aware that admission into UNR teacher education programs is competitive based on grades and experience. Passing scores on the PPST or CBEST test are required, and applications are reviewed twice a year (October 1 for spring entrance and March 1 for fall entrance to the program). Transfer to UNR is advised for the semester prior to program admission, to complete additional premajor course requirements.

General Education Requirements

Diversity (3 credits)
Recommended: EDU 203 (may apply to two subject areas)

English 6 credits
Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts 3 credits
Recommended: ART 100, MUS 121, 122, THTR 100, 105, 210

Humanities 3 credits
Recommended: CH 201 or ENG 231* or HIST 105*, CH 202 or ENG 232* or HIST 106* (*will not satisfy CH if taken after student has matriculated at UNR)

Mathematics 6 credits
Required: MATH 126, 127, 176, 181 (students who intend on teaching science should complete MATH 127 or higher)

Science (lab required) 12 credits
Required:
Select two from each group:
A) BIOL 100, 190/190L, 191/191L, ENV 100
B) CHEM 100, 121, 201, GEOL 100, 101, PHYS 100, 151, 180/180L

Social Science 6 credits
Required: ANTH 101, 201, 202, EDU 203, ECON 102, 103, GEOG 106, PSC 211, 231, PSY 101, SOC 101

U.S. and Nevada Constitutions 3 credits
Required: CH 203 or PSC 101* (or HIST 101* and one of the following: HIST 102, 217, or PSC 208) *will not satisfy CH if taken after student has matriculated at UNR

Total General Education Requirements 39 Credits

Emphasis Requirements

EDU 110 Society and Education 3
EDU 202 Introduction to Secondary Education 3
EDU 214 Preparing Teachers to Use Technology 3
Teaching major requirements–
check with advisor 12

Total Emphasis Requirements 21 Credits

Elective Requirements

(only if three credits needed)

CH 202 The Modern World.....3

Total Elective Requirements 3 Credits

Total Degree Requirements 60-63 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	EDU 110	Society and Education	3
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I	3
Science		Choose course from group A	3-4
Social Science		Choose from list	3
		Total	**15-16**
		2nd Semester	
Emphasis	EDU 202	Introduction to Secondary Education	3
English	ENG 102	Composition II	3
Fine Arts		Choose from list	3
Mathematics	MATH 127 or above	Pre-Calculus II	3
Science		Choose course from group A	3-4
		Total	**15-16**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Humanities	CH 201	Ancient and Medieval Cultures	3
Diversity/ Social Science	EDU 203	Introduction to Special Education	3
Science		Choose course from group B	3-4
Emphasis		Teaching major requirements: see advisor	6
		Total	**15-16**
		4th Semester	
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis	EDU 214	Preparing Teachers to Use Technology	3
Science		Choose course from group B	3-4
Emphasis		Teaching major requirements: see advisor	6
		Total	**15-16**
		Degree Total	**60-64**

2009-2010

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/ged/.

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

Students pursuing this degree will complete 64 credits including the development of a business plan that is applicable as a fundraising tool. Upon completion, students will have a portfolio that demonstrates their command of small business development and ownership. TMCC students that complete a certificate will have the skills required to start their own business. Other students may choose to pursue a four-year degree which will more fully prepare them for ownership or to take a corporate job within new product development and research.

The associate of arts degree is accepted at the University of Nevada, Las Vegas and at Washington State University which offers an online option for finishing the last two years of the four-year degree. The degree is fully transferable to most four-year schools in the nation. Students have a distinct advantage over their fellow classmates as they advance in their schooling because they have relevant work-related experiences and marketable job-related skills which they can build as their careers advance.

Options Available:

Certificate of Achievement

Entrepreneurship

2009-2010

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.

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 100	Reading for Business Majors	3
BUS 108	Business Letters and Reports	3
BUS 250	E-Commerce	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
		Total	**12**
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
		Total	**12**
Second Year 3rd Semester			
Elective		Choose from list	3
Human Relations	Elective		3
Emphasis	ENT 280	Entrepreneurship and Business Plan Development	3
		Total	**9**
		Certificate Total	**33**

2009-2010

Fine Arts

The associate of arts fine arts degree allows the visual and performing arts department, noted for its excellence in the classroom and on stage, to serve students seeking to transfer into a baccalaureate program with an emphasis in art history, dance, studio arts coupled with art history, music, music theater and theater. These areas provide our students with the knowledge and skills upon which they build careers and become productive students.

Options Available:

Associate of Arts

- Art History
- Dance
- Fine Arts
- Music
- Musical Theater
- Theater

Certificate of Achievement

- Music
- Theater

Art History

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.

General Education Requirements

Diversity	**(3 credits)**

Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English	**6 credits**
Fine Arts	**3 credits**
Humanities	**6 credits**
Mathematics	**3 credits**
Science	**3 credits**
Social Science	**9 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**33 Credits**

Core Requirements

ART 100 Visual Foundations ..... (3)
Required for UNR's art program

– or –

ART 160 Art Appreciation ..... (3)
ART 260* Survey of Art History I 3
ART 261* Survey of Art History II 3

Total Core Requirements	**9 Credits**

Emphasis Requirements

A minimum of 12 credits must be from the following:

ART 209 Introduction to Gallery Practices 3
ART 249 New Media 3
ART 263 Survey of African, Oceanic & Native American Art 3
ART 264 Survey of American Art 3
ART 265 Introduction to Contemporary Art 3
ART 270 Women in Art 3
ART 295 Special Topics in Art History 3
ART 296 Independent Study 3
ART 297* Field Study 3

A maximum of six credits may be from the following:

ART 101 Drawing I 3
ART 102 Drawing II 3
ART 124 Introduction to Printmaking 3
ART 127 Water Color I 3
ART 135 Photography I 3
ART 141 Introduction to Digital Photography 3
ART 142 Introduction to Digital Photography II 3
ART 201 Life Drawing I 3
ART 211 Ceramics I 3
ART 212 Ceramics II 3
ART 216 Sculpture I 3
ART 231 Painting I 3
ART 232 Painting II 3
ART 235 Photography II 3
Foreign Language 3-6*

* Foreign Language proficiency is recommended (particularly French or German because it is required at UNR and many other schools) or choose another art course from the first group of courses.

Total Emphasis Requirements	**18 Credits**
Total Degree Requirements	**60 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Dance

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.

General Education Requirements

Diversity **(3 credits)**

Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Choose from: ART 100, 160, 260, 261, ENG 220, 221, HUM 101, 102, 105, 106, MUS 121, 225, 226

Humanities **6 credits**

UNR recommends CH 201 or 202 or choose from HIST 105, 106, 247, HUM 101, 102, 211, AAD 201, ART 160, 260, 261, 265, MUS 121, 225, 226, all foreign language courses, all 200-level English courses (except ENG 297), all 100- and 200-level philosophy courses.

Mathematics **3 credits**

Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283, 285

Science **3 credits**

Minimum three credits with lab required. For students transferring to UNR, choose one from Group A plus 3 additional science credits.

Group A – ATMS 117, BIOL 100, 190/190L, 191/191L, CHEM 100, 121, 122, GEOL 100, 101, PHYS 100, 151, 152, 180/180L, 181/181L

Group B – ANTH 102, AST 104, ENV 100, GEOG 103/104, NUTR 121

Social Science **9 credits**

Choose any courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), CRJ 101, 220 or 230, economics, EDU 201, 202 or 203, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, CH 201, 202 or 203, 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 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements 33 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
PEX 174 Fitness Principles and Practices 2
THTR 116 Dance Styles: Musical Theater 2

Total Core Requirements 11 Credits

Emphasis Requirements

Some classes have repeatable credit.

DAN 132 Jazz Dance (Beginning) 1
DAN 133 Jazz Dance (Beginning/Intermediate) 1
DAN 138 Modern Dance, Beginning 1
DAN 139 Modern Dance (Beginning/Intermediate) 1
DAN 144 Tap Dance (Beginning) 1
DAN 232 Intermediate Jazz Dance 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

Total Emphasis Requirements 18 Credits

Elective Requirements

Choose from any dance class, THTR 176, THTR 276, Musical Theater Workshop or other approved theater and music classes.

Total Elective Requirements 7 Credits

Total Degree Requirements 69 Credits

Suggested Course Sequence

Note: Students must complete the approved English and math sequences, or meet the appropriate testing scores to register for the higher level courses.

	Course #	Title	Credits
1st Semester			
Emphasis	DAN	Choose three dance technique credits	3
Core/Diversity	DAN 101	Dance Appreciation	3
Core	DAN 188	Choreography I Improvisation	2
Social Science	Elective	Choose from list	3
English	ENG 101	Composition I	3
		Total	**14**
2nd Semester			
Emphasis	DAN	Choose three dance technique credits	3
Emphasis	DAN 281	Dance Concert Performance	2
Humanities	Elective	Choose from list	3
English	ENG 102	Composition II	3
Core	THTR 116	Musical Theater Dance	1
		Total	**12**
3rd Semester			
Emphasis	DAN	Choose three dance technique credits	3
Core	DAN 288	Choreography II	2
Elective Dance Requirement	DAN 287 or DAN 295	Concert Dance Company or Independent Study: Dance	(2) (2)
Mathematics	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
Core	PEX 174	Fitness Principles and Practices	2
		Total	**15**
4th Semester			
U.S. and NV Const.	CH 203	American Exp. and Constitutional Change	3
Emphasis	DAN	Choose three dance technique credits	3
Emphasis	DAN 281	Dance Production	2
Science	Elective	Choose from list	3
Fine Arts	Elective	Choose from list	3
		Total	**14**
5th Semester			
Elective Dance Requirement	DAN 287 or DAN 295	Concert Dance Company Independent Study: Dance	(2) (2)
Humanities	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
Elective	Elective	Choose from list	6
		Total	**14**
		Degree Total	**69**

2009-2010

Fine Arts

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.

General Education Requirements

Diversity	**(3 credits)**

Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English	**6 credits**
Fine Arts	**3 credits**
Humanities	**6 credits**
Mathematics	**3 credits**
Science	**3 credits**
Social Science	**9 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**33 Credits**

Core Requirements

ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 135	Photography I	3
ART 211	Ceramics I	3
ART 216	Sculpture I	3
ART 231	Painting I	3
ART 260	Survey of Art History I	3
ART 261	Survey of Art History II	3
ART 298	Portfolio Emphasis	3

Total Core Requirements	**27 Credits**
Total Degree Requirements	**60 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Music

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.

General Education Requirements

Diversity (3 credits)

Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English 6 credits

Required: ENG 101 and 102 or ENG 113 and 114.

Fine Arts 3 credits

Choose from ART 100, 160, 260*, 261*, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 121, 225 or 226.

Humanities 6 credits

Recommended for UNR: CH 201 or 202, or choose from: HIST 105, 106, 247, HUM 101, 102, 211, AAD 201, ART 160, 260, 261, 265, MUS 121, 225, 226, all foreign language courses, all 200-level English (except ENG 297), all 100- and 200-level philosophy courses.

Mathematics 3 credits

Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285.

Science 3 credits

Minimum three credits with lab required. For students transferring to UNR choose one from Group A plus three additional science credits.

Group A – ATMS 117, BIOL 100, 190/190L, 191/191L, CHEM 100, 121, 122, GEOL 100, 101, PHYS 100, 151, 152, 180/180L, 181/181L

Group B – ANTH 102, AST 104, ENV 100, GEOG 103/104, NUTR 121

Social Science 9 credits

Choose any courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), CRJ 101, 220 or 230, economics, EDU 201, 202 or 203, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, CH 201, 202 or 203, 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 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208.

Total General Education Requirements 33 Credits

Core Requirements

Music Ensemble 4 credits

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
MUS 131	Introduction to Music Literature	3

Theory/Ear Training 14 credits

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 211	Sight-Singing and Dictation I	1
MUS 212	Sight-Singing and Dictation II	1

Piano Class 4 credits

MUS 111	Piano Class I	2
MUS 112	Piano Class II	2

Applied Music 6 credits

	MUSA (private lessons)	1-2

Total Core Requirements 28 Credits

Elective Requirements

Choose six 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 113	Fundamentals of Music Composition I	2
MUS 121	Music Appreciation	3
MUS 125	History of Rock Music	3
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	1-2

Total Elective Requirements 6 Credits

Total Degree Requirements 67 Credits

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Musical Theater

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.

General Education Requirements

Diversity (3 credits)
Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English 6 credits
Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts 3 credits
Choose from: ART 100, 160, 260, 261, ENG 220, 221, HUM 101, 102, 105, 106, MUS 121, 225, 226

Humanities 6 credits
UNR recommends CH 201 or 202 or choose from HIST 105, 106, 247, HUM 101, 102, 211, AAD 201, ART 160, 260, 261, 265, MUS 121, 225, 226, all foreign language courses, all 200-level English (except ENG 297), all 100- and 200-level philosophy.

Mathematics 3 credits
Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283, 285

Science 3 credits
Minimum three credits with lab required. For students transferring to UNR, choose one from Group A plus 3 additional science credits.

Group A – ATMS 117, BIOL 100, 190, 191, CHEM 100, 121, 122, GEOL 100, 101, PHYS 100, 151, 152, 180 and 180L, 181 and 181L

Group B – ANTH 102, AST 104, ENV 100, GEOG 103/104, NUTR 121

Social Science 9 credits
Choose any courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), CRJ 101, 220 or 230, economics, EDU 201, 202 or 203, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, CH 201, 202 or 203, 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 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements 33 Credits

Core Requirements

MUSA 147 Voice for THTR Major-Lower Division 2
THTR 116 Dance Styles: Musical Theater 2
THTR 175 Musical Theater 3
THTR 176 Musical Theater Workshop I 3
THTR 204 Theater Technology I 3
THTR 258 Theater Experience and Travel 2
THTR 276 Musical Theater Workshop II 3

Total Core Requirements 18 Credits

Elective 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

Choose eight of the following credits:

MUS 105 Vocal Techniques 2
MUS 111 Piano Class I 2
MUS 112 Piano Class II 2
MUS 203 Music Theory I 3
MUS 211 Sight-Singing and Dictation I 1

Choose four of the following credits:

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 232 Intermediate Jazz Dance 1
DAN 238 Modern Dance Intermediate 1
DAN 239 Modern Dance (Intermediate/Advanced) 1
DAN 244 Tap Dance (Intermediate) 1

Total Elective Requirements 18 Credits

Total Degree Requirements 69 Credits

Suggested Course Sequence

Note: Students must complete the approved English and math sequences, or meet the appropriate testing scores to register for the higher level courses.

	Course #	Title	Credits
1st Semester			
Elective-Dance		Dance class of choice	1
Social Science	Elective	Choose from list	3
English	ENG 101	Composition I	3
Elective-Music	MUS 111	Piano Class I	2
Core	THTR 175	Musical Theater	3
Core	THTR 204	Theater Technology	3
		Total	**15**
2nd Semester			
Humanities	Elective	Choose from list	3
English	ENG 102	Composition II	3
Elective-Music	MUS 105 or	Vocal Technique	(2)
	MUS 112	Piano Class II	(2)
Elective-Theater	THTR 105	Introduction to Acting I	3
Core	THTR 116	Dance Styles: Musical Theater	1
Core	THTR 176	Musical Theater Production	3
		Total	**15**
3rd Semester			
Elective-Dance		Dance class of choice	1
Mathematics	Elective	Choose from list	3
Soc. Sci./Diversity	Elective	Choose from list	3
Elective-Music	MUS 203	Music Theory I	3
Elective-Music	MUS 211	Sightsinging and Dictation I	1
Core	MUSA 147	Voice – Musical Theater – Low Div.	1
Core	THTR 258	Theater Experience and Travel	2
		Total	**14**
4th Semester			
Elective-Dance		Dance class of choice	1
U.S. and NV Const.	CH 203	American Exp. and Constitutional Change	3
Science	Elective	Choose from list	3
Fine Arts	Elective	Choose from list	3
Core	MUSA 147	Voice – Musical Theater – Low Div.	1
Core	THTR 116	Dance Styles: Musical Theater	1
Core	THTR 276	Musical Theater Workshop II	3
		Total	**15**
5th Semester			
Elective-Dance		Dance class of choice	1
Hum./Diversity	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
Elective-Theater	THTR 205 or	Introduction to Acting II	(3)
	THTR 206 or	Theater Workshop: Acting III	(3)
	THTR 207	Theater Practicum: Acting IV	(3)
		Total	**10**
		Degree Total	**69**

2009-2010

Theater

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.

General Education Requirements

Diversity **(3 credits)**

Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts **3 credits**

Choose from ART 100, 160, 260, 261, ENG 220 or 221, HUM 101, 102, 105 or 106, MUS 121, 225 or 226

Humanities **6 credits**

Recommended for UNR: CH 201 or 202, or choose from: HIST 105, 106, 247, HUM 101, 102, 211, AAD 201, ART 160, 260, 261, 265, MUS 121, 225, 226, all foreign language courses, all 200-level English (except ENG 297), all 100- and 200-level philosophy courses.

Mathematics **3 credits**

Choose from: MATH 120, 126, 127, 152, 176, 181, 182, 283 or 285

Science **3-6 credits**

Minimum three credits with lab required. For students transferring to UNR choose one from Group A plus three additional science credits.

Group A – ATMS 117, BIOL 100, 190/190L, 191/191L, CHEM 100, 121, 122, GEOL 100, 101, PHYS 100, 151, 152, 180/180L, 181/181L

Group B – ANTH 102, AST 104, ENV 100, GEOG 103/104, NUTR 121

Social Science **9 credits**

Choose any courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102), CRJ 101, 220 or 230, economics, EDU 201, 202 or 203, geography (except GEOG 103), HDFS 201 or 202, history, JOUR 101, political science, psychology, sociology, CH 201, 202 or 203, 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 101 and 102 or HIST 101 and 217 or HIST 101 and PSC 208

Total General Education Requirements **33-36 Credits**

Core Requirements

THTR 100 Introduction to Theater 3
THTR 175 Musical Theater 3
THTR 204 Theater Technology I 3
THTR 209 Theater Practicum 6
THTR 210 Theater: A Cultural Context 3

Choose nine 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

Total Core Requirements **27 Credits**

Elective Requirements

Choose from any Communications (COM) or Theater (THTR) classes 9

Total Elective Requirements **9 Credits**

Total Degree Requirements **69-72 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Social Science	Elective	Choose from list	3
English	ENG 101	Composition I	3
Core	THTR 105	Introduction to Acting I	3
Core	THTR 175	Musical Theater	3
Core	THTR 204	Theater Technology I	3
		Total	**15**
		2nd Semester	
Humanities	Elective	Choose from recommended list	3
English	ENG 102	Composition II	3
Core	THTR 100	Introduction to Theater	3
Core	THTR 205	Introduction to Acting II	3
Core	THTR 209	Theater Practicum	2
		Total	**14**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Theater Elective			3
Theater Elective			3
Mathematics	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
Core	THTR 209	Theater Practicum	2
		Total	**14**
		2nd Semester	
U.S. and Nevada Constitutions	CH 203	American Experiences and Constitutional Change	3
Fine Arts	Elective	Choose from list	3
Science	Elective	Choose from list	3
Core	THTR 206 or	Theater Workshop: Acting III or	(3)
	THTR 207	Laboratory Theater: Acting IV	(3)
Core	THTR 209	Theater Practicum	2
Core	THR 210	Theater: A Cultural Context	3
		Total	**17**
Third Year	**Course #**	**Title**	**Credits**
		1st Semester	
Theater Elective			3
Humanities	Elective	Choose from list	3
Social Science	Elective	Choose from list	3
		Total	**9**
		Degree Total	**69**

2009-2010

Music

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.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Total General Education Requirements	**9 Credits**

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 and 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

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
1st Semester			
Elective		Choose from list	3
Elective		Choose from list	1
Core		Applied lessons (MUSA)	1-2
Core		Choose from Music Ensemble list	1
Communications	Elective		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
		Total	**15-16**
2nd Semester			
Elective		Choose from list	3
Core		Applied lessons (MUSA)	1-2
Core		Choose from Music Ensemble list	1
Human Relations	Elective		3
Quantitative Reasoning	Elective		3
Core	MUS 204 or MUS 208E	Music Theory II or Music Theory IV	3
Core	MUS 212	Sight-Singing and Dictation II	1
		Total	**15-16**
		Certificate Total	**30-32**

2009-2010

Theater

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.

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 I 3
COM 135 Group Communications 3
THTR 100 Introduction to Theater 3
THTR 105 Introduction to Acting I 3
THTR 108 Introduction to Playwrighting 3
THTR 112 Beginning Singing for the Actor 3
THTR 116 Dance Styles: Musical Theater 2
THTR 122 Creative Drama 3
THTR 133 Fundamentals of Directing 3
THTR 175 Musical Theater 3
THTR 180 Cinema as Art and Communication 3
THTR 200 Introduction to Stage Voice I 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 221 Interpretation 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**

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	Elective		3
Core	THTR 209	Theater Practicum	3
		Total	**15**
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Human Relations	Elective		3
Quantitative Reasoning	Elective		3
Core	THTR 209	Theater Practicum	3
		Total	**15**
		Certificate Total	**30**

2009-2010

Fire Science Technology

The TMCC fire technology program has several opportunities for those who are interested in jobs in the fire service or want to enhance their current level of training and education. For those interested in a job as a "structure" firefighter, we recommend the Northern Nevada Fire and Rescue Academy.

For those interested in a career in wildland firefighting, we recommend the fire science degree with a wildland firefighter emphasis. For those interested in obtaining a general degree, we recommend the fire technology degree. In addition, we offer a wide range of certified classes in such areas as wildland firefighting, high and low-angle rescue, hazardous material mitigation, fire officer development, driver/operator and more.

Options Available:

Associate of Applied Science

- Fire Science Technology
- Firefighter Academy
- Firefighter, Wildland

Certificate of Achievement

- Fire Science Technology
- Firefighter, Volunteer

Fire Science Technology

Associate of Applied Science

For additional degrees and certificates, see the fire academy, volunteer firefighter and wildland firefighter emphasis worksheets.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications	**3 credits**
English	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**6 credits**

Recommended: chemistry

Social Science/Humanities	**3 credits**
U. S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 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**

Emphasis Requirements

12 additional credits required.
Choose from the following or other FS courses listed in the catalog.

FS 105	Introduction to Fire Suppression	3
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 126	Fire Cause Determination	3
FT 145	Aviation Emergencies	3
FT 150	Apparatus and Equipment	3
FT 151	Fire Service Hydraulics I	3
FT 218	Intermediate Fire Behavior, S-290, 390	3
FT 224	Fire Protection Systems	3
FT 291	Fire Administration	3

Total Emphasis Requirements	**12 Credits**
Total Elective Requirements	**9 Credits**

Recommended: EMS 108 for seven credits

Total Degree Requirements	**60 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Firefighter Academy

Associate of Applied Science

For additional degrees and certificates, see the fire science technology, volunteer firefighter and wildland firefighter emphasis worksheets.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications	**3 credits**
English	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**6 credits**

Required: chemistry

Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 Credits**

Core Requirements

EMS 108 Emergency Medical Technician I Basic Training...7
FT 101 Introduction to Fire Protection 3
FT 106 Firefighter I Academy 12
FT 206 Firefighter II Academy 10
FT 260 Firefighter Rescue/Haz Mat Academy.....10

Total Core Requirements	**42 Credits**

Elective Requirements

None required.

FS 150 Physical Fitness and Nutrition for the Fire Service.....3
Needed for the NFPA certification.

Total Elective Requirements	**0-3 Credits**
Total Degree Requirements	**66-69 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Firefighter, Wildland

Associate of Applied Science

For additional degrees and certificates, see the fire academy, fire science technology and volunteer firefighter emphasis worksheets.

General Education Requirements

Diversity	(3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications	3 credits
English	3 credits
Human Relations	3 credits
Quantitative Reasoning	3 credits
Science	6 credits
Social Science/Humanities	3 credits
U.S. and Nevada Constitutions	3 credits
Total General Education Requirements	**24 Credits**

Core Requirements

FS 114	Incident Command System	1
FT 101	Introduction to Fire Protection	3
FT 110	Basic Wildland Firefighting	3
FT 113	Basic Air Ops, S-270	1
FT 131	Hazardous Materials	3
FT 146	Wildland Tactics and Strategies I	3
FT 212	Fire and Ecology	3
FT 218	Intermediate Fire Behavior, S-290, 390	3
Total Core Requirements		**20 Credits**

Emphasis Requirements

EMS 113	EMS First Responder	3
FT 111	Portable Pumps, S-211	1
FT 112	Power Saws, S-212	1
FT 115	Crew Boss, S-230	1
FT 116	Engine Boss, S-230	1
FT 117	Dozer Boss, S-232	1
FT 118	Firing Methods, S-234	1
WF 205	Fire Operations in the Urban Interface Contact department for alternative course options.	3
WF 244	Field Observer	2
WF 260	Fire Business Management Principles Contact department for alternative course options.	1
Total Emphasis Requirements		**15 Credits**

Elective Requirements

	Approved Elective	3
Total Elective Requirements		**3 Credits**
Total Degree Requirements		**62 Credits**

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.

2009-2010

Fire Science Technology

Certificate of Achievement

For additional degrees and certificates, see the fire academy, volunteer firefighter and wildland firefighter emphasis worksheets.

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 105	Introduction to Fire Suppression	3
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 126	Fire Cause Determination	3
FT 145	Aviation Emergencies	3
FT 150	Apparatus and Equipment	3
FT 151	Fire Service Hydraulics I	3
FT 218	Intermediate Fire Behavior, S-290, 390	3
FT 224	Fire Protection Systems	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.

Firefighter, Volunteer

Certificate of Achievement

For additional degrees and certificates, see the fire academy, fire science technology and wildland firefighter emphasis worksheets.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**3 credits**

Recommended: chemistry

Total General Education Requirements	**12 Credits**

Core Requirements

FT 102	Entry Level Firefighter	3
FT 103	Basic Firefighter	3
FT 104	Nevada Firefighter I	3
FT 291	Fire Administration	3

Total Core Requirements	**12 Credits**

Elective Requirements

Nine credits required from the following:

EMS 108	Emergency Medical Technician I Basic Training	7
EMS 113	EMS First Responder	3
FS 114	Incident Command System	1
FS 230	Fire Streams and Firefighting Foams	3
FS 254	Fire Service Instructor II	3
FS 257	Emergency Rescue Practices II	3
FT 110	Basic Wildland Firefighting	3
FT 125	Build Construction I	3
FT 131	Hazardous Materials	3
FT 150	Apparatus and Equipment	3
FT 151	Fire Service Hydraulics I	3
FT 160	Rescue Awareness	3
FT 243	Firefighting Tactics and Strategy	3

Total Elective Requirements	**9 Credits**
Total Certificate Requirements	**33 Credits**

The volunteer can easily apply this education toward fire academy and NFPA certification.

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

General Studies

The associate of general studies degree is intended for students looking for a more broad-based course of study and provides academic knowledge and skills for personal growth and professional advancement. The degree is designed to be more flexible and inclusive than other degrees and allows for a larger number of elective credits. The degree does not necessarily transfer to four-year institutions, but individual courses may.

Options Available:

Associate of General Studies
General Studies

Certificate of Achievement
General Studies

2009-2010

General Studies

Associate of General Studies

The AGS degree offers a variety of course options and degree tracks. Completing the AGS degree gives students the satisfaction of completing a college degree or prepares students for transfer to a four-year institution. Students interested in this degree have the choice between non-transfer and transfer tracks. It is important to meet with an advisor to review your options and determine the best track solution for you.

General Education Requirements

Computer Science	**3 credits**
Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications	**9 credits**
Fine Arts	**3 credits**
Human Relations	**3 credits**
Humanities	**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 see page B-12 for a complete list of 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
		Total	**15**
2nd Semester			
Elective			3
Elective			3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Social Science	Elective		3
English	ENG 102	Composition II	3
		Total	**15**
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
		Total	**15**
2nd Semester			
Elective			3
Elective			3
Elective			3
Science	BIOL 100	General Biology for Non-Majors	3
Diversity/ Humanities	Elective		3
		Total	**15**
		Degree Total	**60**

2009-2010

General Studies

Certificate of Achievement

The AGS certificate of achievement is highly flexible and allows you to combine classes from a diverse set of disciplines and fields. The certificate may fit your particular needs or may be an important step in your completion of the associate of general studies degree. Your needs will determine which courses are best for you. It is important to meet with an advisor to review your options.

General Education Requirements

Computer Sci./Science/Quant. Reasoning	**3 credits**
English/Communications	**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 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 see page B-12 for a complete list of courses that satisfy general education requirements.

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Elective			3
Elective			3
Social Science	Elective		3
English	ENG 101	Composition I	3
Fine Arts/ Humanities	HUM 101	Introduction to Humanities I	3
		Total	**15**
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
		Total	**15**
		Certificate Total	**30**

Graphic Communications

The associate of applied science – graphic communications degree allows the visual and performing arts department, noted for its excellence in the classroom, to serve those students seeking to build a career in the visual communications industry focusing on areas such as graphic design, advertising, electronic production and prepress, printing and image reproduction, Web design, Web animation, digital video and 3D modeling and animation. The program instructs in both theory and application using the latest graphics technology software. Through program advisement students can tailor their degree to focus on either print or digital media emphasis. The degree is competency-based and gives students the skills they need to get a job in this exciting and ever-changing field.

Options Available:

Associate of Applied Science

Graphic Communications

Certificate of Achievement

Graphic Communications
Digital Media
Imaging Technologies

Graphic Communications

Associate of Applied Science

General Education Requirements

Diversity (3 credits)

Refer to the "Diversity" section of the general education description of this course catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications 6 credits

Choose one course from each group.
English: BUS 106 preferred or choose from BUS 108, ENG 101 (113), 102 (114), 107, 108, 181 or JOUR 221.
Communications: BUS 107 or COM 113 preferred or choose from CPD 201, 202, ENG 101 (113), 102 (114), 107, 108, 220, 221, JOUR 221 or COM 135.

Human Relations 3 credits

Recommended: MGT 212 or choose from: CE 201, CPD 124, 126, 129, 132, EPY 101, MGT 171, 201, 235 or PSY 102.

Quantitative Reasoning 3 credits

Recommended: BUS 117 or MATH 120 or choose from: CUL 245, ECON 261, 262, all other math courses 100-level or above, PSY 210 or SOC 210.

Science 3 credits

Choose from: (100-level or above) astronomy, biology, chemistry, environment, geology, nutrition, physics or choose from ANTH 102 or GEOG 103.

Social Science/Humanities 3 credits

Recommended: GRC 111, AAD 201, ART 160 or choose from any 100-level or above from the following areas (exceptions noted): art, English (except 101, 102, 103, 107, 108, 113 and 114), foreign languages, humanities, philosophy or choose from HIST 105, 106, 208, 209, 227, 247, MUS 121, 125, 225, 226, THTR 100, 209, 231, CH 201, 202, 203, anthropology (except 102), criminal justice, economics, geography (except 103), history, psychology, political science, sociology or choose from EDU 201, 202, 203, HDFS 201, 202 or JOUR 101.

U.S. and Nevada Constitutions 3 credits

Choose from: CH 203, HIST 101, 102, 217, PSC 101, 208 (Both U.S. and Nevada Constitutions must be completed, PSC 101 or CH 203 will fulfill both requirements.)

Total General Education Requirements 21 Credits

Core Requirements

GRC 107 Design Fundamentals....3
GRC 109 Color and Design....3
GRC 110 Rendering and Illustration....3
GRC 118 Computer Graphics/Print Media....3
GRC 119 Computer Graphics/Digital Media....3
GRC 122 Letterforms....3
GRC 294 Professional Portfolio....3

Total Core Requirements 21 Credits

Emphasis Requirements

Choose 21 credits from the following:

GRC 132 Basic Principles of Animation....3
GRC 135 Storyboarding....3
GRC 144 Electronic Layout and Typography....3
GRC 153 Printing Technologies....3
GRC 156 Computer Illustration....3
GRC 163 Screen Printing....3
GRC 175 Web Design and Publishing I....1-3
GRC 181 Digital Video I....3
GRC 183 Electronic Imaging I....3
GRC 184 3D Modeling 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 281 Digital Video II....3
GRC 283 Electronic Imaging II....3
GRC 284 3D Animation I....3
GRC 287 3D Animation II....3
GRC 290 Internship in Graphic Communications....3

Total Emphasis Requirements 21 Credits

Elective Requirements

Choose six credits from the following:

ART 101 Drawing I....3
ART 102 Drawing II....3
ART 124 Introduction to Printmaking....3
ART 135 Photography I....3
ART 141 Introduction to Digital Photography....3
CIT 151 Beginning Web Development....3
CIT 152 Web Script Language Programming....3
HUM 105 Art of Film....3
HUM 106 Introduction to the American Motion Picture....3

Total Elective Requirements 6 Credits

Total Degree Requirements 69 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
English/Com.	ENG 101	Composition I	3
Core	GRC 107	Design Fundamentals	3
Core	GRC 109	Color and Design	3
Core	GRC 110	Rendering and Illustration	3
		Total	**12**
		2nd Semester	
English/Com.	ENG 102	Composition II	3
Core	GRC 118	Computer Graphics/Print Media	3
Core	GRC 119	Computer Graphics/Digital Media	3
Core	GRC 122	Letterforms	3
		Total	**12**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Emphasis		Choose from list	3
Emphasis		Choose from list	3
Elective		Choose from list	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
		Total	**12**
		2nd Semester	
Emphasis		Choose from list	3
Emphasis		Choose from list	3
Elective		Choose from list	3
Humanities/Diversity	AAD 201	History of the Built Environment	3
		Total	**12**
Third Year	**Course #**	**Title**	**Credits**
		1st Semester	
Emphasis		Choose from list	3
Emphasis		Choose from list	3
U.S.& NV Constitutions	Elective	Choose from list	3
Science	Elective	Choose from list	3
		Total	**12**
	Course #	**Title**	**Credits**
		2nd Semester	
Emphasis		Choose from list	3
Core	GRC 294	Professional Portfolio	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**9**
		Degree Total	**69**

2009-2010

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.

General Education Requirements

Communications **3 credits**

BUS 107 or COM 113 preferred or choose from CPD 201, 202, ENG 101 (113), 102 (114), 107, 108, 220, 221, JOUR 221 or COM 135

Human Relations **3 credits**

MGT 212 preferred or choose from CE 201, CPD 124, 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
GRC 109	Color and Design	3
GRC 110	Rendering and Illustration	3
GRC 118	Computer Graphics/Print Media	3
GRC 119	Computer Graphics/Digital Media	3
GRC 122	Letterforms	3
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	Printing Technologies	3
GRC 156	Computer Illustration	3
GRC 163	Screen Printing	3
GRC 175	Web Design and Publishing I	3
GRC 181	Digital Video I	3
GRC 183	Electronic Imaging I	3
GRC 184	3D Modeling 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 281	Digital Video II	3
GRC 283	Electronic Imaging II	3
GRC 284	3D Animation I	3
GRC 287	3D Animation II	3
GRC 294	Professional Portfolio	2

Total Emphasis Requirements **21 Credits**

Total Certificate Requirements **30 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the GRC Program office at 775-673-7291.

2009-2010

Digital Media

Certificate of Achievement

The certificate of achievement in digital media prepares students for jobs in Web design, Web animation, digital video and motion graphics. The program instructs in both theory and application on the latest monitor-based graphics software. GRC certificates are for students that already have a degree or have industry experience and are looking for certification in their field.

General Education Requirements

Communications	**3 credits**

BUS 107 or COM 113 preferred or choose from CPD 201, 202, ENG 101, 102, 107, 108, 113, 114, 220, 221, JOUR 221 or COM 135

Human Relations	**3 credits**

MGT 212 preferred or choose from CE 201, CPD 124, 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**

Core Requirements

GRC 107	Design Fundamentals	3
GRC 118	Computer Graphics/Print Media	3
GRC 119	Computer Graphics/Digital Media	3
Total Core Requirements		**9 Credits**

Elective Requirements

Choose 18 credits from the following:

GRC 109	Color and Design	3
GRC 110	Rendering and Illustration	3
GRC 156	Computer Illustration	3
GRC 175	Web Design and Publishing I	3
GRC 179	Multimedia Design and Production	3
GRC 181	Digital Video I	3
GRC 185	Computer Animation I	3
GRC 188	Web Animation and Interactivity I	3
GRC 275	Web Design and Publishing II	3
GRC 285	Computer Animation II	3
GRC 288	Web Animation and Interactivity II	3
GRC 290	Internship in Graphic Communications	3
GRC 294	Professional Portfolio	2
Total Elective Requirements		**18 Credits**
Total Certificate Requirements		**36 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the GRC program office at 775-673-7291.

Imaging Technologies

Certificate of Achievement

The certificate of achievement in imaging technologies prepares students for jobs in Web design, Web animation, digital video and motion graphics. The program instructs in both theory and application on the latest monitor-based graphics software. GRC certificates are for students that already have a degree or have industry experience and are looking for certification in their field.

General Education Requirements

Communications	**3 credits**

BUS 107 or COM 113 preferred or choose from CPD 201, 202, ENG 101, 102, 107, 108, 113, 114, 220, 221, JOUR 221 or COM 135

Human Relations	**3 credits**

MGT 212 preferred or choose from CE 201, CPD 124, 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

GRC 107	Design Fundamentals	3
GRC 118	Computer Graphics/Print Media	3
GRC 119	Computer Graphics/Digital Media	3
GRC 151	Electronic Image Capture and Production	3
GRC 153	Printing Technologies	3
GRC 156	Computer Illustration	3
GRC 175	Web Design and Publishing I	3
GRC 204	Electronic Prepress/Imaging Technologies II	4
GRC 290	Internship in Graphic Communications	2

Total Emphasis Requirements	**27 Credits**
Total Certificate Requirements	**36 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the GRC program office at 775-673-7291.

2009-2010

Logistics Management

The TMCC Logistics Management program provides students the opportunity to gain a degree in a field with projected job growth for years to come. Logistics is the function that coordinates the delivery of products and services to customers all over the world. Logistics professionals manage and coordinate activities in this global pipeline to ensure an effective and efficient flow of materials and information from the time a need arises until it is satisfied and beyond. It's a function of getting the right product at the right time to the right place for the right price. Logistics careers include: customer service, transportation, purchasing, warehousing, international logistics manager, materials handling, strategic planning, inventory control, and forecasting. If your goal is to have an international job with the opportunity for continued growth, then logistics is the career for you. No matter which degree you pursue, you will graduate with the skills and knowledge to advance your career.

Options Available:

Associate of Applied Science
Logistics Management

Certificate of Achievement
Logistics

Logistics Management

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.

General Education Requirements

Diversity **(3 credits)**
(May apply to two subject areas.)

English/Communications **6 credits**
Recommended: BUS 107 and 108 or ENG 101 (113) and 102 (114)

Human Relations **3 credits**
Required: MGT 212

Quantitative Reasoning **3 credits**
Recommended: MATH 120 or 126 or 127

Science **3 credits**

Social Science/Humanities **3 credits**
Recommended: ECON 102

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 130 Introduction to Marketing.....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**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
English/ Communications	BUS 107	Business Speech Communications	3
Social Science/ Humanities	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
		Total	**15**
2nd Semester			
Elective	ACC 201	Financial Accounting	3
English/ Communications	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
		Total	**15**
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 130	Introduction to Marketing	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**15**
2nd Semester			
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
		Total	**15**
		Degree Total	**60**

2009-2010

Logistics

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.

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 130	Introduction to Marketing	3
Total Elective Requirements		**12 Credits**
Total Certificate Requirements		**33 Credits**

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
		Total	**15**
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
		Total	**18**
		Certificate Total	**33**

Manufacturing Technologies

Northern Nevada's diversifying economy is attracting a growing number of manufacturing companies. As an industry new to the region, it requires trained technicians for a variety of occupations including product design, electronic assembly, material fabrication, equipment maintenance, and quality control. Degrees and certificates in TMCC's manufacturing technologies program prepare you for these lucrative careers.

Options available:

Associate of Applied Science

- Drafting
- Fabrication
- Machining
- Production Systems

Certificate of Achievement

- Drafting Technology
- Electronics Technology
- Industrial Systems Technology

Drafting

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.

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or certificate requirements.

English/Communications 6 credits

Recommended: ENG 107

Human Relations 3 credits

Recommended: CE 201

Quantitative Reasoning 3 credits

Recommended: MATH 126

Science 3 credits

Recommended: PHYS 100

Social Science/Humanities 3 credits

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 Blueprint Reading for Industry....3

Total Core Requirements 7 Credits

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 120 Geometric Dimensioning and Tolerancing....3
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	Blueprint Reading For Industry	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
		Total	**16**
2nd Semester			
Elective		Choose from list	3
Emphasis	CADD 105	Intermediate Computer-Aided Drafting	3
Emphasis	CADD 140	Technical Drafting I	3
English	ENG 107	Technical Communications I	3
Emphasis	MATH 127	Pre-Calculus II	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Emphasis	CADD 141	Technical Drafting II	3
Elective		Choose CADD course	3
Communications	Elective		3
U.S. and Nevada Constitutions	Elective		3
Core	MPT 140	Quality Control	3
		Total	**15**
4th Semester			
Emphasis	CADD 142	Technical Drafting III	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
		Total	**16**
		Degree Total	**62**

2009-2010

Fabrication

Associate of Applied Science

The fabrication emphasis of manufacturing technologies provides students with the skills to utilize welding, machining, and metal forming methods to fabricate complex projects. Emphasizing hands-on learning, these courses introduce students to the complete fabrication process, from design to production.

General Education Requirements

Diversity	**(3 credits)**

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

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**3 credits**
Social Science/Humanities	**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 Blueprint Reading for Industry.....3
MPT 140 Quality Control.....3

Total Core Requirements	**7 Credits**

Emphasis Requirements

AC 121 Sheet Metal I.....3
AC 122 Sheet Metal II.....3
MPT 290 Fabrication Capstone.....1
MTT 101 Introduction to Machine Shop.....3
MTT 105 Machine Shop I.....3
MTT 110 Machine Shop II.....3
MTT 292 Computer Aided Manufacturing I.....4
WELD 101 Basic Metals.....3
WELD 221 Welding II.....3
WELD 222 Welding II Practice.....2
WELD 241 Welding IV.....3
WELD 242 Welding IV Practice.....2

Total Emphasis Requirements	**33 Credits**

Elective Requirements

Choose at least three credits from the following:

CADD 100 Introduction to Computer-Aided Drafting.....3
CE 290 Work Experience.....5-9
MT 102 Fundamentals of Industrial Electricity.....3
MTT 250 Machine Shop III.....3
MTT 260 Machine Shop IV.....3
WELD 250 Welding Certification Preparation.....1-12

Total Elective Requirements	**3 Credits**
Total Degree Requirements	**64 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Blueprint Reading for Industry	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
Emphasis	MTT 101	Introduction to Machine Shop	3
Emphasis	MTT 105	Machine Shop I	3
Emphasis	WELD 101	Basic Metals	3
		Total	**16**
2nd Semester			
Diversity/Humanities	AAD 201	History of the Built Environment	3
English	BUS 106	Business English	3
Emphasis	MTT 110	Machine Shop II	3
Science	PHYS 100	Introductory Physics	3
Emphasis	WELD 221	Welding II	3
Emphasis	WELD 222	Welding II Practice	2
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Emphasis	AC 121	Sheet Metal I	3
Core	MPT 140	Quality Control	3
Emphasis	MTT 292	Computer Aided Manufacturing I	4
Emphasis	WELD 241	Welding IV	3
Emphasis	WELD 242	Welding IV Practice	2
		Total	**15**
4th Semester			
Elective		Choose from list	3
Emphasis	AC 122	Sheet Metal II	3
Communications	BUS 107	Business Speech Communications	3
Human Relations	CE 201	Workplace Readiness	3
U.S. and Nevada Constitutions	Elective		3
Emphasis	MPT 290	Fabrication Capstone	1
		Total	**16**
		Degree Total	**64**

2009-2010

Machining

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.

General Education Requirements

Diversity	**(3 credits)**

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

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**3 credits**
Social Science/Humanities	**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 Blueprint Reading for Industry.....3
MPT 140 Quality Control.....3

Total Core Requirements	**7 Credits**

Emphasis Requirements

DFT 120 Geometric Dimensioning and Tolerancing.....3
MTT 101 Introduction to Machine Shop.....3
MTT 105 Machine Shop I.....3
MTT 110 Machine Shop II.....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
MT 150 Material Science.....3
MTT 140 Inspection Techniques.....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
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Blueprint 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
		Total	**16**
2nd Semester			
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
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
U.S. and Nevada Constitutions	Elective		3
English	ENG 101	Composition I	3
Emphasis	MTT 230	Computer Numerical Control I	4
Emphasis	MTT 292	Computer Aided Manufacturing I	4
		Total	**14**
4th Semester			
Elective		Choose from list	6
Human Relations	CE 201	Workplace Readiness	3
Emphasis	DFT 120	Geometric Dimensioning and Tolerancing	3
Emphasis	MTT 232	Computer Numerical Control II	4
		Total	**16**
		Degree Total	**61**

2009-2010

Production Systems

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.

General Education Requirements

Diversity	**(3 credits)**

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

English/Communications	**6 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**3 credits**
Social Science/Humanities	**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	Blueprint Reading for Industry	3
MPT 140	Quality Control	3
Total Core Requirements		**7 Credits**

Emphasis Requirements

ENGR 100	Introduction to Engineering	3
MATH 152	Introduction to Statistics	3
MGT 170	Manufacturing Supervision	4
MPT 110	Automated Production Concepts I	3
MPT 120	Automated Production Concepts II	3
MPT 130	Automated Production Concepts III	3
Total Emphasis Requirements		**19 Credits**

Elective Requirements

Choose 15 credits from the following:

BUS 101	Introduction to Business	3
CADD 100	Introduction to Computer-Aided Drafting	3
CE 290	Work Experience	3
DFT 120	Geometric Dimensioning and Tolerancing	3
ELM 233	Introduction to Instrumentation	3
MT 102	Fundamentals of Industrial Electricity	3
MTT 140	Inspection Techniques	3
	Any other MTT course	3
Total Elective Requirements		**15 Credits**
Total Degree Requirements		**62 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Blueprint Reading for Industry	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
Core	MPT 140	Quality Control	3
		Total	**16**
2nd Semester			
Communications	ENG 107	Technical Communications I	3
Emphasis	ENGR 100	Introduction to Engineering	3
Emphasis	MGT 170	Manufacturing Supervision	4
Emphasis	MPT 110	Automated Production Concepts I	3
Science	PHYS 100	Introductory Physics	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Elective		Choose from list	6
English	ENG 101	Composition I	3
Emphasis	MATH 152	Introduction to Statistics	3
Emphasis	MPT 120	Automated Production Concepts II	3
		Total	**15**
4th Semester			
Elective		Choose from list	6
Human Relations	CE 201	Workplace Readiness	3
U.S. and Nevada Constitutions	Elective		3
Emphasis	MPT 130	Automated Production Concepts III	3
		Total	**15**
		Degree Total	**62**

2009-2010

Drafting Technology

Certificate of Achievement

The drafting technology certificate is a one-year program 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.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
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 141 Technical Drafting II 3
CADD 142 Technical Drafting III 3
CADD 299 Capstone/Assessment 1
COT 204 Using Windows 3
DFT 100 Basic Drafting Principles.....3
DFT 110 Blueprint Reading for Industry.....3

Total Core Requirements	**25 Credits**
Total Certificate Requirements	**34 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Communications	ENG 107	Technical Communications I	3
Core	CADD 100	Introduction to Computer-Aided Drafting	3
Core	COT 204	Using Windows	3
Quantitative Reasoning	Elective	MATH 120 or higher	3
Core	DFT 100	Basic Drafting Principles	3
Core	DFT 110	Blueprint Reading for Industry	3
		Total	**18**
2nd Semester			
Core	CADD 105	Intermediate Computer-Aided Drafting	3
Core	CADD 140	Technical Drafting I*	3
Core	CADD 141	Technical Drafting II*	3
Core	CADD 142	Technical Drafting III**	3
Core	CADD 299	Capstone/Assessment	1
Human Relations	CE 201	Workplace Readiness	3
		Total	**16**
		Certificate Total	**34**
* Courses offered 1st half of semester			
** Courses offered 2nd half of semester			

Electronics Technology

Certificate of Achievement

The electronics technology certificate program is designed to provide training and technical job skills to students seeking an employment position within a variety of industries which require a basic electronics background. This program is competency-based, requiring students to complete a variety of hands-on learning exercises ranging from building and testing simple circuits to troubleshooting advanced electronic systems.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Total General Education Requirements	**9 Credits**

Core Requirements

AIT 110 General Industrial Safety.....1
ET 104 Fabrication and Soldering Techniques 2
ET 131 DC for Electronics.....4
ET 132 AC for Electronics.....4
ET 210 Digital Electronics.....4
ET 220 Solid State Devices and Circuits I 4

Total Core Requirements	**19 Credits**

Elective Requirements

Choose four credits from the following:

ET 100 Survey of Electronics 4
ET 204 Surface Mount Assembly and Repair.....2
ET 222 Solid State Devices and Circuits II 4
ET 234 Communications Systems 3
ET 282 Microprocessors 4

Total Elective Requirements	**4 Credits**
Total Certificate Requirements	**32 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Communications	ENG 107	Technical Communications I	3
Core	ET 104	Fabrication and Soldering Techniques	2
Core	ET 131	DC for Electronics	4
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
		Total	**13**
2nd Semester			
Elective		Choose from list	4
Core	ET 132	AC for Electronics	4
Core	ET 210	Digital Electronics	4
Human Relations	CE 201	Workplace Readiness	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Core	ET 220	Solid State Devices and Circuits I	4
		Total	**4**
		Certificate Total	**32**

2009-2010

Industrial Systems Technology

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.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Total General Education Requirements	**9 Credits**

Core Requirements

AIT 110	General Industrial Safety	1
DFT 110	Blueprint Reading for Industry	3
ELM 127	Introduction to AC Controls	3
ELM 129	Electric Motors and Drives	3
ELM 134	Programmable Logic Controllers I	4
ET 100	Survey of Electronics	4
MT 102	Fundamentals of Industrial Electricity	3
Total Core Requirements		**21 Credits**

Elective Requirements

Choose two of the following:

ELM 136	Programmable Logic Controllers II	4
ELM 233	Introduction to Instrumentation	3
MT 111	Pneumatics Systems	2
MT 160	Hydraulic Power	3
WELD 101	Basic Metals	3
Total Elective Requirements		**5-7 Credits**
Total Certificate Requirements		**35-37 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Blueprint Reading for Industry	3
Core	ELM 127	Introduction to AC Controls	3
Core	ET 100	Survey of Electronics	4
Quantitative Reasoning	MATH 108	Math for Technicians	3
Core	MT 102	Fundamentals of Industrial Electricity	3
		Total	**17**
2nd Semester			
Elective		Choose from list	3
Human Relations	CE 201	Workplace Readiness	3
Core	ELM 129	Electric Motors and Drives	3
Core	ELM 134	Programmable Logic Controllers I	4
Communications	ENG 107	Technical Communications I	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Elective		Choose from list	3
		Total	**3**
		Certificate Total	**36**

2009-2010

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).

Course Requirements

Taking sciences through BIOL 223 or 141 is recommended before taking MASG 201C.

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 Massage 1

MASG 200C Introduction to Massage Training 0.5

MASG 201C Fundamentals of Professional Massage 6
Prerequisite: MASG 200C. Prerequisite/corequisite: BIOL 141 or 223. Offered fall semester only.

MASG 202C Spa Treatments.....1

MASG 203C Pathology for Massage Professionals.....3
Offered spring semester only.

MASG 205C Kinesiology 3
Prerequisite BIOL 141 or 223. Offered fall semester only.

MASG 210C Massage Clinic.....6
Prerequisites: MASG 201C, 203C and MASG 205C. Offered spring semester only.

MASG 215C Business and Marketing for Professionals.....3
Offered spring semester only.

MASG 221C National Exam Prep & Review 1

Total Course Requirements 36.5 Credits

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.

	Course #	Title	Credits
Fall Semester			
	Electives	Electives in MASG	0.5+
	BIOL 141	Human Structure and Function I	4
	MASG 200C	Introduction to Massage Training	0.5
offered fall only	MASG 201C	Fundamentals of Professional Massage	6
	NURS 140	Medical Terminology	3
		Total	**14+**
2nd Fall Semester			
offered fall only	Electives	Electives in MASG	0.5+
offered fall only	EMS 101	CPR & First Aid	1
offered fall only	MASG 106C	Meridians	1
offered fall only	MASG 205C	Kinesiology	1
		Total	**5.5+**
	Course #	**Title**	**Credits**
Spring Semester			
	Electives	Electives in MASG	0.5+
	BIOL 142	Human Structure and Function II	4
offered spring only	MASG 203C	Pathology for Massage Professionals	3
offered spring only	MASG 215C	Business & Marketing for Professionals	3
		Total	**10.5+**
2nd Spring Semester			
	Electives	Electives in MASG	0.5+
offered spring only	MASG 210C	Massage Clinic	6
		Total	**10.5+**
Final Semester – Summer Block			
offered summer only	MASG 202C	Spa Treatments	1
offered summer only	MASG 221C	National Exam Test Prep & Review	1
		Total	**2**

2009-2010

Medical Imaging

Medical imaging plays a key role in the accurate diagnosis and treatment of an array of medical conditions ranging from cancer and heart disease to orthopedics and emergency services. The medical imaging technologist is a radiologic technologist with a more current name. Medical imaging technologists and radiologic technologists use: principles of radiation protection, positioning criteria for a wide variety of examinations, scientific knowledge to select the appropriate exposure factors, systematic image evaluation methods and provide basic patient care while producing quality radiographic images.

The medical imaging certificates are offered to an extremely limited population, persons who have previously been certified as a radiologic technologist in the USA or other country.

Options Available:

Certificate of Achievement

- Medical Imaging for Foreign Educated Radiographers
- Medical Imaging for Re-entry Radiographers

Medical Imaging for Foreign Educated Radiographers

Certificate of Achievement

TMCC offers a certificate of achievement for radiologic technologists (radiographers) educated and certified in other countries wishing to gain American Registry of Radiologic Technologists (ARRT) certification. Interested persons should contact the program coordinator at 775-673-7121. An individualized educational plan will be developed following the receipt of transcripts and appropriate documentation of the educational experience.

General Education Requirements

The following must be completed at TMCC.

Communications	**6 credits**
Human Relations	**3 credits**
Total General Education Requirements	**9 Credits**

Core Requirements

IS 101	Introduction to Information Systems	3
LTE 110	Techniques of Venipuncture	4
MATH 105	Math for Radiologic Technicians (Or MATH 120 or 126)	3
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	**56 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

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.

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
LTE 110	Techniques of Venipuncture	4
MATH 105	Math for Radiologic Technicians (Or MATH 120 or 126)	3
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**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Mental Health Services

Assisting in serving the mental health needs is the primary responsibility of someone who chooses the profession of mental health technician or substance abuse counselor. The TMCC mental health services program prepares students to work in entry level positions in mental health. Students may select to focus their study in developmental disabilities, general mental health or substance abuse areas.

Options Available:

Associate of Applied Science

- Developmental Disabilities-Technician
- Mental Health Technician
- Substance Abuse Counselor

Developmental Disabilities – Technician

Associate of Applied Science

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications **3 credits**

Recommended: ENG 102 or (114)

English **3 credits**

Recommended: ENG 101 or (113)

Human Relations **3 credits**

Quantitative Reasoning **3 credits**

Science **3 credits**

Recommended: BIOL 100

Social Science/Humanities **3 credits**

Required: PSY 101

U.S. and Nevada Constitutions **3 credits**

Total General Education Requirements **21 Credits**

Core Requirements

PSY 102 Psychology of Personal and Social Adjustment...3
PSY 130 Human Sexuality...3
PSY 241 Introduction to Abnormal Psychology...3
HDFS 201 Lifespan Human Development ...(3)

– or –

PSY 233 Child Psychology ...(3)

Total Core Requirements **12 Credits**

Emphasis Requirements

MHDD 101 Role of the Technician...1
MHDD 102 Medical Component...1
MHDD 105 Conflict Prevention and Response Training...1
MHDD 106 Teaching and Active Treatment ...1
MHDD 107 Medication Fundamentals...2
MHDD 109 Introduction to Therapeutic Interventions...2
MHDD 126 Understanding Developmental Disabilities ...2
MHDD 153 Life Span Development ...1
MHDD 154 Advanced Therapeutic Interventions ...2
MHDD 295 Practicum in MH/DD...3
PSY 276 Aging in Modern American Society ...3

Total Emphasis Requirements **19 Credits**

Elective Requirements

Electives...8
Electives must be approved by department chair.

Total Elective Requirements **8 Credits**

Total Degree Requirements **60 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Elective		Contact department for approved courses	2-3
Diversity	Elective		3
English	ENG 101	Composition I	3
Core	HDFS 201 or PSY 233	Lifespan Human Development Or Child Psychology	3
Emphasis	MHDD 101	Role of the Technician	1
Social Science/ Humanities	PSY 101	General Psychology	3
		Total	**15-16**
2nd Semester			
Elective		Contact department for approved courses	2-3
Science	BIOL 100	General Biology for Non-Majors	3
Human Relations	Elective		3
Communications	ENG 102	Composition II	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
Emphasis	MHDD 102	Medical Component	1
		Total	**15-16**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Elective		Contact department for approved courses	1-3
U.S. and Nevada Constitutions	Elective		3
Emphasis	MHDD 105	Conflict Prevention & Response Training	1
Emphasis	MHDD 106	Teaching & Active Treatment	1
Emphasis	MHDD 109	Introduction to Therapeutic Interventions	2
Core	PSY 130	Human Sexuality	3
Emphasis	PSY 276	Aging in Modern American Society	3
		Total	**14-16**
4th Semester			
Emphasis	MHDD 107	Medication Fundamentals	2
Emphasis	MHDD 126	Understanding Developmental Disabilities	2
Emphasis	MHDD 153	Life Span Development	1
Emphasis	MHDD 154	Advanced Therapeutic Interventions	2
Emphasis	MHDD 295	Practicum in MH/DD	3
Core	PSY 102	Psychology of Personal & Social Adjustment	3
Core	PSY 241	Introduction to Abnormal Psychology	3
		Total	**16**
		Degree Total	**60-64**

2009-2010

Mental Health Technician

Associate of Applied Science

General Education Requirements

Diversity **(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications **3 credits**

Recommended: ENG 102 or (114)

English **3 credits**

Recommended: ENG 101 or (113)

Human Relations **3 credits**

Quantitative Reasoning **3 credits**

Science **3 credits**

Recommended: BIOL 100

Social Science/Humanities **3 credits**

Required: PSY 101

U.S. and Nevada Constitutions **3 credits**

Total General Education Requirements **21 Credits**

Core Requirements

PSY 102 Psychology of Personal and Social Adjustment...3
PSY 130 Human Sexuality...3
PSY 241 Introduction to Abnormal Psychology...3
HDFS 201 Lifespan Human Development ... (3)

– or –

PSY 233 Child Psychology ... (3)

Total Core Requirements **12 Credits**

Emphasis Requirements

MHDD 101 Role of the Technician...1
MHDD 102 Medical Component...1
MHDD 105 Conflict Prevention and ResponseTraining ...1
MHDD 107 Medication Fundamentals...2
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
MHDD 160 Etiologies, Theory and Treatment of Mental Illness...2
MHDD 295 Practicum in MH/DD...3
PSY 276 Aging in Modern American Society...3

Total Emphasis Requirements **19 Credits**

Elective Requirements

Electives...8
Electives must be approved by department chair.

Total Elective Requirements **8 Credits**

Total Degree Requirements **60 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Elective		Contact department for approved courses	2-3
Diversity	Elective		3
English	ENG 101	Composition I	3
Core	HDFS 201 or PSY 233	Lifespan Human Development Or Child Psychology	3
Emphasis	MHDD 101	Role of the Technician	1
Social Science/ Humanities	PSY 101	General Psychology	3
		Total	**15-16**
2nd Semester			
Elective		Contact department for approved courses	2-3
Science	BIOL 100	General Biology for Non-Majors	3
Human Relations	Elective		3
Communications	ENG 102	Composition II	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
Emphasis	MHDD 102	Medical Component	1
		Total	**15-16**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Elective		Contact department for approved courses	1-3
U.S. and Nevada Constitutions	Elective		3
Emphasis	MHDD 105	Conflict Prevention & Response Training	1
Emphasis	MHDD 109	Introduction to Therapeutic Interventions	2
Emphasis	MHDD 150	Issues in Substance Abuse	1
Core	PSY 130	Human Sexuality	3
Emphasis	PSY 276	Aging in Modern American Society	3
		Total	**14-16**
4th Semester			
Emphasis	MHDD 107	Medication Fundamentals	2
Emphasis	MHDD 153	Life Span Development	1
Emphasis	MHDD 154	Advanced Therapeutic Interventions	2
Emphasis	MHDD 160	Etiologies, Theory & Treatment of Mental Illness	2
Emphasis	MHDD 295	Practicum in MH/DD	3
Core	PSY 102	Psychology of Personal & Social Adjustment	3
Core	PSY 241	Introduction to Abnormal Psychology	3
		Total	**16**
		Degree Total	**60-64**

2009-2010

Substance Abuse Counselor

Associate of Applied Science

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

Communications	**3 credits**

Recommended: ENG 102 or (114)

English	**3 credits**

Recommended: ENG 101 or (113)

Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Science	**6 credits**

Recommended: BIOL 100 and CHEM 100

Social Science/Humanities	**3 credits**

Required: PSY 101

U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 Credits**

Core Requirements

PSY 102 Psychology of Personal and Social Adjustment...3
PSY 130 Human Sexuality...3
PSY 241 Introduction to Abnormal Psychology...3
HDFS 201 Lifespan Human Development...(3)

– or –

PSY 233 Child Psychology...(3)

Total Core Requirements	**12 Credits**

Emphasis Requirements

CEP 254 Biopsycho-social Factors in Addiction...3
CEP 255 Developmental Theories-Prevention/Edu Strategies...3
CRJ 101 Introduction to Criminal Justice I...(3)

– or –

SW 220 Introduction to Social Work...(3)
CPD 116 Substance Abuse-Fund Facts and Insights...3
CPD 120 Treatment Planning and Case Management...2
CPD 291 Substance Abuse Counseling Practicum I...3

Total Emphasis Requirements	**17 Credits**

Elective Requirements

Electives...7
Electives must be approved by department chair.

Total Elective Requirements	**7 Credits**
Total Degree Requirements	**60 Credits**

All substance abuse counseling students are strongly encouraged to contact the Nevada Bureau of Alcohol and Drug Abuse and learn more about the changing requirements for internship, certification and licensure in this area.

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Military Occupations

Associate of Applied Science

This degree program is designed with two goals in mind. The first goal is to recognize and assist past or current U.S. armed forces service members, reservists and National Guard members who have received extensive military training. Training that is recognized as being the equivalent of college instruction by the American Council on Education (ACE) is applicable to this degree. This program is designed to facilitate service members and veterans in earning an associate degree with an emphasis on management principles and leadership skills. The second goal is to assist TMCC students beginning military service and those students currently enrolled in the University of Nevada, Reno, military science program. Students may enroll in TMCC military science courses that are taught at UNR by its military science department. Call 775-784-6751 for information. Current service members, reservists and guard members who obtain this degree may enhance their assignment and promotion opportunities. Veterans may enhance their post-military career employment opportunities by earning this associate degree. Pre-service Reserve Officers Training Corps (ROTC) students may earn their associate of applied science in military occupations while attending their military science/ROTC program at UNR. New armed forces service members, reservists and guard members may earn college credit for completing their basic and advanced individual training and then apply that training to their degree.

General Education Requirements

Diversity	**(3 credits)**

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications	**6 credits**
Human Relations (included in core requirements)	
Quantitative Reasoning	**3 credits**
Science	**6 credits**
Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**21 Credits**

Core Requirements

CE 290	Work Experience	9
COT 202	Introduction to Computer Applications	3
MGT 201	Principles of Management	3
MGT 212	Leadership and Human Relations	3
	Advanced Individual Training (military)	15
	Approved Electives	6
Total Core Requirements		**39 Credits**
Total Degree Requirements		**60 Credits**

Any course taken in the military education system and listed in the American Council on Education Guide ACE, MO 110 Basic Military Training, can be used for three credits if registration occurs prior to training.

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

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.

There are two 20-week academy sessions annually. 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 worksheets for community policing and problem solving, corrections/probation, criminal justice, investigation, law enforcement, juvenile justice and pre-law.

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: $2,000 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

Nursing Program

Special Admissions Procedures

Program information - 775-673-7115

The TMCC associate degree in nursing (ADN) program prepares the student to practice nursing as a registered nurse. Graduates of an ADN program usually practice as staff nurses in direct client care in hospitals, long-term care facilities, clinics and other agencies where nursing roles and services are structured and well developed. 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. Each state board of nursing determines requirements for licensure. 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 five 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.

With the exception of NURS 212, Cultural Aspects of Nursing Care, which may be taken prior to enrollment, 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. 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 the nursing curriculum.

Nursing students who are unable to progress from one course to another in the program have only one opportunity to re-enter within two years of exiting the program. All re-entry admissions are on a space available basis. Re-entry is not guaranteed. Upon the student's readmission, a committee will outline the necessary course work.

Admission Requirements

The pre-requisite courses, MATH 120 or 126, BIOL 223, 224, and 251 must be taken prior to application for admission to the nursing program. For specific admission requirements please see the information at: www.tmcc.edu/nursing/.

National League for Nursing Accrediting Commission

NLNAC maintains information on TMCC's nursing program. NLNAC's address is 61 Broadway, 33rd Floor, New York, NY 10006. The telephone number is 1-800-669-1656, the Web address is www.nlnac.org. Students may contact NLNAC directly.

Accreditation

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 www.nursingboard.state.nv.us/.

2009-2010

Nursing

Associate of Applied Science

The TMCC associate degree in nursing (ADN) program prepares the student to practice nursing as a registered nurse. Graduates of an ADN program usually practice as staff nurses in direct client care in hospitals, long-term care facilities, clinics and other agencies where nursing roles and services are structured and well developed.

General Education Requirements

Diversity **(3 credits)**
Required: NURS 212

English/Communications **6 credits**
Required: ENG 101 and ENG 102 or ENG 113 and 114

Human Relations **3 credits**

Quantitative Reasoning **3 credits**
Required: MATH 120 or 126

Science **12 credits**
Required: BIOL 223, 224, 251
(BIOL 190/190L is prerequisite for BIOL 223 and BIOL 251)

Social Science/Humanities **3 credits**
Required: PSY 101

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..... (3)
– or –
MATH 126 Pre-Calculus I ..... (3)
(Meets Quantitative Reasoning)
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

Core Requirements

Includes general education requirements. All nursing courses must be taken in the sequence listed. A grade of "C" or better is required. Other courses may be taken out of sequence if allowed by college policy.

Emphasis Requirements

NURS 102 Professional Behaviors 2
NURS 138 Nursing Care I.....8
NURS 170 Nursing Care 2.....9
NURS 202 Nursing Care 3.....8
NURS 209 Principles of Pathophysiology.....3
NURS 212 Cultural Aspects of Nursing Care.....3
NURS 274 Nursing Care 4.....8

Total Emphasis Requirements 41 Credits

Total Degree Requirements 71 Credits

Suggested Course Sequence

	Course #	Title	Credits
1st Semester			
Emphasis	NURS 102	Professional Behaviors	2
Emphasis	NURS 138	Nursing Care I	8
Emphasis/ Diversity	NURS 212	Cultural Aspects of Nursing Care (may be taken outside the nursing program, but must be completed by the end of semester 1)	3
		Total	**13**
2nd Semester			
English	ENG 101	Composition I	3
Emphasis	NURS 170	Nursing Care 2	9
Emphasis	NURS 209	Principles of Pathophysiology	3
		Total	**15**
	Course #	**Title**	**Credits**
3rd Semester			
English	ENG 102	Composition II	3
Social Science/ Humanities	PSY 101	General Psychology	3
Emphasis	NURS 202	Nursing Care 3	8
		Total	**14**
4th Semester			
Human Relations	Elective		3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
Emphasis	NURS 274	Nursing Care 4	8
		Total	**14**
		Degree Total	**71**

2009-2010

Paralegal/Law

Paralegals and legal office professionals 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 approved program in Nevada. Credits earned in the paralegal/law degree program are transferable to a pre-law emphasis in four-year institutions.

Options Available:

Associate of Applied Science
Paralegal/Law

2009-2010

Paralegal/Law

Associate of Applied Science

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

English/Communications 6 credits

Recommended: ENG 101 (113), BUS 108

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

Social Science/Humanities 3 credits

HUMANITIES: all English courses (except 101, 102, 112D, 107, 108, 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, ECE 102, all geography courses (except 103), all history courses, HDFS 201, all political science courses, all psychology courses, all sociology courses

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:

CRJ 160	Principles of Private Investigation	(3)
	– or –	
CRJ 164	Principles of Investigation	(3)
LAW 198	Special Topics Legal Assistant (LS)	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
NURS 140	Medical Terminology	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. A student must maintain an average of a 'B' GPA in all law-related courses to graduate with the AAS degree in paralegal. To graduate, students must complete 15 semester credits in legal specialty courses within TMCC in residence or through distance education at TMCC. Transfer credit intended to satisfy legal specialty credit will be reviewed by the program coordinator for course content, through syllabi, assignments, etc., to ensure that substantively the course satisfies the ABA requirements.

"LS" denotes legal specialty courses.

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

Paramedic Program

Special Admissions Procedures

The paramedic program is designed for the student who desires education with a career goal as a paramedic (Emergency Medical Technician, Paramedic-EMTP). The certificate of achievement from TMCC will be awarded after the student has completed all program and certificate requirements. This is a 10-month continuous program.

The EMTP curriculum meets all requirements as outlined in the U.S. Department of Transportation (DOT) and the Emergency Medical Technician-Paramedic National Standard Curriculum. The program is 1,400+ hours in length and based on specific objectives. The didactic/classroom phase includes 600+ 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 EMTP 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 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. Current American Heart Association health care provider CPR or Red Cross professional rescuer CPR card.
2. Current Nevada State EMT-Basic or EMT Intermediate 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 EMT Basic A&P).

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 DOT examination.
3. Provide evidence of current measles, mumps and rubella 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 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.

Failure to meet the above requirements by the deadline will result in the student's exclusion from the program.

775-789-5416

2009-2010

Paramedic

Certificate of Achievement

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.

Students interested in acquiring the paramedic certificate of achievement must complete the general education and the emphasis requirements.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Total General Education Requirements	**9 Credits**

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 and 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 and 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
		Total	**30**
		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
		Total	**26.5**
		Certificate Total	**56.5**

2009-2010

Personal Trainer – Preparation for Certification

Workforce Development and Continuing Education

Course Requirements

Choose one of the following sets:

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

MGT 103 Small Business Management ..... (3)
– or –
MASG 215C Business and Marketing for Professionals..... (3)
Spring semester only.

NUTR 121 Human Nutrition 3

PT 100C Personal Training Introduction 3
Fall semester only.

PEX 174 Fitness Principles and Practices 2

MASG 205C Kinesiology 3
Prerequisite BIOL 141 or 223.

PT 205C Fitness Analysis and Application 3
Spring semester only.
Prerequisite/corequisite: 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 27 Credits

Electives

PEX 183 Weight Training.....1
PEX 199 Special Topics (Circuit Training).....1
Additional PT and/or PEX credits 3

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.

	Course #	Title	Credits
Fall Semester			
	BIOL 141	Human Structure and Function I	4
	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	Personal Training Introduction	3
		Total	**12-14**
2nd Fall Semester			
	Elective	Elective in PEX/PT	1-3
	MASG 205C	Kinesiology	3
	NUTR 121	Human Nutrition	3
		Total	**7-9**
	Course #	**Title**	**Credits**
Spring Semester			
	BIOL 142	Human Structure and Function II	4
	Elective	Elective in PEX/PT	1-3
offered spring only	MASG 215C	Business & Marketing for Professionals	3
	PEX 199	Special Topics (Circuit Training)	1
offered spring only	PT 205C	Fitness Analysis and Application	3
		Total	**12-14**
2nd Spring Semester			
	PT 250C	Internship	1
		Total	**1**

2009-2010

Radiologic Technology Program

Special Admissions Procedures

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 take the American Registry of Radiologic Technologist's 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. The program is accredited by the Joint Review Committee on Education in Radiologic Technology.

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.

Admission to the Radiologic Technology Program

The radiologic technology program begins each fall semester. Admission to the radiologic technology 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

Obtain a program application by completing 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

   The following must have been completed in the past five years:

   RAD 090, Exploration in Radiology
   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. completion of EMT intermediate level or higher course.
      ii. current certification of EMT intermediate or higher.

   LTE 110, Techniques of Venipuncture

   a) Acceptable alternative documentation:
      i. completion of EMT intermediate level or higher course.
      ii. current certification as EMT intermediate or higher.

   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 an application can be given to the student.
3. Submit official transcripts of all previous college education to records.
4. Have a minimum grade point average of 2.7. All previous college courses will be used in the computation of the GPA. Exceptions may be made by the school of sciences dean where there are extenuating circumstances and the academic work is five or more years old.
5. Submit an official transcript showing proof of high school graduation or official results of high school equivalency.
6. Present a photo ID to the school of sciences dean's office to obtain a radiologic technology program application form.

Submit the completed application to the school of sciences dean's office before June 1 of the year you wish to enter the program. Applications received after the deadline will be considered on a space available basis.

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, specific health occupations and completion of specific general education degree requirements. Admission will be offered to the applicants on the list with the highest priority 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 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 a yearly basis. Applicants not selected must reapply for consideration.

Students selected for admission must provide copies of the following information to the health sciences office prior to the first day of class.

1. Evidence of current medical insurance coverage.
2. Evidence of a negative two-step TB skin test or negative chest X-ray done within 12 months.
3. Evidence of required immunization status for Hepatitis B, DT, MMR and Varicella.
4. Evidence of a current Health Care Provider CPR card.
5. Physical assessment form signed by a medical doctor.

Student progression in the program is contingent upon obtaining and maintaining a grade of "C" (75%) or better in all radiologic technology courses. The radiologic technology courses (those with the RAD prefix) must be taken in the sequence outlined in the radiologic technology core curriculum. General education degree requirements may be taken as outlined in the curriculum or prior to admission into the program. Since classes may be scheduled during both day and evening hours, the faculty recommends completion of as many general education degree requirements as possible prior to admission into the program.

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 patient conditions and other variables.
9. Process radiographs.

2009-2010

Radiologic Technology Program, cont.

Special Admissions Procedures

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 judgement and discretion in the technical performance of medical imaging procedures.

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. Ability to sit, stand, bend, squat, twist, walk, lift and to reach for extended periods.
2. Ability to grasp and perform fine manipulations.
3. Ability to carry and push heavy, sometimes cumbersome, objects.
4. Be free from conditions which put other humans at risk or harm.
5. Ability to read and write, to record and report.
6. Ability to comprehend written and oral directions and carry them out.
7. Ability to speak and understand English to adequately communicate orally and in writing.
8. Ability to perform simple mathematical functions.
9. Ability to integrate information and through critical thinking, problem solve.
10. Ability to effectively interact with the environment and other persons.
11. Ability to concentrate.
12. Ability to remember.

Advanced Standing

Advanced standing admission to the radiologic technology program is an option for specific program applicants having educational experience within a radiologic technology program. Written requests for advanced standing admission will be considered on an individual basis and must be submitted to the program coordinator. The applicant will receive a written response to the request following a thorough evaluation of pertinent information. Contact the program coordinator at 775-673-7121 for more information.

2009-2010

Radiologic Technology

Associate of Applied Science

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)
– and –
BIOL 224 Human Anatomy and Physiology II ..... (4)
– or –
BIOL 141 Human Structure and Function I and..... (4)
BIOL 142 Human Structure and Function II ..... (4)
ENG 101 Composition I 3
MATH 105 Math for Radiologic Technicians 3
Or MATH 120 or higher.
NURS 130 Nursing Assistant 6
LTE 110 Techniques of Venipuncture 4
RAD 090 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)

Refer to the 'Diversity' section of the general education description of this course catalog for a list of approved courses. (See page B-9) Designated diversity courses can be used to fulfill other general education or major requirements.

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

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
English/Communications 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

Suggested Course Sequence

	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
		Total	**13**
		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
		Total	**14**
		3rd Semester (Summer)	
Core	RAD 220	Clinical Radiography II	3
		Total	**3**
	Course #	**Title**	**Credits**
		4th Semester (Fall)	
Soc. Sci./Hum./Div.	Elective		3
Core	RAD 230	Clinical Radiography III	3
Core	RAD 236	Radiographic Contrast–Routine Exams	2
Core	RAD 238	Radiation Safety and Protection	2
		Total	**10**
		5th Semester (Spring)	
English/Com.	Elective		3
Human Relations	Elective		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
		Total	**13**
		6th Semester (Summer)	
Core	RAD 250	Clinical Radiography V	3
Core	RAD 259	Seminar in Radiography	2
		Total	**5**
		(includes 24.5 prerequisite credits) Degree Total	**82.5**

2009-2010

Transportation Technologies

Modern vehicles grow more sophisticated every year. Besides basic mechanics, repair technicians and operators must understand electronics, computers and troubleshooting applications. The transportation technologies programs train repair technicians to standards established by nationally recognized industry groups. In Northern Nevada demand for skilled technicians continues to be strong for the foreseeable future.

Options available:

Associate of Applied Science

- Automotive Certified Technician
- Diesel Technician

Certificate of Achievement

- Automotive ASE Technician
- Automotive General Service Technician
- Diesel General Service Technician

Automotive Certified Technician

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.

General Education Requirements

Diversity	**(3 credits)**
English/Communications	**6 credits**
Recommended: ENG 107	
Human Relations	**3 credits**
Recommended: CE 201	
Quantitative Reasoning	**3 credits**
Recommended: MATH 108 or higher	
Science	**3 credits**
Recommended: PHYS 100	
Social Science/Humanities	**3 credits**
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
		Total	**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
		Total	**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
		Total	**16**
Second Year 1st Semester–Fall			
Emphasis	AUTO 227	Engine Performance II	4
Emphasis	AUTO 265	Electrical/Electronic Systems III	4
U.S. and Nevada Constitutions	Elective		3
Track Requirement	Elective	Choose Track 1 or Track 2	4
		Total	**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
		Total	**16**
		Degree Total	**72**

2009-2010

Diesel Technician

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.

General Education Requirements

Diversity **(3 credits)**

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

Communications **3 credits**

English **3 credits**

Recommended: ENG 107

Human Relations **3 credits**

Recommended: CE 201

Quantitative Reasoning **3 credits**

Recommended: MATH 108 or higher

Science **3 credits**

Recommended: PHYS 100

Social Science/Humanities **3 credits**

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 165 Auto Heating and Air Conditioning....5
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
MT 160 Hydraulic Power....3

Total Emphasis Requirements **41 Credits**

Total Degree Requirements **69 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Emphasis	DT 101	Basic Diesel Engines	4
Emphasis	DT 201	Brakes and Pneumatics	3
Emphasis	DT 210	Advanced Diesel Engines	4
Quantitative Reasoning	MATH 108	Math for Technicians	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**18**
2nd Semester			
Core	AUTO 111	Automotive Electricity	4
Emphasis	AUTO 165	Heating and Air Conditioning	5
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
		Total	**18**
Second Year	**Course #**	**Title**	**Credits**
3rd Semester			
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	DT 110	Heavy Duty Electrical Systems	3
Emphasis	DT 217	Electronic Fuel Injection II	3
English	ENG 101	Composition I	3
Emphasis	MT 160	Hydraulic Power	3
		Total	**18**
4th Semester			
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
Communications	ENG 107	Technical Communications I	3
		Total	**15**
		Degree Total	**69**

2009-2010

Automotive ASE Technician

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.

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**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester–Summer			
Core	AUTO 101	General Auto	4
		Total	**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
		Total	**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
		Total	**19**
Second Year 1st Semester–Fall			
Core	AUTO 227	Engine Performance II	4
Core	AUTO 265	Electrical/Electronic Systems III	4
		Total	**8**
		Certificate Total	**49**

2009-2010

Automotive General Service Technician

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.

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**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester–Summer			
Core	AUTO 101	General Auto	4
		Total	**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
		Total	**18**
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
		Total	**15**
		Certificate Total	**37**

2009-2010

Diesel General Service Technician

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.

General Education Requirements

Communications	**3 credits**
BUS 107 or COM 113	
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
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 210	Advanced Diesel Engines	4
DT 235	Steering and Suspension	2
DT 250	Preventative Maintenance	2
Total Emphasis Requirements		**15 Credits**
Total Certificate Requirements		**31 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	AIT 110	General Industrial Safety	1
Emphasis	DT 101	Basic Diesel Engines	4
Emphasis	DT 201	Brakes and Pneumatics	3
Emphasis	DT 210	Advanced Diesel Engines	4
Quantitative Reasoning	MATH 108	Math for Technicians	3
		Total	**15**
2nd Semester			
Core	AUTO 111	Automotive Electricity	4
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
Communications	BUS 107	Business Speech Communications	3
		Total	**16**
		Certificate Total	**31**

Veterinary Technician Program

Program Information

The TMCC associate degree in veterinary technician program prepares the student to practice as a licensed veterinary technician. Graduates may practice as a licensed technician 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 curriculum 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.

Special Admissions Procedures

The following requirements MUST be fulfilled by March 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. If not previously admitted as a student at TMCC, you must submit an application for admission to the college.

Must have completed Biology 190 and Biology 201, or be currently enrolled, and you must complete each class with a grade of "C" or better. An equivalent course from another college is acceptable upon evaluation of the veterinary technician program coordinator. 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 to the school of sciences dean's office.

Submit official transcripts of all previous college education.

Submit official transcripts of all college education in progress for the current semester if not at TMCC.

The following must be fulfilled by June 1 of the year in which you are applying for consideration for selection to the veterinary technician program.

Submit official transcripts of all college course work completed to date. 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 records office.

Must have a cumulative grade point average of 2.0 or better on a 4.0 system in all course work applying toward an associate of applied science with an emphasis in veterinary technology.

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 degree with an emphasis in veterinary technology) will be used to rank the tied group. In the event of a further tie, individual interviews will be conducted to rank the tied group. From this ranked list, the fall class will be selected. Admission will be offered to the applicants on the list with the highest priority points. Selection to the veterinary technician program is done on a yearly basis. 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 department the following information on or before the first day of class.

1. Evidence of current medical insurance.
2. Evidence of required immunization status for Hepatitis B, DT, and MMR.
3. Evidence of a High School diploma or GED.

Students' progression in the veterinary technician program is contingent upon attaining and maintaining a grade of "C" or better in the veterinary curriculum. Veterinary technician courses are to be taken in the sequence outlined in the college catalog. General education support courses may be taken as outlined or prior to acceptance into the program. 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.

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 committee will outline the necessary course work. If a student fails to succeed in more than one course the student must repeat the entire program.

Veterinary technician 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 AVMA accredited program is only one of the requirements and does not mean automatic licensure as a veterinary technician.

2009-2010

Veterinary Technology

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.

The following prerequisites must be completed prior to admission into the program. Both courses will also satisfy the general education science requirement.

BIOL 190/190L	Introduction to Cell and Molecular Biology	4
BIOL 201	General Zoology	4
Total Prerequisite Requirements		**(8 Credits)**

General Education Requirements

Diversity	**(3 credits)**

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

English/Communications	**6 credits**

Choose from ENG 101 (113) and 102 (114) or ENG 107 and 108

Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**

MATH 120 or higher

Science	**6 credits**

Prerequisites for the program meet the general education science requirement.

Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**24 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 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		**47 Credits**
Total Degree Requirements		**71 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

Veterinary Technology

Certificate of Achievement

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
Total General Education Requirements	**9 Credits**

Core Requirements

VETT 105	Veterinary Medical Terminology	1
VETT 110	Comparative Animal Anatomy and Physiology I	4
VETT 128	Animal Nursing	4
VETT 203	Clinical and 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 and Toxicology	2
VETT 235	Anesthesia, Surgical Nursing and Dental Procedures	4
VETT 240	Large Animal Medicine	4
VETT 266	Directed Clinical Practices	2
VETT 267	Advanced Clinical Practices	2

Total Core Requirements	**35 Credits**
Total Certificate Requirements	**44 Credits**

Suggested Course Sequence

For a suggested program sequence, please contact the academic advisement office at 775-673-7062.

2009-2010

COMMON COURSE NUMBERING CHANGES

TMCC
Truckee Meadows Community College

TMCC COMMON COURSE NUMBERING CHANGES

as of Mar. 4, 2008

LEGEND

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ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
NC, TC	AAD 126	Fundamentals of Design Theory I (3 cr)	AAD 180	Fundamentals of Design I (3 cr)
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	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)
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)

TMCC
Truckee Meadows Community College

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ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
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 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)

TMCC
Truckee Meadows Community College

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ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
PC, NC, TC	CIT 213	CCNA III (5 cr)	CSCO 220	Cisco Networking Academies III (5 cr)
PC, NC, TC	CIT 214	CCNA IV (5 cr)	CSCO 221	Cisco Networking Academies IV (5 cr)
NC, TC	CIT 222	Basic Programming Language II (3 cr)	CIT 232	Advanced Visual Basic (3 cr)
NC, TC	CIT 231	Object-Oriented Programming II (3 cr)	CIT 233*	Advanced C++ (3 cr)
NC, TC	CIT 233	C Programming II (3 cr)	CIT 231*	Advanced C Programming (3 cr)
NC, TC	CIT 250	Systems and Procedures Design (3 cr)	CIT 260	Systems Analysis and Design I (3 cr)
NC, TC	CIT 252	Java Programming II (3 cr)	CIT 230	Advanced Java (3 cr)
TC	CIT 255	Web Server Administration (3 cr)	CIT 255	Web Server Administration I (3 cr)
NC, TC	CIT 274	LAN Systems Management (5 cr)	CIT 125	Novell Netware Administration (5 cr)
NC, TC	CIT 275B	Advanced LAN Administration: Novell (5 cr)	CIT 225	Novell Netware Install and Design (5 cr)
NC, TC	CIT 277	Current Topics in Networking: Novell (3 cr)	CIT 227	Novell Netware Elective (3 cr)
NC, TC, CR	CONS 101B	Fundamentals of Construction Technology	CONS 101	Introduction to Construction Technology (3 cr)
PC, NC, TC	CONS 103	Introduction to the Uniform Building Code (3 cr)	BI 101B	Introduction to Building Codes (3 cr)
NC, TC, CR	CONS 104B	Basic Cost Estimating in the Construction Industry (1-4 cr)	CONS 121B R	Principles of Construction Estimating (3 cr)
PC, NC	CONS 106	Building Code II (3 cr)	BI 131B	Building Code II (3 cr)
PC, NC, TC	CONS 110B	Surveying I (4 cr)	SUR 161	Elementary Surveying (4 cr)
PC, NC, TC	CONS 111B	Surveying II (4 cr)	SUR 162	Advanced Surveying (4 cr)
NC	CONS 121B	Construction Electricity (3 cr)	CONS 130B	Construction Electricity (3 cr)
NC, TC	CONS 123B	Blueprint Reading-Construction Technology (3 cr)	CONS 120B	Blueprint Reading and Specification (3 cr)
PC, NC, TC, CR	CONS 133	Uniform Plumbing Code (3 cr)	BI 103B	Introduction to Plumbing Codes (2 cr)
TC, CR	CONS 205B	On-Site Construction Technician (1-8 cr)	CONS 205B	Construction Site Safety (1-3 cr)
NC, CR	CONS 210B	On-Site Construction Supervisor (1-4 cr)	CONS 155B	On-Site Construction Supervisor (3 cr)
TC, CR	CONS 211B	Construction Superintendent: Cost Awareness/Production Control (2 cr)	CONS 211B	Construction Cost Control (3 cr)
NC, CR	CONS 212B	Construction Law (2 cr)	CONS 282B	Construction Law (2-3 cr)
NC, TC	CONS 213B	Construction Superintendent: Contract Documents (2 cr)	CONS 283B	Construction Documents and Specifications (2 cr)
TC	CONS 221	Computerized Estimating (3 cr)	CONS 221	Computerized Estimating II (3 cr)
PC, NC, TC	COT 161B	Microsoft Word MOUS Certification Preparation (2 cr)	CIT 201	Word Certification Preparation (2 cr)
PC, NC, TC	COT 162B	Microsoft Excel MOUS Certification Preparation (2 cr)	CIT 202	Excel Certification Preparation (2 cr)
PC, NC, TC	COT 163B	Microsoft PowerPoint MOUS Certification Preparation (1 cr)	CIT 204	PowerPoint Certification Preparation (1 cr)
PC, NC, TC	COT 164B	Microsoft Access MOUS Certification Preparation (2 cr)	CIT 203	Access Certification Preparation (2 cr)
NC	COT 202	Introduction to Computer Applications (3 cr)	COT 202B	Introduction to Computer Applications (3 cr)
PC	COT 203	Computer Applications (3 cr)	IS 203	Computer Applications (3 cr) chgd. to IS 201
PC, NC, TC	CPD 122	Success Skills in College (1-3 cr)	EPY 101	Educational, Career and Personal Development (3 cr)
CR	CUL 100	Sanitation/HACCP (1-2 cr)	CUL 100	Sanitation/HACCP (2 cr)
NC	CUL 104B	Basic Skills Development (3 cr)	CUL 105	Basic Skills Development (3cr)
NC	CUL 108B	Understanding Culinary Techniques II (6 cr)	CUL 108	Understanding Culinary Techniques II (6 cr)
NC	CUL 114B	Buffet Catering (3 cr)	CUL 114	Buffet Catering (3 cr)

TMCC
Truckee Meadows Community College

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ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
NC, TC	CUL 118	Food Service Sanitation (1-2 cr)	CUL 100	Sanitation/HACCP (1-2 cr)
NC, TC	CUL 120B	Regional American Cuisine (3 cr)	CUL 210	American Regional Cuisine (3 cr)
NC	CUL 163	Principles of Baking (3 cr)	CUL 125	Principles of Baking (3 cr)
NC	CUL 164	Advanced Baking (3 cr)	CUL 225	Advanced Baking (3 cr)
NC, TC	CUL 171B	Introduction to Pastry and Tortes (3 cr)	CUL 230*	Pastry Arts (3 cr)
NC, TC	CUL 172B	Retail Deli and Bakery Techniques (3 cr)	CUL 170	Retail Deli and Bakery (3 cr)
NC	CUL 198B	Special Topics in Culinary Arts (.5-6)	CUL 198	Special Topics in Culinary Arts (.5-6)
NC, TC	CUL 219	The Restaurant Experience (4 cr)	CUL 200	Aromatics/Restaurant Experience (4 cr)
NC	CUL 220B	International Cuisine (3 cr)	CUL 220	International Cuisine (3 cr)
PC, NC	CUL 224B	Beers and Wines of the World (3 cr)	FAB 224	Beers and Wines of the World (3 cr)
NC	CUL 245B	The Business Chef (3 cr)	CUL 245	The Business Chef (3 cr)
NC	CUL 273	Garde Manger (3 cr)	CUL 130	Garde Manger (3 cr)
NC, TC	CUL 274	The Saucier (3 cr)	CUL 250	Saucier (3 cr)
NC	CUL 285B	Selected Topics in Culinary Arts (1-6 cr)	CUL 195	Selected Topics in Culinary Arts (1-6 cr)
NC, TC, CR	CUL 290B	Internship in Culinary Arts (1-3 cr)	CUL 295	Work Experience in Culinary Arts (1-6 cr)
CR	DFT 100	Basic Drafting Principles (3 cr)	DFT 100	Basic Drafting Principles (3-4 cr)
PC, NC, CR	DFT 102	Technical Drafting I (3 cr)	CADD 140	Technical Drafting I (3-4 cr)
PC, NC, CR	DFT 103B	Technical Drafting II (3 cr)	CADD 141B	Technical Drafting II (3-4 cr)
NC, CR	DFT 124B	Blueprint Reading for Industry (3 cr)	DFT 110B	Blueprint Reading for Industry (3-4 cr)
PC, NC, CR	DFT 131	Introduction to Computer-Aided Drafting (3 cr)	CADD 100	Introduction to Computer-Aided Drafting (3-4 cr)
PC, NC, CR	DFT 133	Intermediate Computer-Aided Drafting (3 cr)	CADD 105	Intermediate Computer-Aided Drafting (3-4 cr)
PC, TC, CR	DFT 198B	Special Topics in Drafting (.5-6 cr)	CADD 198B	Special Topics in CADD (1-6 cr)
PC, NC, CR	DFT 203B	Technical Drafting III (3 cr)	CADD 142B	Technical Drafting III (3-4 cr)
PC, NC	DFT 225B	Independent Study (3-6 cr)	CADD 295B	Independent Study (3-6 cr)
PC, NC, CR	DFT 230	Advanced Computer-Aided Drafting (3 cr)	CADD 200	Advanced Computer-Aided Drafting (3-4 cr)
PC, NC, TC, CR	DFT 231	CAD Drafting Project (3 cr)	CADD 210B	CADD Project (3-4 cr)
PC, NC, CR	DFT 232	CAD Systems Management (3 cr)	CADD 250	CAD Systems Management (3-4 cr)
PC, NC, CR	DFT 233	Solid Modeling and Parametric Design (3 cr)	CADD 245	Solid Modeling and Parametric Design (3-4 cr)
PC, NC, CR	DFT 235	CAD Customization I (3 cr)	CADD 255	CAD Customization I (3-4 cr)
PC, NC, CR	DFT 236	CAD Customization II (3 cr)	CADD 256	CAD Customization II (3-4 cr)
PC, NC, CR, TC	DFT 290B	Internship in Drafting (1-6 cr)	CADD 290B	Internship in CADD (1-6 cr)
PC, NC, TC, CR	DFT 299B	Engineering-Drafting Program Assessment (1 cr)	CADD 299B	Capstone/Assessment (1-3 cr)
PC, NC, TC	DGM 145B	Internet Design & Publishing (3 cr)	GRC 175	Web Design & Publishing I (3 cr)
PC, NC, TC	DGM 149B	Digital Video and Animation (3 cr)	GRC 188	Web Animation and Interactivity (3 cr)
PC, NC, TC	DGM 150B	Multimedia Production (3 cr)	GRC 179	Multimedia Design and Production (3 cr)
PC, NC, TC	DGM 155B	3D Modeling (3 cr)	GRC 185	Computer Animation I (3 cr)
PC, NC, TC	DGM 245B	Advanced Internet Design & Publishing (3 cr)	GRC 275B	Web Design & Publishing II (3 cr)
PC, NC, TC	DGM 250B	Advanced Multimedia Design Studio (3 cr)	GRC 279B	Multimedia Design & Production II (3 cr)
PC, NC, TC	DGM 255B	Advanced 3D Design & Animation (3 cr)	GRC 285B	Computer Animation II (3 cr)
NC	DH 102B	Oral Biology (4 cr)	DH 102	Oral Biology (4 cr)
NC	DH 103B	Head and Neck Anatomy (2 cr)	DH 103	Head and Neck Anatomy (2 cr)
NC	DH 104B	Dental Hygiene I (3 cr)	DH 104	Dental Hygiene I (3 cr)
NC	DH 105B	Intro to Clinic (2 cr)	DH 105	Intro to Clinic (2 cr)
NC	DH 107B	Legal/Ethical Implications (1 cr)	DH 107	Legal/Ethical Implications (1 cr)

TMCC
Truckee Meadows Community College

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NC	DH 110B	Concepts of Oral Health (2 cr)	DH 110	Concepts of Oral Health (2 cr)
NC	DH 112B	Oral Radiology (3 cr)	DH 112	Oral Radiology (3 cr)
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)
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)

TMCC
Truckee Meadows Community College

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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)
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)
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 II (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	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)

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Truckee Meadows Community College

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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)
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)
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	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)

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Truckee Meadows Community College

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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)
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)
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)
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 225B	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)

TMCC
Truckee Meadows Community College

TMCC COMMON COURSE NUMBERING CHANGES

as of Mar. 4, 2008

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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)
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, 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)

TMCC
Truckee Meadows Community College

TMCC COMMON COURSE NUMBERING CHANGES

as of Mar. 4, 2008

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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)
NC, TC	PSC 103	Principles of American Constitutional Governement (3 cr)	PSC 101	Introduction to American Politics (3 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 (1cr)
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)

TMCC
Truckee Meadows Community College

TMCC COMMON COURSE NUMBERING CHANGES

as of Mar. 4, 2008

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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 (3cr)	RAD 220B	Clinical Radiography II (3cr)
PC	RT 230B	Clinical Radiography III (3cr)	RAD 230B	Clinical Radiography III (3cr)
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)
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)
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)

TMCC
Truckee Meadows Community College

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as of Mar. 4, 2008

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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	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)
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)
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)

COURSE DESCRIPTIONS

ACCOUNTING

ACC 105 **TAXATION FOR INDIVIDUALS** 01.0-03.0

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.

ACC 120 **CASH DISBURSEMENTS AND ACCOUNTS PAYABLE** 02.0

Prerequisite: None

This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Cash Disbursements and Accounts Payable cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and filing. *

ACC 121 **CASH RECEIPTS AND CASH MANAGEMENT** 02.0

Prerequisite: None

This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Cash and Cash Management cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and filing. *

ACC 122 **PAY OPRTN/RPRTG CERT PAYROLL PROF PREP** 04.0

Prerequisite: None

This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Payroll operations cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and files. This course also prepares the student to sit for the Certified Payroll Professional exam. *

ACC 123 **SALES AND ACCOUNTS RECEIVABLE COLLECTIONS** 02.0

Prerequisite: None

This course is part of TMCC's Accounting Technology Series. These classes focus on the application of real-world accounting techniques through three major phases of business transactions documentation, analysis and recording: 1) Study of the Sales and Accounts Receivable cycle with emphasis on internal control procedures and separation of functions; 2) Use of multiple computer-based accounting modules, and; 3) Organization of proper documentation and filing. *

ACC 124 **FORECASTS AND PROJECTIONS USING MICROSOFT EXCEL** 02.0

Prerequisite: None

This course is part of TMCC's Accounting Technology Series. This class focuses on the development of a forecast or projection using professional accounting standards as a basis to create underlying rationale and documentation. Additionally the student will learn how to develop a spreadsheet, which can be adjusted for "what if" circumstances with a minimum of added development. Students will learn how to develop a Statement of Assumptions and how to assess the reasonableness of these. *

ACC 135 **BOOKKEEPING I** 03.0

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. *

ACC 136 **BOOKKEEPING II** 03.0

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. *

ACC 153 **ELEMENTARY ACCOUNTING I COMPUTER APPLICATIONS** 01.0

Prerequisite: None

Must be taken concurrently or after ACC 201. Solving Elementary Accounting I type problems using a computer. Basic financial accounting principles will be reinforced utilizing the computer.

ACC 154 **ELEMENTARY ACCOUNTING II COMPUTER APPLICATIONS** 01.0

Prerequisite: None

Must be taken concurrently or after ACC 202. Solving Elementary Accounting II type problems using a computer. Basic managerial accounting principles will be reinforced utilizing the computer.

ACC 157 **QUICKEN I** 01.0

Prerequisite: None

An introductory course covering the use of Quicken in personal finance, in business, and in on-line Internet financial services. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ACCOUNTING

ACC 180 **PAYROLL AND EMPLOYEE BENEFIT ACCOUNTING** 03.0

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. *

ACC 198 **SPECIAL TOPICS IN ACCOUNTING** 00.5-06.0

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. *

ACC 201 **FINANCIAL ACCOUNTING** 03.0

Prerequisite: MATH 096 or comparable Accuplacer, ACT/SAT score, and ENG 090 or comparable Accuplacer, ACT/SAT score, or permission of the instructor.

Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.

ACC 202 **MANAGERIAL ACCOUNTING** 03.0

Prerequisite: ACC 201.

Forms of business organization; cost concepts and decision making; break-even analysis, fixed and variable costs and budgeting for internal reporting.

ACC 203 **INTERMEDIATE ACCOUNTING I** 03.0

Prerequisite: ACC 202 or 205.

Accounting for cash, receivables, prepaid and accrued items, fixed assets and intangible assets. May be accepted for transfer credit at UNR if UNR ACC 402 is taken the first year of the student's enrollment at UNR and a grade of C or better is earned or if the student passes a College of Business Administration examination. This course can transfer as ACC 401 to UCCSN institutions.

ACC 205 **COST ACCOUNTING** 03.0

Prerequisite: ACC 136 or 201.

Cost accounting for material, labor and factory overhead using job order costing, process costing and standard costing systems to compile cost analysis data for management decisions. This course can transfer as ACC 202 to UCCSN institutions.

ACC 220 **MICROCOMPUTER ACCOUNTING SYSTEMS** 03.0

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.

ACC 223 **INTRODUCTION TO QUICKBOOKS** 03.0

Prerequisite: ACC 135 or 201.

Computerized Accounting with QuickBooks is designed to introduce students to the QuickBooks accounting program. The student will receive hands on training in the use of QuickBooks using the fictitious case studies. *

ACC 261 **GOVERNMENTAL ACCOUNTING** 03.0

Prerequisite: ACC 201.

Fund and budget accounts of local governmental units, revenues, appropriations, disbursements and assessments. University, hospital and other fund applications.

ACC 295 **WORK EXPERIENCE** 01.0-08.0

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. * Formerly ACC 290B.

AIR CONDITIONING

AC 102 **REFRIGERATION THEORY** 03.0

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. * Formerly ECT 100B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

AIR CONDITIONING

AC 106 **RESIDENTIAL GAS HEATING** 06.0

Prerequisite: AC 102, AC 205 and MT 102.

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. * Formerly ECT 106B.

AC 111 **HEAT PUMPS** 03.0

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. *

AC 121 **SHEET METAL I** 03.0

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.

AC 122 **SHEET METAL II** 03.0

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.

AC 150 **BASIC REFRIGERATION SERVICING** 06.0

Prerequisite: AC 102 and MT 102.

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. * Formerly ECT 101B.

AC 198 **SPECIAL TOPICS IN HVAC** 0.5-06.0

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. * Formerly ECT 198B.

AC 200 **COMMERCIAL REFRIGERATION I** 06.0

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. * Formerly ECT 105B.

AC 205 **HVAC CONTROL SYSTEMS** 04.0

Prerequisite: None

Course is designed to familiarize advanced students and others now working in the H.V.A.C. industry with the various control systems used in large H.V.A.C. systems. Subjects to be covered include pneumatic control systems and components, electronic control systems, interfacing of pneumatic and electronic controls, energy management systems, etc., with emphasis on operation, maintenance and troubleshooting. * Formerly ECT 200B.

AC 210 **BOILER OPERATION AND MAINTENANCE** 03.0

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. * Formerly ECT 201B.

AC 295 **INTERNSHIP HVAC CAREER** 0.5-16.0

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. * Formerly ECT 290B.

AC 299 **INDEPENDENT STUDY IN HVAC** 01.0-06.0

Prerequisite: AC 150 (formerly ECT 101).

This course is for students who desire concentrated lab practice on specific types of refrigeration and/or air conditioning equipment. This is a contractual course. Credits, hours and course objectives to be determined on an individual basis by the student and Refrigeration and Air Conditioning faculty. * Formerly ECT 299B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

AMERICAN SIGN LANGUAGE

AM 145 **AMERICAN SIGN LANGUAGE I** 03.0-04.0

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 **AMERICAN SIGN LANGUAGE II** 03.0-04.0

Prerequisite: AM 145.

This course continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

AM 147 **AMERICAN SIGN LANGUAGE III** 03.0-04.0

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 **AMERICAN SIGN LANGUAGE IV** 03.0-04.0

Prerequisite: AM 147.

This course encourages the student to expand command of disclosure in ASL on various everyday topics (leading to fluency).

AM 149 **AMERICAN SIGN LANGUAGE V** 03.0-04.0

Prerequisite: AM 148.

This course is designed to develop conversational ASL abilities, particularly in the area of self expression.

ANTHROPOLOGY

ANTH 101 **INTRODUCTION TO CULTURAL ANTHROPOLOGY** 03.0

Prerequisite: None

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 **INTRODUCTION TO PHYSICAL ANTHROPOLOGY** 03.0

Prerequisite: None

Biological and evolutionary origins of humans, genetics, heredity, living primates, human adaptation and human diversity. Students must enroll in both lecture (ANTH 102) and lab (ANTH 110L) to receive credit and to satisfy Science core curriculum at UNR and UNLV.

ANTH 110L **PHYSICAL ANTHROPOLOGY LABORATORY** 01.0

Prerequisite: Prerequisite or corequisite: ANTH 102.

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 **SPECIAL TOPICS IN ANTHROPOLOGY** 00.5-06.0

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. *

ANTH 201 **PEOPLES AND CULTURES OF THE WORLD** 03.0

Prerequisite: None

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. Satisfies TMCC diversity requirement.

ANTH 202 **ARCHAEOLOGY** 03.0

Prerequisite: None

An examination of the research goals, theoretical foundations and methods of anthropological archaeology. Examples are drawn from notable archaeological sites worldwide.

ANTH 205 **ETHNIC GROUPS IN CONTEMPORARY SOCIETIES** 03.0

Prerequisite: None

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. Satisfies TMCC and UNR diversity core curriculum.

ANTH 208 **FUNDAMENTALS OF CULTURAL DIVERSITY** 03.0

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. Satisfies TMCC Diversity requirement.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ANTHROPOLOGY

ANTH 225 **ARCHAEOLOGICAL FIELD METHODS: SURVEY** 00.5-03.0

Prerequisite: ANTH 202 or permission of instructor.

This course provides the student with introductory training in basic archaeological field survey techniques.

ANTH 226 **ARCHAEOLOGICAL FIELD METHODS: EXCAVATION** 00.5-03.0

Prerequisite: ANTH 202 or permission of instructor.

This course provides the student with introductory training in basic archaeological field excavation techniques.

ANTH 227 **FOUNDATIONS OF ARCHAEOLOGICAL LAB METHODS** 00.5-03.0

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 **FUNDAMENTALS OF APPLIED ANTHROPOLOGY** 03.0

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. Satisfies TMCC Diversity requirement.

ANTH 279 **PARA-PROFESSIONAL SKILLS IN SOCIAL SCIENCE** 03.0

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 290 **INTERNSHIP IN ANTHROPOLOGY** 01.0-08.0

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 **GENERAL INDUSTRIAL SAFETY** 01.0

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. *

ARCHITECTURAL DESIGN

AAD 100 **INTRODUCTION TO ARCHITECTURAL DESIGN** 03.0

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.

AAD 101 **DESIGN WITH NATURE** 03.0

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.

AAD 125 **CONSTRUCTION DRAWINGS AND DETAILING** 03.0

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. Formerly AAD 107.

AAD 180 **FUNDAMENTALS OF DESIGN I** 03.0

Prerequisite: 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. Formerly AAD 126.

AAD 181 **FUNDAMENTALS OF DESIGN I DISCUSSION** 03.0

Prerequisite: 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. Formerly AAD 127.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

AAD 182 **FUNDAMENTALS OF DESIGN II** 03.0

Prerequisite: AAD 180 and 181. Must be taken concurrently with AAD 183.

Creating order among visual elements, that is to say: design, is the main focus of this class. The challenge afforded the student, is to gain insight into the criteria and standards presented. In a sense, the problem is the problem. There is no rote, preconceived, or predigested procedures for solving design problems. There are no answers in the back of the book. It is the essence of the design activity the student must confront. Formerly AAD 128.

AAD 183 **FUNDAMENTALS OF DESIGN DISCUSSION II** 03.0

Prerequisite: AAD 180 and 181. Must be taken concurrently with AAD 182.

Investigation of three-dimensional presentations of spatial design through abstract and representational methods. Formerly AAD 129.

AAD 201 **HISTORY OF THE BUILT ENVIRONMENT** 03.0

Prerequisite: None

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. Satisfies TMCC Diversity requirement. Formerly AAD 114.

AAD 202 **ANALYSIS OF THE BUILT ENVIRONMENT** 03.0

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.

AAD 223 **GRAPHIC SOFTWARE FOR ARCH, CONST, DSGNR, PLANNERS** 03.0

Prerequisite: AAD 182. Co-requisite: AAD 280.

Investigation of verbal, oral and advanced graphic presentation techniques and graphic reproduction processes. Emphasis will be placed upon the written word, graphics and presentation of preparation of materials for portfolio submission to upper division courses. Formerly AAD 236.

AAD 230 **DESIGN WITH CLIMATE** 03.0

Prerequisite: AAD 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. Formerly ADT 109B.

AAD 241 **GRADING AND DRAINAGE** 03.0

Prerequisite: MATH 126.

Basic skills in site grading techniques, calculation of cut and fill volumes, compaction of soil, fun-off coefficients, sizing of drainage structures and pipes, layout of roads, walkways, and parking lots.

AAD 257 **PLANT MATERIALS** 03.0

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. Formerly ADT 228B.

AAD 258 **XERIPHITIC LANDSCAPE PLANTS** 03.0

Prerequisite: None

This course will identify the xeriphitic plants that may be used in the landscape. The student will be given characteristics of the plants, soil adaptation, cultural needs, the plants water conserving methods and other information about the plants during the lecture and laboratory.

AAD 262 **CAD FOR LANDSCAPE ARCHITECTURE** 03.0

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. Formerly ADT 214B.

AAD 265 **COMPUTER APPLICATIONS IN ARCHITECTURE I** 03.0

Prerequisite: AAD 223 and AAD 280. Co-requisite: AAD 282.

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. Formerly ADT 211B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ARCHITECTURAL DESIGN

AAD 280 **FUNDAMENTALS OF ARCHITECTURE DESIGN I** 03.0

Prerequisite: AAD 182 and 183.

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. Formerly AAD 226.

AAD 282 **FUNDAMENTALS OF ARCHITECTURE DESIGN II** 03.0

Prerequisite: AAD 280.

Discussion of the elements, principles and theories of design as applied to projects related to each of the design professions. Emphasis is placed upon integration of design principles to urban landscapes, buildings, interiors, furnishings and environmental graphic applications. Formerly AAD 228.

ARCHITECTURAL DESIGN TECH

ADT 105 **ARCHITECTURAL DRAFTING I** 05.0

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.

ADT 108 **ARCHITECTURAL LANDSCAPING I** 03.0

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.

ADT 120 **INTRODUCTION TO LEED AND SUSTAINABLE BUILDING** 03.0

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 to used as an introductory course in an interdisciplinary degree at UNR within Political Science and Engineering.

ADT 168 **LANDSCAPE MANAGEMENT I** 03.0

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. *

ADT 170 **SOIL MANAGEMENT** 03.0

Prerequisite: CHEM 100 Recommended.

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. *

ADT 172 **TURFGRASS MANAGEMENT I** 03.0

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. *

ADT 173 **TURFGRASS MANAGEMENT II** 03.0

Prerequisite: ADT 172.

This is the second in a series of courses designed to build on the knowledge gained in the previous course. The student will gain further knowledge necessary to understand turf grass varieties, propagation methods, pest control, environmental concerns and maintenance techniques required. Specific areas of usage will be discussed. This class will consist of lecture and hands-on participation by the student in the classroom and the field. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ADT 174 **URBAN TREE CARE I** 03.0

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. *

ADT 178 **FUNDAMENTALS OF HORTICULTURE** 03.0

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. *

ADT 198 **SPECIAL TOPICS IN ADT** 00.5-06.0

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. *

ADT 218 **LANDSCAPE IRRIGATION DESIGN** 03.0-06.0

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. *

ADT 225 **INDEPENDENT STUDY** 01.0-04.0

Prerequisite: None

Individual assignment to the development of a project of special interest to the student with the instructor's approval. *

ADT 230 **MECHANICAL AND ELECTRICAL EQUIP FOR BUILDINGS** 03.0

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. *

ADT 245 **STATIC AND STRENGTH OF MATERIALS** 03.0

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. *

ADT 256 **INTRODUCTION TO LAND USE PLANNING** 03.0

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. *

ADT 268 **LANDSCAPE MANAGEMENT II** 03.0

Prerequisite: None

This course is the second of two classes in landscape management concepts that are used in the industry today. Techniques, standards and policies of the landscape industry will be discussed. The class will have field trips to various facilities throughout the area. *

ADT 270 **GREENHOUSE MANAGEMENT** 03.0

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. *

ADT 272 **TURFGRASS MANAGEMENT III** 03.0

Prerequisite: ADT 173.

This is the third in a series of courses designed to build on the knowledge gained in the previous two courses. The student will gain further knowledge necessary to perform duties relevant to the turf grass industry. Specific areas of usage will be discussed, i.e., Golf Courses, Parks, Athletic Fields, and other major turf users. This class will consist of lecture and hands-on participation by the student in the classroom and in the field. *

ADT 274 **URBAN TREE CARE II** 03.0

Prerequisite: ADT 174.

This course utilizes the knowledge gained in Urban Tree Care I and expands on it to include situations the arborist encounters in the field. Topics of discussion include pruning of small trees, pruning of large trees, diagnosis and control of problems, equipment and tools and how to deal with physical injuries. Completion of Urban Tree Care I and this course will provide the student with the resources necessary to prepare for the International Society of Arboriculture' Certification for Arborists Examination. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ARCHITECTURAL DESIGN TECH

ADT 290 **INTERN IN ARCH DESIGN TECHNOLOGY** 01.0-08.0

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. The course be repeated for up to eight credits. *

ART

ART 090 **ART FOR DEVELOPMENTALLY DISABLED ADULTS** 03.0

Prerequisite: None

An introductory course in ceramics and other art media designed to match the needs and abilities of adults who are mentally retarded. Students will participate in activities that teach the basics of ceramics and painting. The class activities will culminate with the preparation and execution of a student art show.

ART 100 **VISUAL FOUNDATIONS** 03.0-05.0

Prerequisite: None

Explores visual forms and contemporary concepts through a variety of media, presentations and discussions. Transfers to UNR/UNLV. Satisfies UNR Fine Arts core curriculum

ART 101 **DRAWING I** 03.0

Prerequisite: None

Introduction to drawing techniques and concepts. Formerly ART 121.

ART 102 **DRAWING II** 03.0

Prerequisite: ART 100 and 101* (formerly ART 121).

Continued exploration of drawing techniques and concepts. Formerly ART 221.

ART 106 **JEWELRY I** 03.0

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. Formerly ART 195.

ART 107 **DESIGN FUNDAMENTALS/2D DESIGN** 03.0

Prerequisite: None. GRC 101 recommended. Challenge by portfolio is available.

An introductory course in the application and appreciation of the basic principles and elements of design, including form, shape, value, spatial relationships and color. Emphasis will be placed on developing creative skills and working with the design process.

ART 108 **DESIGN FUNDAMENTALS II** 03.0

Prerequisite: ART 107/GRC 107 or approval of instructor. GRC 103 recommended. Challenge by portfolio is available.

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.

ART 109 **DESIGN FUNDAMENTALS/COLOR AND DESIGN** 02.0

Prerequisite: ART 108 or GRC 109 (formerly GRC 108).

Intermediate, two-dimensional and color design problems and their applications to compositional, optical and psychological aspects of visual communication. *

ART 110 **RENDERING TECHNIQUES** 03.0

Prerequisite: Basic computer skills or approval of instructor. GRC 107/ART 107 and GRC 118 recommended.

Introductory studio class in developing techniques for visualizing and rendering images in 2D and 3D presentations using a variety of manual techniques and application of these renderings in the electronic environment. *

ART 124 **INTRODUCTION TO PRINTMAKING** 03.0

Prerequisite: None

Introduction to printing processes emphasizing relief, intaglio, and screen techniques. Formerly ART 185.

ART 127 **WATER COLOR I** 03.0

Prerequisite: ART 101* (formerly ART 121).

Beginning course involving color, form, composition and techniques using transparent and opaque watercolors. Formerly ART 145.

ART 135 **PHOTOGRAPHY I** 03.0

Prerequisite: None

Introduction to photography techniques focusing on black and white processes. Formerly ART 150.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ART 141 **INTRODUCTION TO DIGITAL PHOTOGRAPHY** 03.0

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.

ART 142 **INTRODUCTION TO DIGITAL PHOTOGRAPHY II** 03.0

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.

ART 160 **ART APPRECIATION** 03.0

Prerequisite: None

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. Formerly ART 115.

ART 198 **SPECIAL TOPICS IN ART** 00.5-06.0

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. *

ART 201 **LIFE DRAWING I** 03.0

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. Formerly ART 222.

ART 209 **INTRODUCTION TO GALLERY PRACTICES** 03.0

Prerequisite: None

A course in the practices and ethics of operating an art gallery. Formerly ART 298.

ART 211 **CERAMICS I** 03.0

Prerequisite: None

Introduction to techniques and concepts focusing on hand-built techniques and characteristics of various clay bodies. Formerly ART 175.

ART 212 **CERAMICS II** 03.0-05.0

Prerequisite: ART 100 and 211.

Introduction to techniques and concepts focusing on wheel thrown techniques. Formerly ART 275.

ART 216 **SCULPTURE I** 03.0

Prerequisite: None

Introduction to the concepts of three-dimensional composition. Formerly ART 163.

ART 227 **WATER COLOR II** 03.0

Prerequisite: ART 127 (formerly ART 145).

Intermediate course involving continued exploration of watercolor media. Formerly ART 246.

ART 231 **PAINTING I** 03.0

Prerequisite: ART 100 and 101* (formerly ART 121).

Introduction to concepts of painting including color, form, and composition. Formerly ART 135.

ART 232 **PAINTING II** 03.0

Prerequisite: ART 100 and 231 (formerly ART 135).

Intermediate course in painting, emphasizing various materials and methods. Formerly ART 235*.

ART 235 **PHOTOGRAPHY II** 03.0

Prerequisite: ART 100 and 135 (formerly ART 150).

Lecture/study with emphasis on improving basic technical and conceptual skills. Formerly ART 250.

ART 236 **PHOTOGRAPHY III** 03.0

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 249 **NEW MEDIA** 03.0

Prerequisite: None

This course involves the exploration of a variety of alternative art media including earthwork, installation and performance art. Formerly ART 260.

ART 260 **SURVEY OF ART HISTORY I** 03.0

Prerequisite: None

Art of the western world from prehistoric times through the Gothic period. Satisfies UNR Fine Arts core curriculum. Formerly ART 116.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ART

ART 261 **SURVEY OF ART HISTORY II** 03.0

Prerequisite: None

Art of the western world from the Renaissance to the present. Satisfies UNR fine arts core curriculum. Formerly ART 117.

ART 263 **SURVEY OF AFRICAN, OCEANIC, & NATIVE AMERICAN ART** 03.0

Prerequisite: None

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. Satisfies TMCC and UNR Diversity requirement.

ART 264 **SURVEY OF AMERICAN ART** 03.0

Prerequisite: None

This course focuses on the history of American Art from 1492 to the present. It includes the invention and mapping of America, art in the Colonial period, Republican icons, art in the Gilded Age and Modern and Postmodern art.

ART 265 **INTRODUCTION TO CONTEMPORARY ART** 03.0

Prerequisite: None

Evolution of art in Europe and the U.S. since World War II. Special emphasis on the trends since the 1960s. Formerly ART 213.

ART 270 **WOMEN IN ART** 03.0

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. Satisfies TMCC's diversity and fine art requirements and UNR's diversity requirement.

ART 295 **SPECIAL TOPICS IN ART HISTORY** 01.0-03.0

Prerequisite: None

Special topics in art history. May be repeated up to 12 credits. Formerly ART 289.

ART 296 **INDEPENDENT STUDY** 01.0-03.0

Prerequisite: Written consent of the instructor.

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. Formerly ART 297. Repeatable up to 12 credits.

ART 297 **FIELD STUDY** 01.0-03.0

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 **PORTFOLIO EMPHASIS** 01.0-03.0

Prerequisite: A minimum of 10 units in medium emphasis and/or the instructor's approval is required for enrollment.

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. Formerly ART 299. Repeatable up to 12 credits.

ART 299 **SPECIAL TOPICS IN STUDIO ART** 01.0-03.0

Prerequisite: Depends on special topic studio course offerings.

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. Formerly ART 288. Repeatable to 12 credits.

ASTRONOMY

AST 104 **INTRODUCTORY ASTRONOMY:STARS AND GALAXIES** 03.0

Prerequisite: MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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 **SPECIAL TOPICS IN ASTRONOMY** 00.5-06.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ASTRONOMY

AST 290 **INTERNSHIP IN ASTRONOMY** 01.0-08.0

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. *

ATMOSPHERIC SCIENCE

ATMS 117 **METEOROLOGY** 03.0

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

AUTO 101 **GENERAL AUTO** 02.0-07.0

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. *

AUTO 111 **AUTOMOTIVE ELECTRICITY** 04.0

Prerequisite: None

This course introduces students to basic electrical systems used in the automobile and light truck. The student will learn the skills needed to diagnose and repair basic automotive circuits, battery testing and repair of the starting and charging systems. * Formerly AUTO 103B.

AUTO 112 **AUTOMOTIVE ELECTRICITY II** 04.0

Prerequisite: AUTO 111 or instructor permission.

This course introduces the student to the diagnosis and repair of automotive electrical and electronic circuits and components. Use of advanced diagnostic techniques and test equipment will allow the student to repair automotive and truck electrical circuits and components. *

AUTO 136 **ENGINE REPAIR** 05.0

Prerequisite: AUTO 101 or instructor permission.

This course covers theory and operation of the internal combustion engine. Different types of automotive and light duty diesel engines will be properly disassembled, parts identified and inspected. Engine oiling and cooling systems will be covered. The engine will be reassembled to manufacturer's specifications. * Formerly AUTO 253B.

AUTO 145 **AUTOMOTIVE BRAKES** 05.0

Prerequisite: AUTO 101 or instructor permission.

This course covers theory and hands-on skills needed for maintenance and repair of automotive and truck brake and ABS systems. Emphasis is placed on the fundamentals of operation and repair of the hydraulic, mechanical and electronic systems. * Formerly AUTO 121B.

AUTO 150 **STEERING AND SUSPENSION SYSTEMS** 05.0

Prerequisite: AUTO 101 or instructor permission.

This course covers the theory and hands-on skills needed for maintenance and repair of automotive and truck steering and suspension systems. Emphasis is placed on the fundamentals of operation and repair of the steering systems, suspension systems, active suspension systems and wheel alignment. * Formerly AUTO 125B.

AUTO 155 **SMALL ENGINE REPAIR** 03.0

Prerequisite: None

This course is an introduction to the theory and practice of repairing small engines. The student will disassemble and assemble two-cycle or four-cycle engines and learn to adjust the various components. The student will also study basic troubleshooting techniques for two and four cycle engines. *

AUTO 165 **AUTO HEATING AND AIR CONDITIONING** 05.0

Prerequisite: AUTO 111 or instructor permission.

This course introduces students to basic heating and air conditioning systems used in the automotive and truck fields. The student will learn the skills needed to correctly handle refrigerant, recycle refrigerant and component replacement. Diagnosis and repair of the heating, air conditioning and control circuits will be covered. The student may apply for the ASE recovery and recycle license. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

AUTOMOTIVE

AUTO 198 **SPECIAL TOPICS IN AUTO** 00.5-06.0

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. *

AUTO 205 **MANUAL DRIVE TRAINS AND AXLES** 04.0

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. * Formerly AUTO 219B.

AUTO 216 **AUTOMATIC TRANSMISSIONS** 05.0

Prerequisite: AUTO 101 or instructor permission.

This course covers theory and operation of the automotive and light truck automatic transmissions and transaxels. Emphasis is placed on the mechanical, hydraulic and electrical systems of the transmission. The student will properly disassemble and inspect both types of transmissions. The transmission will be reassembled to manufacturer's specifications. * Formerly AUTO 226B.

AUTO 222 **EMISSION CONTROL CERTIFICATION PREP** 03.0

Prerequisite: Must be a technician working in the auto field.

This course is an intensive study of current and past automotive emission control systems. The course is especially designed to educate automotive technicians currently working in the field. The classroom and instructional work on the use of state of the art equipment will assist the technicians in meeting the certification requirements for the State of Nevada Test. *

AUTO 225 **ENGINE PERFORMANCE I** 04.0

Prerequisite: AUTO 111 or instructor approval.

This course introduces the students to the basic fundamentals of diagnosis and repair of the engines fuel and ignitions systems. The student will learn the skills needed to test and diagnose the mechanical conditions of the engine. Basic ignition systems to the latest technology for ignition systems will be covered. Special test equipment will be used for diagnosis of the failed ignition circuits and components. *

AUTO 227 **ENGINE PERFORMANCE II** 04.0

Prerequisite: AUTO 112 and AUTO 225 R.

This course introduces the student to the engine fuel delivery system for a fuel injected engine and basic emission control systems. The student will learn the skills needed to test and diagnose the fuel delivery system and basic emission control systems. Special test equipment will be used for diagnosis and repair of the failed fuel components and emission control systems. *

AUTO 235 **ENGINE PERFORMANCE III** 04.0

Prerequisite: AUTO 227 and AUTO 265.

This course introduces the student to advanced engine diagnosis of the computerized engine controls. OBD I, OBD II and CAN/BUS control systems. The student will learn the skills needed to test, diagnose and repair the complex control systems for the computerized power train systems. Special test equipment will be used for diagnosis and repair of the failed system or components. Hybrid vehicle power train and service procedures will be covered. *

AUTO 265 **ELECTRICAL/ELECTRONIC SYSTEMS III** 04.0

Prerequisite: AUTO 112 or instructor permission.

This course introduces the student to the advanced diagnosis and repair of automotive and truck electronic control systems. Use of advanced diagnostic techniques and test equipment will allow the student to diagnose and repair computer based automotive and truck control circuits and components. *

AUTO 290 **INTERNSHIP IN AUTOMOTIVE LEVEL I** 01.0-06.0

Prerequisite: AUTO 103, 121, 125, 219, 223 and 225 with a 2.0 average and approval of the instructor.

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. *

AVIATION

AV 110 **BASIC GROUND SCHOOL FOR PILOTS** 06.0

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. * Formerly AERO 101B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

AVIATION

AV 210 **INSTRUMENT GROUND SCHOOL (AIRPLANE)** 03.0

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. *

BANKING

BNK 201 **PRINCIPLES OF BANKING** 03.0

Prerequisite: ECON 103.

This course provides an overview of the organization, fundamental functions, and operations of national and state banks and various financial intermediaries. The various financial products and services provided by these institutions will be explained. The structure of the Federal Reserve and the role of regulation will be discussed.

BNK 207 **FINANCIAL STATEMENT ANALYSIS** 03.0

Prerequisite: ACC 135 or ACC 201.

This course builds upon Introductory Financial Accounting and the four basic Financial Statements by thoroughly integrating financial ratio and credit oriented analysis mechanisms with evaluation criteria such as company comparisons, industry norms and forensic accounting principles. The purpose of such analysis is to prepare sufficient relevant and reliable financial data, so that those charged with credit granting and lending responsibilities, will be able to make informed decisions regarding a borrower's viability.

BNK 209 **INTRODUCTION TO COMMERCIAL AND CONSUMER CREDIT** 02.0

Prerequisite: BNK 207.

Introduction to standardized credit evaluation criteria and resources used in financial institutions. Examination of processes and procedures common in constructing loan presentations to loan committees and other decisions making individuals. Subjective analytical practices and opinions formed based on the standard analysis of objective financial data.

BNK 211 **MARKETING AND PR IN THE BANKING ENVIRONMENT** 03.0

Prerequisite: MKT 130.

Financial services marketing and public relations of products and services offered by banks, insurance companies, brokerage firms, and others requires an understanding of marketing, sales, service, the Internet, finance, regulation, and psychology. This course provides the basic understanding of marketing through the steps necessary to integrate and grow marketing within a bank's organizational structure. Topics include: marketing research, marketing information systems, developing situation analysis, segmenting markets, evaluating the return on investment for marketing and creating and implementing promotion strategies. This course also covers Nevada Laws regarding marketing of financial products.

BIOLOGY

BIOL 100 **GENERAL BIOLOGY FOR NON-MAJORS** 03.0

Prerequisite: MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Survey of the basic processes of biology common to all life forms. Includes cell theory and metabolic processes, evolution, ecology, genetics, populations, and the scientific method. Designed for the non-science major. Meets the UNR core curriculum science requirement. Three lecture hours per week. Four laboratory experiences throughout the semester.

BIOL 110 **BIOLOGY FOR ELEMENTARY/MIDDLE LEVEL EDUCATION** 03.0

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.

BIOL 113 **LIFE IN THE OCEAN** 03.0

Prerequisite: None

Introduction to the environment and inhabitants of the sea.

BIOL 141 **HUMAN STRUCTURE AND FUNCTION I** 04.0

Prerequisite: None

A laboratory course which deals with the morphology and physiology of the human body. Topics include introductory cell chemistry, cell biology, and basic histology. The following body systems are covered: digestive, skeletal, muscular, circulatory, 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. Three hours of lecture and three hours of lab per week. 4 credits, non-transferable to UNR, UNLV, and NSC. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

BIOL 142 **HUMAN STRUCTURE AND FUNCTION II** 04.0

Prerequisite: BIOL 141.

A laboratory course covering the morphology and physiology of the human body. The following organ systems are covered: nervous, integumentary, respiratory, endocrine, urinary, reproductive, and immune. 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. Three hours of lecture and three hours of lab per week. 4 credits, non-transferable to UNR, UNLV, and NSC. *

BIOL 188 **FOUNDATIONS IN SCIENTIFIC LITERACY** 01.0

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. *

BIOL 190 **INTRODUCTION TO CELL AND MOLECULAR BIOLOGY** 03.0

Prerequisite: ENG 101 or 113; MATH 120, 126 or higher; qualifying Accuplacer, SAT or ACT scores for these. (Passing scores posted on departmental Web page.)

Covers the structure and function of cell. Included will be the major molecules of life, composition and physiology of cellular organelles, cellular metabolism, reproduction, motility, gene function and related topics. Beginning spring 2005, students must enroll in both lecture (190) and lab (190L) to receive credit. Note: BIOL 190/190L plus BIOL 191/191L transfers to UNR as fulfilling BIOL 190, 191 and 192. Students who wish to test out of this class should contact the Biology Department.

BIOL 190L **INTRO TO CELL AND MOLECULAR BIOLOGY LAB** 01.0

Prerequisite: ENG 101 or 113; MATH 120, 126 or higher; qualifying Accuplacer, SAT or ACT scores for these. (Passing scores posted on departmental Web page.)

See BIOL 190 for description.

BIOL 191 **INTRODUCTION TO ORGANISMAL BIOLOGY** 03.0

Prerequisite: BIOL 190.

Combines the principles of botany and zoology into one course emphasizing levels of organization and life processes common to all organisms. Topics range from nutrient processing and homeostasis to reproduction. Beginning spring 2005, students must enroll in both lecture (191) and lab (191L) to receive credit. Note: BIOL 190/190L plus BIOL 191/191L transfers to UNR as fulfilling BIOL 190, 191 and 192.

BIOL 191L **INTRO TO ORGANISMAL BIOLOGY LAB** 01.0

Prerequisite: BIOL 190/190L.

See BIOL 191 for description.

BIOL 198 **SPECIAL TOPICS IN BIOLOGY** 00.5-06.0

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. *

BIOL 200 **ELEMENTS OF HUMAN ANATOMY AND PHYSIOLOGY** 03.0

Prerequisite: None

Provides students with an overview of anatomy and physiology with related, illustrative pathology and microbiology. Formerly BIOL 123B.

BIOL 201 **GENERAL ZOOLOGY** 04.0

Prerequisite: BIOL 190.

An introduction to the classification, structure, and function of major animal Phyla with an emphasis on the evolutionary relationships among major groups. Three hours of lecture and three hours of laboratory per week.

BIOL 202 **GENERAL BOTANY** 04.0

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.

BIOL 223 **HUMAN ANATOMY AND PHYSIOLOGY I** 04.0

Prerequisite: BIOL 190 or equivalent.

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

BIOLOGY

BIOL 224 **HUMAN ANATOMY AND PHYSIOLOGY II** 04.0

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.

BIOL 251 **GENERAL MICROBIOLOGY** 04.0

Prerequisite: BIOL 190.

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. Three hours lecture and four hours lab per week.

BIOL 290 **INTERNSHIP IN BIOLOGY** 01.0-08.0

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. *

BIOL 299 **SPECIAL TOPICS IN BIOLOGY** 01.0-03.0

Prerequisite: BIOL 100 or higher, ENV 100 or higher.

Covers selected topics of interest to students in the biological sciences. May be repeated for up to four credits.

BUILDING INSPECTION

BI 101 **INTRODUCTION TO BUILDING CODES** 03.0

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. * Formerly CONS 103.

BUSINESS

BUS 098 **FUNDAMENTALS FOR BUSINESS** 03.0

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 basic business calculations and on writing and presenting business analysis.

BUS 101 **INTRODUCTION TO BUSINESS** 03.0

Prerequisite: None

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. All BUS 101 students must take the English assessment test before enrolling. Students must bring their placement test report to the first class meeting. Attendance beyond the first class is subject to instructor approval. This course transfers to UNR as MGRS 101 and is acceptable as a business elective in the 2+2 program.

BUS 106 **BUSINESS ENGLISH** 03.0

Prerequisite: Qualifying Accuplacer, ACT/SAT test results.

If scores are below the minimum required, it is recommended that the student take ENG 081C , Basic Skills in Reading (formerly ENG 081) as a pre/co requisite to BUS 106. 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.

BUS 107 **BUSINESS SPEECH COMMUNICATIONS** 03.0

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.

BUS 108 **BUSINESS LETTERS AND REPORTS** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

BUS 112 **CUSTOMER SERVICE** 03.0

Prerequisite: BUS 107 or public speaking class.

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. *

BUS 117 **APPLIED BUSINESS MATH** 03.0

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. *

BUS 150 **PERSONAL FINANCE** 03.0

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. *

BUS 152 **SMALL BUSINESS: HOW DO I START ONE** 03.0

Prerequisite: None

This is a nuts-and-bolts course on how to start your own small business. It covers the who, what, why, where, when, and how of beginning the small venture. Topics include making the decision; acquiring the capital; setting up the records; finding the location; hiring the employees; paying the taxes; and using agencies and other resources for information. Students will have the opportunity to prepare a small business plan, and interview successful entrepreneurs. *

BUS 198 **SPECIAL TOPICS IN BUSINESS** 00.5-06.0

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. *

BUS 250 **E-COMMERCE** 03.0

Prerequisite: None

An introduction to the history and design of Internet-based business models (i.e., e-commerce) in organizations. Topics include e-commerce management principles, management of different types of organizations, integration of human and information technology resources, training and development, and use of information systems. Investigation also covers knowledge management strategies; the management of business units to implement technological marketing (or e-marketing); the creation of new roles and responsibilities for managers in the e-commerce environment of organizations; relationships among the Internet, government, and society; and future prospects of e-commerce.

BUS 272 **LEGAL ENVIRONMENT** 03.0

Prerequisite: None

Course covers the legal environment topics that managers frequently deal with, along with ethical, political and economic considerations as they affect business organizations.

BUS 275 **FUNDAMENTALS OF INTERNATIONAL BUSINESS** 03.0

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.

BUS 290 **INTERNSHIP IN BUSINESS** 01.0-08.0

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. *

BUS 299 **BUSINESS CAPSTONE** 03.0

Prerequisite: Student must be in last term prior to graduation.

This course is a culmination of the experience of the student in the business disciplines, including, Accounting, Marketing, Logistics Management, and Entrepreneurship. The course will use case studies, class discussions and guest lectures to highlight the integration of the functional areas. Students will be given an opportunity to participate as a member of an "executive team" to solve problems faced by real world companies.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

BUSINESS

IBUS 280 **INTERNATIONAL BUSINESS CULTURES** 03.0

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.

IBUS 281 **INTERNATIONAL BUSINESS PRACTICES FIELD STUDY** 03.0

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.

IBUS 282 **FIELD STUDY INT'L BUSINESS EMPHASIS EXPLORATION** 01.0

Prerequisite: IBUS 280 and concurrent enrollment in 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.

CARPENTRY TRADES

CPTR 091 **CARPENTRY TRADES FOUNDATION I** 02.0

Prerequisite: None

This course introduces students to basic skills required for residential and commercial carpentry in the construction industry.

CPTR 092 **CARPENTRY TRADES FOUNDATION II** 02.0

Prerequisite: None

This course is a continuation of CPTR 091. Students will learn intermediate skills in carpentry for use in residential and commercial construction.

CHEMISTRY

CHEM 100 **MOLECULES AND LIFE IN THE MODERN WORLD** 03.0

Prerequisite: None

A course for students with no science and/or math background. A general introduction into selected topics in inorganic and organic chemistry. Four laboratory experiences are required through the course period.

CHEM 103 **PREPARATORY CHEMISTRY** 03.0

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 **GENERAL CHEMISTRY I RECITATION** 01.0

Prerequisite: 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 **GENERAL CHEMISTRY I** 04.0

Prerequisite: MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Fundamental principles of chemistry and the properties and uses of the common nonmetallic elements. Formerly CHEM 101.

CHEM 121R **GENERAL CHEMISTRY WITH RECITATION I** 05.0

Prerequisite: MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Fundamental principles of chemistry and the properties and uses of the common nonmetallic elements.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CHEMISTRY

CHEM 122 **GENERAL CHEMISTRY II** 04.0

Prerequisite: CHEM 121 (formerly CHEM 101) or CHEM 121R, MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Fundamental principles of chemistry, properties and uses of the common metals, their compounds, elementary chemistry of carbon, and introductory qualitative and quantitative analysis. Formerly CHEM 102.

CHEM 122R **GENERAL CHEMISTRY WITH RECITATION II** 05.0

Prerequisite: CHEM 121 (formerly CHEM 101) or CHEM 121R, MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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 **SPECIAL TOPICS IN CHEMISTRY** 00.5-06.0

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. *

CHEM 201 **GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS** 04.0

Prerequisite: Co-requisite or prerequisite MATH 181 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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 **GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS II** 04.0

Prerequisite: CHEM 121 or 201 with a grade of 'B' or better and MATH 181.

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 **INTRODUCTORY ORGANIC CHEMISTRY** 04.0

Prerequisite: CHEM 121 (formerly CHEM 101). CHEM 122 recommended.

A laboratory course which acquaints students with some of the fundamental principles of carbon chemistry and biological chemistry. Formerly CHEM 142.

CHEM 241 **ORGANIC CHEMISTRY I** 03.0

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 **ORGANIC CHEMISTRY FOR LIFE SCIENCES LAB I** 01.0

Prerequisite: Pre or corequisite: CHEM 241.

Laboratory exercises in introductory organic chemistry. Stereo chemistry, separation and purification techniques, micro-scale organic reaction procedures.

CHEM 242 **ORGANIC CHEMISTRY II** 03.0

Prerequisite: CHEM 241.

Continuation of CHEM 241, covering simple and polyfunctional compounds, with emphasis on synthesis of organic molecules.

CHEM 242L **ORGANIC CHEMISTRY FOR LIFE SCIENCES LAB II** 01.0

Prerequisite: Pre 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).

CHEM 290 **INTERNSHIP IN CHEMISTRY** 01.0-08.0

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. This course may be repeated for up to eight credits. *

CISCO

CSCO 120 **CCNA INTERNETWORKING FUNDAMENTALS** 04.0

Prerequisite: None

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. Formerly CIT 113.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CISCO

CSCO 121 **CCNA ROUTING PROTOCOLS AND CONCEPTS** 05.0

Prerequisite: CSCO 120.

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. Formerly CIT 114.

CSCO 220 **CCNA LAN SWITCHING AND WIRELESS FUNDAMENTALS** 05.0

Prerequisite: CSCO 120.

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. Formerly CIT 213.

CSCO 221 **CCNA WAN FUNDAMENTALS** 05.0

Prerequisite: CSCO 220.

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 Rely. 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). Formerly CIT 221.

CSCO 280 **CCNP ADVANCED ROUTING** 05.0

Prerequisite: CSCO 221 or CCNA certification.

The Advanced Routing course prepares students with the knowledge and skills necessary to use advanced IP addressing and routing in implementing scalability for Cisco ISR routers connected to LANs and WANs. The course covers topics on Advanced IP Addressing, Routing Principles, Multicast Routing, IPv6, Manipulating Routing Updates, Configuring basic BGP, Configuring EIGRP, OSPF, and IS-IS. This course is recommended preparation for the Building Scalable Cisco Internetworks exam required to become a Cisco Certified Network Professional (CCNP).

CSCO 281 **CCNP IMPLEMENTING SECURE CONVERGED WIDE AREA NETS** 05.0

Prerequisite: CSCO 221 or CCNA certification.

The Securing Networks course prepares students with the knowledge and skills necessary to secure and expand the reach of an enterprise network to teleworkers and remote sites with focus on securing remote access and VPN client configuration. The course covers topics on the Cisco hierarchical network model as it pertains to the WAN, teleworker configuration and access, frame mode MPLS, site-to-site IPSEC VPN, Cisco EZVPN, strategies used to migrate network attacks, Cisco device hardening and IOS firewall features. This course is recommended preparation for the Implementing Secure Converged Wide Area Networks exam required to become a Cisco Certified Network Professional (CCNP).

CSCO 282 **CCNP MULTILAYER SWITCHING** 05.0

Prerequisite: CSCO 221 or CCNA certification..

This course prepares students with the knowledge and skills necessary to implement scalable multilayer switched networks. This course includes topics on Campus Networks, describing and implementing advanced Spanning Tree concepts, VLANs and inter-VLAN routing, High Availability, Wireless Client Access, Access Layer Voice concepts, and minimizing service Loss and Data Theft in a Campus Network. This course is recommended preparation for the Multi-layer Switching exam required to become a Cisco Certified Network Professional (CCNP).

CSCO 283 **CCNP OPTIMIZING CONVERGED INTERNETWORKS** 05.0

Prerequisite: CSCO 221 or CCNA certification.

The Optimizing Network Performance course prepares students with the knowledge and skills necessary in optimizing and providing effective QOS techniques for converged networks. The course topics include implementing a VOIP network, implementing QoS on converged networks, specific IP QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management. This course is recommended preparation for the Optimizing Converged Cisco Networks exam required to become a Cisco Certified Network Professional (CCNP).

COMMUNICATIONS

COM 113 **FUNDAMENTALS OF SPEECH I** 03.0

Prerequisite: None

Study of theories and principles of speech with participation in public speaking and interpersonal communication activities. Formerly SPTH/SPCM 113.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

COMMUNICATIONS

COM 135 **GROUP COMMUNICATIONS** 03.0

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. Formerly SPTH/SPCM 135.

COM 285 **COMMUNICATION DISABILITIES AND FILM** 03.0

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. This course satisfies TMCC's diversity requirement.

COMPUTER AIDED DRAFTING AND DESIGN

CADD 100 **INTRODUCTION TO COMPUTER-AIDED DRAFTING** 03.0-04.0

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. Formerly DFT 131.

CADD 105 **INTERMEDIATE COMPUTER-AIDED DRAFTING** 03.0-04.0

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. Formerly DFT 133.

CADD 140 **TECHNICAL DRAFTING I** 03.0-04.0

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. Formerly DFT 102.

CADD 141 **TECHNICAL DRAFTING II** 03.0-04.0

Prerequisite: CADD 140 or approval of instructor.

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. * Formerly DFT 103B.

CADD 142 **TECHNICAL DRAFTING III** 03.0-04.0

Prerequisite: CADD 140.

Covers descriptive geometry and electronic drafting. Advances concepts introduced in CADD 141 through project oriented problem solving. *

CADD 198 **SPECIAL TOPICS IN CADD** 01.0-06.0

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. * Formerly DFT 198B.

CADD 200 **ADVANCED COMPUTER AIDED DRAFTING** 03.0-04.0

Prerequisite: CADD 140 and 105.

An advanced course providing instruction and skill development on advanced features of AutoCAD. Emphasis will be on bonus toolbars, batch plotting, geometric tolerancing, URL embedment, WWW exchange with DWF, wire frame modeling and an introduction to solids. Formerly DFT 230.

CADD 210 **CADD PROJECT** 03.0-04.0

Prerequisite: CADD 140 and 100.

Each student will complete a project that will increase his/her CAD skills. * Formerly DFT 231.

CADD 245 **SOLID MODELING AND PARAMETRIC DESIGN** 03.0-04.0

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. Formerly DFT 233.

CADD 250 **CAD SYSTEM MANAGEMENT** 03.0-04.0

Prerequisite: CADD 100 and 105.

A course to assist the students who have an interest in developing CAD organizational skills in the professional office. These skills include but are not limited to management, training, investigation, procurement, troubleshooting and implementing of CAD systems. This course will also deal with the responsibilities of the CAD system manager. Formerly DFT 232.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

COMPUTER AIDED DRAFTING AND DESIGN

CADD 255 **CAD CUSTOMIZATION I** 03.0-04.0

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). Formerly DFT 235.

CADD 256 **CAD CUSTOMIZATION II** 03.0-04.0

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). Formerly DFT 236.

CADD 290 **INTERNSHIP IN CADD** 01.0-06.0

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. * Formerly DFT 290B.

CADD 295 **INDEPENDENT STUDY** 03.0-06.0

Prerequisite: Instructor's approval.

This course is designed for the student who has a particular interest in drafting and wants to concentrate in that area. This is a contractual course. * Formerly DFT 225B.

CADD 299 **CAPSTONE/ASSESSMENT** 01.0-03.0

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. * Formerly DFT 299B.

COMPUTER AND OFFICE TECHNOLOGY

COT 101 **COMPUTER KEYBOARDING I** 01.0-03.0

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. * Formerly COT 100B and BTO 100B.

COT 110 **BUSINESS MACHINES** 03.0

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. * Formerly OA 116B, COT 110B and BTO 118B.

COT 198 **SPECIAL TOPICS IN COT** 00.5-06.0

Prerequisite: Various skills recommended depending on the course content.

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. Formerly CIS/OA/WP 198B.

COT 207 **BUSINESS APPLICATIONS ON THE INTERNET** 03.0

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. *

COT 217 **OFFICE PUBLICATIONS** 01.0-03.0

Prerequisite: IS 101 or 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.

COT 240 **EXECUTIVE OFFICE PROCEDURES** 03.0

Prerequisite: None

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

COMPUTER AND OFFICE TECHNOLOGY

COT 290 **INTERNSHIP IN COMPUTER/OFFICE TECHNOLOGY** 01.0-06.0

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. *

COT 299 **INDEPENDENT STUDY** 01.0-06.0

Prerequisite: Written permission of a full time instructor.

The student will do a special project involving the analysis and design of a computer system and/or special projects in programming. This course may be used to satisfy Computer Office Technology major requirements, for a second semester of programming language or for COT 284 Theory of System Analysis and Design or a special project or study in the area of office administration, depending upon the nature of the special projects chosen by the students. This course may be repeated for up to six credits. * Formerly CIS/OA 299B.

COMPUTER INFORMATION TECHNOLOGY

CIT 100 **COMPUTER SAMPLER** 01.0

Prerequisite: None

This course provides a hands-on learning experience for the new computer user/owner. This course will teach how a computer works, how to work in a Windows operating system, how to add new programs and components to your system and how to use the Internet. *

CIT 102 **INTRODUCTION TO WINDOWS** 01.0

Prerequisite: None

This course will cover how the Windows Graphic User Interface is used, how to customize Windows and how to use the various accessories and parts of the Windows program. *

CIT 103 **INTERNET** 01.0

Prerequisite: None

This course covers the principles of the Internet, including searching the Internet, Internet access, mailing lists, groups, E-mail, and World Wide Web browser software. *

CIT 105 **WORD PROCESSING** 01.0-03.0

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. *

CIT 106 **SPREADSHEETS** 01.0

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. *

CIT 107 **DATABASES** 01.0

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. *

CIT 108 **POWERPOINT** 01.0

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. *

CIT 109 **WORDPERFECT** 01.0-03.0

Prerequisite: None

A hands-on computer course designed to teach students the basic functions of WordPerfect. Topics include: creating, editing, saving, and printing documents. Other course topics include special features such as blocking, search and replace, headers and footers, footnotes, spell check and thesaurus utilities, merging, and macros. Variable credit based on current course schedule. *

CIT 114 **IT ESSENTIALS** 04.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CIT 128 **INTRODUCTION TO SOFTWARE DEVELOPMENT** 04.0

Prerequisite: None

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. *

CIT 130 **BEGINNING JAVA** 03.0

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. Formerly CIT 152.

CIT 132 **BEGINNING VISUAL BASIC** 03.0

Prerequisite: CIT 128 or permission of instructor.

In-depth study of the Visual BASIC computer programming language as used for writing business oriented applications. Current development environments will be used to write and debug programs. Formerly COT 245 and CIT 121.

CIT 134 **BEGINNING C#** 03.0

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. *

CIT 151 **BEGINNING WEB DEVELOPMENT** 03.0

Prerequisite: IS 101 or Instructor's approval.

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 152 **WEB SCRIPT LANGUAGE PROGRAMMING** 03.0

Prerequisite: CIT 151.

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. Formerly CIT 152B *.

CIT 153 **BEGINNING PERL** 03.0

Prerequisite: IS 115.

Perl is an interpreted language optimized for scanning arbitrary text files, extracting information from those text files and printing reports based on that information. Perl is the de facto programming language for dynamic HTML web pages, Common Gateway Interface (CGI) programming, system administration and text processing. This course will introduce programming in Perl.

CIT 173 **INTRODUCTION TO LINUX** 03.0

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 **LINUX SYSTEM ADMINISTRATION** 03.0

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 175 **ADVANCED LINUX SYSTEM ADMINISTRATION** 03.0

Prerequisite: CIT 174.

Students will learn how to perform advanced administration tasks on a Linux server including: installation and manual configuration, performance tuning and backup and recovery services. *

CIT 180 **DATABASE CONCEPTS AND SQL** 03.0

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 **SPECIAL TOPICS IN CIT** 01.0-06.0

Prerequisite: Various skills will be recommended, depending upon course content.

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

COMPUTER INFORMATION TECHNOLOGY

CIT 201 **WORD CERTIFICATION PREPARATION** 03.0

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. Formerly COT 161B.

CIT 202 **EXCEL CERTIFICATION PREPARATION** 03.0

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. Formerly COT 162B.

CIT 203 **ACCESS CERTIFICATION PREPARATION** 03.0

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. Formerly COT 164B.

CIT 204 **POWERPOINT CERTIFICATION PREPARATION** 02.0

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. Formerly COT 163B.

CIT 211 **MCSE I** 03.0-05.0

Prerequisite: Recommended: CIT 114.

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. Formerly CIT 161.

CIT 212 **MCSE II** 03.0-05.0

Prerequisite: CIT 211 or concurrent enrollment.

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 **MCSE III** 03.0-05.0

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. Formerly CIT 162.

CIT 214 **MCSE IV** 03.0-05.0

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. Formerly CIT 163.

CIT 215 **MCSE ELECTIVES** 03.0-05.0

Prerequisite: Recommended prerequisite: CIT 213*.

This course teaches a topic which is selected form 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 230 **ADVANCED JAVA** 03.0

Prerequisite: CIT 130.

This course builds upon the foundation constructed in Beginning JAVA. It will focus more heavily upon application development emphasizing solid design technique. The how and when to use match inheritance, interfaces and abstract classes will be studied. Other topics may include but not be limited to: exception handing, Swing, collections, generics, recursion, JavaBeans, client and server applications. Formerly CIT 252.

CIT 232 **ADVANCED VISUAL BASIC** 03.0

Prerequisite: CIT 132 or approval of the instructor.

In-depth study of the advanced BASIC programming language concepts as used for writing business-oriented programs. Use of computers to enter, debug, and execute programs. Formerly COT 246 and CIT 222.

CIT 234 **ADVANCED C#** 03.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

COMPUTER INFORMATION TECHNOLOGY

CIT 251 **ADVANCED WEB DEVELOPMENT** 03.0

Prerequisite: CIT 151 or strong working knowledge of HTML and JavaScript.

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 **WEB LANGUAGES** 03.0

Prerequisite: CIT 152, 153, or instructor permission.

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 263 **IT PROJECT MANAGEMENT** 03.0

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 project management processes. *

CIT 290 **INTERNSHIP IN COMPUTER AND INFORMATION TECH** 01.0-06.0

Prerequisite: 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. *

CIT 298 **SPECIAL TOPICS IN CIT II** 01.0-06.0

Prerequisite: Various skills will be recommended, depending upon course content.

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. *

CIT 299 **INDEPENDENT STUDY IN CIT** 01.0-06.0

Prerequisite: Available to students who have completed most Core and Emphasis requirements and have a 2.5 GPA. Written permission of a full-time instructor is required.

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. *

COMPUTER SCIENCE

CS 135 **COMPUTER SCIENCE I** 03.0

Prerequisite: MATH 127 or satisfactory test placement into MATH 181.

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 **COMPUTER SCIENCE II** 03.0

Prerequisite: CS 135 with a "C" or better.

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.

CONSTRUCTION

CONS 101 **INTRODUCTION TO CONSTRUCTION TECHNOLOGY** 03.0

Prerequisite: None

This course is designed to give students with the ambition of careers in the construction industry the foundation required to be successful in further study in all areas of the industry. Topics include: basic safety, basic math, introduction to hand tools, introduction to power tools, introduction to blueprints, basic rigging. This course may be repeated for up to six credits.

CONS 120 **BLUEPRINT READING AND SPECIFICATION** 03.0

Prerequisite: None

A study of the fundamental language utilized in industrial drawing. Stresses the reading and interpretations of representative industrial blueprints. * Formerly CONS 123B.

CONS 121 **PRINCIPLES OF CONSTRUCTION ESTIMATING** 03.0

Prerequisite: None

This course is designed to give students, with career ambition in the construction industry, the foundational skills for estimating in the Construction Trades. More specific estimating in the specific trades will necessarily follow. * Formerly CONS 104B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CONSTRUCTION

CONS 130 **CONSTRUCTION ELECTRICITY** 03.0

Prerequisite: None

A basic course in electrical theory and application with emphasis on alternating current. Areas of instruction include: basic principles; Ohm's Law; Kirchhoff's Law; symbols and abbreviations; series and parallel circuits; wiring techniques for commercial and residential structures with emphasis on wire size, grounding, connecting, fusing, load analysis, conduits and raceways and explosion proofing. * Formerly CONS 121B.

CONS 155 **ON-SITE CONSTRUCTION SUPERVISION** 03.0

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. * Formerly CONS 210B.

CONS 198 **SPECIAL TOPICS IN CONSTRUCTION** 00.5-06.0

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. *

CONS 211 **CONSTRUCTION COST CONTROL** 03.0

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. *

CONS 221 **CONSTRUCTION ESTIMATING II** 03.0

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.

CONS 225 **ENGINE PERFORMANCE I** 04.0

Prerequisite: AUTO 111 or instructor permission..

This course introduces the student to the basic fundamentals of diagnosis and repair of the engines fuel and ignition systems. The student will learn the skills needed to test and diagnose the mechanical condition of the engine. Basic ignition systems to the latest technology for ignition systems will be covered. Special test equipment will be used for diagnosis of the failed ignition circuits and components. Formerly AUTO 223B.

CONS 281 **CONSTRUCTION PLANNING SCHEDULING AND CONTROL** 03.0

Prerequisite: AAD 125.

The course will provide in-depth study of the purposes and uses of successful project planning. Topics will include pert and bar chart scheduling, short term schedule applications and critical path construction methods (CPM). Current computer applications will be studied. *

CONS 282 **CONSTRUCTION LAW** 02.0-03.0

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. * Formerly CONS 212B.

CONS 283 **CONSTRUCTION DOCUMENTS AND SPECIFICATIONS** 02.0

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: using contract documents and drawings, integrating specifications and drawings, secondary documents, regulation and design standard documents, document information and construction decisions, the supervisor as agent of the contractor and peripheral documents. * Formerly CONS 213B.

CONS 290 **INTERNSHIP IN CONSTRUCTION** 01.0-08.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

COOPERATIVE EDUCATION

CE 198 **SPECIAL TOPICS IN COOPERATIVE EDUC** 00.5-06.0

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. *

CE 201 **WORKPLACE READINESS** 03.0

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. * Formerly CE 195B.

CE 290 **WORK EXPERIENCE** 00.5-09.0

Prerequisite: Department approval.

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. * Formerly CE 196B.

CORE HUMANITIES

CH 201 **ANCIENT AND MEDIEVAL CULTURES** 03.0

Prerequisite: ENG 102.

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. Formerly WT 201.

CH 202 **THE MODERN WORLD** 03.0

Prerequisite: CH 201.

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. Formerly WT 202.

CH 203 **AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE** 03.0

Prerequisite: CH 201.

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. Formerly WT 203.

COUNSELING AND PERSONAL DEV.

CEP 254 **BIOPSYCHO-SOCIAL FACTORS IN ADDICTION** 03.0

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 **DEVELOPMENTAL THEORIES-PREVENTION/EDU STRATEGIES** 03.0

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 105 **INDIVIDUALIZED BASIC LEARNING SKILLS** 01.0-03.0

Prerequisite: None

This course is designed to supplement many courses in the curriculum. Students have access to a wide variety of instructional support materials. Tutoring is offered in a number of disciplines. Supplemental Instruction (SI) is also available. *

CPD 116 **SUBSTANCE ABUSE-FUND FACTS AND INSIGHTS** 03.0

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 **TREATMENT PLANNING AND CASE MANAGEMENT** 02.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CPD 123 **CAREER CHOICES AND CHANGES** 01.0-02.0

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 124 **DEVELOPING YOUR OWN POTENTIAL** 01.0-03.0

Prerequisite: None

A structured small group experience through which students are helped to become more self-directed, self-motivated, and self-confident while becoming more empathic toward other persons. The focus is on identifying personal resources and potentialities. *

CPD 125 **JOB SEARCH TECHNIQUES** 01.0-03.0

Prerequisite: None

The goal of this course is to present techniques and strategies for use in the job hunting process. Students will be given the opportunity to identify skills, abilities and interests, research a specific career area, write a resume, practice interview techniques, and practice realistic decision making strategies. *

CPD 126 **PARENTING SKILLS** 01.0-03.0

Prerequisite: None

This course provides parents the opportunity to identify, learn and practice some basic skills which will help them reach their goals as parents. *

CPD 129 **ASSERTIVENESS TECHNIQUES I** 01.0-03.0

Prerequisite: None

This training is based on the assumption that persons are responsible for their own lives. Participants learn direct methods of expressing feelings, needs and opinions without fear and without violating the rights of others. *

CPD 130 **STRESS MANAGEMENT TECHNIQUES I** 01.0-03.0

Prerequisite: None

Students will be introduced to methods of identifying and handling stress and tension that occur in daily life; also covered will be techniques for reducing the amount of tension experienced in anxiety-producing situations. *

CPD 132 **INTERPERSONAL RELATIONS** 03.0

Prerequisite: None

This course is designed to help you improve your ability to communicate with the important people in your life. It is a practical approach to improve relationships, friendships and your ability to speak to other significant people. *

CPD 136 **STRESS MANAGEMENT TECHNIQUES II** 01.0-03.0

Prerequisite: CPD 130 or instructor approval.

A continuation of CPD 130 Stress Management Techniques 1. Students will continue the development of stress management techniques as a method to decrease anxiety, tension, and many subsequent physical symptoms which affect the body. *

CPD 139 **ASSERTIVENESS TECHNIQUES II** 01.0-03.0

Prerequisite: CPD 129 or instructor approval.

A continuation of CPD 129, Assertiveness Techniques I. Students will be involved in direct interpersonal communication of skill development exercises and experiences. *

CPD 140 **INTRODUCTION TO FAMILY AND RESPITE CAREGIVING** 03.0

Prerequisite: None

A course for homemakers, personal care aides, senior companions, respite care providers, family members and others to assist frail elders in the home to foster independent living. Course covers normal aging, psychosocial concerns, legal issues, communications techniques, problem identification/resolution, coping skills, home environment and basic care techniques. Transfers to UNR as an elective for Gerontology Certificate.

CPD 203 **PEER ADVISOR TRAINING** 02.0

Prerequisite: None

This course will provide the basic helping and communication skills necessary for work in student service related areas. Campus resources will be explored to give the student helper adequate knowledge to make referrals. *

CPD 291 **SUBSTANCE ABUSE COUNSELING PRACTICUM I** 03.0

Prerequisite: CPD 116, 117, 118, 120 and 133.

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.

CPD 292 **SUBSTANCE ABUSE COUNSELING PRACTICUM II** 03.0

Prerequisite: CPD 116, 117, 118, 120, 133, 217 and 291.

Designed to provide the student with further supervised substance abuse counseling experience. The student works in a counseling facility under the supervision of a facility employee to gain practical work experience.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CRIMINAL JUSTICE

CRJ 101 **INTRODUCTION TO CRIMINAL JUSTICE I** 03.0

Prerequisite: None

History, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.

CRJ 102 **INTRODUCTION TO CRIMINAL JUSTICE II** 03.0

Prerequisite: None

Ad judicatory process, adult and juvenile corrections functions within the criminal justice system.

CRJ 106 **INTRODUCTION TO CORRECTIONS** 03.0

Prerequisite: None

The history and development of correctional agencies, particularly prisons; designed to raise questions about the organizational and structural forces facilitating and impeding change.

CRJ 111 **FIREARMS I** 01.0-03.0

Prerequisite: Must have own handgun.

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. *

CRJ 112 **ADMINISTRATION** 03.0

Prerequisite: None

Theory of management and motivation, bureaucracy, labor laws and relations, financial administration and criminal justice agency administration.

CRJ 114 **FIREARMS II** 01.0-03.0

Prerequisite: Must have own handgun.

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. *

CRJ 120 **COMMUNITY RELATIONS** 03.0

Prerequisite: None

Current issues and theories in relationships between the criminal justice system and the community. Transfers as an elective to UNR .

CRJ 125 **LEGAL CAREERS AND LAW SCHOOLS** 01.0

Prerequisite: None

Introduction to careers in law; preparing and applying for law school.

CRJ 126 **LEGAL RESEARCH AND METHODS** 01.0

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 **LEGAL WRITING** 01.0

Prerequisite: CRJ 126.

Introduction to the process, structure and forms of legal argument and writing and citation skills.

CRJ 155 **JUVENILE JUSTICE** 03.0

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 160 **PRINCIPLES OF PRIVATE INVESTIGATION** 03.0

Prerequisite: None

Fundamentals of private investigation, sources of information, witness and suspect interviewing, surveillance, undercover, report preparation, court room testifying, personal injury, asset, background, divorce and custody investigation covered in detail. *

CRJ 162 **BASIC INVESTIGATIVE PHOTOGRAPHY** 03.0

Prerequisite: None

A course covering the photographic processes and their use in police, fire and security services. An elemental knowledge of photography is required. *

CRJ 163 **INVESTIGATIVE PHOTOGRAPHY II** 03.0

Prerequisite: CRJ 162.

A course covering advanced investigative photographic techniques and the use of digital photography.

CRJ 164 **PRINCIPLES OF INVESTIGATION** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CRJ 168 **CRIME SCENE INVESTIGATION AND EVIDENCE** 01.0-03.0

Prerequisite: None

A study of the nature, collection and preservation of physical evidence. The student is acquainted with effective methods of searching, sketching, photographing, collecting, identifying and packaging physical evidence through actual practice at simulated crime scenes and field exercises. This course is P.O.S.T. certified. *

CRJ 198 **SPECIAL TOPICS IN CRIMINAL JUSTICE** 00.5-06.0

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. *

CRJ 211 **POLICE IN AMERICA: AN INTRODUCTION** 03.0

Prerequisite: None

Historical development, roles, socialization and problems of police work. Transfers to UNR as CJ 211 Police in America.

CRJ 214 **PRINCIPLES OF POLICE PATROL TECHNIQUES** 03.0

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 **PROBATION AND PAROLE** 03.0

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 **CRIMINAL LAW AND PROCEDURE** 03.0

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 **CRIMINAL EVIDENCE** 03.0

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 **PREVENTIONS AND CONTROL OF DELINQUINCY** 03.0

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.

CRJ 229 **RESEARCH METHODS IN CRIMINAL JUSTICE** 03.0

Prerequisite: CRJ 101 and 102.

Prerequisite: None

Protection against persons armed with dangerous and/or deadly weapons; demonstration and drill in a limited number of holds and come alongs; restraint of prisoners and the mentally ill; fundamental use of baton.

CRJ 232 **PRINCIPLES OF CORRECTIONAL ADMN** 03.0

Prerequisite: None

Principles of staff operations within the correction process; administration setting, budgeting and financial control, recruitment and development of staff, public relations and decision making; information concerning the offender, why they classify in a certain manner, varied treatment strategies available.

CRJ 265 **INTRODUCTION TO PHYSICAL EVIDENCE** 03.0-04.0

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 270 **INTRODUCTION TO CRIMINOLOGY** 03.0

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 **SELECTED TOPICS IN CRIMINAL JUSTICE** 01.0-06.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

CRIMINAL JUSTICE

CRJ 289 **LAW AND JUSTICE** 03.0

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 **INTERNSHIP IN CRIMINAL JUSTICE** 01.0-08.0

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. *

CRJ 298 **SPECIAL TOPICS IN CRJ** 03.0

Prerequisite: CRJ 101 and 102 or instructor permission.

Introduction to a selected major topic or issue of importance for students in law enforcement, courts or corrections.

CULINARY ARTS

CUL 100 **SANITATION/HACCP** 02.0

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. Formerly FST 218B and CUL 118.

CUL 101 **SANITATION/HACCP (CFPM)** 01.0

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.

CUL 105 **BASIC SKILLS DEVELOPMENT** 03.0

Prerequisite: BUS 106, ENG 090, MATH 093 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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. Formerly FST104B and CUL 104B.

CUL 106 **UNDERSTANDING CULINARY TECHNIQUES I** 06.0

Prerequisite: 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. Formerly FST 106B.

CUL 108 **UNDERSTANDING CULINARY TECHNIQUES II** 06.0

Prerequisite: CUL106 or permission of instructor.

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. Formerly FST 108B.

CUL 114 **BUFFET CATERING** 03.0

Prerequisite: CUL 106 or permission of the instructor.

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. Formerly FST 114.

CUL 125 **PRINCIPLES OF BAKING** 03.0

Prerequisite: CUL 106 or permission of the instructor.

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. Formerly FST 163B and CUL 163.

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CULINARY ARTS

CUL 130 **GARDE MANGER** 03.0

Prerequisite: CUL 106 or 108 and the permission of the instructor.

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. Formerly FST 273B and CUL 273.

CUL 170 **RETAIL DELI AND BAKERY** 03.0

Prerequisite: CUL 105, CUL 106.

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. Formerly CUL 172B.

CUL 195 **SELECTED TOPICS IN CULINARY ARTS** 01.0-06.0

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. Formerly FST 285B and CUL 285B.

CUL 198 **SPECIAL TOPICS IN CULINARY ARTS** 00.5-06.0

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. Formerly FST 198B and CUL 198B.

CUL 200 **AROMATICS/RESTAURANT EXPERIENCE** 04.0

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. Formerly FST 219B and CUL 219.

CUL 210 **AMERICAN REGIONAL CUISINE** 03.0

Prerequisite: CUL108 or permission of the instructor.

Through lecture and hands-on cooking, students explore seven American regional cuisine's 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. Formerly FST 120 AND CUL 120B.

CUL 220 **INTERNATIONAL CUISINE** 03.0

Prerequisite: CUL 106, 108 or permission of instructor.

Through lecture and hands-on cooking, students explore seven important classical and trendy cuisine's 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.

CUL 225 **ADVANCED BAKING** 03.0

Prerequisite: CUL106, CUL 125 or permission of the instructor.

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. Formerly FST 164B and CUL 164.

CUL 230 **PASTRY ARTS** 03.0

Prerequisite: CUL 106, CUL 125 (formerly CUL163) or permission of the instructor.

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 éclair dough. The emphasis on the production of fine pastry such as tea cookies, petit fours, chocolates and truffles, individual French pastries, torten and gateau. Formerly FST 171B and CUL 171B.

CUL 245 **THE BUSINESS CHEF** 03.0

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, souse 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. Formerly FST 245B.

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CULINARY ARTS

CUL 250 **SAUCIER** 03.0

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. Formerly FST 274B and CUL 274.

CUL 295 **WORK EXPERIENCE IN CULINARY ARTS** 01.0-06.0

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. Formerly FST 290B and CUL 290B.

DANCE

DAN 101 **DANCE APPRECIATION** 03.0

Prerequisite: None

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 and UNR.

DAN 132 **JAZZ DANCE (BEGINNING)** 01.0

Prerequisite: None

Beginning techniques of jazz dance. May be repeated to a maximum of four credits. Formerly RPED 105.

DAN 133 **JAZZ DANCE (BEGINNING/INTERMEDIATE)** 01.0

Prerequisite: DAN 132.

Technique class for students who have acquired beginning techniques but need additional training before entering the intermediate level. May be repeated to a maximum of four credits.

DAN 135 **BALLET, BEGINNING** 01.0

Prerequisite: None

Beginning techniques of ballet. May be repeated to a maximum of four credits. Formerly RPED 156.

DAN 136 **BALLET, BEGINNING/INTERMEDIATE** 01.0

Prerequisite: DAN 135.

Techniques class for students who have acquired beginning techniques but need additional training before entering the intermediate level. May be repeated to a maximum of our credits.

DAN 138 **MODERN DANCE, BEGINNING** 01.0

Prerequisite: None

Beginning techniques of modern dance. May be repeated to a maximum of four credits. Formerly RPED 110.

DAN 139 **MODERN DANCE, (BEGINNING/INTERMEDIATE)** 01.0

Prerequisite: DAN 138.

Techniques class for students who have acquired beginning techniques but need additional training before entering the intermediate level. May be repeated to a maximum of four credits.

DAN 144 **TAP DANCE (BEGINNING)** 01.0

Prerequisite: None

Tap Dance (Beginning) is designed to introduce basic tap dance skills and combinations. Students will acquire new dance techniques with emphasis on correct tap dance form, understanding tap dance as an art form, and developing one's own tap style.

DAN 145 **INTERMEDIATE TAP DANCE** 01.0

Prerequisite: DAN 144 or approval of instructor.

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 **CHOREOGRAPHY I: IMPROVISATION FOR COMPOSITION** 02.0

Prerequisite: None

Practical application of the techniques of improvisation for its use in composition.

DAN 232 **INTERMEDIATE JAZZ DANCE** 01.0

Prerequisite: DAN 133 or equivalent experience.

Intermediate techniques of jazz dance.

DAN 235 **BALLET, INTERMEDIATE** 01.0

Prerequisite: DAN 135 or 136.

Intermediate techniques of ballet. May be repeated to a maximum of four credits. Formerly RPED 157.

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DANCE

DAN 236 **BALLET (INTERMEDIATE/ADVANCED)** 01.0

Prerequisite: DAN 235.

Techniques class for students who are beyond the intermediate level but need additional training before entering the advanced level. May be repeated to a maximum of four credits.

DAN 238 **MODERN DANCE INTERMEDIATE** 01.0

Prerequisite: DAN 138.

Intermediate techniques of modern dance. May be repeated to a maximum of four credits. Formerly RPED 212.

DAN 239 **MODERN DANCE (INTERMEDIATE/ADVANCED)** 01.0

Prerequisite: DAN 238.

Techniques class for students who are beyond the intermediate level but need additional training before entering the advanced level. May be repeated to a maximum of four credits.

DAN 244 **TAP DANCE (INTERMEDIATE)** 01.0

Prerequisite: DAN 144 or equivalent experience with permission of instructor.

Intermediate work in the techniques of tap dance.

DAN 281 **DANCE PERFORMANCE** 01.0

Prerequisite: None

Learning of repertory and new choreography leading to formal and informal performance opportunities.

DAN 287 **CONCERT DANCE COMPANY** 01.0

Prerequisite: Audition and/or approval of instructor.

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 **CHOREOGRAPHY II: ELEMENTS OF DANCE COMPOSITION** 02.0

Prerequisite: DAN 188 or permission of instructor.

Elements of dance composition including experience in spatial relationships, dynamics, movement qualities and design. Exploration of these elements through movement studies.

DAN 295 **INDEPENDENT STUDY: DANCE** 01.0-03.0

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 **ORIENTATION TO DENTAL ASSISTING** 01.0-03.0

Prerequisite: None

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. *

DA 111 **DENTAL RADIOGRAPHY I** 03.0

Prerequisite: None

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. *

DA 112 **DENTAL/HEAD AND NECK ANATOMY** 03.0

Prerequisite: None

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. *

DA 115 **DENTAL HEALTH EDUCATION** 01.0

Prerequisite: None

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. *

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DENTAL ASSISTING

DA 116 **PRECLINICAL DENTAL SCIENCE** 01.5

Prerequisite: None

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. *

DA 117 **DENTAL MATERIALS AND TECHNIQUES I** 02.0

Prerequisite: None

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. *

DA 119 **DENTAL CHAIRSIDE PROCEDURES** 04.0

Prerequisite: None

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. *

DA 121 **DENTAL RADIOGRAPHY II** 02.0-03.0

Prerequisite: None

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. *

DA 122 **CLINICAL DENTAL SCIENCE** 02.0

Prerequisite: None

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. *

DA 123 **PRACTICE MANAGEMENT AND PROCEDURES** 01.0-03.0

Prerequisite: None

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. *

DA 125 **SUPERVISED CLINICAL I** 04.0

Prerequisite: None

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. *

DA 127 **DENTAL MATERIALS AND LAB TECHNIQUES II** 02.0

Prerequisite: None

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. *

DA 135 **SUPERVISED CLINICAL II** 05.0

Prerequisite: None

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. *

DA 137 **SPECIALIZED DENTAL ASSISTING** 01.0

Prerequisite: None

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. *

DA 285 **SELECTED TOPICS IN DENTAL ASSISTING** 01.0-06.0

Prerequisite: None

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. *

DENTAL HYGIENE

DH 102 **ORAL BIOLOGY** 04.0

Prerequisite: Acceptance to 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. Formerly DH 102B.

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DH 103 **HEAD AND NECK ANATOMY** 02.0

Prerequisite: Acceptance to Dental Hygiene program.

Anatomy of the head and neck with emphasis on structure and physiology of the oral cavity. Formerly DH 103B.

DH 104 **DENTAL HYGIENE I** 03.0

Prerequisite: Acceptance to 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) Formerly DH 104B.

DH 105 **INTRO TO CLINICAL PRACTICE** 02.0

Prerequisite: Acceptance to 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. Formerly DH 105B.

DH 107 **LEGAL AND ETHICAL IMPLICATIONS IN DENTAL HYGIENE** 01.0

Prerequisite: Acceptance to Dental Hygiene program.

Introduction to professional, legal and ethical concepts in Dental Hygiene. (1 hour lecture/discussion) Formerly DH 107B.

DH 110 **CONCEPTS OF ORAL HEALTH** 02.0

Prerequisite: Acceptance to 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. Formerly DH 110B.

DH 112 **ORAL RADIOLOGY** 03.0

Prerequisite: Acceptance to 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) Formerly DH 112B.

DH 113 **GENERAL AND ORAL PATHOLOGY** 03.0

Prerequisite: Acceptance to 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) Formerly DH 113B.

DH 115 **CLINICAL PRACTICE I** 03.0

Prerequisite: DH 104 and 105.

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. Formerly DH 115B.

DH 116 **SUPERVISED CLINICAL PRACTICE** 01.0-03.0

Prerequisite: Acceptance to Dental Hygiene program.

This course is designed to provide continuity of clinical practice from DH 115. The student will continue to improve clinical skills. Graded pass/withdrawal only. *

DH 118 **ADVANCED CLINICAL TOPICS IN DENTAL HYGIENE** 02.0

Prerequisite: Acceptance to 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. Formerly DH 117.

DH 120 **FUNDAMENTALS OF NUTRITION IN DENTISTRY** 03.0

Prerequisite: Acceptance to Dental Hygiene program.

Introduction to principles of basic biochemistry. Application of nutritional education to dental hygiene practice. (3 hours lecture). Formerly DH 120B.

DH 202 **PHARMACOLOGY** 02.0

Prerequisite: Acceptance to 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). Formerly DH 202B.

DH 203 **SPECIAL PATIENTS** 02.0

Prerequisite: Acceptance to 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) Formerly DH 203B.

DH 205 **CLINICAL PRACTICE II** 05.0

Prerequisite: Acceptance to 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. Formerly DH 205B.

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DENTAL HYGIENE

DH 207 **PERIODONTICS I** 02.0

Prerequisite: Acceptance to 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. Formerly DH 207B.

DH 208 **COMMUNITY DENTAL HEALTH I** 02.0

Prerequisite: Acceptance to 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) Formerly DH 208B.

DH 209 **PAIN AND ANXIETY CONTROL** 03.0

Prerequisite: Acceptance to 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.) Formerly DH 209B.

DH 211 **DENTAL MATERIALS & TECHNIQUES FOR DENTAL HYGIENIST** 02.0

Prerequisite: Acceptance to Dental Hygiene program.

Study of dental materials including physical and chemical properties, manipulation, utilization, and application in dental and dental hygiene procedures. Formerly DH 211B.

DH 214 **PERIODONTICS II** 01.0

Prerequisite: Acceptance to Dental Hygiene program.

Advanced study of periodontology with special emphasis on new surgical modalities and equipment. Orientation to all aspects of periodontal practice. Formerly DH 217.

DH 215 **CLINICAL PRACTICE III** 05.0

Prerequisite: DH 205.

A continuation of Clinical Practice II. 1 hour seminar, 16 hours clinic. Formerly DH 215B.

DH 216 **PRINCIPLES OF DENTAL PRACTICE** 01.0

Prerequisite: Acceptance to Dental Hygiene program.

Concepts of dental office management, productivity, marketing, interviewing and responsibilities of professionals. (1 lecture hour.) Formerly DH 216B.

DH 218 **COMMUNITY DENTAL HEALTH II** 02.0

Prerequisite: DH 208.

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). Formerly DH 218B.

DH 299 **INDEPENDENT STUDY** 01.0-05.0

Prerequisite: Consent of instructor and program director.

Covers selected topics of interest to dental hygiene students, including review of Dental Hygiene National Board Examination. Graded pass/fail only. *

DIESEL TECH

DT 101 **BASIC DIESEL ENGINES** 04.0

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. * Formerly HEM, AITD and DTEC 101B.

DT 106 **HEAVY DUTY TRANSMISSIONS AND POWER TRAINS** 05.0

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. * Formerly HEM, AITD and DTEC 108B.

DT 107 **HEAVY DUTY DRIVE TRAINS** 05.0

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. * Formerly DTEC 245B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

DIESEL TECH

DT 110 **HEAVY DUTY ELECTRICAL SYSTEMS** 03.0

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. * Formerly HEM, AITD and DTEC 110B.

DT 111 **ADVANCED DIESEL ELECTRICITY** 03.0

Prerequisite: None

This course will focus on the equipment associated with power generation using diesel engines. Motors, switch gear, transformers and power transmission will be covered. AC and DC power generation and controls will be covered. A major portion of this course will concentrate on safety. * Formerly HEM, AITD and DTEC 111B.

DT 130 **HEAVY DUTY HYDRAULICS** 02.0

Prerequisite: MT 160 (formerly IMT 208) or instructor permission.

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. * Formerly HEM, AITD AND DTEC 130B.

DT 198 **SPECIAL TOPICS IN DIESEL TECHNOLOGY** 00.5-06.0

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. * Formerly HEM, AITD and DTEC 198B.

DT 201 **DIESEL BRAKES AND PNEUMATICS** 03.0

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. * Formerly DTEC 240B.

DT 202 **DIESEL FUEL SYSTEMS AND TROUBLE SHOOTING** 05.0

Prerequisite: None

This course provides training in overhauling procedures, engine operations, tune-up, diagnostics, failure analysis, use of testing equipment and special tool applications. * Formerly HEM, AITD and DTEC 210B.

DT 210 **ADVANCED DIESEL ENGINES** 04.0

Prerequisite: DT 101 or instructor permission.

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. * Formerly DTEC 200B.

DT 211 **LIGHT DUTY PERFORMANCE** 02.0

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. * Formerly HEM, AITD and DTEC 211B.

DT 217 **ELECTRONIC FUEL INJECTION II** 03.0

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. * Formerly HEM, AITD and DTEC 232B.

DT 235 **STEERING AND SUSPENSION** 02.0

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. * Formerly DTEC 235B.

DT 250 **PREVENTIVE MAINTENANCE** 02.0

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. * Formerly DTEC 250B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

DIESEL TECH

DT 290 **INTERNSHIP IN DIESEL TECHNOLOGY** 0.5-06.0

Prerequisite: DT 101, 202 and 211, with 2.0 average and approval of the instructor. DTEC changed to DT.

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. * Formerly HEM, AITD and DTEC 290B.

DRAFTING

DFT 100 **BASIC DRAFTING PRINCIPLES** 03.0-04.0

Prerequisite: Concurrent recommendation: CADD 100 (formerly DFT 131).

This entry level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching and dimensioning.

DFT 110 **BLUEPRINT READING FOR INDUSTRY** 03.0-04.0

Prerequisite: None

A course designed to provide the fundamental concepts in reading blueprints required by machine shops, engineering, electrical and welding industries. The course will start with simple prints and proceed to more advanced prints. * Formerly DFT 124B.

DFT 120 **GEOMETRIC DIMENSIONING AND TOLERANCING** 03.0

Prerequisite: DFT 110.

This course will cover geometric dimensioning and tolerancing concepts. It is designed to clarify the tolerance options and their potential use in the manufacturing process. *

DFT 240 **INTRODUCTION TO 3D STUDIO MAX** 03.0

Prerequisite: CADD 105 (formerly DFT 131).

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

ECE 101 **INTRODUCTION TO CHILD CARE** 01.0-03.0

Prerequisite: None

This course will focus on introducing the field of Early Childhood Education to those entering into the child care field. Content areas can include the learning environment, safety and health, an overview of infants, toddlers and preschoolers growth and development, families, program management, guidance and professionalism. *

ECE 121 **PARENT CAREGIVER RELATIONSHIPS** 01.0

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. Formerly HEC 121 and CD 121.

ECE 123 **HEALTH AND NUTRITION FOR YOUNG CHILDREN** 01.0

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. Formerly HEC 123 and CD 123.

ECE 124 **SENSORIMOTOR DEV INFANTS AND TODDLERS** 01.0-03.0

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. Formerly HEC 124 and CD 124.

ECE 125 **LANGUAGE DEVELOPMENT INFANT TODDLER** 01.0-03.0

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. Formerly HEC 125 and CD 125.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EARLY CHILDHOOD EDUCATION

ECE 126 **SOCIAL/EMOTIONAL DEV FOR INFANTS AND TODDLERS** 01.0-03.0

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.

ECE 127 **ROLE OF PLAY FOR INFANTS AND TODDLERS** 01.0-03.0

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. Formerly HEC 127 and CD 127.

ECE 128 **SELF HELP SKILLS FOR INFANTS AND TODDLERS** 01.0-03.0

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.

ECE 129 **ENVIRONMENTS FOR INFANT AND TODDLER** 01.0-03.0

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. Formerly HEC 129 and CD 129.

ECE 130 **INFANCY** 03.0

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 140 **ROLE OF THE SPECIAL NEEDS ASSISTANT** 01.0

Prerequisite: None

The student will develop the knowledge and the understanding of the role of the Special Needs Assistant in child care settings serving special needs children from infancy through primary grade levels. Current job descriptions from school districts, day care centers, nonprofit agencies and residential settings will be analyzed.

ECE 141 **BEHAVIOR MGMT IN AN EC SPEC ED CLASSROOM** 01.0

Prerequisite: None

This course will focus on behavior problems relevant to young children with special needs in early childhood special education programs, i.e., Attention Deficit Disorder, Attention Deficit Hyperactivity Disorder and other behavior problems.

ECE 142 **COMM RESRC FOR YOUNG CHILD W/ SPEC NEEDS** 01.0

Prerequisite: None

This course will focus on community agencies and/or related services regarding the special needs child, his or her family and associated professionals. Community agencies and their services will be explored. Federal government legislation will serve as the foundation for all studies, especially as it focuses on the special needs child from birth through five years old. Presentations from a panel of experts will be presented.

ECE 143 **MEDICAL ASPECTS OF SPECIAL EDUCATION** 01.0

Prerequisite: None

Young children with special needs often have medical problems associated with their disability. This course will focus on many of these medical problems and how to assist children in an early childhood special education classroom.

ECE 144 **FIELD EXP IN EARLY CHILDHOOD SPEC ED** 01.0-03.0

Prerequisite: None

This course will provide students the opportunity to participate in a variety of early childhood special education programs in the local community. These will include Washoe County School District, Happy Program, Special Children's Clinic and the E.L. Cord Foundation Child Care Center.

ECE 151 **MATH IN THE PRESCHOOL CURRICULUM** 01.0

Prerequisite: None

Activities and materials for developing mathematics readiness in the preschool child. Math concepts such as shapes and counting sets will be included. Formerly HEC 151 and CD 151.

ECE 152 **SCIENCE IN THE PRESCHOOL CURRICULUM** 01.0

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. Formerly HEC 152 and CD 152.

ECE 154 **LITERATURE FOR PRESCHOOL CHILDREN** 01.0

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. Formerly HEC 154 and CD 154.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EARLY CHILDHOOD EDUCATION

ECE 155 **LITERACY AND THE YOUNG CHILD** 01.0

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. Formerly HEC 155 and CD 155.

ECE 156 **MUSIC IN THE PRESCHOOL CURRICULUM** 01.0

Prerequisite: None

Teaching techniques and music activities for preschool children, including songs, finger plays, dance and rhythm activities. Formerly HEC 156 and CD 156.

ECE 157 **ART IN THE PRESCHOOL CURRICULUM** 01.0

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. Formerly HEC 157 and CD 157.

ECE 158 **ACTIVITIES FOR PHYSICAL DEVELOPMENT IN YOUNG CHILD** 01.0

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. Formerly HEC 158 and CD 158.

ECE 159 **AFTER SCHOOL ACTIVITIES** 01.0

Prerequisite: None

The primary objectives of this workshop are to (1) provide a learning experience in the development of programs for children in after-school programs and (2) develop methods and hands-on training in dealing with groups and individuals in after-school programs. Formerly HEC 159 and CD 159.

ECE 161 **SOCIAL STUDIES IN THE PRESCHOOL CURRICULUM** 01.0

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. Formerly HEC 161 and CD 161.

ECE 167 **CHILD ABUSE AND NEGLECT** 01.0

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. Formerly HEC 167 and CD 167.

ECE 168 **INFECTIOUS DISEASES AND 1ST AID IN CHILDCARE** 01.0

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. Formerly HEC 168 and CD 168.

ECE 169 **BILINGUAL AND MULTICULTURAL EXPERIENCE IN ECE** 01.0

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. Formerly HEC 169 and CD 169.

ECE 190 **PROFESSIONALISM IN EARLY CARE AND EDUCATION** 02.0

Prerequisite: May be taken concurrently with ECE 250.

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 **SPECIAL TOPICS** 00.5-06.0

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. * Formerly HEC 198B and CD 198B.

ECE 200 **THE EXCEPTIONAL CHILD** 03.0

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. Formerly HEC 200 and CD 200.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EARLY CHILDHOOD EDUCATION

ECE 204 **PRINCIPLES OF CHILD GUIDANCE** 03.0

Prerequisite: None

A study of effective communication with children in guiding behavior. Emphasis will be placed on techniques which help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems. Formerly HEC 204 and CD 204.

ECE 210 **OBSER., DOCUMENTATION & ASSESS. OF YNG CHILDREN** 02.0

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 **PRESCHOOL PRACTICUM: CHILD DEVELOPMENT LAB** 01.0-05.0

Prerequisite: ECE 204, 250, 251 and HDFS 201.

Working in a preschool setting with young children and their families on three levels of competence: (1) aide, (2) assistant and (3) head teacher. Practicum will normally be taken during the final year of the child development program. Students who receive either the Early Childhood Education Certificate of Achievement or AAS must complete practicum credits through TMCC. Formerly HEC 231 and CD 231.

ECE 233 **PRACTICUM IN EARLY CHILD SPEC EDUCATION** 02.0-05.0

Prerequisite: All ECE core courses, as well as, ECE 140, 141, 142, 143, 144, 234 and 235.

Students will work in two different early childhood special education programs with young children with special needs. One site will be a self-contained classroom with Washoe County School District and the other an inclusion program at the TMCC campus. Students who receive their AAS in Early Childhood Education with an emphasis in Special Education must complete practicum credits through TMCC.

ECE 235 **ADOPTING CURRICULA FOR YNG CHILDREN/SPECIAL NEEDS** 03.0

Prerequisite: ECE 250 (formerly ECE 131) or 251 (formerly ECE 234).

The study of educational procedures used to work with young children with special needs and their families. Validated teaching procedures will be introduced to the students. These include identification and referral, program planning, organizing the learning environment, promoting behavior change and curriculum domains. Formerly HEC 235, CD 235 and ECE 251.

ECE 236 **PRACTICUM WITH INFANTS AND TODDLERS** 02.0-05.0

Prerequisite: All ECE core courses, as well as, ECE 124, 125, 126, 127, 128, 129, 204, 250 (formerly ECE 131) and HDFS 201.

Working in an infant/toddler setting with young children and their families on three levels of competence: 1) aide, 2) assistant and 3) head teacher. Practicum will normally be taken during the final year of the program. Students who receive their AAS in Early Childhood Education with an emphasis in Infant/Toddler must complete practicum credits through TMCC.

ECE 240 **ADMINISTRATION OF THE PRESCHOOL** 03.0

Prerequisite: ECE 250 (formerly ECE 131), 251 (formerly ECE 234), HDFS 201 or permission of the instructor.

The study of the program management of an early childhood education program. Areas include program planning, implementation, and evaluation, facilities development and maintenance, parent and community interaction, nutrition, health and safety issues and personnel development. Formerly HEC 240 and CD 240.

ECE 244 **PRACTICUM IN ADMINISTRATION IN ECE PROGRAMS** 03.0

Prerequisite: ECE 190, 204, 210, 247, 250, 251, MGT 130, and COM 135. ECE 244 and ECE 245 must be taken concurrently.

This course is designed for ECE majors receiving their emphasis in Administration. Students will spend 8 weeks working in a "lab" preschool setting with young children and their families. They will also spend 8 weeks "shadowing" and/or working with a child care center administrator. Students will focus on classroom teaching and administrative responsibilities during the course of the semester, learning and practicing skills in both areas. *

ECE 245 **PRACTICUM SEMINAR** 02.0

Prerequisite: ECE 190, 204, 210, 247, 250, 251, MGT 130, and COM 135. ECE 244 and ECE 245 must be taken concurrently.

This course is a required seminar for students concurrently enrolled in ECE 231, ECE 236 or ECE 244. Students will 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. *

ECE 247 **EFFECTIVE MANAGEMENT AND SUPERVISION IN ECE** 02.0

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. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EARLY CHILDHOOD EDUCATION

ECE 250 **INTRODUCTION TO EARLY CHILDHOOD EDUCATION** 03.0

Prerequisite: None

An introduction to early childhood education. A course which includes the history of child care, regulations, types of programs, legal issues, professional opportunities and current trends and issues. Emphasis is placed on the role of the preschool teacher in enhancing the social, emotional, physical and intellectual growth of preschool-aged children. Formerly HEC 131, CD 131 and ECE 131.

ECE 251 **CURRICULUM IN EARLY CHILDHOOD EDUCATION** 03.0

Prerequisite: ECE 250, HDFS 201 and permission of the instructor.

This course will consist of methods of planning and teaching curriculum for children 3-5 years old. Included will be curriculum development, children's play, lesson planning and daily scheduling. Emphasis will be on curriculum development for children 3-5 years old in areas such as art, science, literature, music, language arts, blocks, dramatic play, etc. Formerly ECE 234.

ECE 252 **INFANT-TODDLER CURRICULUM** 03.0

Prerequisite: ECE 130 or instructor permission.

This course will focus on planning and implementing a curriculum for children ages birth to 3 years old. Students will learn a variety of infant and toddler theories and apply them to design curriculum for young children. Students will be utilizing major developmental domains such as physical, social, emotional, cognitive and language development. Students will learn and utilize best practice in infant/toddler curriculum planning including individualized curriculum, and caregiving relationships and routines as curriculum. An emphasis will be placed on the relationship between the environment and successful curriculum planning for infants and toddlers. *

ECE 290 **INTERNSHIP IN EARLY CHILDHOOD EDUCATION** 01.0-08.0

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. *

ECONOMICS

ECON 102 **PRINCIPLES OF MICROECONOMICS** 03.0

Prerequisite: None

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.

ECON 103 **PRINCIPLES OF MACROECONOMICS** 03.0

Prerequisite: None

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. Formerly ECON 101.

ECON 104 **CURRENT ECONOMIC ISSUES** 03.0

Prerequisite: ECON 102 or 103 (formerly ECON 101).

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.

ECON 198 **SPECIAL TOPICS IN ECONOMICS** 01.0-03.0

Prerequisite: Prerequisites may be required on a course-by-course basis depending on the course content.

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. *

ECON 240 **SOCIAL SCIENCE RESEARCH METHODS** 03.0

Prerequisite: Statistics recommended.

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.

ECON 261 **PRINCIPLES OF STATISTICS I** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ECONOMICS

ECON 262 **PRINCIPLES OF STATISTICS II** 03.0

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.

ECON 290 **INTERNSHIP IN ECONOMICS** 01.0-08.0

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. *

EDUC LEADERSHIP AND PSYCHOLOGY

EPY 101 **EDUCATIONAL, CAREER AND PERSONAL DEVELOPMENT** 03.0

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. Formerly CPD 122.

EDUCATION PROF. DEVELOPMENT

EPD 100 **INTERCULTURAL COMMUNICATION** 02.0

Prerequisite: None

This course provides students with a basic knowledge of the different values, traditions, customs, religions and other differences among major world cultures so that they can communicate effectively and with ease with persons from other cultures. Students taking this course will be required to participate in classroom dramatization, role-playing and other interactive activities to increase their confidence in communicating with people of varying cultural backgrounds. * Formerly EDUC 100B.

EPD 102 **INTERNATIONAL CAREERS** 02.0

Prerequisite: None

This course teaches the students how to research international career opportunities. The student will also learn how to contact foreign corporations, government agencies and not-for-profit organizations to obtain international job opportunity information. The student will be required to send six or more job applications to foreign countries in which he or she would like to work. * Formerly EDUC 102B.

EPD 105 **TEACHING BASIC LITERACY** 02.0

Prerequisite: None

This course is designed to introduce students to various techniques of teaching basic literacy to illiterate populations. The techniques that are covered include the Lau Bach Way to Reading Technique, the Literacy Volunteers of America's Tutoring Technique, the Phonics Way of Teaching Literacy and other teaching techniques currently being used nationally to teach or tutor students who want to learn to read and write in English. Students will critique each other on their abilities to utilize the various literacy techniques taught in this class. * Formerly EDUC 105B.

EPD 110 **COMMUNITY COLLEGE TEACHING-LEARNING** 02.0

Prerequisite: None

This course is specifically designed for practicing part-time community college instructors who wish to gain knowledge, insights and skills in teaching-learning practices advocated by progressive educators and community colleges. Through collaborative learning, students and facilitators will investigate and share student data, teaching-learning strategies and complete projects which will lead to better teaching organization, management, preparation and delivery. * Formerly EDUC 110B.

EPD 271 **ESL TEACHING METHODS** 03.0

Prerequisite: None

This course provides basic ESL teaching skills to students who are interested in being ESL tutors or teaching assistants in schools, businesses or colleges. Various basic ESL teaching techniques will be covered in this class. Students will utilize one of these basic ESL teaching/tutoring techniques during their ESL internship practicum and will be required to demonstrate a mastery of a basic technique at the end of the course. * Formerly EDUC 104B.

EPD 295 **SPECIAL TOPIC IN EDUC PROFESSIONAL DEVLPMT** 00.5-06.0

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. This course is for variable credit of one-half to six credits depending upon the course content and number of hours required. This course may be repeated for up to six credits. * Formerly EDUC 198B.

EDUCATION TEACHER PREP

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EDUCATION TEACHER PREP

EDU 110 **SOCIETY AND EDUCATION** 03.0

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.

EDU 201 **INTRODUCTION TO ELEMENTARY EDUCATION** 03.0

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. Formerly CI 160.

EDU 202 **INTRODUCTION TO SECONDARY EDUCATION** 03.0

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. Formerly CI 201

EDU 203 **INTRODUCTION TO SPECIAL EDUCATION** 03.0

Prerequisite: None

Survey of various types of exceptionalities. Emphasis on etiology, physical and educational characteristics. Satisfies TMCC Diversity requirement. Formerly CI 210.

EDU 204 **INFORMATION TECHNOLOGY IN TEACHING** 03.0

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. Formerly CEP 210.

EDU 206 **CLASSROOM LEARNING ENVIRONMENTS** 03.0

Prerequisite: EDU 201.

This course is designed to acquaint prospective teachers with the daily business of structuring a learning environment which accommodates a variety of student needs using appropriate teaching strategies and behavior management techniques. Includes a field experience. Formerly CI 260.

EDU 207 **EXPLORATION OF CHILDREN'S LITERATURE** 03.0

Prerequisite: None

Survey of children's literature genres. Censorship, historical background, children's interests, literature programs, and book evaluations. Same as ENG 250.

EDU 208 **STUDENTS WITH DIVERSE ABILITIES AND BACKGROUNDS** 03.0

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. Formerly CI 211.

EDU 209 **EXPLORING TEACHING AND LEARNING: PRACTICUM** 01.0

Prerequisite: 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. Formerly CI 212.

EDU 211 **INTRODUCTION TO TEACHING IN AN INCLUSIVE CLASSROOM** 03.0

Prerequisite: None

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 **FAMILY INVLMNT FOR STUDENT WITH/WITHOUT DISABILITY** 03.0

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 **PREPARING TEACHERS TO USE TECHNOLOGY** 03.0

Prerequisite: EDU 204 or placement test.

Lab course on advanced skills and strategies for integrating information technology in to the classroom. Special instructions fees.

EL 101 **EDUCATIONAL EXPERIENCE** 03.0

Prerequisite: None

Introduction to the basic philosophical, sociological, psychological, historical, legal and anthropological foundations of education. Meets state certification requirements in Nevada school law.

ELECTRICAL TECHNOLOGY

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ELECTRICAL TECHNOLOGY

ELM 127 **INTRODUCTION TO AC CONTROLS** 02.5-03.0

Prerequisite: MT 102 (formerly IMT 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. * Formerly IMT 120B.

ELM 129 **ELECTRIC MOTORS AND DRIVES** 03.0

Prerequisite: MT 102 and ELM 127 (formerly IMT 110 and IMT 120 respectively).

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. * Formerly IMT 140B.

ELM 134 **PROGRAMMABLE LOGIC CONTROLLERS I** 02.0-04.0

Prerequisite: MT 102 and ELM 127 (formerly IMT 110 and IMT 120 respectively).

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. * Formerly IMT 210B.

ELM 136 **PROGRAMMABLE LOGIC CONTROLLERS II** 02.0-04.0

Prerequisite: MT 102, ELM 127 and ELM 134 (formerly IMT 110, IMT 120 and IMT 210 respectively).

This is a hands-on course designed to give further experience with Programmable Logic Controllers (PLC's). It is a continuation of basic PLC and "microprocessor based" control concepts and takes the student through register instructions. It assumes the student has had some experience with PLC's and PLC control. Upcoming classes will build on the information presented here. * Formerly IMT 220B. Repeatable up to 6 credits.

ELM 233 **INTRODUCTION TO INSTRUMENTATION** 03.0

Prerequisite: MT 102.

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. Formerly IMT 233B. Repeatable up to 4 credits.

ELECTRICAL TRADES

ELCT 091 **ELECTRICAL TRADES FOUNDATION I** 02.0

Prerequisite: None

This course introduces students to basic skills required for residential and commercial electrical installation and repair in the construction industry.

ELECTRONICS

ET 100 **SURVEY OF ELECTRONICS** 02.0-04.0

Prerequisite: None

This survey course covers basic electronic circuits, principles, and the field of electronics technology. Students explore various areas of electronics, including circuit building, robotics, soldering, using test equipment, and how electronics is used in fields such as medicine, transportation, and manufacturing. This course is recommended for students entering the Electronics Technology program, or those who want a better understanding of what's going on inside the electronic devices we use every day. Course activities include: assembling and testing electronic circuits, making robots follow a course and react to stimulus, soldering components to a circuit board, and using test equipment such as the digital multimeter. Instruction includes classroom discussion, hands-on lab activities, and computer-assisted instruction (CAI). *

ET 104 **FABRICATION AND SOLDERING TECHNIQUES** 00.5-06.0

Prerequisite: None

This soldering course provides students with the necessary knowledge and skills to attain proficiency in making and repairing high reliability solder connections. Instruction includes lecture/discussion, and extensive hands-on practice in TMCC's soldering lab. New Lead-free soldering issues and techniques are also covered. * Formerly ET 111B.

ET 131 **DC FOR ELECTRONICS** 04.0

Prerequisite: MATH 096 or 190 or approval of instructor.

This course covers the theory and practical application of DC circuit, conductors, resistance, Ohm's law, series circuits, parallel circuits, voltage dividers, multimeters, DC power sources, and magnetism. Kirchhoff's law, Thevenin and other basic theorems are also explored. Instruction includes: classroom discussion, hands-on lab activities, and computer-assisted instruction (CAI). * Formerly ET 112B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ELECTRONICS

ET 132 **AC FOR ELECTRONICS** 04.0

Prerequisite: ET 131 (formerly ET 112).

This course covers the theory and application of AC circuits in electronics. Study includes: AC voltage and current, capacitors, inductors, transformers, reactance, time constants, RCL circuits, filters, resonance, and electromagnetism. Extensive practical experience is gained with test equipment such as the oscilloscope, function generator, and multimeter. Instruction includes: classroom discussion, hands-on lab activities, and computer-assisted instruction (CAI). * Formerly ET 114B.

ET 198 **SPECIAL TOPICS IN ELECTRONICS TECHNOLOGY** 0.50-06.0

Prerequisite: None

Various short courses 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. *

ET 204 **SURFACE MOUNT ASSEMBLY AND REPAIR** 02.0

Prerequisite: ET 104 (formerly ET 111).

This soldering course provides student with the knowledge and skills necessary for manual assembly and rework of surface mount components (SMT): chip components; PLCCs; QFPs; SOICs; SOJs; SOTs; TSOPs. Component installation and removal procedures focus on manual conductive (soldering iron), and manual or semi-automated convective (hot air) heating methods. Instruction includes lecture/discussion, and extensive hands-on practice in TMCC's advanced soldering lab. New lead-free soldering issues and techniques are also covered. * Formerly ET 113B.

ET 210 **DIGITAL ELECTRONICS** 04.0

Prerequisite: ET 100 or ET 131 (formerly ET 112), may be taken concurrently.

This course introduces digital concepts, microprocessor related topics and computer technology through the analysis of TTL and CMOS logic circuitry. Topics include logic gates, flip-flops, counters, shift registers, adders, binary codes and numbering system, and microprocessor basics. The oscilloscope, logic analyzer and other electronic test equipment are extensively used. Instruction includes: classroom discussion, hands-on lab activities, and computer-assisted instruction (CAI). * Formerly ET 280B.

ET 220 **SOLID STATE DEVICES AND CIRCUITS I** 04.0

Prerequisite: ET 132 (formerly ET 114).

This course is a study of modern electronic devices including diodes, BJT transistors, JFETs, MOSFETs, thyristors and associated electronic circuits. Also covered are small signal and power amplifiers with CE, CB, CC, feedback principles, electronic power supplies and related circuitry. Instruction includes: classroom discussion, hands-on lab activities, and computer-assisted instruction (CAI). *

ET 222 **SOLID STATE DEVICES AND CIRCUITS II** 04.0

Prerequisite: ET 220 or approval of instructor.

This course covers operational amplifiers (op amp) characteristics, frequency response, voltage and power gain, input and output impedance, inverting and non-inverting amplifiers, negative and positive feedback with amplifiers, active filters, oscillators, regulated power supplies, and other commonly used circuits. Instruction includes: classroom discussion, hands-on lab activities, and computer-assisted instruction (CAI). *

ET 234 **COMMUNICATIONS SYSTEMS** 01.0-04.0

Prerequisite: ET 220 and 280.

This course prepares students to acquire knowledge to pass FCC communications license examinations. The course includes Radio station law and regulations; circuit analysis of amplifiers, oscillators, antennas, transmitters and receivers. Instruction is with lecture, laboratory and computer-assisted instruction (CAI). *

ET 282 **MICROPROCESSORS I** 04.0

Prerequisite: ET 220 and 280.

This course introduces Motorola 6800/68000 microprocessors, instruction sets and family components. Students learn to write 6800/68000 assembly language programs, and use PIA, interrupts, timing and control for interfacing. All programming and I/O to external circuits are performed with a 6800/68000 microcomputer-trainer. Teaching-learning methodologies includes lecture, lab and computer-assisted instruction. Instruction is with lecture, laboratory and computer-assisted instruction (CAI). *

ET 290 **INTERNSHIP IN ELECTRONICS TECHNOLOGY** 01.0-08.0

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. *

EMERGENCY MEDICAL SERVICE

EMS 101 **CPR AND FIRST AID** 01.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EMERGENCY MEDICAL SERVICE

EMS 108 **EMERGENCY MEDICAL TECHNICIAN I BASIC TRAINING** 06.0

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. *

EMS 109 **EMERGENCY MEDICAL SERVICE REFRESHER** 02.0

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. *

EMS 110 **EMERGENCY MEDICAL TECH INSTRUCTOR TRAINING** 03.0

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. *

EMS 112 **EMERGENCY MEDICAL TECHNICIAN-INTERMEDIATE/85** 07.0

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. *

EMS 113 **EMS FIRST RESPONDER** 04.0

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. *

EMS 114 **FIRST RESPONDER REFRESHER** 01.0

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. *

EMS 127 **PARAMEDIC CLINICAL PRACTICE I** 02.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Supervised application in a hospital and prehospital setting of the skills learned in aggregate Paramedic Training. Emphasis will be on patient assessment, recognition and management of medical and trauma emergencies. * Formerly EMTP 124B.

EMS 129 **PARAMEDIC FUNDAMENTALS** 03.0

Prerequisite: Current enrollment in TMCC Paramedic program.

Basic aspects of patient assessment, airway management, medical and legal considerations, and the moral and ethical aspects of pre-hospital emergency care. * Formerly EMTP 100B.

EMS 145 **ESSENTIALS OF PARAMEDIC MEDICINE** 03.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Course will allow the participant to apply the information gained from previous course work. Basic aspects of EMS systems, patient assessment skills, documentation, advanced airway procedures, and special circumstances such as assault and abuse, bioterrorism, and crime scene awareness will be addresses. This course will be tailored to advancing students' understanding of these subjects through both lecture and hands-on practice. * Formerly EMTP 104B.

EMS 165 **PATHOPHYSIOLOGY FOR PARAMEDICS** 03.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

A correlative approach to pathophysiology employing both physical assessment skills and basic cellular understanding to the various disease entities and trauma process. * Formerly EMTP 102B.

EMS 166 **PARAMEDIC TECHNOLOGY** 04.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Instructs in the recognition and management of medical and traumatic emergencies, which include advanced airway management, advanced invasive procedures, medication administration, and electrical therapy modalities. * Formerly EMTP 116B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EMS 167 **PARAMEDIC CLINICAL PRACTICE II** 02.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Supervised application in a hospital and prehospital setting of the skills learned in aggregate Paramedic Training. Emphasis will be on patient assessment, recognition and management of medical and trauma emergencies. * Formerly EMTP 125B.

EMS 168 **ELECTROPHYSIOLOGY/ELECTROCARDIOGRAPHY** 03.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Instructs in the anatomy and physiology of the condition system of the heart, the electrical system and electrocardiography, abnormal EKG patterns and recognition and management of dangerous or life-threatening dysrhythimas. Includes an introduction to 12-lead EKG interpretation. * Formerly EMTP 112B.

EMS 169 **ADVANCED CARDIAC LIFE SUPPORT** 01.0

Prerequisite: Current enrollment in TMCC Paramedic Program or permission and current AHA healthcare provider CPR card.

Instructs in the most current standards of the American Heart Association for ACLS. Class is offered in seminar format over two days. * Formerly EMTP 114B.

EMS 172 **VEHICLE EXTRICATION FOR PARAMEDICS** 03.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Vehicle extrication operations level is a participative course designed for pre-hospital care providers in NFPA 1670. Enhances and incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides knowledge in scene management and familiarization with local resources needed to mitigate incidents. Provides knowledge for competence at hazardous materials awareness levels. Includes national Fire Academy ICS EMS training. * Formerly EMTP 110B.

EMS 173 **PARAMEDIC FIELD INTERNSHIP** 03.0

Prerequisite: Completion of TMCC Paramedic training to date, provisional Paramedic Certificate.

Field internship allowing 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. * Formerly EMTP 127B.

EMS 176 **PEDIATRICS FOR PARAMEDICS** 04.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Instructs in a comprehensive approach to the pediatric patient from birth to adolescence. Course will include AHA-Pediatric Advanced Life Support Curriculum (PALS). * Formerly EMTP 118B.

EMS 198 **SPECIAL TOPICS IN EMS** 00.5-06.0

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. *

EMS 200 **FUNDAMENTALS OF PARAMEDIC MEDICINE** 01.5

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. *

EMS 202 **ADVANCED ECG INTERPRETATION** 02.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

Introduction to 12 lead ECG interpretation. Topics will include intraventricular conduction delays, myocardial ischemia, injury, and infarction. Will also include pre-excitation syndrome, bundle branch blocks, ectopy, and advanced dysrhythmia. * Formerly EMTP 113B.

EMS 205 **PRINCIPLES OF PATHOPHYSIOLOGY** 03.0

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. *

EMS 206 **PRIN PHARMACOLOGY/MEDICATION ADMIN/VENOUS ACCESS** 05.0

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). *

EMS 207 **AIRWAY MANAGEMENT AND VENTILATION FOR PARAMEDICS** 01.5

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EMERGENCY MEDICAL SERVICE

EMS 209 **PATIENT ASSESSMENT FOR PARAMEDICS** 02.5

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. *

EMS 210 **PRINCIPLES OF CARDIOLOGY FOR THE PARAMEDIC** 04.0

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. *

EMS 211 **PARAMEDIC CARE FOR MEDICAL EMERGENCIES AND ACLS** 07.0

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, Gasteroeneterology, 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. *

EMS 212 **PARAMEDIC TRAUMA EMERGENCIES AND ITLS** 05.5

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. *

EMS 214 **PEDIATRICS & SPECIAL CONSIDERATION FOR PARA/PALS** 03.0

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. *

EMS 215 **ASSESS BASED MANAGEMENT/OPERATION FOR PARAMEDIC** 03.0

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. *

EMS 216 **HOSPITAL CLINICAL EXPERIENCE FOR THE PARAMEDIC** 05.5

Prerequisite: Entrance into the Paramedic Program at TMCC and successful skills evaluation.

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. *

EMS 217 **FIELD INTERNSHIP FOR THE PARAMEDIC** 12.0

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. *

EMS 218 **FIELD INTERNSHIP FOR THE PARAMEDIC II** 03.0

Prerequisite: Completion of the Field Internship I for the Paramedic course, 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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

EMERGENCY MEDICAL SERVICE

EMS 220 **ADVANCED PARAMEDIC SKILLS** 02.0

Prerequisite: Current enrollment in TMCC Paramedic Program.

This course will allow the participant to apply the information gained from Pathophysiology, Electrophysiology, Pharmacology, Paramedic Fundamentals, Paramedic Technology, Pediatrics, ACLS, PHTLS< PALS/PEPP, and CPR. All aspects of the EMS system will be addressed. This course is tailored to advancing the students understanding of all Paramedic subjects through practical skill scenarios. * Formerly EMTP 132B.

EMS 285 **SELECTED TOPICS IN EMS** 00.5-06.0

Prerequisite: None

Various short courses and workshops 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. *

ENGINEERING

ENGR 100 **INTRODUCTION TO ENGINEERING DESIGN** 03.0

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 **INTRODUCTION TO RENEWABLE ENERGY** 03.0

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 115 **INTRODUCTION TO WIND ENERGY** 03.0

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 addresses 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.

ENGLISH

ENG 081 A **ESL LISTENING AND SPEAKING** 03.0

Prerequisite: Accuplacer test scores.

ENG 081A is an ESL listening and speaking course in which students learn and practice pronunciation and listening skills based on academic content. Using topics typically covered in college courses, students engage in dialogues and discussions, take lecture notes, prepare oral presentations and learn to recognize and use various communication patterns. Pass/withdraw grading. Course may be repeated for up to 6 credits.

ENG 081 C **BASIC SKILLS IN READING** 03.0

Prerequisite: Accuplacer test score.

ENG 081C is a reading class designed to help students--especially ESL students--improve their reading skills in preparation for college courses. Goals of this class are to improve confidence, fluency, speed and accuracy in reading. Pass/withdraw grading. May be repeated for up to 6 credits. Formerly ENG 081. Repeatable up to 6 credits.

ENG 081 D **BASIC ESL WRITING** 03.0

Prerequisite: Accuplacer test scores.

This course assists the ESL student to develop basic writing skills, providing practice in developing short, well organized paragraphs in several rhetorical styles. Students learn techniques for revising their own writing with attention to identifying grammar and spelling problems and to expanding vocabulary. Formerly ENG 052. Repeatable up to 6 credits.

ENG 083 **PRONUNCIATION AND SPELLING FOR NON-NATIVE SPEAKERS** 03.0

Prerequisite: Accuplacer placement of English 081 level or above.

ESL students will learn the skills to self-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 085 **SPELLING AND GRAMMAR** 01.0-03.0

Prerequisite: None

Development of basic skills needed to understand and master problems with spelling and English grammar. Course includes systematic practice in correct spelling, grammar and punctuation. Pass/Withdraw grading.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ENG 088 **ESL GRAMMAR** 03.0

Prerequisite: Qualifying Accuplacer test score or completion of ENG 081A, ENG 081C, and ENG 081D.

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 P/W; the course may be repeated for up to six credits.

ENG 091 **INTRODUCTION TO WRITING** 03.0

Prerequisite: Accuplacer score. Co-enrollment in READ 093.

Introduction to grammar and writing, with a specific focus on the crafting of sentences and paragraphs. Required of students with Accuplacer scores below the cutoff for ENG 098 in Reading and/or Sentence Skills. Students in this course must co-enroll in READ 093.

ENG 097 **BASIC TECHNICAL COMMUNICATIONS** 03.0

Prerequisite: None

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 098 **PREPARATORY COMPOSITION** 03.0

Prerequisite: Accuplacer testing recommended.

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. S/U grading. May be repeated for a maximum of six credits.

ENG 101 **COMPOSITION I** 03.0

Prerequisite: ENG 090 or 098 or Accuplacer placement.

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 **COMPOSITION II** 03.0

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 **TECHNICAL COMMUNICATIONS I** 03.0

Prerequisite: ENG 097, 098 or Accuplacer placement.

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 **TECHNICAL COMMUNICATIONS II** 03.0

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 112 A **BRIDGE ESL LISTENING** 03.0

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A, 081-C, 081-D).

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. Course taught as pass/withdraw only.

ENG 112 C **BRIDGE READING** 01.0-03.0

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A, 081-C, 081-D).

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. Course taught as pass/withdraw only. Formerly ENG 082. Repeatable up to 6 credits.

ENG 112 D **BRIDGE ESL WRITING** 03.0

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A, 081-C, 081-D).

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. Course taught as pass/withdraw only. Formerly ENG 103. Repeatable up to 6 credits.

ENG 113 **COMPOSITION I FOR NON-NATIVE ENG SPEAKER** 03.0

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ENG 114 **COMPOSITION II FOR NON-NATIVE ENG SPEAK** 03.0

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 **VOCABULARY AND MEANING** 03.0

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.

ENG 198 **SPECIAL TOPICS IN ENGLISH** 00.5-06.0

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. *

ENG 199 **LITERARY JOURNAL** 03.0

Prerequisite: None

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. *

ENG 200 **NOVELS INTO FILM** 03.0

Prerequisite: ENG 101 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 **INTRO TO CREATIVE WRITING: FICTION AND POETRY** 03.0

Prerequisite: ENG 102 or equivalent strongly recommended.

Beginning writers' workshop in both poetry and fiction.

ENG 220 **WRITING POETRY** 03.0

Prerequisite: None

The study of poetry writing methods and forms with concentration on the student's creative writing.

ENG 221 **WRITING FICTION** 03.0

Prerequisite: None

The study of fiction writing methods and forms with concentration on the student's creative writing.

ENG 222 **ADVANCED FICTION: NOVEL WRITING** 03.0

Prerequisite: ENG 221 or permission of instructor.

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 **THEMES OF LITERATURE** 03.0

Prerequisite: None

The study of themes and ideas significant in poetry, prose, and film of various literary periods.

ENG 224 **INTRODUCTION TO SCREENWRITING** 03.0

Prerequisite: None

The study of screenwriting methods and forms with a concentration on the student's creative writing. *

ENG 225 **ADVANCED SCREENWRITING** 03.0

Prerequisite: ENG 224 or instructor permission.

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. *

ENG 231 **WORLD LITERATURE I** 03.0

Prerequisite: ENG 101 or instructor approval.

Introduces students to world masterworks from antiquity through the mid-seventeenth century. Satisfies diversity credit.

ENG 232 **WORLD LITERATURE II** 03.0

Prerequisite: ENG 101 or instructor approval.

Introduces students to world masterworks from the mid-seventeenth century to the present. Satisfies diversity credit.

ENG 235 **SURVEY OF ENGLISH LITERATURE I** 03.0

Prerequisite: None

Selected major British writers read and discussed: Anglo-Saxon through 18th century periods. Transfers to UNR as a humanities course.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ENG 236 **SURVEY OF ENGLISH LITERATURE II** 03.0
Prerequisite: None
Selected major British writers read and discussed: Romantic through Modern periods. Transfers to UNR as a humanities course.

ENG 241 **SURVEY OF AMERICAN LITERATURE I** 03.0
Prerequisite: ENG 101 or instructor approval.
Major figures and movements in American literature from the Colonial period to the Civil War.

ENG 242 **SURVEY OF AMERICAN LITERATURE II** 03.0
Prerequisite: None
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 **INTRODUCTION TO THE SHORT STORY** 03.0
Prerequisite: None
Short story masterpieces read and evaluated.

ENG 245 **INTRODUCTION TO THE NOVEL** 03.0
Prerequisite: ENG 101 or instructor approval.
Introduction to the form and development of the novel. May be taught thematically.

ENG 250 **CHILDREN'S LITERATURE** 03.0
Prerequisite: None
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 **INTRODUCTION TO DRAMA** 03.0
Prerequisite: None
Reading a variety of plays with attention to special characteristics of drama.

ENG 258 **ASHLAND THEATRE FESTIVAL** 01.0
Prerequisite: ENG 101 or instructor approval.
A tour to a Shakespearean Theater Festival to view and study Shakespeare and other theater performances.

ENG 261 **INTRO TO POETRY** 03.0
Prerequisite: None
Elements of poetry, its basic types and forms, representative poets in English.

ENG 264 **PSYCHOLOGY AND LITERATURE** 03.0
Prerequisite: None
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 **WOMEN AND LITERATURE** 03.0
Prerequisite: None
A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography. Satisfies TMCC and UNR Diversity core curriculum.

ENG 271 **INTRODUCTION TO SHAKESPEARE** 03.0
Prerequisite: None
Shakespeare's principal plays read for their social interest and their literary excellence. Selections from comedies, tragedies and histories.

ENG 275 **COMTEMPORARY LITERATURE** 03.0
Prerequisite: None
The reading of recent literature of various types to acquaint students with contemporary writers.

ENG 281 **INTRODUCTION TO LANGUAGE** 03.0
Prerequisite: None
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 **INTRODUCTION TO LANGUAGE AND LITERARY EXPRESSION** 03.0
Prerequisite: None
The forms and function of language with special application to literary study.

ENG 288 **MULTICULTURAL LITERATURE** 03.0
Prerequisite: ENG 101 or instructor approval.
A survey of authors from various ethnic and cultural backgrounds. Readings include biography, essays, poetry, novels, drama, and short fiction. Satisfies diversity credit.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ENGLISH

ENG 294 **INTRO TO WOMEN'S HISTORY AND LITERATURE IN THE US** 03.0

Prerequisite: None

This interdisciplinary survey course examines women's history and literature in the United States form 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. Fulfills TMCC and UNR Diversity Requirement.

ENG 297 **READING AND INTERPRETING** 03.0

Prerequisite: None

Methods for creating personal, critical responses to literature representing a range of time periods and genres. Based on a thematic approach.

ENG 298 **WRITING ABOUT LITERATURE** 03.0

Prerequisite: ENG 101 or instructor approval.

Introduction to literary study--literary terms, genre, time periods, and analysis.

ENG 299 **SPECIAL TOPICS IN ENGLISH** 01.0-03.0

Prerequisite: None

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.

ENTREPRENEURSHIP

ENT 200 **FUNDAMENTALS OF ENTREPRENEURSHIP** 03.0

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 **ENTREPRENEURSHIP: SCIENCE AND ENGINEERING** 03.0

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 **THE ART, SCIENCE AND DISCIPLINE OF CREATIVITY** 03.0

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 **INTERNATIONAL WOMEN'S ENTREPRENEURSHIP** 03.0

Prerequisite: ECON 102 and 103.

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. This course satisfies the TMCC Diversity requirement.

ENT 230 **FINANCING YOUR SMALL BUSINESS VENTURE** 03.0

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.

ENT 240 **MARKETING FOR SMALL BUSINESS** 03.0

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 **INTELLECTUAL PROPERTY** 03.0

Prerequisite: ENT 200.

This course explores and defines the laws surrounding intellectual property. In particular students will become acquainted with the patient process, culminating in the draft of a provisional patent application.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ENTREPRENEURSHIP

ENT 280 **ENTREPRENEURSHIP AND BUSINESS PLAN DEVELOPMENT** 03.0

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. *

ENVIRONMENTAL SAFETY AND HEALTH

ESH 201 **40 HOUR HAZWOPER CERTIFICATION** 03.0

Prerequisite: None

This 40-hour introduces basic health and safety skills and meets the requirements of OSHA regulation 29CFR1910.120. Upon successful completion of the course, the student will be awarded a 40-hour Hazwoper Certificate. A State of Nevada Certified Environment Manager (CEM) will teach the course. *

ENVIRONMENTAL SCIENCE

ENV 100 **HUMANS AND THE ENVIRONMENT** 03.0

Prerequisite: Recommend MATH 120 or 126 or higher.

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 102 **MAN AND CLIMATE** 03.0

Prerequisite: None

Man's interaction with climate; how it has affected him and how he affects climate through residential, industrial and agricultural development. Scientific weather modifications are carefully covered.

ENV 115 **WILDERNESS SURVIVAL** 03.0

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 125 **INTRODUCTION TO WATER RESOURCES** 03.0

Prerequisite: None

Fundamentals of properties of water, the hydrologic cycle and its various components (evaporation, condensation, precipitation, groundwater and runoff). The influence of human activities on the water cycle will be studied as well as water rights issues and doctrines affecting Western Nevada and Eastern California watersheds. Hydrologic measurement and basic computational techniques will be introduced. *

ENV 130 **FUND ENVIRONMENTAL POLLUTION: CONCEPTS AND METHODS** 03.0

Prerequisite: CHEM 100, BIOL 100, MATH 126 or CHEM 121.

Introduction to pollution control methods, beginning with waterborne diseases and sanitation; progressing to mass balance concepts and development of pollution control measures designed to improve air and water quality and minimize risk of exposure to hazardous wastes.

ENV 135 **HYDROGEOLOGY** 03.0

Prerequisite: ENV 125. GEOL 101 as a co-requisite.

A study of the basic geological framework and hydrology of aquifers. Geologic factors such as rock type, structure, geomorphology and geologic environments will be studied. Ground water terminology, basic principles of groundwater flow, practical application of geologic maps and aerial photos and basic computational skills will be emphasized. Fulfills the science requirement for general education. *

ENV 198 **SPECIAL TOPICS IN ENVIRONMENT** 00.5-06.0

Prerequisite: None

Covers selected topics of interest to students in environmental science. May be repeated for up to 6 credits. *

ENV 201 **ENVIRONMENTAL TOXICOLOGY AND RISK ASSESSMENT** 03.0

Prerequisite: CHEM 142 or permission of instructor.

A study of the basic principles of toxicology, including routes of exposure, dose response and target organ effects using environmental toxicants as primary examples. Toxicology concepts are applied to risk assessment and the development of acceptable exposure limits for toxic substances regulated by EPA and OSHA.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ENVIRONMENTAL SCIENCE

ENV 202 **ENVIRONMENTAL REGULATIONS** 03.0

Prerequisite: ENV 201 and CHEM 142 or permission of instructor.

A study of the federal and state environmental laws covering EPA, DOT and OSHA regulations which apply to hazardous materials, substances and hazardous wastes. The Clean Air and Clean Water Acts are also included.

ENV 203 **SAMPLING, ANALYSIS, TREATMENT AND DISPOSAL** 03.0

Prerequisite: ENV 202 and CHEM 142 or permission of instructor.

A study of the sampling, analytical, treatment and disposal method used for hazardous and toxic substances, materials and waste materials. Formerly ENV 206.

ENV 210 **LAND USE MANAGEMENT** 03.0

Prerequisite: ENV 100 or consent of instructor.

Planning, implementation and evaluation of land use covering both non-urban and urban situations. The emphasis will be on sustainable use energy. Constraints related to individual property rights and distribution of wealth will be treated.

ENV 220 **INTRODUCTION TO ECOLOGICAL PRINCIPLES** 03.0

Prerequisite: ENV 100, a 100 level Chemistry and 100 level Geology course.

An introduction for environmental studies students to the major ecological principles at work in our environment. This course will also focus not only on these principles, but also on understanding the processes that underlie them. Three hours of lecture.

ENV 290 **INTERNSHIP IN ENVIRONMENTAL STUDIES** 01.0-08.0

Prerequisite: Written permission of instructor.

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 292 **NEVADA ENVIRONMENTAL PROBLEMS** 03.0

Prerequisite: None

Local environmental problems involving their causes, effects and possible solutions. A variety of sensitive environmental issues including water quality, solid waste disposal and air quality will be examined with respect to local geographical, industrial and political influences. Course content may vary from semester to semester.

ENV 299 **SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE** 00.5-03.0

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 **PRIN OF NATURAL RESOURCES & ENVIRONMENTAL SCIENCES** 03.0

Prerequisite: None

General introduction to issues and topics related to natural resources, hydrology, conservation biology and environmental sciences.

NRES 210 **ENVIRONMENTAL POLLUTION** 03.0

Prerequisite: CHEM 121 and MATH 127.

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 **CONSERVATION, HUMANS AND BIODIVERSITY** 03.0

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 100 **FIRE CIVIL SERVICE PREP** 01.0

Prerequisite: None

A training course to assist the pre-service student who wishes to take the local fire department civil service tests. Test preparation will include: basic math, report writing, personal skills and other related information. *

FS 105 **INTRODUCTION TO FIRE SUPPRESSION** 03.0

Prerequisite: None

Fire suppression organization; fire suppression equipment; characteristics of behavior of fire; fire hazard properties of ordinary materials; building, design and construction; extinguishing agents; basic fire fighting tactics; public relations. *

FS 107 **FIRE SERVICE COMMUNICATION SKILLS** 03.0

Prerequisite: None

Develops interpersonal communication skills of speaking and listening through preparing and presenting both oral and written reports. Studies government structure; covers verbal and non-verbal communication, encoding and decoding. Develops presentation methods and selection of delivery process. Studies how to communicate ideas effectively. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

FS 114 **INCIDENT COMMAND SYSTEM** 01.0

Prerequisite: None

Upon completion the student will understand the function and role of the Incident Management System (IMS) in managing emergency incidents. In addition the student will be able to describe the different functions and positions within ICS and apply this knowledge to simulated incidents. *

FS 122 **FIRE PREVENTION II** 03.0

Prerequisite: None

The course further orients the student to the mission and history of the Fire Prevention Bureau. Upon completion the student will understand the causes and preventative measures that can be taken to prevent fire deaths and injuries. In addition the student will obtain a basic knowledge of fire and building codes, fire protection systems, public education, commercial and residential inspections and related legal concerns. *

FS 150 **PHYSICAL FITNESS AND NUTRITION FOR FIRE SERVICE** 03.0

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. *

FS 198 **SPECIAL TOPICS IN FIRE SCIENCE** 00.5-06.0

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. *

FS 215 **EMERGENCY SERV DELIVERY: HAZ MAT INCIDENT CMND** 03.0

Prerequisite: FS 114.

Includes the Incident Command System, estimating potential outcomes, planning a response, approving levels of protective clothing. Covers the attack procedures required for hazardous material emergencies. Focuses on competencies for the NFPA 472, Professional Competence of Responders to Hazardous Materials Incidents. *

FS 220 **INTERMEDIATE FIRE BEHAVIOR** 03.0

Prerequisite: None

The course is designed to educate firefighters in recognizing the elements that cause erratic fire behavior and be prepared to deal with fire effectively. To provide a knowledge of fuels, topography and weather factors which effect wild land fire behavior, to apply theory and principles presented and to provide the tools to make better fire management and safety decisions based on his/her predictions. *

FS 230 **FIRE STREAMS AND FIREFIGHTING FOAMS** 03.0

Prerequisite: FS 250.

The course further develops the students understanding of water and foam application on class A and B fires. The student will also demonstrate proficiency in the extinguishments of flammable liquid and gas fires. In addition, the student will develop basic fire flow calculations for specified fire ground operations. This course meets and exceeds the applicable requirements for Firefighter I and II. *

FS 241 **FIRE COMPANY ORGANIZATION MANAGEMENT** 03.0

Prerequisite: None

Review of fire department organization; personnel administration; communications; related leadership skills. *

FS 254 **FIRE SERVICE INSTRUCTOR II** 03.0

Prerequisite: FT 204.

This course will help the student develop the skills to be an instructor. The course will provide the basics for understanding the learning process in the adult learner. Basic principles of learning, components of instruction, planning for instruction, instructional media, some alternative teaching methods, how to evaluate student performance, the basics of course coordination and how to improve learner success. *

FS 257 **EMERGENCY RESCUE PRACTICES II** 03.0

Prerequisite: FT 160 and 204.

This course further develops the students rescue skills in relation to high and low angle rescue. The student will review the information learned in Emergency Rescue Practices I and build upon that knowledge. The student will understand and demonstrate the safety considerations as applied to high and low angle rescues. *

FS 264 **PLANS CHECKING FOR THE FIRE SERVICE** 03.0

Prerequisite: None

The course is designed to give the student the basic skills and understanding necessary to check building plans for fire related concerns. The student will be able to read a basic blue print, identify related components, analyze in relation to fire codes and ordinances and make recommendations for changes. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

FS 265 **PUBLIC EDUCATION** 03.0

Prerequisite: None

The student will develop a working knowledge of the fire problem with the USA and how Public Education can be used to reduce fire related deaths, injuries and losses. In addition the student will learn the basics of public education as related to different populations within our society. *

FS 266 **COMPUTERS FOR THE FIRE SERVICE** 03.0

Prerequisite: None

Upon completion this course will show the student how to identify basic components of a computer system, demonstrate the use of word programs, the use of an operating system, the use of a data base program, spreadsheet, fire department computer management systems, identify basic uses and types of hazardous material computer programs, presentation program such as PowerPoint and the basic uses of the Internet and how to access it. *

FS 285 **SELECTED TOPICS IN FIRE SCIENCE** 00.5-06.0

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. *

FT 101 **INTRODUCTION TO FIRE PROTECTION** 03.0

Prerequisite: None

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, wild land firefighting, prevention and public education. In addition the student will learn the basic terms related to the fire service. * Formerly FS 101B.

FT 102 **ENTRY LEVEL FIREFIGHTER** 03.0

Prerequisite: None

This course will give the student the basic skills and knowledge necessary to combat structure fires under direct supervision. * Formerly FS 160B.

FT 103 **BASIC FIREFIGHTER** 03.0

Prerequisite: FT 102.

This course builds upon the skills learned in Entry Level Firefighter. The student upon completion will have all the basic skills required by OSHA and NFPA to perform basic firefighting functions. * Formerly FS 161B.

FT 104 **NEVADA FIREFIGHTER I** 03.0

Prerequisite: FT 102 and 103.

The Nevada Firefighter I course completes the volunteer firefighter training. The student will have completed all of the requirements for Firefighter I, Nevada Standard: this can easily be upgraded to NFPA Firefighter I. The course finishes most of the academic requirements for Firefighter I not include in Entry Level Firefighter and Basic Firefighter. * Formerly FS 162B.

FT 106 **FIREFIGHTER I ACADEMY** 12.0

Prerequisite: FT 101 or department approval.

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). *

FT 109 **INTERNSHIP IN FIRE SCIENCE** 01.0-06.0

Prerequisite: None

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. * Formerly FS 290B.

FT 110 **BASIC WILDLAND FIREFIGHTING** 03.0

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. * Formerly FS 251B.

FT 111 **PORTABLE PUMPS, S-211** 01.0

Prerequisite: None

Portable Pumps and Water Use is a combined self-paced/field exercise course providing training for a portable water pump operator consisting of three instructional units: (1) Supply of Water, (2) Delivery of Water and (3) Application of Water. * Formerly WF 211B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

FT 112 **POWER SAWS, S-212** 01.0

Prerequisite: None

This course is designed to instruct the student on how to use and handle chain saws, identify safe and correct procedures for felling, bucking and slashing and identify correct chain saw troubleshooting and repair procedures. * Formerly WF 212B.

FT 113 **BASIC AIR OPS, S-270** 01.0

Prerequisite: None

Air Base Operations is designed to meet training requirements in the command, operations and planning sections of the Incident Command system (ICS). The trainee is afforded a survey of uses of aircraft in suppression activities and instructed in safe and proper conduct in and around aircraft. Other topics covered are management policy, regulations and procedures governing aircraft operations, tactical and logistical uses of aircraft and specifications for helicopter landing areas. * Formerly WF 270B.

FT 115 **CREW BOSS, S-230** 01.0

Prerequisite: Qualification as an advanced firefighter/squad boss.

Upon completion the student will be able to identify the crew boss' responsibilities prior to and during mobilization, incident activities and demobilization and describe the required training and certification process which must be fulfilled prior to becoming a qualified crew boss (Single Resource). * Formerly WF 230B.

FT 116 **ENGINE BOSS, S-230** 01.0

Prerequisite: Qualification as an advanced firefighter/squad boss.

Engine Boss (Single Resource) is a skill course to produce trainee proficiency in the performance of all duties associated with the Single Resource Engine Boss. Instructional topics cover tactical use and safety precautions required to establish an effective engine operation on a large incident. * Formerly WF 231B.

FT 117 **DOZER BOSS, S-232** 01.0

Prerequisite: Qualification as an advanced firefighter/squad boss.

Dozer Boss (Single resource) is a skill course to produce trainee proficiency in the performance of all duties associated with the single resource Dozer Boss. Primary considerations in this course are tactical use and safety precautions required to establish and maintain an effective dozer operation. * Formerly WF 232B.

FT 118 **FIRING METHODS, S-234** 01.0

Prerequisite: Qualification as an advanced firefighter/squad boss and FT 115.

Firing Methods and Procedures is designed to train qualified squad and single resource bosses (and higher) with a definite "need to know" regarding firing techniques and related devices used in wildfire suppression. Topics covered in this course are firing boss duties and responsibilities, firing equipment, firing methods and evaluation of the on-going and completed firing operation. * Formerly WF 234B.

FT 120 **PREVENTION, INVESTIGATION I** 03.0

Prerequisite: None

This course meets and exceeds the applicable requirements for Firefighter I and II (NFPA 1001). The course discusses fire department communications, common fire hazards, fire inspection procedures, elements of fire education, basic fire investigation, water supply systems, sprinkler and standpipe systems and fire alarm systems. * Formerly FS 244B.

FT 121 **FIRE PREVENTION I** 03.0

Prerequisite: None

Familiarization with national, state and local laws and ordinances influencing fire prevention and fire underwriting; principles and problems relating to fire prevention. * Formerly FS 121B.

FT 122 **CODES/ORDINANCES I** 03.0

Prerequisite: None

Familiarization with national, state and local laws and ordinances which influence the field of fire protection. * Formerly FS 233B.

FT 125 **BUILD CONSTRUCTION I** 03.0

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. * Formerly FS 125B.

FT 126 **FIRE CAUSE DETERMINATION** 03.0

Prerequisite: None

Introduction to arson and incendiarism, arson laws and types of incendiary fires; methods of determining fire cause; fire loss estimation; recognizing and preserving evidence; interviewing and detaining witnesses; procedures in handling juveniles; court procedures and giving court testimony. * Formerly FS 245B.

FT 131 **HAZARDOUS MATERIALS** 03.0

Prerequisite: None

A review of basic properties of solids, liquids and gases and the storage, handling, law, standards and fire fighting practices pertaining to hazardous materials. * Formerly FS 131B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

FT 145 **AVIATION EMERGENCIES** 03.0

Prerequisite: None

Introduction to the history and development of aircraft fire protection and rescue procedures. This course will involve firefighting and rescue techniques in an airport or aircraft environment. * Formerly FS 248B.

FT 146 **WILDLAND TACTICS AND STRATEGY I** 03.0

Prerequisite: FT 113 and 115 and strongly recommend any other agency specific prerequisites.

This course is designed primarily to instruct experienced single resource bosses and initial attack incident commanders in the tactics necessary at the strike team leader or task force leader level. It is also valuable for operations supervisors qualified at higher management levels who have not received training in wildfire suppression tactics. Course objectives state in broad, yet measurable terms what, how well, when and under what conditions the trainee will perform. * Formerly WF 236B.

FT 150 **APPARATUS AND EQUIPMENT** 03.0

Prerequisite: None

Driving laws, driving techniques, construction and operation of engines, ladder trucks, aerial platforms, specialized equipment apparatus maintenance. * Formerly FS 237B.

FT 151 **FIRE SERVICE HYDRAULICS I** 03.0

Prerequisite: MATH 096 or equivalent or Accuplacer, ACT/SAT test results.

Review of basic mathematics; hydraulic laws and formulae as applied to fire science; application of formula and mental calculations on hydraulic problems; water distribution systems; water supply problems; underwriter's requirements for pumps. * Formerly FS 235B.

FT 160 **RESCUE AWARENESS** 03.0

Prerequisite: None

This course will develop the students awareness of the different types of technical rescue in the fire service. This course will introduce the student to the concepts, theories and definitions applicable to low angle, high angle, confined space, trench collapse, building collapse, swift water and ice rescue. Upon completion the student will be aware of how to recognize the dangers associated with rescue and the applicable regulations as applied to First Responders according to OSHA, NIOSH and NFPA. In addition the student will develop the basic skills required to safely and efficiently extricate victims from vehicle accidents. * Formerly FS 247B.

FT 204 **FIREFIGHTER I** 06.0

Prerequisite: None

General rules and regulations, use and explanation of forcible entry, protective breathing apparatus, first aid, ropes, salvage, fire hose, nozzles and appliances, fire streams, ladders, ventilation, inspection, rescue, sprinklers, fire alarms and communications, safety and fire behavior. * Formerly FS 250B.

FT 206 **FIREFIGHTER II ACADEMY** 10.0

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. *

FT 208 **FIREFIGHTER SAFETY AND SURVIVAL** 01.0

Prerequisite: None

This course intends to increase the students awareness to situations and conditions that compromise firefighter safety both on and off the emergency incident. The student will also learn the importance of firefighter physical and mental fitness and understand the components of Critical Incident Stress. The student will also be able to describe the common denominators associated with wild land firefighting injuries and fatalities. * Formerly FS 127B.

FT 212 **FIRE AND ECOLOGY** 03.0

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. * Formerly WF 295B.

FT 218 **INTERMEDIATE FIRE BEHAVIOR, S-290, 390** 03.0

Prerequisite: FT 110.

This is a course in the study of wild land fire pattern change due to the effects of fuels, topography and weather. This includes fire physics, meteorology, extreme fire danger and blow-up conditions. Emphasizes safety throughout. This has been accepted by Boise Interagency Fire Center, B.L.M. and U.S. Forest Service as equivalent to S.390 Intermediate Fire Behavior. * Formerly FS 252B.

FT 224 **FIRE PROTECTION SYSTEMS** 03.0

Prerequisite: None

Intensified analysis of fire protection equipment; systems of fire detection and prevention used in modern structures; problems of older structures and systems; visitations to facilities that contain up-to-date equipment and system installations. * Formerly FS 249B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

FIRE SCIENCE TECH

FT 243 **FIREFIGHTING TACTICS AND STRATEGY** 03.0

Prerequisite: None

Review of fire chemistry, equipment and manpower, basic fire fighting tactics and strategy, methods of attack; preplanning fire problems; company fire fighting capability. * Formerly FS 243B.

FT 260 **FIREFIGHTER RESCUE/HAZ MAT ACADEMY** 10.0

Prerequisite: FT 106 or Firefighter I Certification.

This academy will refresh on the basic Firefighter I skills. In addition the curriculum will cover: all rescue operations at the awareness level, extrication at the operational level, high and low angle rope rescue at the operational level, hazardous material survival and decision making, hazardous material decon, and terrorism preparedness. *

FT 291 **FIRE ADMINISTRATION** 03.0

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. * Formerly FS 111B.

FRENCH

FREN 101 **FRENCH CONVERSATIONAL I** 03.0

Prerequisite: None

A course emphasizing spoken communication. Writing, listening and reading skills will be explored. *

FREN 102 **FRENCH CONVERSATIONAL II** 03.0

Prerequisite: FREN 101 or permission of instructor.

A continuation of French 101. *

FREN 111 **FIRST YEAR FRENCH I** 04.0

Prerequisite: None

Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to French culture. Transfers to UNR as FREN 101.

FREN 112 **FIRST YEAR FRENCH II** 04.0

Prerequisite: FREN 111 or equivalent.

A continuation of French 111. This course transfers to UNR as FREN 102.

FREN 198 **SPECIAL TOPICS IN FRENCH** 01.0-06.0

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. *

FREN 211 **SECOND YEAR FRENCH I** 03.0

Prerequisite: FREN 112 or equivalent.

Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 211. Formerly FREN 203.

FREN 212 **SECOND YEAR FRENCH II** 03.0

Prerequisite: FREN 211 or equivalent.

A continuation of French 211. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 212. Formerly FREN 204.

FREN 290 **INTERNSHIP IN FRENCH** 01.0-08.0

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. *

GEOGRAPHIC INFORMATION SYSTEMS

GIS 102 **FUNDAMENTALS OF GIS** 03.0

Prerequisite: None

This course covers the basic operation of a Geographical Information System in an integrated network environment, to include data acquisition, preprocessing, data/file management, manipulation, analysis and product generation. Usage of GIS software to visualize, explore, query and analyze spatial data. Principles of cartography and spatial analysis will be covered, as will the basics of analog and digital cartography (map making). Students will be exposed to the different types of maps, scales, symbols and projections and will learn how cartography and geographic information systems interact. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

GEOGRAPHY

GEOG 103 **PHYSICAL GEOGRAPHY** 03.0

Prerequisite: Recommend MATH 120, 126 or higher; Corequisite: GEOG 104.

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.

GEOG 104 **PHYSICAL GEOGRAPHY LAB** 01.0

Prerequisite: Recommend MATH 120, 126 or higher; Corequisite: GEOG 103.

Lab portion of GEOG 103. See GEOG 103 for description. Must be taken concurrently with GEOG 103.

GEOG 106 **INTRODUCTION TO CULTURAL GEOGRAPHY** 03.0

Prerequisite: None

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.

GEOG 109 **ECONOMIC GEOGRAPHY** 03.0

Prerequisite: None

Emphasizes worldwide patterns of economic activity. World population, food and development problems; natural and economic factors related to economic activity; study of selected agricultural and industrial commodities.

GEOG 121 **CLIMATE CHANGE: THE SCIENCE BASIS** 4.0

Prerequisite: Recommended MATH 120 or MATH 126 or higher.

Past, present and likely future climate. Impacts on the landscape, especially water resources, species distributions, and wildfires. Laboratory experiences on climate data and models.

GEOG 198 **SPECIAL TOPICS IN GEOGRAPHY** 00.5-06.0

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. *

GEOG 200 **WORLD REGIONAL GEOGRAPHY** 03.0

Prerequisite: None

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.

GEOG 205 **APPLICATIONS OF GEOGRAPHIC INFORMATION SYSTEMS** 03.0

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.

GEOG 290 **INTERNSHIP IN GEOGRAPHY** 01.0-08.0

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. *

GEOLOGY

GEOL 100 **EARTHQUAKES, VOLCANOES AND NATURAL DISASTERS** 03.0

Prerequisite: MATH 120 or equivalent or qualifying Accuplacer, SAT/ACT test results.

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** 04.0

Prerequisite: None

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** 04.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

GEOLOGY

GEOL 201 **GEOLOGY OF NEVADA** 03.0

Prerequisite: GEOL 100, 101 or approval of instructor.

A study of the geologic development of Nevada. Identification of rock types and terrains resulting from geologic processes. Emphasis on the evolution of landscapes culminating in their present appearance.

GEOL 206 **GEOLOGY OF GEOTHERMAL ENERGY RESOURCES** 03.0

Prerequisite: None

This course surveys the characteristics, distribution and energy potential of geothermal resources, both world wide 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** 02.0

Prerequisite: GEOL 101, GEOL 102 (or corequisite).

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** 01.0-03.0

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 three credits. *

GERMAN

GER 101 **GERMAN CONVERSATIONAL I** 03.0

Prerequisite: None

A course emphasizing spoken communication. Writing, listening and reading skills will be explored in the course. *

GER 102 **CONVERSATIONAL GERMAN II** 03.0

Prerequisite: None

A continuation of GER 101. *

GER 111 **FIRST YEAR GERMAN I** 04.0

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 **FIRST YEAR GERMAN II** 04.0

Prerequisite: GER 111 or equivalent.

A continuation of GER 111. This course transfers to UNR as GER 102.

GER 198 **SPECIAL TOPICS IN GERMAN** 00.5-06.0

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. *

GER 211 **SECOND YEAR GERMAN I** 03.0

Prerequisite: GER 112.

Structural review, conversation and writing, reading in modern literature. Formerly GER 203.

GER 212 **SECOND YEAR GERMAN II** 03.0

Prerequisite: GER 211.

A continuation of GER 211. Structural review, conversation and writing, reading in modern literature. Formerly GER 204.

GER 290 **INTERNSHIP IN GERMAN** 01.0-08.0

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. *

GRAPHIC COMMUNICATIONS

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

GRAPHIC COMMUNICATIONS

GRC **BASIC PRINCIPLES OF ANIMATION** 03.0

Prerequisite: GRC 107, GRC 109 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. *

GRC 107 **DESIGN FUNDAMENTALS** 03.0

Prerequisite: None. Challenge by portfolio is available.

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 **COLOR AND DESIGN** 03.0

Prerequisite: GRC 107/ART 107 or approval of instructor. GRC 103 recommended. Challenge exam by portfolio is available.

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. Formerly GRC 108B.

GRC 110 **RENDERING AND ILLUSTRATION** 03.0

Prerequisite: None. Challenge by portfolio is available.

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. *

GRC 111 **HISTORY OF VISUAL COMMUNICATIONS** 03.0

Prerequisite: None

Lecture course on the history of visual communications from European cave paintings to the present. Special emphasis will be placed on the Roman Empire, the Renaissance, the Industrial Revolution and the 20th century. The class will focus on the impact of communication and technology on society and its influences on the shaping of civilization. *

GRC 118 **COMPUTER GRAPHICS/PRINT MEDIA** 03.0

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 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 **COMPUTER GRAPHICS/DIGITAL MEDIA** 03.0

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 122 **LETTERFORMS** 03.0

Prerequisite: GRC 107, GRC 109 and GRC 110 or approval of instructor.

Foundation course on creating and manipulating typographic forms for print and digital media. Introduction to the theories and technologies of letterform communication, design and execution. *

GRC 125 **GRAPHICS SOFTWARE** 00.5-01.0

Prerequisite: Variable based on level of software.

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. *

GRC 135 **STORYBOARDING** 03.0

Prerequisite: GRC 107, GRC 109 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. *

GRC 144 **ELECTRONIC LAYOUT AND TYPOGRAPHY** 03.0

Prerequisite: GRC 107, GRC 109 and GRC 110 or approval of instructor.

Introduction to typography and page layout software. Typographic theory, copy acquisition, proofreading and fundamentals of typographical layout and design. *

GRC 153 **PRINTING TECHNOLOGIES** 03.0

Prerequisite: GRC 118 and GRC 122 or approval of instructor.

An intermediate course in electronic prepress and commercial printing processes. Class will focus on the various methods of file preparation and optimization for pre-press, as well as press and post-press operations for a variety of commercial printing processes. * Formerly GRC 150B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

GRAPHIC COMMUNICATIONS

GRC 156 **COMPUTER ILLUSTRATION** 03.0

Prerequisite: GRC 118 and GRC 122 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.

GRC 163 **SCREEN PRINTING** 03.0

Prerequisite: GRC 118 or approval of instructor.

Hands-on course introduces students to the tools, materials, and procedures of various commercial screen printing methods. Students will learn simple methods such as hand made stencils as well as photo-screen imaging from computer generated film. Business and employment concerns will be covered and historical and contemporary concepts will be explored. *

GRC 175 **WEB DESIGN AND PUBLISHING I** 03.0

Prerequisite: GRC 119 and GRC 122 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. Formerly DGM 145B.

GRC 181 **DIGITAL VIDEO I** 03.0

Prerequisite: GRC 119 and GRC 135 or approval of instructor.

Introduction to the basic principles and practices of digital video production. The course covers every phase of introductory digital video pre-production, production and post-production processes from idea to final output including: story and concept development, lighting, recording and capturing footage, importing and managing clips, editing methods and creating transitions, special effects, titles and credits, sound design and output to different formats. *

GRC 183 **ELECTRONIC IMAGING** 03.0

Prerequisite: GRC 118 and GRC 122 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.

GRC 184 **3D MODELING I** 03.0

Prerequisite: GRC 119 and GRC 122 or approval of instructor.

Introduction to systems and applications as they relate to digital 3D modeling. Class will focus on character design and execution in a 3D environment, primitive box and organic modeling, texturing, rendering, lighting and production processes. *

GRC 188 **WEB ANIMATION AND INTERACTIVITY I** 03.0

Prerequisite: GRC 119 and GRC 122 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. Formerly DGM 251B and DGM 149B.

GRC 198 **SPECIAL TOPICS IN GRAPHIC COMMUNICATIONS** 0.50-06.0

Prerequisite: Dependent upon class offering.

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. *

GRC 244 **ELECTRONIC LAYOUT AND TYPOGRAPHY II** 03.0

Prerequisite: GRC 144, 156 and 183, 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. *

GRC 256 **COMPUTER ILLUSTRATION II** 03.0

Prerequisite: GRC 156 and 183, 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. *

GRC 275 **WEB DESIGN AND PUBLISHING II** 03.0

Prerequisite: GRC 175 and GRC 188 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. * Formerly DGM 245B.

GRC 281 **DIGITAL VIDEO II** 03.0

Prerequisite: GRC 181 or approval of instructor.

The second course in the video series which builds upon skills learned in Digital Video I. Intermediate level techniques in non-linear editing, sound design and special effects, including an introduction to motion graphics production, and video composting, including titles and credits. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

GRAPHIC COMMUNICATIONS

GRC 283 **ELECTRONIC IMAGING II** 03.0

Prerequisite: GRC 156 and 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. *

GRC 284 **3D ANIMATION I** 03.0

Prerequisite: GRC 184 or approval of instructor.

First class in 3D animation will introduce software interface and usage for animation. Topics include timeline and animation techniques, curve editing, animation controls, kinematics, hierarchies, particle systems and special camera effects. *

GRC 287 **3D ANIMATION II** 03.0

Prerequisite: GRC 284 or approval of instructor.

Second class in 3D animation will develop more advanced techniques in character modeling and animation. Topics include charactermotion, rigging, application of animation controls, kinematics, hierarchies from GRC 284, scene layout and control, and production/export processes for video and multimedia distribution. *

GRC 288 **WEB ANIMATION AND INTERACTIVITY II** 03.0

Prerequisite: GRC 188 or approval of instructor.

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. *

GRC 290 **INTERNSHIP IN GRAPHIC COMMUNICATIONS** 01.0-08.0

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. *

GRC 294 **PROFESSIONAL PORTFOLIO** 01.0-03.0

Prerequisite: Minimum 21 credits of GRC/DGM 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. *

GRC 298 **SPECIAL PROBLEMS IN GRAPHIC COMMUNICATIONS** 00.5-06.0

Prerequisite: Dependent upon class offering.

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. *

GRC 299 **INDEPENDENT STUDY** 01.0-02.0

Prerequisite: Approval of instructor.

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. *

HEALTH

HLTH 110 **HEALTH OCCUPATIONS** 02.0-03.0

Prerequisite: None

This course is designed to provide the student with a survey of the various health careers. The clinical experience offers exposure to health careers and will provide the opportunity for observation and the performance of basic skills. *

HEBREW

HEB 113 **HEBREW I** 04.0

Prerequisite: None

Development of language skills in listening, speaking, reading, writing and structural analysis. Emphasis placed on speaking.

HEB 114 **HEBREW II** 04.0

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 **SPECIAL TOPICS IN HEBREW** 00.5-06.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

HEBREW

HEB 221 **INTERMEDIATE HEBREW I** 03.0

Prerequisite: HEB 114 or consent of instructor.

Structural review, conversation, reading, and writing in Modern Hebrew.

HEB 222 **INTERMEDIATE HEBREW II** 03.0

Prerequisite: HEB 221 or consent of instructor.

Structural review, conversation, reading, and writing in Modern Hebrew.

HISTORY

HIST 101 **US HISTORY I (TO 1865)** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

Survey of U.S. political, social, economic, diplomatic and cultural development from colonial times to 1865. Satisfies the United States Constitution requirement.

HIST 102 **UNITED STATES HISTORY II (SINCE 1865)** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

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.

HIST 105 **EUROPEAN CIVILIZATION I** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

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 nondegree 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 **EUROPEAN CIVILIZATION II** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

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 nondegree 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 198 **SPECIAL TOPICS IN HISTORY** 00.5-06.0

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. *

HIST 208 **WORLD HISTORY I** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600. Satisfies TMCC and UNR Diversity core curriculum.

HIST 209 **WORLD HISTORY II** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

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. Satisfies TMCC and UNR Diversity core curriculum.

HIST 211 **HISTORY OF EAST ASIA I** 03.0

Prerequisite: None

An examination of the philosophical, religious, political and social traditions of East Asia from ancient times to the nineteenth century. Satisfies TMCC and UNR Diversity core curriculum.

HIST 212 **HISTORY OF EAST ASIA II** 03.0

Prerequisite: None

The impact of colonialism and imperialism upon East Asia. How Asians responded to and eventually triumphed over foreign rule. The struggles and achievements of Asian peoples and nations since independence. Satisfies TMCC and UNR Diversity core curriculum.

HIST 217 **NEVADA HISTORY** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

Nevada history from exploration to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution general education requirement.

HIST 225 **INTRODUCTION TO THE VIETNAM WAR** 03.0

Prerequisite: ENG 101 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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

HIST 227 **INTRODUCTION TO LATIN AMERICAN HISTORY & CULTURE I** 03.0

Prerequisite: None

An overview of Hispanic history including language, literature, geography, religion, music and politics from the pre-Columbian era to 1826. Satisfies TMCC and UNR Diversity core curriculum.

HIST 228 **INTRO TO LATIN AMERICAN HISTORY AND CULTURE II** 03.0

Prerequisite: None

An overview of Hispanic history including language, literature, geography, religion, music and politics from 1826 to the present. Satisfies UNR diversity core curriculum.

HIST 247 **INTRODUCTION TO THE HISTORY OF MEXICO** 03.0

Prerequisite: None

A brief review of Pre-Colombian and Colonial Mexico; Mexican national history beginning with the War of Independence in 1810; political history, geographical, economical and social review. Will satisfy three credits of humanities requirements. Satisfies TMCC and UNR Diversity core curriculum.

HIST 248 **INTRODUCTION TO THE AMERICAN CIVIL WAR** 03.0

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 288 **HITLER & STALIN: STUDIES IN TYRANNY** 03.0

Prerequisite: ENG 101 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 **INTRODUCTION TO THE HISTORY OF THE MIDDLE EAST** 03.0

Prerequisite: ENG 101 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. Satisfies TMCC and UNR Diversity requirements.

HIST 290 **INTERNSHIP IN HISTORY** 01.0-08.0

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. *

HIST 291 **INTRO TO WOMEN'S HISTORY AND LITERATURE IN THE US** 03.0

Prerequisite: ENG 101 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. Fulfills TMCC and UNR Diversity Requirement.

HIST 293 **INTRODUCTION TO AFRICAN AMERICAN HISTORY I** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

A survey of African American history from the time of European settlement of North America to emancipation. Topics include the impact of Africa on African American life; the origins and evolution of American slavery; the rise of a distinctive African American culture; the formation of free black society after the Revolution; the black struggle against slavery; and the turbulence of the Civil War era. Satisfies TMCC and UNR Diversity core curriculum.

HIST 294 **INTRODUCTION TO AFRICAN AMERICAN HISTORY II** 03.0

Prerequisite: ENG 101 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. Satisfies TMCC and UNR Diversity core curriculum.

HIST 295 **SPECIAL TOPICS IN HISTORY** 01.0-03.0

Prerequisite: ENG 101 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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

HUMAN DEV. AND FAMILY STUDIES

HDFS 201 **LIFESPAN HUMAN DEVELOPMENT** 03.0

Prerequisite: None

Overview of growth and development from prenatal period through adulthood. Formerly HEC 274.

HDFS 202 **INTRODUCTION TO FAMILIES** 03.0

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 **DIVERSITY IN YOUNG CHILDREN** 03.0

Prerequisite: None

This course will focus on the development of young children birth through eight years old. It will examine the physical, social, emotional, language and cognitive development of children of diverse cultural backgrounds around the world. It will focus on typical and atypical development, gender differences and cultural differences among children. Satisfies TMCC Diversity requirement.

HUMANITIES

HUM 101 **INTRODUCTION TO HUMANITIES I** 03.0

Prerequisite: None

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 **INTRODUCTION TO HUMANITIES II** 03.0

Prerequisite: None

A continuation of Humanities 101 from the Baroque to the modern era. Satisfies UNR core curriculum.

HUM 105 **ART OF FILM** 03.0

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 **INTRO TO THE AMERICAN MOTION PICTURE** 03.0

Prerequisite: None

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 **SPECIAL TOPICS IN HUMANITIES** 00.5-06.0

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. *

HUM 201 **HISTORY OF THE BUILT ENVIRONMENT** 03.0

Prerequisite: None

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. Satisfies TMCC Diversity requirement. Formerly HUM 114.

HUM 211 **SURVEY OF CHINESE CULTURE** 03.0

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. The class will fulfill TMCC and UNR's Diversity requirement. Formerly HUM 150.

HUM 214 **SURVEY OF MIDDLE EAST CULTURE** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

HUMANITIES

HUM 225 **A CULTURAL PERSPECTIVE: SPAIN...NEW MEXICO** 03.0

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. Satisfies TMCC Diversity requirement.

HUM 260 **AMERICAN INDIAN LITERATURE AND CULTURE** 03.0

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. Satisfies TMCC Diversity requirement.

HUM 270 **OPERA AND LITERATURE** 03.0

Prerequisite: None

Opera and Literature introduces the fundamentals of opera and it's historical background. It also introduces the study and interpretation of literary masterpieces used as the foundation of opera librettos as a perspective for a better understanding of opera plots and characters and allows the students to experience the combination of music and literature through opera in the video medium. *

HUM 271 **FILM AND LITERATURE** 03.0

Prerequisite: None

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 **SHAKESPEARE THROUGH FILM** 03.0

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 **ISSUES IN HUMANITIES** 01.0-09.0

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

IS 101 **INTRODUCTION TO INFORMATION SYSYTEMS** 03.0

Prerequisite: None

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. Formerly CIT 101 and IS 150.

IS 201 **COMPUTER APPLICATIONS** 03.0

Prerequisite: IS 101 or equivalent.

Advanced topics in spreadsheets, microcomputer-based database management systems and macro-programming. Formerly COT 203 and IS 203.

ITALIAN

ITAL 113 **ELEMENTARY ITALIAN I** 04.0

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. Formerly ITAL 101.

ITAL 114 **ELEMENTARY ITALIAN II** 04.0

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. Formerly ITAL 102.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

ITALIAN

ITAL 213 **INTERMEDIATE ITALIAN I** 03.0

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. Formerly ITAL 103B.

ITAL 214 **INTERMEDIATE ITALIAN II** 03.0

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. Formerly ITAL 104B.

JAPANESE

JPN 101 **CONVERSATIONAL JAPANESE I** 03.0

Prerequisite: None

A course emphasizing spoken communication. Writing, listening and reading skills will be explored. *

JPN 102 **CONVERSATIONAL JAPANESE II** 03.0

Prerequisite: JPN 101 or permission of the instructor.

A continuation of Japanese 101. *

JPN 198 **SPECIAL TOPICS IN JAPANESE** 00.5-06.0

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. *

JOURNALISM

JOUR 101 **CRITICAL ANALYSIS OF MASS MEDIA** 03.0

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 102 **NEWS REPORTING AND WRITING** 03.0

Prerequisite: None

Writing in journalistic styles for the mass media. Emphasis of information gathering and organization, analysis, clarity of expression. Formerly JOUR 201.

JOUR 105 **NEWS PRODUCTION I** 03.0

Prerequisite: None. Recommend JOUR 102.

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 **NEWS PRODUCTION II** 03.0

Prerequisite: JOUR 105. FR

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 115 **PHOTOJOURNALISM BASICS** 03.0

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 **WEB PAGE BASICS** 03.0

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 **DIGITAL AUDIO BASICS** 03.0

Prerequisite: JOUR 101.

Course introduces beginning digital audio capture and editing for both traditional radio and new media such as podcasts.

JOUR 130 **DIGITAL VIDEO BASICS** 03.0

Prerequisite: JOUR 101.

Course introduces beginning digital video capture and editing for short journalistic television segments, commercials, and Internet clips with a journalistic emphasis.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

JOURNALISM

JOUR 198 **SPECIAL TOPICS IN JOURNALISM** 01.0-03.0

Prerequisite: Permission of the instructor.

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 **LITERARY MAGAZINE JOURNALISM** 03.0

Prerequisite: JOUR 101.

A hands-on practicum in the preparation and production of a literary journal, The Meadows.

JOUR 203 **WRITING ACROSS MEDIA** 03.0

Prerequisite: JOUR 102.

Information gathering and writing for mass media professions, including print, online, broadcast, advertising, and public relations.

JOUR 204 **INTRODUCTION TO MEDIA PRODUCTION** 03.0

Prerequisite: JOUR 203.

Introduction to production tools and computer interfaces; Emphasis on visual literacy, imaging, video, and audio editing, Internet authoring, creating multimedia documents. Limited to journalism majors.

JOUR 210 **INTRODUCTION TO PUBLIC RELATIONS** 03.0

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 **PRINCIPLES OF ADVERTISING** 03.0

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 **PHOTOJOURNALISM PRACTICUM** 01.0-03.0

Prerequisite: JOUR 115 or permission of the instructor.

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 **WEB PAGES WORKSHOP** 01.0-03.0

Prerequisite: JOUR 118 or permission of instructor.

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 emphasis portfolio-building for students.

JOUR 219 **DIGITAL AUDIO PRACTICUM** 01.0-03.0

Prerequisite: JOUR 119 or permission of instructor.

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 **NEWS PRODUCTION III** 03.0

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 **NEWS PRODUCTION IV** 03.0

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 **DIGITAL VIDEO PRACTICUM** 01.0-03.0

Prerequisite: JOUR 130 or permission of instructor.

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 **INTERNSHIP IN JOURNALISM** 03.0

Prerequisite: JOUR 203.

A course for advanced journalism students that provides credit for professional experience under appropriate supervision.

LAB TECHNICIAN

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

LAB TECHNICIAN

LTE 110 **TECHNIQUES OF VENIPUNCTURE** 04.0

Prerequisite: Proof of Rubella titer/MMR vaccination, Hepatitis B, DT, 2 step TB and current medical insurance.

A course designed to give the student knowledge and skills necessary to perform the collection, identification and preservation of specimens as applied to venipuncture technique. The course includes medical terminology, ethics, finger stick procedure and patient contact methods. Emphasis is placed on the role of the venipuncturist in a modern health and delivery system.

LAW/PARALEGAL

LAW 101 **FUNDAMENTALS OF LAW I** 03.0

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 **SPECIAL TOPICS LEGAL ASSISTANT** 00.5-06.0

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. *

LAW 203 **REAL PROPERTY** 03.0

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 204 **TORTS** 03.0

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.

LAW 205 **CONTRACTS** 03.0

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.

LAW 206 **CASE ANALYSIS** 01.0-03.0

Prerequisite: LAW 101 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. *

LAW 231 **PROCEDURE - CIVIL** 03.0

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.

LAW 232 **PROCEDURE - CRIMINAL** 03.0

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.

LAW 233 **BUSINESS STRUCTURES** 03.0

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.

LAW 251 **BANKRUPTCY** 03.0

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.

LAW 252 **FAMILY LAW** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

LAW/PARALEGAL

LAW 255 **PROBATE PROCEDURES** 03.0

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.

LAW 259 **LEGAL WRITING** 03.0

Prerequisite: LAW 101 with a grade of "B" or better, 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. Formerly LAW 262.

LAW 261 **LEGAL RESEARCH I** 03.0

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.

LAW 263 **ETHICS** 01.0-03.0

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 264 **CIVIL EVIDENCE** 03.0

Prerequisite: LAW 101 with a grade of "B" or better, 206, 231, 259, 261 and 12 additional semester LAW credits.

(Legal Specialty course) Covers interviewing skills, fact pattern analysis, discovery preparation and evidence. Emphasis is placed on preparation of documents throughout the court process.

LAW 295 **SUPERVISED FIELD EXPERIENCE** 03.0

Prerequisite: LAW 101 with a 'B' or better, 206, 231, 259, 261, 263 and 12 semester LAW credits.

(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

LEAP 101 **LEAP PORTFOLIO** 01.0-06.0

Prerequisite: Student must have a declared major, completed the English requirement for that major and 12 credits taken at TMCC.

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. *

LOGISTICS MANAGEMENT

LGM 201 **ESSENTIALS OF LOGISTICS MANAGEMENT** 03.0

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.

LGM 202 **INTERNATIONAL LOGISTICS MANAGEMENT** 03.0

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.

LGM 205 **LOGISTICS PLANNING AND CONTROL** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

LOGISTICS MANAGEMENT

LGM 207 **SERVICE LOGISTICS** 03.0

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.

LGM 208 **LEAN, THEORY OF CONSTRAINTS AND SIX SIGMA** 03.0

Prerequisite: LGM 201.

This course explores the Theory of Constraints, Lean, and Six Sigma concepts in detail. Students will spend roughly one third of the semester on each concept. Students will delve into the history of each tool, how the tools are used in industry and discuss the future for each concept.

LGM 210 **STUDIES IN PROCUREMENT AND LOGISTICS** 03.0

Prerequisite: Must be concurrently enrolled in 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 **TRANSPORTATION MANAGEMENT** 03.0

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 **CURRENT TOPICS IN LOGISTICS** 03.0

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.

MANAGEMENT

MGT 103 **SMALL BUSINESS MANAGEMENT** 03.0

Prerequisite: Qualifying Accuplacer, ACT/SAT test results. Must score at ENG 090 level.

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 170 **MANUFACTURING SUPERVISION** 04.0

Prerequisite: None

Fundamentals and principles of manufacturing supervision, policies and procedures and problems in supervision and leadership. *

MGT 171 **SUPERVISION** 03.0

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 198 **SPECIAL TOPICS MANAGEMENT** 00.5-06.0

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. *

MGT 201 **PRINCIPLES OF MANAGEMENT** 03.0

Prerequisite: Qualifying Accuplacer, ACT/SAT test results. Must score at ENG 090 level.

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 202 **INTRODUCTION TO RESORT MANAGEMENT** 03.0

Prerequisite: None

Topics will include principles of modern resort management as they pertain to specific areas such as staffing, directing, organizing of food and beverage operations, equipment rentals, recreational facilities and overall hotel-resort management. The course will specifically focus on the unique problems of ski resort management and the application of special methods needed to meet the managerial requirements of these unique resort properties.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MANAGEMENT

MGT 212 **LEADERSHIP AND HUMAN RELATIONS** 03.0

Prerequisite: Qualifying Accuplacer, ACT/SAT test results. Must score at ENG 090 level.

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.

MGT 235 **ORGANIZATIONAL BEHAVIOR** 03.0

Prerequisite: MGT 201 or permission of instructor.

Concepts, theories and case studies concerning the behavior of people in modern business organizations.

MGT 251 **LABOR RELATIONS** 03.0

Prerequisite: None

This course is designed for first level supervisors, managers of small companies, any business person and any student or individual interested in the legal background of the relationship between employees and employers. *

MGT 283 **PERSONNEL ADMINISTRATION** 03.0

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 **INTERNSHIP IN MANAGEMENT** 01.0-08.0

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. *

MGT 294 **SEMINAR IN MANAGEMENT** 01.0-04.0

Prerequisite: MGT 201, other MGT courses or permission of instructor.

Analysis of the nature and problems of an approach to management planning, organizing, decision making and controlling through the study of recent relevant literature and selected cases. *

MANUFACT. AND PROD. TECH

MPT 110 **AUTOMATED PRODUCTION CONCEPTS I** 03.0

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. * Formerly MTT 185B.

MPT 120 **AUTOMATED PRODUCTION CONCEPTS II** 03.0

Prerequisite: MPT 110 (formerly MTT 185).

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. * Formerly MTT 285B.

MPT 130 **AUTOMATED PRODUCTION CONCEPTS III** 03.0

Prerequisite: MPT 120 (formerly MTT 285).

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. * Formerly MTT 286B.

MPT 140 **QUALITY CONTROL** 03.0

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. * Formerly MTT 145B.

MPT 290 **FABRICATION CAPSTONE** 01.0

Prerequisite: MTT 292.

Students will work collaboratively to complete a comprehensive project combining the key concepts of the fabrication emphasis courses.

MANUFACTURING TECHNOLOGY

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MANUFACTURING TECHNOLOGY

MTT 101 **INTRODUCTION TO MACHINE SHOP** 03.0

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. *

MTT 105 **MACHINE SHOP I** 03.0

Prerequisite: MTT 101 or concurrent enrollment.

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. * Formerly MTL 164B.

MTT 110 **MACHINE SHOP II** 03.0

Prerequisite: MTT 101 or concurrent enrollment.

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. * Formerly MTL 166B.

MTT 140 **INSPECTION TECHNIQUES** 03.0

Prerequisite: None

Exposes the student to the principles of dimensional metrology. 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. Use of a coordinate measuring machine will be delivered. * Formerly 172B.

MTT 198 **SPECIAL TOPICS IN MANUFACTURING** 01.0-06.0

Prerequisite: None

This course introduces and discusses special topics related to Manufacturing Technology. *

MTT 230 **COMPUTER NUMERICAL CONTROL I** 04.0

Prerequisite: MTT 105 (formerly MTL 164) or consent of instructor.

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. *

MTT 232 **COMPUTER NUMERICAL CONTROL II** 04.0

Prerequisite: MTT 110 (formerly MTL 166) or consent of instructor.

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. *

MTT 250 **MACHINE SHOP III** 03.0

Prerequisite: MTT 105 (formerly MTL 164).

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. *

MTT 260 **MACHINE SHOP IV** 03.0

Prerequisite: MTT 110 (formerly MTL 166).

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. *

MTT 292 **COMPUTER-AIDED MANUFACTURING I** 04.0

Prerequisite: MTT 232 or consent of instructor.

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 toolpath 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. *

MTT 293 **COMPUTER-AIDED MANUFACTURING II** 04.0

Prerequisite: MTT 292 or consent of instructor.

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 toolpath 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 familiarly with Mastercam, CNC programming techniques, and CNC operations is recommended. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MARKETING

MKT 115 **PURCHASING** 03.0

Prerequisite: None

This basic course will introduce the student to purchasing techniques and practices. Specific topics to be covered include purchasing department functions and responsibilities; purchasing tools, forms and procedures; vendor relationships and policies; the position of purchasing in the organization; centralized vs. decentralized purchasing; controls; determining standards of purchasing performance; and the future of purchasing.

MKT 129 **PRINCIPLES OF SALES** 03.0

Prerequisite: None

The purpose of this course is to give each participant a superior knowledge of persuasive communication techniques in a business setting. Intensive study of body language, personality types, learning/communication styles and neuro-linguistic programming are included. Students will practice reading and interpreting body language. Furthermore, each participant will be trained how to determine and react to different personality types and neuro-linguistic styles. The importance of using diverse communication styles and techniques with different cultures is covered. Students will be required to speak in front of the class and do a sales presentation. Participants will gain a sense of self-confidence and assertiveness.

MKT 131 **ADVERTISING** 03.0

Prerequisite: None

Presents methods and techniques in modern advertising, giving information to do the entire advertising job. Copywriting, selection of media and how the advertiser can approach his/her problem most effectively are included.

MKT 198 **SPECIAL TOPICS MARKETING** 00.5-06.0

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. *

MKT 210 **MARKETING PRINCIPLES** 03.0

Prerequisite: None

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. All MKT 130 students must take the English assessment test before enrolling. Students must bring their assessment reports to the first class meeting. Attendance beyond the first class is subject to instructor approval. Transfers to UNR as MGRS 210 for 3 credits. Formerly MKT 130.

MKT 229 **PUBLIC RELATIONS** 03.0

Prerequisite: None

Techniques of public relations for those holding supervisory or higher positions in management and marketing. Principles of creating and maintaining good public relations, including employee-employer relations. Customer-employee relations receive emphasis. Focuses on the programming of the total public relations effort and selecting of appropriate strategy, media and persuasive devices to accomplish objectives.

MKT 290 **INTERNSHIP IN MARKETING** 01.0-08.0

Prerequisite: None

A course designed wherein students will apply knowledge and skills to real on- the-job situations in a small 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 100 hours of internship for one credit. May be repeated for up to eight credits. *

MKT 299 **MARKETING YOURSELF** 01.0

Prerequisite: ENG 101 or permission of the instructor.

The most important product you will ever market is yourself! This course highlights techniques that many very successful companies use to market their products. An in-depth review and analysis of the Boston Consulting Group Matrix, Product Life Cycle Analysis, and the General Electric Grid is conducted. These frameworks of thinking are reworked specifically for the use of a person in the process of planning a career or currently marketing themselves. An individual marketing strategy will be developed for the target market picked.

MATHEMATICS

MATH 081 **FRACTIONS** 01.0

Prerequisite: Pass multiplication and addition facts assessment with 90% or better.

Learn to add, subtract, divide and multiply fractions with like and unlike denominators while gaining a clear understanding of the relationship of fractions to the real world. Prepare for higher level math classes with confidence gained from practice and state of the art memory techniques.

MATH 082 **MULTIPLICATION FACTS** 00.5

Prerequisite: None

Learn and memorize vital multiplication facts from 0-10 using a variety of strategies.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MATHEMATICS

MATH 090 **CONTINUING STUDIES IN MATH** 0.5-03.0

Prerequisite: None

This developmental course is for assessment purposes. Developmental students may register for this course without taking Accuplacer.

MATH 091 **BASIC MATHEMATICS** 03.0

Prerequisite: Accuplacer 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 092 **ALGEBRA REVIEW** 01.0

Prerequisite: None

Provides a review of algebra that will refresh previously taught concepts.

MATH 093 **PREALGEBRA** 03.0

Prerequisite: MATH 091 or equivalent or qualifying Accuplacer , ACT/SAT test results.

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 percents, estimation, algebraic expressions, operation precedence, linear equations, problem solving, measurement and elementary practical geometry.

MATH 095 **ELEMENTARY ALGEBRA** 03.0

Prerequisite: MATH 093 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 096 **INTERMEDIATE ALGEBRA** 03.0

Prerequisite: MATH 095 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 systems of linear equations and linear inequalities in two variables, solving quadratic, rational and radical equations, factoring, simplifying rational and radical expressions and complex numbers, determining the equations of lines and solving exponential and logarithmic equations and solving application problems.

MATH 100 **MATH FOR ALLIED HEALTH PROGRAMS** 03.0

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. *

MATH 105 **MATH FOR RADIOLOGIC TECHNICIANS** 03.0

Prerequisite: None

A programmed course including the following topics relevant to the study of radiologic technology; review of arithmetic, algebra, geometry and graphical representation. *

MATH 106 **GEOMETRY** 03.0

Prerequisite: MATH 095 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. *

MATH 107 **REAL ESTATE MATH** 03.0

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, prorations, tax rate, interest, discount and depreciation are included. *

MATH 108 **MATH FOR TECHNICIANS** 03.0

Prerequisite: MATH 093 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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. *

MATH 120 **FUNDAMENTALS OF COLLEGE MATHEMATICS** 03.0

Prerequisite: MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results. A graphing calculator may be required for this course.

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MATH 122 **ELEMENTARY SCHOOL MATHEMATICS I** 03.0

Prerequisite: MATH 120 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.

MATH 123 **ELEMENTARY SCHOOL MATHEMATICS II** 03.0

Prerequisite: MATH 122 or equivalent or qualifying Accuplacer, ACT/SAT test results.

A continuation of MATH 122. Topics covered may include geometry, algebra, probability, statistics and computers.

MATH 126 **PRE-CALCULUS I** 03.0

Prerequisite: MATH 096 or equivalent or qualifying Accuplacer , ACT/SAT test results. A graphing calculator may be required for this course.

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.

MATH 127 **PRE-CALCULUS II** 03.0

Prerequisite: MATH 126 or equivalent or qualifying Accuplacer , ACT/SAT test results. A graphing calculator may be required for this course.

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.

MATH 128 **PRE-CALCULUS AND TRIGONOMETRY** 05.0

Prerequisite: A grade of C or better in MATH 096 or equivalent from an accredited college or university, or qualifying Accuplacer or ACT/SAT results.

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.

MATH 152 **INTRODUCTION TO STATISTICS** 03.0

Prerequisite: MATH 126 or equivalent or qualifying Accuplacer , ACT/SAT test results. A graphing calculator may be required for this course.

Descriptive statistics; probability models; statistical estimation and hypothesis testing; linear regression analysis; and special topics.

MATH 176 **ELEMENTS OF CALCULUS** 03.0

Prerequisite: MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results. A graphing calculator may be required for this course.

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.

MATH 181 **CALCULUS I** 04.0

Prerequisite: MATH 126 and 127 or equivalent or qualifying Accuplacer, ACT/SAT test results. A graphing calculator may be required for this course.

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.

MATH 182 **CALCULUS II** 04.0

Prerequisite: MATH 181 or equivalent. A graphing calculator may be required for this course.

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.

MATH 190 **MATHEMATICS FOR ELECTRONICS APPLICATIONS** 03.0

Prerequisite: Recommended: MATH 095 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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. *

MATH 283 **CALCULUS III** 04.0

Prerequisite: Math 182 or equivalent. 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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MATHEMATICS

MATH 285 **DIFFERENTIAL EQUATIONS** 03.0

Prerequisite: 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.

MECHANICAL ENGINEERING

ME 241 **STATICS** 03.0

Prerequisite: PHYS 180. 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

MT 102 **FUNDAMENTALS OF INDUSTRIAL ELECTRICITY** 03.0-04.0

Prerequisite: None

An introductory course in electricity as applied to industry, particularly manufacturing. The course will present electrical principals, symbols and circuits while stressing electrical safety and safe work practices. In-class exercises will include the use of breadboards and simple hardwired devices to facilitate understanding of basic concepts, practices and common wiring devices and practices and an introduction to fundamental troubleshooting procedures. * Formerly IMT 110B.

MT 111 **PNEUMATIC SYSTEMS** 02.0

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. * Formerly IMT 209B.

MT 150 **MATERIAL SCIENCE** 03.0-04.0

Prerequisite: None

Offers a study of metallurgical terms and definitions 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 resistances is investigated. * Formerly MTL 170B and MTT 150B.

MT 160 **HYDRAULIC POWER** 03.0-06.0

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. * Formerly IMT 208B.

MT 290 **INTERNSHIP IN MECHANICAL TECHNOLOGY** 01.0-08.0

Prerequisite: Approval of the instructor.

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. * Formerly IMT 290B. Repeatable up to 8 credits.

MEDICAL RECORDS TECHNOLOGY

MRT 201 **ICD-9/CPT CODING** 03.0

Prerequisite: NURS 140, BIOL 200 (formerly BIOL 123) or permission of instructor.

History of the development of international classification systems and nomenclatures from 1898 to present day. The course content includes study of Systematized Nomenclature of Diseases, Systematized Nomenclature of Medicine (SNOMED), International Classification of Disease, ICD9-CM and Severity of Illness Measure, Oncology, (ICD-O) Diagnostic and Statistical Manual for Mental Disorders (DSM III) Nursing Diagnosis, Ambulatory Care (CPT 4, ICHPPC) and Inpatient Case-mix (DRGs and RUGs). Study and in-depth practice in assigning ICD 9CM codes to diseases, operations and procedures. *

MENTAL HEALTH

MHDD 101 **ROLE OF THE TECHNICIAN** 01.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MHDD 102 **MEDICAL COMPONENT** 01.0

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 **CONFLICT PREVENTION AND RESPONSE TRAINING** 02.0

Prerequisite: None

This course focuses on the application of prevention and response techniques to support personas 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.

MHDD 106 **TEACHING AND ACTIVE TREATMENT** 01.0

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 **MEDICATION FUNDAMENTALS** 02.0

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 **INTRODUCTION TO THERAPEUTIC INTERVENTIONS** 02.0

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 **UNDERSTANDING DEVELOPMENTAL DISABILITIES** 02.0

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 **ISSUES IN SUBSTANCE ABUSE** 01.0

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 **LIFE SPAN DEVELOPMENT** 01.0

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 **ADVANCED THERAPEUTIC INTERVENTIONS** 02.0

Prerequisite: MHDD 109.

A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client's treatment program.

MHDD 160 **ETIOLOGIES, THEORY AND TREATMENT OF MENTAL ILLNESS** 02.0

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 **PRACTICUM IN MH/DD** 03.0

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.

MHMR 101 **ROLE OF TECH IN MH/MR** 01.0

Prerequisite: None

This course offered in conjunction with the State Division of Mental Hygiene and Mental Retardation, is an overview for those interested in pursuing a career as a mental health technician. Content includes basic issues in treatment, behavior observation techniques, confidentiality, client rights, case management, and the development of client-staff relationships. *

MHMR 103 **PSYCHOPATHOLOGY AND DEVEL DISABILITIES** 01.0

Prerequisite: None

An introduction to issues in mental illness and mental retardation. It is designed to give the student basic knowledge of conditions encountered when working directly with individuals who have mental retardation. Content includes use of DSM-III R, differential diagnosis, and treatment for individuals with dual diagnosis. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MENTAL HEALTH

MHMR 110 **THE TEACHING ROLE AND ACTIVE TREATMENT** 01.0

Prerequisite: None

This course will define the role of teaching techniques within the framework of active treatment for both persons with developmental disabilities and mental illness. The concept of active treatment is defined, along with the client's participation in the therapeutic process. Teaching techniques are presented within the context of issues such as client need, dignity, access to choices, and overall effectiveness of teaching techniques. *

MHMR 198 **SPECIAL TOPICS IN MH/MR** 00.5-06.0

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. *

MHMR 203 **ALLIED THERAPIES AND PSYCHOPHARMACOLOGY** 01.0

Prerequisite: None

An understanding of the role of the recreational therapist, the occupational therapist, the physical therapist, and other team members in the mental health/mental retardation setting. *

MHMR 204 **HUMAN GROWTH/DEVELOPMENT** 01.0

Prerequisite: None

An introduction to normal human growth and development, through the lifespan. Content includes the areas of human sexuality and cognitive and physical growth and development. *

MHMR 205 **ASSAULTIVE BEHAVIOR INTERVENTION** 01.0

Prerequisite: None

This course, offered in conjunction with the State Division of Mental Health and Mental Retardation, covers training in managing client assaultive behaviors; verbal and physical interventions, causes of aggression, abuse and other legal issues, client rights and agency policies, and uses of manual and mechanical restraint. The following student physical abilities and characteristics are needed to complete the course: Bending/twisting at the neck more than the average person. Squatting/stooping/kneeling. Reaching forward and above the head. Possessing the manual/finger dexterity and handgrip strength necessary to grasp and hold another person's arms, hands and legs. Pushing and pulling over 90 pounds (such as a person.) Seeing objects/persons. Hearing conversation. Ability to hear from what direction a sound is coming. Ability to communicate through speech. *

MILITARY OCCUPATIONS

MIL 101 **INTRODUCTION TO MILITARY SCIENCE** 02.0

Prerequisite: None

Mission of the armed services, role of the military, evolution of weapons and warfare. Introductory orienteering, marksmanship, physical fitness and briefing skills. Formerly MS 101.

MIL 102 **BASIC LEADERSHIP AND ORGANIZATION** 02.0

Prerequisite: None

Use of maps, photos and compasses; greater development of orienteering skills and marksmanship; army physical fitness testing and briefing the warning order. Field trip required. Formerly MO 102.

MIL 201 **MILTARY TOPOGRAPHY AND ORIENTEERING** 02.0

Prerequisite: None

Use of maps, photos and compasses; greater development of orienteering skills and marksmanship; army physical fitness testing and briefing the operations order. Field trip required. Formerly MO 201.

MIL 202 **SMALL UNIT LEADERSHIP TECHNIQUES** 02.0

Prerequisite: None

Principles of squad combat; decision making, control and command. Rifle qualification, physical fitness maintenance and briefing operations orders. Formerly MS 202 and MO 205.

MUSIC

MUS 101 **MUSIC FUNDAMENTALS** 03.0

Prerequisite: None

Notation, terminology, intervals, scales and chords. Designed to furnish a foundation for musicianship and music theory.

MUS 105 **VOCAL TECHNIQUES** 02.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MUS 107 **GUITAR CLASS I** 02.0
Prerequisite: Students must possess guitar.
This course is geared toward the beginning level guitarist. Topics will include chording, music reading, melody playing, right hand technique and style. Formerly MUS 104.

MUS 108 **GUITAR CLASS II** 02.0
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 **PIANO CLASS I** 02.0-03.0
Prerequisite: None
Beginning piano class. Music reading and keyboard techniques from beginning through early intermediate levels. No previous musical training required.

MUS 112 **PIANO CLASS II** 02.0-03.0
Prerequisite: MUS 111.
Continuation of beginning piano class. Music reading and keyboard techniques from early intermediate through intermediate levels.

MUS 113 **FUNDAMENTALS OF MUSIC COMPOSITION I** 02.0
Prerequisite: MUS 203 or consent of instructor. Ability to read music and play at least one instrument is required.
Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.

MUS 121 **MUSIC APPRECIATION** 03.0
Prerequisite: None
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 **SURVEY OF JAZZ** 03.0
Prerequisite: None
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 **HISTORY OF ROCK MUSIC** 03.0
Prerequisite: None
Survey of Rock music from its origins in Blues through Contemporary Rock styles. Examples of various styles will be analyzed.

MUS 129 **BIG BANDS, AMERICA IN THE SWING ERA** 03.0
Prerequisite: None
Survey of Big Band Jazz, it's styles, performers and culture from 1934-1945. *

MUS 131 **INTRODUCTION TO MUSIC LITERATURE** 03.0
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 **INTRODUCTION TO MIDI SEQUENCERS AND SYNTHESIZERS** 02.0
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 198 **SPECIAL TOPICS IN MUSIC** 00.5-06.0
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. *

MUS 203 **MUSIC THEORY I** 03.0
Prerequisite: Placement examination.
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. Formerly MUS 207.

MUS 204 **MUSIC THEORY II** 03.0
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. Formerly MUS 208.

MUS 207 **MUSIC THEORY III** 03.0
Prerequisite: Successful completion of MUS 204.
A more in-depth study of the counterpoint and traditional harmonic practices of the eighteenth and nineteenth centuries through writing, analysis, and aural perception. Formerly MUS 207 R and MUS 271.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MUS 208 **MUSIC THEORY IV** 03.0
Prerequisite: Successful completion of MUS 208E.
A study of late nineteenth-century harmonic practices and twentieth-century idioms through writing, analysis, and aural perception. Formerly MUS 208 R and MUS 272.

MUS 211 **SIGHT-SINGING AND DICTATION I** 01.0
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 **SIGHT-SINGING AND DICTATION II** 01.0
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 **FUNDAMENTALS OF MUSIC COMPOSITION II** 02.0
Prerequisite: MUS 113 and the ability to read music and play at least one instrument.
Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.

MUS 225 **INTRODUCTION TO MUSIC HISTORY I** 03.0
Prerequisite: None
Chronological study of the composers and their work from the beginning through the Baroque period. Satisfies the UNR Fine Arts core curriculum. Formerly MUS 123.

MUS 226 **INTRODUCTION TO MUSIC HISTORY II** 03.0
Prerequisite: None
Chronological study of the composers and their work from the classical through romantic periods. Satisfies the UNR Fine Arts core curriculum. Formerly MUS 124.

MUS 235 **FINALE: AN INTRODUCTION** 01.0
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 **INTERNSHIP IN MUSIC** 01.0-08.0
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. *

MUSA 101 **BASS-LOWER DIVISION** 01.0-02.0
Prerequisite: None
Private instruction in bass. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.

MUSA 103 **BASSOON-LOWER DIVISION** 01.0-02.0
Prerequisite: None
Private instruction in bassoon. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.

MUSA 105 **CELLO-LOWER DIVISION** 01.0-02.0
Prerequisite: None
Private instruction in cello. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.

MUSA 107 **CLARINET-LOWER DIVISION** 01.0-02.0
Prerequisite: None
Private instruction in clarinet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.

MUSA 109 **DRUM SET-LOWER DIVISION** 01.0-02.0
Prerequisite: None
Private instruction in drum set. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 161.

MUSA 113 **FLUTE-LOWER DIVISION** 01.0-02.0
Prerequisite: None
Private instruction in flute. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MUSA 115 **GUITAR-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in guitar. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 165.

MUSA 121 **HORN-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in horn. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 155.

MUSA 123 **OBOE-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in oboe. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.

MUSA 127 **PERCUSSION-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in percussion. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 161.

MUSA 129 **PIANO-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in piano. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 151.

MUSA 131 **SAXOPHONE-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in saxophone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 157.

MUSA 135 **TROMBONE-LOWER DIVISION** 01.0-02.0

Prerequisite: None

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.

MUSA 137 **TRUMPET-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in trumpet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 155.

MUSA 139 **TUBA-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in tuba. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 155.

MUSA 141 **VIOLA-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in viola. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.

MUSA 143 **VIOLIN-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in violin. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 159.

MUSA 145 **VOICE-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in voice (classical). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 153.

MUSA 147 **VOICE FOR THTR MAJ-LOWER DIVISION** 01.0-02.0

Prerequisite: None

Private instruction in voice (music theater). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits. Formerly MUS 153.

MUSE 101 **CONCERT CHOIR** 01.0

Prerequisite: None

Choral presentations of various periods. Formerly MUS 112. Repeatable up to 6 credits.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

MUSIC

MUSE 111 **CONCERT BAND** 01.0

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. Formerly MUS 117. Repeatable up to 6 credits.

MUSE 123 **ORCHESTRA** 01.0

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. Formerly MUS 119. Repeatable up to 6 credits.

MUSE 131 **JAZZ ENSEMBLE** 01.0

Prerequisite: None

Performing ensemble specializing in traditional and contemporary big band jazz literature. Experience equivalent to high school jazz ensemble is expected. Formerly MUS 175. Repeatable up to 6 credits.

MUSE 135 **JAZZ VOCAL ENSEMBLE** 01.0

Prerequisite: Admission by audition only.

Intensive study of jazz singing and playing, including differing styles, improvisation, interpretation, vocal, technique, and ensemble/solo singing with microphones. Required performances each semester.

MUSE 153 **GUITAR ENSEMBLE** 01.0

Prerequisite: MUS 107 or instructor consent.

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

NURS 102 **PROFESSIONAL BEHAVIORS** 02.0

Prerequisite: Acceptance to the Nursing Program.

This introductory course provides the student with a working knowledge of the professional behaviors and skills used in the practice of nursing. Nursing practice involves adherence to an established framework of ethical principles, legal regulations, and standards of practice in order to provide competent, high quality, and safe care. This course will explore professional standards and therapeutic communication with emphasis on the role of the nurse in assessment, documentation and critical thinking and the obligations of the individual nurse as a professional. *

NURS 130 **NURSING ASSISTANT** 03.0-06.0

Prerequisite: Proof of negative two-step TB skin test or negative chest x-ray, current healthcare provider CPR card and proof of two MMR vaccinations (measles, mumps, rubella) if born after 1956.

The nursing assistant course is an occupational preparatory program offered by the Health Sciences Department. The student completing the nursing assistant course will be prepared to assist the professional nurse in direct client care, undertaking those tasks which are supportive to the care of the stable client. 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. Enrollment is open to the general community. *

NURS 131 **FUNDAMENTALS OF NURSING CARE** 02.0

Prerequisite: Acceptance to the Nursing Program.

In this introductory course, the student will develop a foundation of basic concepts, skills and techniques of nursing practice. This foundation will assist the student to address the physiological, psychological, sociocultural, developmental and spiritual variables related to client care. The five step nursing process will be the framework utilized in preparing the beginning nursing student to apply the skills and knowledge necessary in identifying client reactions/adaptations to stressors and in assisting clients to maintain optimum level of wellness. Four hours lecture weekly for 7-1/2 weeks.

NURS 132 **INTRODUCTION TO NURSING** 02.0

Prerequisite: Acceptance to the Nursing Program.

This course introduces students to the nursing profession, the role of the associate degree nurse, general nursing theories and specifically Betty Neuman's Systems Model. Content includes the nursing process used in client care, individuals' needs, variables and stressors, communication skills and physical assessment skills. These concepts are essential to the care of all clients and provide the foundation for all future nursing. Three hours lecture weekly for 10 weeks.

NURS 138 **NURSING CARE I** 08.0

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. Emphasis is placed on acquiring proficiency to provide direct and indirect nursing care; performing assessments that incorporate pathophysiology, pharmacology, and nutrition needs; and identifying age-appropriate care planning activities that assist clients in meeting health care needs. The lab/clinical portion of this course includes selected observations, and the use of computer simulation and skills laboratory. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

NURS 140 **MEDICAL TERMINOLOGY** 03.0

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.

NURS 142 **FUNDAMENTALS OF PHARMACOLOGY** 02.0

Prerequisite: BIOL 223 and 224.

Taught outside of nursing program both Fall and Spring. This course provides an introduction to the study of pharmacology as needed by nurses. Various groups of drugs will be studied in relationship to their actions upon various body systems and in relationship to the clients' physiological, psychological, sociocultural, developmental and spiritual variables.

NURS 144 **PEDIATRIC NURSING CARE** 02.0

Prerequisite: NURS 131, 132, 160, 161, 191 and HDFS 201.

This course will assist the student to develop a knowledge of nursing care of children from infancy through adolescence. This course focuses on the physiological, psychological, sociocultural, developmental and spiritual variables as they relate to alterations in the child's level of wellness due to interpersonal, intrapersonal and extrapersonal stressors.

NURS 145 **MATERNITY NURSING CARE** 02.0

Prerequisite: NURS 131, 132, 160, 161, 191 and HDFS 201.

This course will develop knowledge of nursing care during the period of childbearing. Included will be the normal physiological process of pregnancy and childbirth, nursing interventions during the period and the family's adaptation to the stressors associated with childbirth. Emphasis will be placed on family structure which includes prevention of illness and promotion of health with individual and familial adaptation to changing health patterns. Attention will be focused on the various stressors impacting individuals during this childbearing period. Students will be expected to build upon their communication and interpersonal skills.

NURS 146 **PEDIATRIC NURSING CARE CLINICAL** 02.0

Prerequisite: NURS 131, 132, 160, 161, 191 and HDFS 201.

This clinical experience is concurrent with NURS 144. It provides the student the opportunity to apply knowledge and skills necessary to plan and implement nursing care for hospitalized children and adolescents. The student will be able to identify the child's and family's responses to stressors and develop a plan of care to foster the client's achievement toward an optimal level of wellness. Twelve hours clinical practice for 7-1/2 weeks.

NURS 147 **MATERNITY NURSING CARE CLINICAL** 02.0

Prerequisite: NURS 131, 132, 160, 161, 191 and HDFS 201.

This clinical laboratory experience will provide the student with a basic learning opportunity to apply the knowledge and skills necessary to plan and implement care for expectant mothers, fathers and their families and share in the wonder of the birthing process. Maternity clinical laboratory will be offered in local agencies. During this clinical rotation students will have supervised practice with clients in pregnancy clinic, labor/delivery, admit nursery, normal newborn nursery and post partum. Twelve hours clinical practice for 7-1/2 weeks.

NURS 160 **MEDICAL-SURGICAL NURSING CARE I** 02.0

Prerequisite: NURS 131 and 191.

Open to students accepted to the nursing program only. Medical-Surgical Nursing Care focuses on the physiological, psychological, sociocultural, developmental and spiritual variables as they relate to alterations in levels of wellness due to pathophysiological and psychological stressors. The content of this course includes an orientation to the medical-surgical client, diseases of the muscular-skeletal system and respiratory system and care of the client with diabetes. The client undergoing surgery, diagnostic tests, fluid and electrolytes, stress and pain are also included in this course. Four hours lecture for 7-1/2 weeks.

NURS 161 **MEDICAL-SURGICAL NURSING CARE I LAB** 02.0

Prerequisite: NURS 131 and 191 and acceptance to the Nursing Program.

Open to students accepted to the nursing program only. NURS 161 is a required clinical course to be taken concurrently with NURS 160. This beginning level course focuses on the integration of basic nursing process skills to identify the client's reaction or adaptation to stressors and to develop nursing interventions to foster the client's achievement and/or maintenance of an optimal level of wellness. Attention is given to the physiological, psychological, sociocultural, developmental and spiritual variables as they affect the client's lines of defense. Twelve hours clinical practice for 7-1/2 weeks.

NURS 170 **NURSING CARE 2** 09.0

Prerequisite: Acceptance to the Nursing Program.

The focus of this course is on 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, 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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

NURS 191 **FUNDAMENTALS OF NURSING CARE LAB** 01.0

Prerequisite: Acceptance to the Nursing Program.

Open to students accepted to the nursing program only. An introductory course taken concurrently with NURS 131. The course provides an opportunity for the beginning nursing student to learn and practice basic skills and techniques. Theory content from NURS 131 forms the foundation for implementation of basic nursing skills. Qualified practicing LPN's may be exempt from this course. Twelve hours clinical practice for 7-1/2 weeks.

NURS 193 **NURSING CARE IN THE FAMILY CYCLE LAB** 04.0

Prerequisite: None

Lab experience coordinated with class content (12 hours per week - total 180 hours).

NURS 202 **NURSING CARE 3** 08.0

Prerequisite: Acceptance to the Nursing Program.

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. *

NURS 204 **PALLIATIVE CARE NURSING** 02.0

Prerequisite: Acceptance to the Nursing Program. First year students may enroll with instructor permission.

The content of this course addresses the competencies necessary for nurses to provide high quality care during the transition at the end of life. Emphasis is based on the integration of the physiological, psychological, socio-cultural, developmental and spiritual variables together with communication and physical assessment skills. This course addresses all age groups across all care settings including clinics, home care, critical care units and nurseries. Formerly NURS 204B.

NURS 209 **PRINCIPLES OF PATHOPHYSIOLOGY** 03.0

Prerequisite: Acceptance to the Nursing Program.

This course is designed to offer students the opportunities to explore and apply the principles of Pathophysiology gained in this course to future nursing clinical courses, as well as, client care as a practicing Registered Nurse. The concepts of physiology and pathophysiology, dealing with disease caused by alteration of function 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. The content of this course builds upon the knowledge from previous science and nursing courses. This course is recommended by the TMCC Nursing Faculty. This course is limited to currently enrolled students in the nursing program.

NURS 212 **CULTURAL ASPECTS OF NURSING CARE** 03.0

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.

NURS 235 **PSYCHIATRIC NURSING CARE** 02.0

Prerequisite: All first year nursing courses, NUTR 223 and HDFS 201.

Open to students accepted to the nursing program only. This course is designed to further enhance the preparation of the student in giving care as a member of the health team. Content focuses on the client, with the physiological, psychological, sociocultural, developmental and spiritual variables which provide a line of defense and on the stressors which impact that defense and disturb the clients' stability. The client, is, therefore, in a dynamic state of wellness or illness, and nursing involves interventions to assist the client to achieve a state of wellness. Since the student is seen as possessing a unique system as does the client, the course will also assist the student to develop greater awareness of self and his/her own patterns of behavior and to develop ability in the use of self as a therapeutic tool. Causes, treatment and prevention of mental illness will be considered and community resources for aiding mental health and treating mental illness will be identified.

NURS 240 **RN REFRESHER-THEORY** 02.0

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. *

NURS 242 **RN REFRESHER - CLINICAL** 03.0

Prerequisite: NURS 240 and temporary Nevada RN license.

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

NURS 251 **MEDICAL-SURGICAL NURSING CARE II** 02.0

Prerequisite: All first year nursing courses plus required support courses to date. Open to accepted nursing students only.

Open to accepted nursing students only. This course is taken concurrently with NURS 293. A continuation of the study of major medical and surgical conditions affecting the individual throughout the adult life cycle. Focus is on the application and testing of concepts relevant to the care of clients who have encountered stressors with stable, reconstituted and/or impaired lines of defense. Emphasis is placed on integration of physiological, psychological, sociocultural, developmental and spiritual variables together with further development of communication and physical assessment skills. The content of this course builds upon the knowledge from previous nursing courses and includes the following: acid-base balance, hematological, renal and urinary, male reproductive, vascular and gastrointestinal disorders.

NURS 255 **MEDICAL-SURGICAL NURSING CARE III** 03.0

Prerequisite: All first year nursing courses, NURS 235, 251, 293 and 295 plus required support courses to date.

Open to accepted nursing students only. This course is taken concurrently with NURS 294. A continuation of the study of major medical-surgical, critical care and extended care conditions affecting the individual throughout the adult life cycle. Focus is on the application and testing of concepts relevant to the care of clients who have encountered stressors with stable, reconstituted, impaired lines of defense and/or progressive degeneration. Emphasis is placed on integration of physiological, psychological, sociocultural, developmental and spiritual variables together with refinement of communication and physical assessment skills. The content of this course builds upon the knowledge from previous nursing courses and includes the following content: cardiovascular, neurological, integumentary, metabolic, endocrine, immunology, critical care respiratory, oncology and emergency nursing.

NURS 259 **NURSING TODAY** 01.0

Prerequisite: All first year nursing courses plus required support course to date. Open to accepted nursing students only.

The course is planned to help the students understand their future role as graduate nurses and to become aware of the career opportunities and education needs of the graduate. Legal and ethical aspects will be discussed and the present and future trends in nursing service and nursing education.

NURS 274 **NURSING CARE 4** 08.0

Prerequisite: Acceptance to the Nursing Program.

The focus of this course is the culmination of the study of the care and management of acutely-ill adult clients/patients across the lifespan. Emphasis is on acquisition of clinical decision making skills and achievement of clinical competence. Problem solving, personnel management, leadership, technology and resource utilization skills are developed. The lab/clinical portion of this course include a critical care and capstone experience as well as computer simulation and skills laboratory. *

NURS 285 **SELECTED TOPICS IN HEALTH SCIENCE** 00.5-06.0

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. This 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. *

NURS 293 **MEDICAL-SURGICAL NURSING CARE II LAB** 02.0

Prerequisite: All first year nursing courses plus required support courses to date. Open to accepted nursing students only.

This course is taken concurrently with NURS 251 and builds upon the knowledge and skills gained in NURS 142, 160 and 161. The focus of this course is the integration of nursing process skills during the care of the client with stable, reconstituted and/or impaired lines of defense. The student will also examine the physiological, psychological, developmental, sociocultural and spiritual variables affecting the client's reaction to impaired lines of defense. Twelve hours clinical practice for 7-1/2 weeks.

NURS 294 **MEDICAL SURGICAL NURSING CARE III LAB** 03.0

Prerequisite: All first year nursing courses, NURS 235, 251, 293, 295 and all support courses to date and acceptance into the nursing program.

A continuation of the clinical study of major medical-surgical, critical care and extended care conditions affecting the individual throughout the adult life cycle. The content of this course continues to build upon the knowledge from previous nursing courses. Emphasis is placed on the application of concepts relevant to the care of clients who have encountered stressors with stable, reconstituted, impaired lines of defense and/or progressive degeneration. Nursing care of clients will involve the integration of physiological, psychological, sociocultural, developmental and spiritual variables together with refinement of communication and physical assessment skills. Opportunity will be provided for nursing students to assist registered nurses in caring for clients in the critical care, medical-surgical or extended care settings. Twelve hours clinical practice for 11 weeks.

NURS 295 **PSYCHIATRIC NURSING CARE LAB** 02.0

Prerequisite: All first year nursing courses, NUTR 223 and HDFS 201 and acceptance into the nursing program.

Open to accepted nursing students only. Lab experience coordinated with course content from NURS 235. Twelve hours clinical practice for 7-1/2 weeks.

NURS 297 **CLINICAL PRACTICUM** 01.0-03.0

Prerequisite: Completion of NURS 255 and 294.

Allows students to utilize the nursing process to develop and practice clinical nursing skills, priority statement, time management and conflict resolution. Facilitates the transition from student to graduate nurse. The RN role will be explored in relation to expectations of the employer and the consumer. 90 hours clinical practice for four weeks.

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NUTRITION

NUTR 100 **INTRODUCTION TO DIETETIC TECHNICIAN PROGRAM** 00.5

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. *

NUTR 121 **HUMAN NUTRITION** 03.0

Prerequisite: None

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. Formerly HEC 121.

NUTR 220 **FOOD SERVICE SYSTEMS MANAGEMENT** 03.0

Prerequisite: None

Organization and operation of food service; management principles; food service personnel; labor laws; regulatory agencies; food cost control and record keeping.

NUTR 221 **QUANTITY FOOD PURCHASING** 03.0

Prerequisite: None

Food purchasing for food service systems, understanding cost factors, food laws, quality standards and basic manufacturing processes.

NUTR 223 **PRINCIPLES OF NUTRITION** 03.0

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. Formerly HEC 223.

NUTR 233 **COMMUNITY AND LIFECYCLE NUTRITION** 03.0

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.

NUTR 243 **MEDICAL NUTRITION THERAPY FOR DIETETIC TECHS I** 03.0

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.

NUTR 244 **MEDICAL NUTRITION THERAPY FOR DIETETIC TECHS II** 03.0

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.

NUTR 253 **CULTURAL CONSIDERATIONS IN NUTR AND HEALTH CARE** 03.0

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. Satisfies TMCC Diversity requirement.

NUTR 291 **NUTRITION INTERNSHIP-FOOD SERVICE** 03.0

Prerequisite: Approval of Instructor.

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. *

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NUTRITION

NUTR 292 **NUTRITION INTERNSHIP-COMMUNITY** 03.0

Prerequisite: NUTR 223, 233 and approval of 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. *

NUTR 293 **NUTRITION INTERNSHIP-CLINICAL** 03.0

Prerequisite: Approval of instructor.

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. *

NUTR 298 **SPECIAL TOPICS IN NUTRITION** 01.0-03.0

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. *

OCCUPATIONAL SAFETY AND HEALTH

OSH 101 **INTRO TO SAFETY AND HEALTH** 03.0

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.

PAINTING TRADES

PNTG 091 **PAINTING TRADES FOUNDATION I** 02.0

Prerequisite: None

This course introduces students to basic skills required for residential and commercial painting in the construction industry.

PHILOSOPHY

PHIL 101 **INTRODUCTION TO PHILOSOPHY** 03.0

Prerequisite: None

Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology. Transfers to UNR as a humanities course. Formerly PHIL 110.

PHIL 102 **CRITICAL THINKING AND REASONING** 03.0

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. Formerly PHIL 113.

PHIL 114 **INTRODUCTION TO SYMBOLIC LOGIC** 03.0

Prerequisite: None

Methods and principles of correct reasoning and argumentation with application to the various sciences.

PHIL 119 **INTRODUCTION TO THE OLD TESTAMENT** 03.0

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 **INTRODUCTION TO ETHICS** 03.0

Prerequisite: None

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.

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PHILOSOPHY

PHIL 200 **THE JUDEO-CHRISTIAN TRADITION** 03.0

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 **PHILOSOPHY GOES TO THE MOVIES** 03.0

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 **INTRODUCTION TO EXISTENTIALISM** 03.0

Prerequisite: None

Readings from Kierkegaard, Nietzsche, Jaspers, Sartre, Heidegger. An examination of the existentialist concepts 'being' and 'nonbeing', 'estrangement', 'dread', 'anxiety' and 'freedom.'

PHIL 204 **INTRODUCTION TO CONTEMPORARY PHILOSOPHY** 03.0

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 **INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY** 03.0

Prerequisite: None

Major political philosophers, e.g. Plato, Aristotle, Macchiavelli, Hobbs, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics.

PHIL 210 **WORLD RELIGIONS** 03.0

Prerequisite: None

The main moral and religious views of world religions are discussed. Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism. Satisfies TMCC Diversity requirement. Formerly PHIL 112.

PHIL 224 **INTRODUCTION TO THE PHILOSOPHY OF SCIENCE** 03.0

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 **INTRODUCTION TO INDIAN PHILOSOPHY** 03.0

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. Formerly PHIL 296.

PHIL 244 **BIOETHICS** 03.0

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 **TOPICAL ISSUES IN PHILOSOPHY** 01.0-03.0

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

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

PEX 117 **GOLF** 01.0

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. Formerly RPED 160.

PEX 117 A **GOLF, INTERMEDIATE** 01.0

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. Formerly RPED 161.

PEX 129 **VOLLEYBALL** 01.0

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. Formerly RPED 138.

PEX 129 A **VOLLEYBALL, INTERMEDIATE/ADVANCED** 01.0

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. Formerly RPED 139.

PEX 143 **KARATE** 01.0

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. Formerly RPED 152.

PEX 143 A **KARATE, INTERMEDIATE/ADVANCED** 01.0

Prerequisite: None

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. Formerly RPED 153.

PEX 155 **FENCING** 01.0

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. Formerly RPED 149.

PEX 155 A **FENCING, INTERMEDIATE/ADVANCED** 01.0

Prerequisite: None

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. Formerly RPED 151.

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PHYSICAL EDUCATION

PEX 169 **YOGA** 01.0

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. Formerly RPED 169.

PEX 169 A **YOGA, INTERMEDIATE/ADVANCED** 01.0-02.0

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.

PEX 170 **AEROBICS** 01.0

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. Formerly RPED 174.

PEX 172 **BODY CONTOURING AND CONDITIONING** 01.0

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. Formerly RPED 180.

PEX 174 **FITNESS PRINCIPLES AND PRACTICES** 02.0-03.0

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 **WEIGHT TRAINING** 01.0

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 **SPECIAL TOPICS** 01.0

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. Formerly RPED 198B.

PEX 207 **SLIMNASTICS AND WEIGHT CONTROL** 02.0

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. Formerly RPED 178.

PHYSICS

PHYS 100 **INTRODUCTORY PHYSICS** 03.0

Prerequisite: MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

PHYSICS

PHYS 103 **PHYSICS - AUTOMOTIVE TECHNICIAN COOP ED** 03.0

Prerequisite: MATH 108 or equivalent or qualifying Accuplacer, ACT/SAT test results.

A course designed for the Automotive Technician Educational Cooperative program. Open to any student interested in applied physics associated with modern automobiles. *

PHYS 117 **INTRODUCTION TO SPACE SCIENCE AND ENGINEERING** 03.0

Prerequisite: None

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 **GENERAL PHYSICS I** 04.0

Prerequisite: Completion of or concurrent enrollment in MATH 126 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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.

PHYS 152 **GENERAL PHYSICS II** 04.0

Prerequisite: PHYS 151 and completion of or concurrent enrollment in MATH 127 or equivalent or qualifying Accuplacer, ACT/SAT test results.

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 **PHYSICS FOR SCIENTISTS AND ENGINEERS I** 03.0

Prerequisite: Co-requisite Math 181.

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. Formerly PHYS 201.

PHYS 180L **PHYSICS FOR SCIENTISTS/ENGINEERS LAB I** 01.0

Prerequisite: MATH 181. PHYS 180 must be taken prior to or concurrently.

Laboratory experiments to accompany PHYS 180. Formerly PHYS 204.

PHYS 181 **PHYSICS FOR SCIENTISTS AND ENGINEERS II** 03.0

Prerequisite: PHYS 180 (formerly PHYS 201).

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. Formerly PHYS 202.

PHYS 181L **PHYSICS FOR SCIENTISTS/ENGINEERS LAB II** 01.0

Prerequisite: PHYS 181 must be taken prior to or concurrently.

Laboratory experiments to accompany PHYS 181. Formerly PHYS 205.

PHYS 182 **PHYSICS FOR SCIENTISTS AND ENGINEERS III** 03.0

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 **PHYSICS FOR SCIENTISTS AND ENGINEERS LAB III** 01.0

Prerequisite: Co-requisite PHYS 182.

Laboratory experiments to accompany PHYS 182.

PHYS 198 **SPECIAL TOPICS IN PHYSICS** 00.5-06.0

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. *

PHYS 290 **INTERNSHIP IN PHYSICS** 01.0-08.0

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.

PLUMBING TRADES

PLMB 091 **PLUMBING TRADES FOUNDATION I** 02.0

Prerequisite: None

This course introduces students to basic skills required for residential and commercial plumbing installation and repair in the construction industry.

POLITICAL SCIENCE

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

POLITICAL SCIENCE

PSC 085 **CITIZENSHIP PREPARATION** 01.0

Prerequisite: None

Citizenship Preparation will provide an overview of United States history, contributions of early Americans, United States government, the workings of democracy in the American system and requirements for naturalization. Students will take the CASAS standard citizenship examination during the final two hours of the course.

PSC 100 **NEVADA CONSTITUTION** 01.0

Prerequisite: None

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 **INTRODUCTION TO AMERICAN POLITICS** 03.0

Prerequisite: None

A survey of American national, state and local governments. Includes Nevada's constitution, government, and contemporary issues. Fulfills US and Nevada Constitution requirements. Formerly PSC 103.

PSC 198 **SPECIAL TOPICS IN POLITICAL SCIENCE** 00.5-03.0

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to three credits depending on the course content and number of hours required. The course may be repeated for up to three credits. *

PSC 208 **SURVEY OF STATE AND LOCAL GOVERNMENT** 03.0

Prerequisite: None

Organization, working principles and functional processes of State and local governments in the United States, including Nevada. (Satisfies the Nevada Constitution requirement.)

PSC 210 **AMERICAN PUBLIC POLICY** 03.0

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 **INTRODUCTION TO COMPARATIVE POLITICS** 03.0

Prerequisite: None

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 231 **INTRODUCTION TO INTERNATIONAL RELATIONS** 03.0

Prerequisite: None

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 240 **SOCIAL SCIENCE RESEARCH METHODS** 03.0

Prerequisite: Statistics recommended.

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.

PSC 241 **ELEMENTS OF PUBLIC ADMINISTRATION** 03.0

Prerequisite: None

Introduction to principles and problems of public administration; budget, forms of administrative action, types of control, administrative law.

PSC 250 **THE POLITICS OF INTERNATIONAL TERRORISM** 03.0

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 270 **POLITICS THROUGH FILMS** 03.0

Prerequisite: None

A study of the way in which films and the mass media affect perception and understanding of political processes.

PSC 285 **SELECTED READINGS ON THE PRESIDENCY** 03.0

Prerequisite: None

Seminar or individualized study course on various topics related to the presidency. Emphasis will be given to an analysis of various presidents, the traditional and contemporary powers of the office and the selection process. May be repeated for up to six credits.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

POLITICAL SCIENCE

PSC 290 **INTERNSHIP IN POLITICAL SCIENCE** 01.0-08.0

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. *

PSC 295 **SPECIAL TOPICS IN POLITICAL SCIENCE** 03.0

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 297 **INDEPENDENT STUDY/STUDY ABROAD** 01.0

Prerequisite: None

International summer study abroad courses will consist of two to three week programs that will take students to various countries of the world for travel and study. All programs will normally include all transportation costs, hotel accommodations, cruises and meals. A research paper will be required for credit. *

PSC 298 **PARTICIPATION IN STUDENT GOVERNMENT** 01.0

Prerequisite: Election to student government.

Explores the general political and structural aspects of student government. Students observe and apply various theories and models of governance. May be repeated one time for one credit (maximum two credits total).

PSC 299 **GOVERNMENT INTERNSHIP** 03.0-06.0

Prerequisite: PSC 103 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 101 **INTRODUCTION TO PORTUGUESE I** 03.0

Prerequisite: None

Introduces the fundamentals of Portuguese grammar, leading to spoken communication and listening skills with considerable emphasis on writing and reading skills. Prior knowledge of the Portuguese language is not required. *

PORT 102 **INTRODUCTION TO PORTUGUESE II** 03.0

Prerequisite: PORT 101 or equivalent of similar course or instructor's approval.

Portuguese 102 is a continuation course to Portuguese 101. It introduces more advanced and complex forms of Portuguese grammar. Spoken communication and listening skills and a more detailed emphasis on written communication and reading skills. *

PORT 103 **INTERMEDIATE PORTUGUESE I** 03.0

Prerequisite: PORT 102 or the equivalent of a similar course or instructor's approval.

This course introduces intermediate forms of Portuguese grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Portuguese films. *

PORT 104 **INTERMEDIATE PORTUGUESE II** 03.0

Prerequisite: PORT 103 or the equivalent of a similar course or instructor's approval.

Structural review. Portuguese 104 is a continuation of Portuguese 103. Intermediate/advanced forms of Portuguese grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussion of Portuguese films. *

PSYCHOLOGY

PSY 101 **GENERAL PSYCHOLOGY** 03.0

Prerequisite: None

Survey of the basic foundations of psychology with emphasis on psychological theories, research methods and principles of behavior. Psychology 101 is also offered via telecourse. See class schedule. Satisfies UNR Social Science core curriculum.

PSY 102 **PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

PSY 109 **LEARNING DIFFICULTIES OF THE STUDENT** 02.0-03.0

Prerequisite: None

An overview of influence and conditions which inhibit learning. Learning theories will be discussed emphasizing the practical application of the theory.

PSY 130 **HUMAN SEXUALITY** 03.0

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 207 **PSYCHOLOGY OF THE FAMILY** 03.0

Prerequisite: None

Examines the psychology and social approaches for understanding families, the interaction of individuals and the family as a system.

PSY 210 **INTRODUCTION TO STATISTICAL METHODS** 04.0

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 **PSYCHOLOGY OF DREAMS** 03.0

Prerequisite: None

An introduction to the study of dreams through psychological theory, covering etiology and interpretation.

PSY 233 **CHILD PSYCHOLOGY** 03.0

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 234 **PSYCHOLOGY OF ADOLESCENCE** 03.0

Prerequisite: PSY 101 or approval of instructor.

A study of the psychological development during adolescence with emphasis on the special problems encountered in our society.

PSY 240 **INTRODUCTION TO RESEARCH METHODS** 03.0

Prerequisite: Statistics recommended.

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 **INTRODUCTION TO ABNORMAL PSYCHOLOGY** 03.0

Prerequisite: None

An overview of abnormal psychology with emphasis on symptom logy, etiology, diagnosis, treatment and prevention.

PSY 261 **INTRODUCTION TO SOCIAL PSYCHOLOGY** 03.0

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.

PSY 270 **UNDERSTANDING PSYCHOLOGY THROUGH FILM** 03.0

Prerequisite: None

Analysis of different psychological concepts and how they are expressed in popular film media. Specifically, the course will cover families, psychological disorders, counseling approaches, parenting, human development across the life span, alcohol/drug abuse, etc., in the format of film appreciation.

PSY 275 **UNDERGRADUATE RESEARCH** 03.0

Prerequisite: None

Formerly PSY 198B. Repeatable up to 6 credits.

PSY 276 **AGING IN MODERN AMERICAN SOCIETY** 03.0

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 290 **INTERNSHIP IN PSYCHOLOGY** 01.0-08.0

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 100 hours of internship for one credit. May be repeated for up to eight credits.

PSY 299 **SPECIAL PROBLEMS IN PSYCHOLOGY** 01.0

Prerequisite: None

Research from any field of psychology in which the student is adequately prepared. May be repeated with study of a new problem.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

RADIOLOGIC TECHNOLOGY

RAD 090 **EXPLORATION OF RADIOLOGY** 00.5

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. Formerly RT 100B.

RAD 103 **MEDICAL ETHICS** 01.0

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. * Formerly RT 102B.

RAD 110 **FUNDAMENTALS OF CLINICAL RADIOGRAPHY I** 01.0

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). * Formerly RT 110B.

RAD 112 **PATIENT CARE AND MEDICAL TERMINOLOGY** 02.0

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. * Formerly RT 112B.

RAD 116 **RADIOGRAPHY I** 03.0

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. * Formerly RT 116B.

RAD 118 **RADIOLOGY PHYSICS AND CIRCUITRY** 03.0

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. * Formerly RT 118B.

RAD 124 **RADIOGRAPHIC PHOTO AND TECHNIQUES** 03.0

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. * Formerly RT 124B.

RAD 125 **CLINICAL RADIOGRAPHY I** 02.0

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. * Formerly RT 125B.

RAD 126 **RADIOGRAPHY II** 03.0

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. * Formerly RT 126B.

RAD 128 **IMAGING EQUIPMENT** 03.0

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. * Formerly RT 128B.

RAD 198 **SPECIAL TOPICS RADIOLOGIC TECHNOLOGY** 00.5-06.0

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. * Formerly RT 198B

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

RAD 220 **CLINICAL RADIOGRAPHY II** 03.0

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. * Formerly RT 220B.

RAD 230 **CLINICAL RADIOGRAPHY III** 03.0

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. * Formerly RT 230B.

RAD 236 **RADIOGRAPHIC CONTRAST-ROUTINE EXAMS** 02.0

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. * Formerly RT 236B.

RAD 238 **RADIATION SAFETY AND PROTECTION** 02.0

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. * Formerly RT 238B.

RAD 242 **RADIOGRAPHY QUALITY MANAGEMENT** 01.0

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. * Formerly RT 242B.

RAD 244 **DIAGNOSTIC AND THERAPEUTIC RADIATION** 02.0

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. * Formerly RT 244B.

RAD 245 **CLINICAL RADIOGRAPHY IV** 03.0

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. * Formerly RT 245B.

RAD 247 **RADIOGRAPHY QUALITY CONTROL** 01.0

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. * Formerly RT 247B.

RAD 250 **CLINICAL RADIOGRAPHY V** 03.0

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. * Formerly RT 250B.

RAD 259 **SEMINAR IN RADIOGRAPHY** 02.0

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. * Formerly RT 259B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

RADIOLOGIC TECHNOLOGY

RAD 280 **REVIEW OF CONCEPTS IN RADIOGRAPHY** 01.0-06.0

Prerequisite: Radiological Technology Program educational coordinator approval.

Open to inactive registered radiological technologists and RT graduates who need to repeat the registry exam. This course is designed to meet the need of the individual student and may be repeated for a maximum of six (6) credits. * Formerly RT 280B.

RAD 285 **INDEPENDENT STUDY IN RADIOLOGY** 00.5-06.0

Prerequisite: Radiological Technology Program student or permission of the instructor.

Course is designed so the student may do extra study in an area of interest related to the field of radiology. Course topic to be determined by mutual consent of the faculty and student. Content will enhance basic knowledge of radiology. * Formerly RT 285B.

RAD 290 **INTERNSHIP IN RADIOLOGIC TECHNOLOGY** 01.0-06.0

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. * Formerly RT 290B.

READING

READ 093 **READING IMPROVEMENT** 01.0-03.0

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.

READ 135 **COLLEGE READING STRATEGIES** 01.0-03.0

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.

READ 136 **READING IN THE DISCIPLINES** 01.0-03.0

Prerequisite: None

Because each academic field is unique, the reading skills required for textbooks and related materials in different subject areas also are unique. READ 136 will show you how to adapt and apply academic reading strategies to suit distinct characteristics texts in academic disciplines. Course taken as elective, transferable credit.

REAL ESTATE

RE 101 **REAL ESTATE PRINCIPLES** 03.0

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.

RE 102 **REAL ESTATE MATH** 01.0-03.0

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, prorating, tax rate, interest, discount and depreciation are included. Same as MATH 107. *

RE 103 **REAL ESTATE LAW AND PRACTICE** 03.0

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.

RE 104 **REAL ESTATE LAW AND CONVEYANCING** 03.0

Prerequisite: None

This is an in-depth course in law as it applies to real property. It includes contracts, agency, deeds, easements, estates in land, financing, tenancy, foreclosures, leases, transfer of title and negotiable instruments. It does not include license law. Case studies are also discussed.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

REAL ESTATE

RE 130 **ESCROW I** 02.0-03.0

Prerequisite: RE 101 or 103 or equivalent or department approval.

This course covers basic escrow principles and procedures, including the mechanics of taking, processing and closing an escrow. Actual escrow transactions shall be completed step by step. This course should be of benefit to aspiring escrow officers, escrow secretaries, real estate salespersons and anyone who frequently deals in real estate. *

RE 198 **SPECIAL TOPICS REAL ESTATE** 00.5-06.0

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. *

RE 199 **REAL ESTATE INVESTMENTS** 02.0-03.0

Prerequisite: None

Introduction to investments. Real estate as an investment vehicle, tax aspects, property analysis, state and federal regulations, management, financial statements, formulas, techniques, protection and investment guidelines for the consumer as they relate to real estate ownership.

RE 202 **REAL ESTATE FINANCING AND INSURANCE** 03.0

Prerequisite: None

This course includes an overview of real estate financing and types of loans, formulas, payment methods, lenders, qualifying requirements, FHA, VA, conventional and interim financing, loan costs and the secondary mortgage market. It also covers notes, deeds of trust and foreclosure procedures.

RE 205 **REAL ESTATE MANAGEMENT** 03.0

Prerequisite: None

This course is designed to cover the fundamental principles involved in the management of real property. Topics to be covered include the role of an effective managing agent, accounting systems and financial controls, human relations in property management, leases, marketing, developing management checklists and developing effective service techniques. This course serves as a prerequisite for future work a student may contemplate relative to professional property management. *

RE 206 **REAL ESTATE APPRAISING** 03.0

Prerequisite: RE 101 and 103 or real estate experience.

This is a basic course in appraising, dealing with the beginning concepts. These include basic principles and economic trends, nature of appraisals and the appraisal process, neighborhood and site analysis and site valuation, residential style and functional utility. The use of the cost, income capitalization and market approaches to value and the correlation of the data in order to arrive at a value estimate is also covered. Recommended for those holding a real estate license. This course is required to become a broker in Nevada unless the student has had two years of full time experience as a salesperson.

RE 207 **INCOME VALUATION APPRAISING** 03.0

Prerequisite: RE 206 or equivalent or department approval.

This course introduces the student to appraisal practices used for income, commercial, industrial and residential properties. It covers terminology, factors considered in the income market and basic applications of income appraising, with the exception of the mortgage equity techniques. Students will be required to furnish their own calculators. *

RE 290 **INTERNSHIP IN REAL ESTATE** 01.0-08.0

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. This course is available to any student who has completed or is currently enrolled in RE 101 or 103. Contact the instructor for the application. Up to eight 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 eight credits. *

RUSSIAN

RUS 101 **INTRODUCTION TO RUSSIAN I** 03.0

Prerequisite: None

A course designed to introduce students to the cultural, political and education life in the Soviet Union. Practical knowledge of spoken Russian will be developed; listening and writing skills will be practiced. *

RUS 102 **INTRODUCTION TO RUSSIAN II** 03.0

Prerequisite: Russian 101 or the equivalent of a similar course or instructor's approval is required.

A continuation of RUS101. It introduces more advanced and complex forms of Russian grammar. Spoken communication and listening skills and a more detailed emphasis on written communication and reading skills. *

RUS 103 **INTERMEDIATE RUSSIAN I** 03.0

Prerequisite: Russian 102 or the equivalent of a similar course or instructor's approval is required.

This course introduces intermediate forms of Russian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Russian television programs and films. *

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

RUSSIAN

RUS 104 **INTERMEDIATE RUSSIAN II** 03.0

Prerequisite: Russian 103 or the equivalent of a similar course or instructor's approval is required.

Structural review. Russian 104 is a continuation of Russian 103. Intermediate and advanced forms of Russian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Russian television programs and films. *

RUS 111 **FIRST-YEAR RUSSIAN I** 04.0

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.

RUS 112 **FIRST-YEAR RUSSIAN II** 04.0

Prerequisite: RUS 111 or instructor approval.

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.

RUS 211 **SECOND-YEAR RUSSIAN I** 03.0

Prerequisite: RUS 112 or instructor approval.

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.

RUS 212 **SECOND-YEAR RUSSIAN II** 03.0

Prerequisite: RUS 211 or instructor approval.

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.

SENIOR SILVER COLLEGE

SENR 080 **DIGITAL CAMERA** 02.0

Prerequisite: None

If you own a digital camera or are planning to buy one, this class will help you learn more about the camera's capabilities. You will also learn how to safely save, organize and backup your images. Best to take SENR 092 prior to this class. Formerly CSVC 099.

SENR 081 **PHOTOSHOP ELEMENTS** 02.0

Prerequisite: None

Learn features of Adobe Photoshop Elements such as how to adjust, retouch and repair photos plus the use of special effects, print and share images. Best to take SENR 080 prior to taking this class. Formerly CSVC 099 A.

SENR 082 **DIGITAL CAMERA, INTERMEDIATE** 02.0

Prerequisite: None

Learn about taking all kinds of pictures (portraits, family gatherings, up-close macro pictures, day and night time, indoor and outdoor, sunshine and sunset) and transferring your pictures from your camera to your computer using Windows Explorer and burning the photos to a CD. Best to take SENR 080 prior to this class.

SENR 083 **PHOTOSHOP ELEMENTS, INTERMEDIATE** 02.0

Prerequisite: None

Expand your skills to accomplish more advanced photo editing. Create slide shows, greeting cards, calendars and even postage stamps from your favorite photos. Best to have taken SENR 081 prior to this class.

SENR 085 **LIFE STORIES** 02.0

Prerequisite: None

Write the stories of your life in a safe and inspirational environment. No experience necessary, all levels welcome. Innovative techniques will be implemented to trigger your memory and imagination.

SENR 087 **CREATIVE WRITING** 02.0

Prerequisite: None

Write in a fun and creative atmosphere. Non-fiction, short stories, fiction, novels, poems and essays--experiment with a new genres, emphasis will be directed towards voice and style.

SENR 091 **COMPUTER BASICS FOR BEGINNERS** 02.0

Prerequisite: None

For the student with little or no experience with computer PC's. Learn tips on how to wisely purchase a computer and how to setup the home computing work area. This is a hands-on class and students will learn basic skills of word processing. Class is designed for seniors. Knowledge of keyboard is recommended. Formerly SENR 101B and CSVC 091.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

SENIOR SILVER COLLEGE

SENR 092 **COMPUTER APPLICATIONS BASICS** 02.0

Prerequisite: None

For the student who has basic knowledge of personnel computers and word processing and wishes to learn the basics of software applications. Students will review word processing, learn basics in spreadsheets and PowerPoint plus activate a senior student e-mail account. Formerly SENR 102B and CSVC 092.

SENR 093 **PUBLISHER: CREATE CARDS, CALENDARS, ETC** 02.0

Prerequisite: None

Have fun in this class using Publisher software to create cards, calendars and learn to use the scanner. Students must have a good understanding of word processing before taking this class. Students may want to take 091 and/or 092 before taking this class designed for seniors. Formerly SENR 103B and CSVC 093.

SENR 095 **INTERNET FOR BEGINNERS** 02.0

Prerequisite: None

Learn how to access the Internet and use browser software to explore the World Wide Web. Also learn to download files, use e-mail and more. Best to have taken 091 and/or 092 or have knowledge of the keyboard and Windows. Formerly SENR 105B and CSVC 095.

SENR 096 **INTERNET EXPLORATION** 02.0

Prerequisite: None

Learn more advanced search procedures and methods to effectively use the Internet and World Wide Web. Locate and download special information and projects from the Internet. Best to take 095 prior to this class. Formerly CSVC 096.

SENR 097 **WORD: FUN FEATURES** 02.0

Prerequisite: None

Create newsletters, calendars, mailings and more as you build on your knowledge of Microsoft Word. Explore fun features in graphics, editing and formatting that will make your documents more interesting and professional looking. It is best to take SENR 092 prior to this class. Formerly CSVC 097.

SENR 098 **FILE MANAGEMENT: GET ORGANIZED** 02.0

Prerequisite: None

Your computer skills have made it possible for you to create many files in your computer. Now learn to manage these files, create folders and perform other useful skills to help you get and stay organized. Best to have taken 091, 092 and/or 097. Formerly CSVC 098.

SENR 099 **SPECIAL TOPICS** 00.5-06.0

Prerequisite: Various skills recommended depending on course content.

Various experimental classes covering a variety of subjects of interest to seniors may be offered. The course will be variable credit and may be repeated up to 6 credits.

SOCIAL WORK

SW 220 **INTRODUCTION TO SOCIAL WORK** 03.0

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 **PRINCIPLES OF SOCIOLOGY** 03.0

Prerequisite: None

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 **CONTEMPORARY SOCIAL ISSUES** 03.0

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 198 **SPECIAL TOPICS IN SOCIOLOGY** 00.5-06.0

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. *

SOC 201 **PEACE AND CONFLICT** 03.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

SOCIOLOGY

SOC 205 **ETHNIC GROUPS IN CONTEMPORARY SOCIETIES** 03.0

Prerequisite: None

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. Satisfies TMCC and UNR diversity core curriculum.

SOC 210 **INTRODUCTION TO STATISTICAL METHODS** 04.0

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.

SOC 240 **SOCIAL SCIENCE RESEARCH METHODS** 03.0

Prerequisite: Statistics recommended.

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 **INTRODUCTION TO SOCIAL PSYCHOLOGY** 03.0

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 **INTRODUCTION TO MARRIAGE AND THE FAMILY** 03.0

Prerequisite: None

Sex roles, dating patterns, mate selection, marital interaction; alternative forms of marriage and family life.

SOC 276 **AGING IN MODERN AMERICAN SOCIETY** 03.0

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. Satisfies TMCC and UNR Diversity core curriculum.

SOC 290 **INTERNSHIP IN SOCIOLOGY** 01.0-08.0

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 100 hours of internship for one credit. The course may be repeated for up to eight credits. *

SOC 295 **SOCIOLOGY OF THE FUTURE** 03.0

Prerequisite: None

A course designed to provide the student with a sociological perspective on the world in which we live and the emerging trends and issues. There will be an introduction to various models for forecasting future trends, with an emphasis on the issues most important to the average person.

SPANISH

SPAN 101 **SPANISH CONVERSATIONAL I** 03.0

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. *

SPAN 102 **SPANISH CONVERSATIONAL II** 03.0

Prerequisite: SPAN 101.

A continuation of Spanish 101. *

SPAN 103 **CONVERSATIONAL SPANISH III** 03.0

Prerequisite: SPAN 102.

A continuation of Spanish 102. *

SPAN 104 **CONVERSATIONAL SPANISH IV** 03.0

Prerequisite: None

The purpose of this course is to continue to learn to understand spoken Spanish and to express oneself orally in that language. In order to meet the learning needs of the student, flexibility in teaching as well as the direct method are used to achieve these objectives. *

SPAN 111 **FIRST YEAR SPANISH I** 04.0

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.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

SPANISH

SPAN 112 **FIRST YEAR SPANISH II** 04.0

Prerequisite: SPAN 111 or equivalent.

A continuation of Spanish 111. This course transfers to UNR as SPAN 112.

SPAN 198 **SPECIAL TOPICS IN SPANISH** 00.5-06.0

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. *

SPAN 211 **SECOND YEAR SPANISH I** 03.0

Prerequisite: SPAN 112.

Structural review, conversation and writing, readings in modern literature. This course transfers to UNR as SPAN 211. Formerly SPAN 203.

SPAN 212 **SECOND YEAR SPANISH II** 03.0

Prerequisite: SPAN 211.

A continuation of Spanish 211. This course transfers to UNR as SPAN 212. Formerly SPAN 204.

SPAN 225 **A CULTURAL PERSPECTIVE: SPAIN...NEW MEXICO** 03.0

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 class as Humanities 225. Fulfills TMCC and UNR Diversity core curriculum.

SPAN 226 **SPANISH FOR HERITAGE SPEAKERS I** 03.0

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.

SPAN 227 **SPANISH FOR HERITAGE SPEAKERS II** 03.0

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.

SPAN 290 **INTERNSHIP IN SPANISH** 01.0-08.0

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. *

SPEECH/THEATER

SPTH 254 **16TH AND 17TH CENTURY THEATRICAL LITERATURE** 03.0

Prerequisite: None

Alternate years. Dramatic literature in England and continent during 16th and 17th centuries.

STUDY SKILLS

SSK 109 **COLLEGE STUDY TECHNIQUES** 01.0-03.0

Prerequisite: None

Group instruction for students who want to improve, review, acquire or maintain study skills necessary for college success. Curriculum covers time management, concentration, motivation, note-taking, listening, textbook processing, test preparation, test anxiety and term paper preparation.

SURVEYING

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

SURVEYING

SUR 161 **ELEMENTARY SURVEYING** 04.0

Prerequisite: Proficiency in advanced math or instructor's approval.

To acquire a basic understanding of the principles of surveying. To become acquainted with and develop some skills in the use of field surveying equipment. This will include the 100 ft. tape, engineer's level and the transit. Formerly CONS 110B.

THEATER

THTR 100 **INTRODUCTION TO THEATER** 03.0

Prerequisite: None

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. Formerly SPTH 200.

THTR 105 **INTRODUCTION TO ACTING I** 03.0

Prerequisite: None

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. Formerly SPTH 130.

THTR 108 **INTRODUCTION TO PLAYWRITING** 03.0

Prerequisite: None

Fundamentals of the art of writing plays, stressing elements such as plot, character, dialogue and structure. Emphasis on writing short plays. Formerly SPTH 108.

THTR 112 **BEGINNING SINGING FOR THE ACTOR** 03.0

Prerequisite: None

Class instruction in the fundamentals of correct breathing, tone production and diction. Designed for students interested in musical theatre who are non-music majors. Formerly SPTH 112.

THTR 116 **DANCE STYLES: MUSICAL THEATER** 01.0-02.0

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. Formerly SPTH 116.

THTR 122 **CREATIVE DRAMA** 03.0

Prerequisite: None

Fall, Spring. A hands-on experience in the use of drama in nonperformance situations. Drama is a stimulus for creativity and problem solving in preschool, elementary and secondary classrooms and in other settings. Theory and practice of improvisation, pantomime and story dramatization. Formerly SPTH 122.

THTR 133 **FUNDAMENTALS OF DIRECTING** 03.0

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. Formerly SPTH 133.

THTR 160 **TELEVISION PRODUCTION I** 03.0

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. Formerly SPTH 160.

THTR 161 **TELEVISION PRODUCTION II** 03.0

Prerequisite: THTR 160 (formerly SPTH 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. Formerly SPTH 161.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

THTR 175 **MUSICAL THEATER** 03.0

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. Formerly SPTH 206.

THTR 176 **MUSICAL THEATER WORKSHOP I** 01.0-03.0

Prerequisite: Audition and/or approval of instructor.

Performance of Musical Theater Production.

THTR 180 **CINEMA AS ART AND COMMUNICATION** 03.0

Prerequisite: None

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). Formerly SPTH 180.

THTR 198 **SPECIAL TOPICS SPEECH AND THEATER** 00.5-06.0

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. * Formerly SPTH 198B.

THTR 200 **INTRODUCTION TO STAGE VOICE I** 03.0

Prerequisite: None

The course will cover four general areas: 1. Voice Improvement 2. 'Transatlantic' speech 3. Phonetics and 4. Stage dialects. Formerly SPTH 260.

THTR 204 **THEATER TECHNOLOGY I** 03.0

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. Formerly SPTH 140.

THTR 205 **INTRODUCTION TO ACTING II** 03.0

Prerequisite: THTR 105 (formerly SPTH 130) 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. Formerly SPTH 131.

THTR 206 **THEATER WORKSHOP: ACTING III** 03.0

Prerequisite: THTR 105 (formerly SPTH 130) and THTR 205 (formerly SPTH 131).

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. Formerly SPTH 132.

THTR 207 **LABORATORY THEATER: ACTING IV** 03.0

Prerequisite: THTR 105 (formerly SPTH 130), THTR 205 (formerly SPTH 131) and THTR 206 (formerly SPTH 132) 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. Formerly SPTH 234.

THTR 209 **THEATER PRACTICUM** 01.0-06.0

Prerequisite: Audition required.

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. Formerly SPTH 205.

THTR 210 **THEATER: A CULTURAL CONTEXT** 03.0

Prerequisite: None

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. Satisfies TMCC Diversity requirement. Formerly SPTH 210.

THTR 221 **INTERPRETATION** 03.0

Prerequisite: None

Introduction to the performance of literature (poetry, prose, script and oral history). Emphasis on textual analysis as well as vocal and physical techniques of performance. Formerly SPTH 221.

THTR 225 **DRAMA IN PERFORMANCE** 01.0

Prerequisite: None

Three-day field trip to attend the Oregon Shakespeare Festival Association productions. Students will see the plays and write a critical review on each. They will also be required to attend discussions after each play. * Formerly SPTH 225B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

THEATER

THTR 231 **CHILDREN'S THEATER** 03.0

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. Formerly SPTH 231.

THTR 235 **ACTING FOR THE CAMERA** 03.0

Prerequisite: None

Introduction to performance in television and film. Basic performance techniques will be explored, culminating in a final project. Formerly SPTH 235.

THTR 258 **THEATER EXPERIENCE AND TRAVEL** 01.0-02.0

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. Formerly SPTH 258.

THTR 276 **MUSICAL THEATER WORKSHOP II** 01.0-03.0

Prerequisite: THTR 176 plus audition and/or approval of instructor.

Continuation of Performance of Musical Theater Production.

THTR 290 **INTERNSHIP IN SPEECH AND THEATER** 01.0-08.0

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. * Formerly SPTH 290B.

THTR 295 **INDEPENDENT STUDY: THEATER** 01.0-03.0

Prerequisite: Consent of the instructor.

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. Formerly SPTH 295.

VETERINARY TECHNOLOGY

VETT 101 **INTRODUCTION TO ANIMAL HEALTH TECHNOLOGY** 04.0

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. *

VETT 105 **VETERINARY MEDICAL TERMINOLOGY** 01.0

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. *

VETT 110 **COMPARATIVE ANIMAL ANATOMY AND PHYSIOLOGY I** 04.0

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. *

VETT 112 **COMPARATIVE ANIMAL ANATOMY AND PHYSIOLOGY II** 04.0

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. *

VETT 125 **VETERINARY OFFICE PROCEDURES** 01.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

VETERINARY TECHNOLOGY

VETT 128 **ANIMAL NURSING** 04.0

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. *

VETT 203 **CLINICAL AND GENERAL PATHOLOGY** 4.0

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. Student's will learn laboratory procedures to assist in the diagnostic process. Two hours of lecture and six hours of lab per week. *

VETT 205 **VETERINARY DIAGNOSTIC IMAGING** 02.0

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. *

VETT 208 **LABORATORY ANIMAL SCIENCE** 02.0

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. *

VETT 209 **PARASITOLOGY** 02.0

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. *

VETT 211 **ANIMAL NUTRITION** 02.0

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. *

VETT 225 **PHARMACOLOGY AND TOXICOLOGY** 02.0

Prerequisite: Must be admitted to the Veterinary Technician Program.

A course that deals with the pharmacology and physiology of drug rules on filling prescriptions, handling, storing and documenting controlled substances. Classification of drugs, vaccinology, route and methods f administration of drugs, calculating dosages, and physiological action on the systems of the body. This course is designed specifically for students enrolled in the Veterinary Technician program. *

VETT 227 **ADVANCED ANIMAL NURSING** 04.0

Prerequisite: Must be admitted to the Veterinary Technician Program.

A course in small animal diseases and management. *

VETT 235 **ANESTHESIA, SURGICAL NURSING & DENTAL PROCEDURES** 04.0

Prerequisite: VETT 110, VETT 225 and 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. *

VETT 240 **LARGE ANIMAL MEDICINE** 04.0

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. *

VETT 250 **SMALL ANIMAL CRITICAL CARE** 03.0

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. *

VETT 266 **DIRECTED CLINICAL PRACTICES** 02.0

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 might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

VETERINARY TECHNOLOGY

VETT 267 **ADVANCED CLINICAL PRACTICES** 02.0

Prerequisite: Must be admitted to the Veterinary Technician Program.

An externship allowing student's to participate in every aspect of a companion animal, food animal and equine practices. Student's 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. *

WELDING

WELD 101 **BASIC METALS** 03.0

Prerequisite: None

Basic techniques of metal forming and fabrication using drill press, lathe, milling machine; soldering; brazing; oxyacetylene and electric arc welding. * Formerly MTL 100B.

WELD 111 **BEGINNING WELDING FOR ART** 03.0

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. * Formerly MTL 240B and MTL 163B.

WELD 114 **METAL SHAPING TECHNIQUES** 02.0

Prerequisite: 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. *

WELD 121 **ADVANCED WELDING FOR ART** 04.0

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. * Formerly MTL 263B.

WELD 198 **SPECIAL TOPICS IN WELDING** 00.5-06.0

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. * Formerly MTL 198B.

WELD 211 **WELDING I** 03.0

Prerequisite: 20/20 vision (corrected), good hand-eye coordination, general good health. Must be taken concurrently with WELD 212.

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. Formerly MTL 212.

WELD 212 **WELDING I PRACTICE** 02.0

Prerequisite: None

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. * Formerly MTL 291B.

WELD 221 **WELDING II** 03.0

Prerequisite: WELD 211and 212. Must be taken concurrently with 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. Formerly MTL 213.

WELD 222 **WELDING II PRACTICE** 02.0

Prerequisite: WELD 211 and 212 or approval of instructor.

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. * Formerly MTL 292B.

WELD 225 **INDEPENDENT STUDY** 01.0-06.0

Prerequisite: Instructor approval.

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. * Formerly MTL 225B.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

WELDING

WELD 231 **WELDING III** 03.0

Prerequisite: WELD 221and 222 or instructor approval. WELD 232 must be taken concurrently.

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. * Formerly MTL 217B.

WELD 232 **WELDING III PRACTICE** 02.0

Prerequisite: WELD 221 and 222 or instructor approval.

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. * Formerly MTL 293B.

WELD 241 **WELDING IV** 01.0-06.0

Prerequisite: WELD 231 and 232 or instructor approval. WELD 242 must be taken concurrently.

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. * Formerly MTL 218B.

WELD 242 **WELDING IV PRACTICE** 02.0

Prerequisite: WELD 231 and 232 or approval of instructor.

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. * Formerly MTL 294B.

WELD 250 **WELDING CERTIFICATION PREPARATION** 01.0-12.0

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. * Formerly MTL 296B. Repeatable up to 12 credits.

WELD 290 **INTERNSHIP IN WELDING** 01.0-08.0

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. * Formerly MTL 290B.

WILDLAND FIRE SCIENCE

WF 205 **FIRE OPERATIONS IN THE URBAN INTERFACE** 03.0

Prerequisite: None

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WF 244 **FIELD OBSERVER** 02.0

Prerequisite: Suppression qualified as any single resource boss. Skilled in the use of maps, making map calculations and utilizing hand held weather/survey instruments. Must not be susceptible to air sickness. Prescribed fire-qualified as firefighter(FFT2).

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. *

WOMEN'S STUDIES

WMST 101 **INTRODUCTION TO WOMEN'S STUDIES** 03.0

Prerequisite: None

Interdisciplinary analysis of women in culture and society from historical and cross-cultural perspectives. Formerly WS 101.

WMST 250 **INTRODUCTION TO FEMINIST THEORY** 03.0

Prerequisite: ENG 101 completed or concurrently enrolled.

Introduces theory and methods in feminist research and issues from traditional and contemporary perspective. Meets TMCC Diversity requirement.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

WOMEN'S STUDIES

WMST 255 **THE AMERICAN WOMEN'S MOVEMENT** 03.0

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. Meets TMCC Diversity requirement.

WMST 297 **SPECIAL TOPICS IN WOMEN'S STUDIES** 03.0

Prerequisite: None

Topics of current interest in Women's Studies that are not incorporated in regular offerings.

* This course might not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE). If you plan to pursue a four-year degree, check with the institution where you intend to transfer to learn whether this course will count toward the degree you intend to seek.

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2009-2010

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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
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Community College Professor, Economics, 1990
University of Wyoming, Laramie, WY, B.A., M.S., M.A.

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Employment Specialist, Re-Entry Center, 2004
University of Montana, Missoula, MT, B.A.

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University of Arkansas, Fayetteville, AR, M.F.A.
University of Virginia, Charlottesville, VA, B.A.

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Community College Professor, Early Childhood Education, 2004
University of Nevada, Reno, NV, M.S., B.S.
Truckee Meadows Community College, Reno, NV, A.A.

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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

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San Jose State University, San Jose, CA, B.S.
California Poly State University, San Luis Obispo, CA, M.A. Ed.

TURBOW, SUSAN
Community College Professor, Early Childhood Education, 1986
University of Cincinnati, OH, B.S.
Michigan State University, East Lansing, MI, M.A.

TURNER, JUDY
Counselor, Veterans Upward Bound, 1989
California State University, Chico, CA, B.A.
University of Nevada, Reno, NV, M.A.

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WALLACE, JEFF
Community College Professor, Computer Technologies, 2003
University of Southern California, Los Angeles, CA, MFA film
Santa Clara University, Santa Clara, CA. M.B.A.
University of Michigan, Ann Arbor, MI, B.S.C.S.

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Network Administration Specialist, Information Technology Operation, 2005
Truckee Meadows Community College, Reno, NV, A.A.S.

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Community College Instructor, Graphic Arts, 2007
Portland State University, Portland, Oregon, 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.

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Program Director, Workforce Development and Continuing Education, 2005
William Jewell College, Liberty, MO, B.A.
University of Nevada, Reno, NV, M.S.

WILLIAMS, ANTHONY
Associate Dean, Student Support Services, 2006
Carroll College, Helena, MT, B.A.
Western Washington University, Bellingham, WA, M.Ed.

WILLIAMS, DANIEL J.
Community College Professor, Biology, 2003
University of Alabama, Auburn, AL, M.S.
Arizona State University, Tempe, AZ, B.S., B.A.Ed.

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Illinois Wesleyan University, Bloomington, IL, B.A.

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Community College Instructor, English, 2006
University of Idaho, Moscow, ID, M.F.A.
University of Wyoming, Laramie, WY, B.A., M.A.

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Executive Director, Information Technology Operations, 1998
University of Nevada, Reno, NV, B.A.
University of Maryland, College Park, MD, M.G.A.

2009-2010

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Executive Assistant, Student Services, 2005
California State University, Sacramento, CA, B.A.
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Community College Professor, Mathematics, 1986
University of California, Berkeley, CA, B.A.
San Jose State, San Jose, CA, M.S.

WITZLEBEN, ANNE
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Santa Clara University, Santa Clara, CA, B.A.
University of Nevada, Reno, NV, M.A.

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California State University, Chico, CA, B.A., M.A.

WONDER, DOLORES
Community College Instructor, Nursing Assistant, 2008
Loyola University, Chicago, IL, B.S.

WRAY, CAROLYN
Community College Professor, Theater, 1991
Cal State University, Fullerton, CA, B.A., M.A.
University of Nevada, Reno, NV, M.A.

WRIGHT-SANDERS, BARBARA
Dean, Presidents Office, 2001
Youngstown State University, B.A., M.A.
University of San Francisco, San Francisco, CA, Ed.D.

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YARNEVICH, JOHN
Community College Professor, History, 1991
University of Kansas, Lawrence, KS, B.S.
Northern Arizona University, Flagstaff, AZ, M.A.

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Community College Professor, Automotive Technology 1990
Southern Utah State College, Cedar City, UT, B.A.
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ATEC Program Lead Instructor
ASE Certified Master Technician
ASE Certified Advanced Engine Performance LI
ASE Certified Air Conditioning Recovery/Recycling
ASE Certified Alternate Fuels - Light Vehicle CNG

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ZAHEDNI, MITRA
Technical Assistant, ABE/ESL, 2006

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Director, Information Technology Services, 1983
University of Nevada, Reno, NV, B.S

Faculty Emeritus

ASHTON, MARJORIE
Community College Professor, Accounting, 1995

AYARBE, JOSEPH P.
Director, Financial Aid and Student Employment, 1969

BAINES, WILLAIM
Community College Professor, Humanities, 1976

BARNES, FRANK C. ✞
Department Chair, Public Service, 1977

BENNETT, ANNE-LOUISE
Executive Director, Foundation & Institutional Advancement, 1981

BOARDMAN, DAVID
Community College Professor, Environmental Control Technology, 1985

BOCCHESE, 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 A.
Community College Professor, English, 1980

BURNHAM, FRANK J.
Director, Planning and Administrative Services, 1972

BUTTON, DOROTHY J.
Community College Instructor, Nursing, 1978

CASERTA, JOHN A.
Dean, Adult and Community Education, 1974

CHALMERS, ESTHER
Community College Instructor, Nursing, 1973

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

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
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EARDLEY, V. JAMES
TMCC President, 1973

EMBRY, CHARLTON RAY
Community College Professor, English, 1973

FRANDSEN, JERALD ✞
Community College Professor, Real Estate, 1977

FUNKHOUSER, PAULA
Dean, Business & Computer Technologies, 1983

GARAVANTA, LES
Community College Professor, Diesel Technology, 1989

GLAZIER, PATRICIA MICHELE
Director, Education Centers' Student Services, 1984

GOFF, MARJORIE ✞
Community College Instructor, Nursing, 1973

GRIMM, BARBARA K.
Community College Professor, Computer and Office Technology, 1989

GROSHONG, JIMM ✞✞
Director, Plants & Facilities, 1997

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 L.
Divisional Chairman, Industrial/Technical, and Public Service, 1973

HOUSDEN, THERESA ✞✞
Community College Professor, Mathematics, 1998

HUNEYCUTT, RITA
Senior Vice President, 1980

HURLEY, PAIGE P.
Financial Aid Officer, Financial Aid, 1996

JIMENEZ-ANDERSON, SUSAN
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JOHNSON, KENNETH E.
Director, Admissions and Records Management Information Systems, 1973

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Executive Assistant, 1972

KLEINE, CARROYL ✞
Director, Personnel, 1987

LAURITZEN, ERIC ✞
Community College Professor, Fine Arts, 1991

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Community College Instructor, Radiological Technology, 1971

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Community College Professor, Computer and Office Technology, 1978

LINDEKEN, MARSHA K.
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LOVE, MARY
Community College Professor, Nursing, 1982

LUCCHESI, LEON
Community College Professor, Electronics, 1987

LUCCHESI, KATHLEEN
Dean, Student Services, 1987

MACDONALD, SCOTT
Director, Advanced Technology, 1985

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Acting Director, Community Services/General Studies, 1991

MARTIN-MATHEWS, BERNICE
Director, Nursing and Health Sciences, 1971

MATHISEN, JACQUELINE
Counselor, Counseling, 1983

MCCLURE, DANIEL ✞
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METCALF, CAROL
Community College Professor, Nursing, 1989

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MULDER, HELEN
Cooperative Education, 1973

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Dean of Instruction, 1972

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Community College Instructor, Mathematics, 1971

ODYNSKI, KATHERINE L.
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PHINNEY, NADINE L.
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PONTRELLI, N. JEAN
Community College Professor, English, 1971

RAY, JOCELYN
Counselor, Counseling, 1983

REED, THOMAS A.
Assistant Director, Financial Aid, 1996

RIEL, MARYJEAN A. ✞
Community College Instructor, Mathematics, 1979

ROBERTSON, JUDY CHILCOTT
Community College Professor, Mathematics, 1998

ROSE, ROBERT I.
Community College Professor, Mathematics, 1973

ROSSETTI, CINDY
Director, Budget, 1983

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Controller, Controller's Office, 2000

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Community College Professor, Food Service, 1980

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STROUB, DEE H. ✞
Division Chair, Social Sciences, 1972

STUBBS, MARY
Community College Professor, Nursing Assistant, 1997

STURM, ELIZABETH ✞
Director, Learning Resource Center, 1976

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Specialist, Human Resources, 1992

SWINNEY, KERRY
Community College Professor, Emergency Medical Services, 1977

TAVERNIA, GEORGE P.
Director, Administrative Services, 1972

TOOKE, THOMAS
Counselor, Counseling, 1989

TRETTEN, 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, ANA
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

✞ Deceased
✞✞ Posthumously

2009-2010

APPENDICES

Appendix A
Admission to the College

General Admission Requirements

1. All applicants must qualify for admission by satisfying at least one of the following criteria

A. be at least 18-years-old; or

B. be a graduate of a U.S. high school or its equivalent; or

C. qualify for early admission or admission as a qualified high school student (see policy below); or

D. be a qualified nonimmigrant (see policy below).

POLICY: Early Admissions and Enrollment Policy for Youth and High School Students

a. High school juniors, seniors and the gifted and talented may be admitted or enrolled on the following basis

1. Occupational, developmental, community services and college-sponsored courses (including certain NSHE transfers) with the recommendation of the high school principal or high school counselor.

2. NSHE transfer courses: (a) high school junior with grade point average of 3.00 or above; (b) high school senior with grade point average of 2.50 or above; (c) gifted and talented students and (d) recommendation of high school principal.

b. High school juniors and seniors, identified as vocational program completers, may be admitted and enroll based on written, articulated occupational program agreements with designated school districts.

c. Students below high school junior standing may enroll on an audit basis in workforce development and continuing education courses only and must have the permission of their parents, school and principal.

d. High school students who have been officially excused from compulsory school attendance on the condition of equivalent instruction outside the school may be admitted in accordance with the criteria above.

e. Youth who do not meet the above criteria for admission may be considered on a case-by-case basis based on established performance and/or test standards determined by the college.

Students may apply for admission by completing the required form, submitting the required documentation and obtaining all necessary signatures. Applicants should come to the college well before registration begins so all requirements for admission, including required signatures, may be satisfied.

POLICY: Admission of nonimmigrant students

f. Nonimmigrant applicants must satisfy the general admission policy of the college.

g. International students on a F-1 visa who want an I-20 from TMCC must have completed all admission requirements before the deadline dates shown on the international application form. The specific dates are published in each semester class schedule. The following items complete the international student request for admission.

1. International student application for admission, with an international student application fee.

2. Sponsor form completed and signed by the sponsor stating the student will have sufficient funds available each year to cover tuition and cost of living expenses. Official bank verification, in sponsor's name, dated within the last six months. Contact the admissions and records office at 775-673-7042 or refer to the International Student Application form.

3. 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.

4. 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.

aa. 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.

bb. Receive recommendation for academic study from the Intensive English Language Center (IELC) at UNR.

cc. Completion of Freshman Composition (ENG 101, 113 or equivalent) at a U.S. school.

dd. 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.

h. 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.

2. 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.

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. "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 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.

3. 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.

4. 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.

5. 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 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.

6. 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.

7. 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)

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).

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

2009-2010

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).

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 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.

1. 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.

2. 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

A graduate of a specifically designated high school or community college in a state bordering on Nevada may be charged a differential rate when enrolling as an undergraduate or graduate student at the universities or the community colleges of the Nevada System of Higher Education. Furthermore, any person who resides in a county in which a designated high school or community college is located, and who has maintained a bona fide legal resident status for a period of at least 12 consecutive months prior to the first day of the semester in which enrollment is sought, may also be charged reduced nonresident rate. (B/R 5/95)

1. Those high schools and community colleges located in Arizona and southern California, bordering on Nevada and for which a town or a city in Nevada provides a significant source of goods and services include the following: (B/R 5/95)

Mohave County, Arizona: Mohave Union High Schools: Kingman High School, Bullhead City High School, Colorado City High School, Lake Havasu High School and Mohave Community College (three campuses).

San Bernardino County, California: 29 Palms High School, AB

2009-2010

Miller High School, Alta Loma High School, Apple Valley High School, Baker High School, Barstow College, Barstow High School, Big Bear High School, Bishop High School, Bloomington High School, Cajon High School, Central High School, Chaffey College, Chaffey High School, Chino High School, College of the Desert, Colton High School, Crafton Hills College, Don Lugo High School, Etiwanda High School, Fontana High School, Hesperia High School, Lucerne Valley High School, Montclair High School, Monument High School, Needles High School, Ontario High School, Pacific High School, Rancho Cucamonga High School, Redlands High School, Rialto High School, Rim of the World High School, Rueben Ayala High School, San Bernardino High School, San Bernardino Valley College, San Gorgonio High School, Silver Valley High School, Sky High School, Sultana High School, Upland High School, Victor Valley College, Victor Valley High School, Yucaipa High School, Yucca Valley High School.

Inyo County, California: Big Pine High School, Palisade High School, Bishop High School, Death Valley High School, Owen Valley High School and Lone Pine High School.

2. Those high schools and community colleges, located in areas of northern California bordering Nevada for which a town or city in Nevada provides a significant source of goods and services include the following: (B/R 5/95)

Modoc County, California: Modoc High School, Surprise Valley High School and Warner High School.

Lassen County, California: Credence High School, Herlong High School, Lassen College, Lassen High School, Render High School and Lassen Community College.

Plumas County, California: Almanor High School, Beckworth High School, Chester Jr.-Sr. High School, Greenville Jr.-Sr. High School, Indian Valley High School, Portola Jr.-Sr. High School, Quincy Jr.-Sr. High School, Sierra High School, and Feather River Community College.

Sierra County, California: Downieville Jr.-Sr. High School and Loyalton High School.

Nevada County, California: Tahoe-Truckee Jr.-Sr. High School.

Placer County, California: North Tahoe High School, Sierra High School and Sierra College.

El Dorado County, California: Mt. Tallac High School, Lake Tahoe Community College and South Tahoe High School.

Alpine County, California: (includes residents of the designated high school or community college districts in El Dorado or Mono Counties).

Mono County, California: Coleville High School, Lee Vining High School and Mammoth High School.

3. Beginning fall semester 1995 a student entering one of the community colleges shall be charged a differential tuition of current in-state fees charged an FTE undergraduate student plus an additional good neighbor fee.

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).

a. 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 school offering the degree. Transfer credit may be disallowed and may not apply toward certificate or degree 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.

b. 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.

c. A maximum of 45 semester credits or 75 percent of the total credits required for a degree, which ever is greater, of previous training, education or credit by examination toward an associate degree, with the following limitations:

1. not more than 75 percent of the credits required for a degree may be applied from other colleges and universities.
2. not more than 30 semester credits from credit by examination.
3. not more than 16 semester credits from non-traditional sources.
4. 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. Any student seeking credit by examination must be an admitted TMCC student.

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

2009-2010

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

a. 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.

b. 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.

c. CLEP (College Level Examination Program): Three or more credits may be granted for general exams with a score of 50 or above, or 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.

1. Students who have earned 30 semester credits or more are not eligible to take any of the General exams.
2. Students who have earned six or more semester credits in any one of the Subject areas are not eligible to take the General exam in that area.

d. 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.

e. Departmental Examinations

1. Only examinations on approved course challenge list may be applied for.
2. A student may not retake a departmental examination.
3. From the time of application for a departmental examination, a student has one full semester in which to complete the examination.

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/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.

F. Specific Policies

a. Military Training and Schools

1. 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.
2. 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.
3. 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 division 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.

b. 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.

c. 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 for academic affairs.

d. 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 for academic affairs.

e. 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 for 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 fire science associate 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.

f. 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 for academic affairs. Skill courses may be accepted for occupational credit requirements for the

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
Art				
	History		None	3
	Studio Art		None	3
Biology			None	3 or 6[1]
Chemistry			None	3 or 6[1]
Computer Science				
	Computer Science A		CS 135 R	3
	Computer Science AB		CS 135 R, CS 202	3 or 6[2]
Economics				
	Macroeconomics		ECON 103	3
	Microeconomics		ECON 102	3
English				
	English Language and Composition		ENG 101, 102	3 or 6[3]
	English Literature and Composition		ENG 101, 297	3 or 6[4]
Environmental Science			None	3
Foreign Languages				
	(French, German, Spanish)			
		Language	111, 112	8[5]
		Literature	111, 112, 211, 212	14[5]
	Latin			
		Vergil	None	6[5]
		Literature	None	6[5]
History				
	U.S.		HIST 101, HIST Elective	6[5]
	European		HIST 105, 106	6[5]
	Human Geography		GEOG 106	3[5]
	World History		None	3
Mathematics				
	Calculus A, B		MATH 181	4
	Calculus A, B (subgrade)		MATH 181	4
	Calculus B, C		MATH 181, 182	8
	Statistics		MATH 152	3
Music				
	Theory		None	3
Physics				
	B		None	6
	C (Mechanics)		None	3
	C (Electricity and Magnetism)		None	3
Political Science				
	U.S. Government and Politics		U.S. Constitution	3
	Comparative Government and Politics		PSC 211	3
Psychology			PSY 101	3

[1] With an objective test score of 3, three credits are granted. With an objective score of 4 or 5, six credits are granted.

[2] 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.

[3] 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.

[4] 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.

[5] Course equivalence with an objective score of 4 or 5 only.

2009-2010

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 for academic affairs. The college may require the student to take a test to validate skill in the area before credit is accepted.

g. 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.

h. Other Recognized Sources

1. 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.

2. 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 for academic affairs.

3. 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 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: http://www.tmcc.edu/vp/ss/.

Progression Standards for Millennium Scholarship

Please refer to the Nevada State Treasurer's office at 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 http://www.tmcc.edu/financialaid/downloads/ and click on "Financial Aid Academic Progress Appeal Contract" for additional information.

Appendix E

Progression Standards for Students Receiving Veterans' Benefits

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 attendance at TMCC without veterans' benefits.

Student who feel, because of extenuating circumstances, they have not been able to meet their progression standards, may request a hearing before the student policies and appeals board. Requests to appear before the appeals board should be made to the dean of student services. 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. Veterans who receive a W grade will therefore be given a credit load reduction and may be required to pay back a portion of their veterans' benefits received for that semester.

Students who are receiving veterans' benefits and whose cumulative grade point average is less than 2.00 will be placed on veterans' and academic probation for the following semester of enrollment. Students will be released from probation when their cumulative grade point average equals 2.00 or above. Two consecutive semesters of carrying a GPA below 2.00 will result in suspension of veteran's benefits. The academic probation process may also include the following series of actions as determined by counseling department faculty/staff:

- Reduced course load
- Referral to TLC (Tutoring and Learning Center)
- Assigned to academic mentor/advisor
- Financial assistance referral
- Follow-up counseling appointments
- Third probationary semester: Students who do not return to good academic standing after two semesters on academic probation; but who have increased their cumulative GPA, will be allowed to continue their education but will remain on academic probation.

ACADEMIC DISQUALIFICATION

Students on academic probation who have not achieved academic improvement (identified as an increase in cumulative GPA) after three consecutive semesters on academic probation will be dismissed from TMCC for one semester, commencing immediately. Students may appeal their dismissal to the college, per the review of the Academic Intervention Committee.

APPEALS

A student who fails to make satisfactory academic progress and is dismissed from TMCC has the right to appeal their dismissal. All appeals will be reviewed by the Academic Intervention Committee (The Academic Intervention Committee, chaired by the Director of Counseling, may be composed of Counselors, Advisors, the Retention Coordinator, the Tutor/Accommodation Specialist, and Faculty Academic Mentors).

To be reinstated after the dismissal term, the student must agree to adhere to the conditions established for probationary students re-admitted to TMCC (see Part 3. Reinstatement). A student returning from dismissal will remain on academic probation until meeting the cumulative standards defined above (2.0 GPA). For a second or subsequent dismissal, the student may not enroll for two full semesters.

REINSTATEMENT

A student who has been academically disqualified by TMCC may return to the college after the period of dismissal has passed. The student remains on academic probation, and must agree to adhere to the established conditions of this probation.

2009-2010

The student remains on academic probation until meeting the cumulative standards defined by the Satisfactory Academic Progress Policy.

NOTIFICATION

- Students will be notified by the college when their cumulative GPA falls below a 2.0.
- Mandatory services follow-up strategies will be implemented by the counseling department.
- Students will not be reviewed for academic probation until completing at least 12 credits.

2. Credit Completion — Veteran students must carefully review their courses and degree program to assure

A. that no more than the number of credits required for the degree have been earned; and

B. that 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 cause a stop in veteran's benefits. This includes any work done without veteran's 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 admissions and records office for assistance in reporting all facts to the Veterans Administration (VA) upon which a decision should be based. This will ensure timely responses from the VA on payment status and prevent delays of possible payment due.

3. Attendance — Students are expected to attend all classes for which they have registered. Veterans are required to obtain instructors" signatures verifying regular attendance during the 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-l 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. A course will be considered complete if a grade of "A," B," "C," "D," "F," "S," "U," or "P" is awarded.

B. 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. The admissions and records office will send out progress reports to all instructors of international students 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.

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, semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s) and date(s) of graduation.

Students may have directory information withheld by filing a petition for exemption with the admissions and records office. 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 30 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

2009-2010

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 student support services.
- 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 director of assessment.
- 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 for 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 student enrollment services. 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 and 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 social security number as the unique identifier for a student.

As an identifier the social security number 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

2009-2010

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 e-Library 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 http://library.tmcc.edu.

Official Library Circulation Code

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 and staff; NSHE faculty and students: 14 days

B. Full and part-time TMCC faculty: for the semester

2. Periodicals: in-library use only

3. Non-reserve and Feature Film Videos

A. TMCC students and NSHE faculty and students: 2 days

B. Full and part-time TMCC faculty and staff: 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. 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 articles will result in a $3 fine. 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 twice for a period of time equal to the original loan period, unless the material has been requested by another patron. Patrons may renew materials 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 seven 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 cashier'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 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.

2009-2010

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.

2009-2010

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 Designed 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 designed 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.

1. Recognized Student Organizations-per the constitution:

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 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 anticipated income and expenditures throughout the course of the academic year.
   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 Associated Students of TMCC;
   b. use of the campus building, equipment and services of the college when available and officially scheduled; and
   c. publicity for the events, use of bulletin boards on campus and the campus newspaper, ECHO.

C. Procedures for presentation of programs or activities
   a. Programs 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 requires that the sponsor adhere to the following procedures.
      1. The sponsor must submit a request to the associate dean of student support services 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 associate dean of student support services will place the event on the student senate agenda for approval/disapproval
      2. The program must be presented for review by the college president if a controversial speaker or issue is involved. Determination of applicability of this section will be made by the associate dean of student support services.
      3. Sponsors of events which involve professional performers, speakers or artists, may pay at a rate agreed upon by the performer, the sponsor and the associate dean of student support services.

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 associate dean of student support services and 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 associate dean of student support services.
   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

2009-2010

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 associate dean of student support services.

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 be set up in authorized areas by campus organizations. Requests must be submitted to the associate dean of student support services. 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 associate dean of student support services. 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 associate dean of student support services.

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 associate dean of student support services.

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 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 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 Associate Dean of Student Support Services 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 for student services 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 associate dean of student support services.

2009-2010

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 student government office, the atrium or at scheduled meetings.

E. Tables may be set up in authorized areas. Requests must be submitted to the associate dean of student support services. 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.

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 associate dean of student support services.

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.

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 univited 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 by students and student organizations must be approved and stamped at the Dandini Campus, RDMT 315 by the ASTM (associated students of TMCC).

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 Members of the University Community

The following conduct, being incompatible with the purposes of an academic community, is prohibited for all members of the community of the System, including but not limited to the faculty and students, shall constitute cause for discipline and may lead to the procedures and disciplinary sanctions established in Title 2, Section 6.3 of the NSHE Code.

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.

2009-2010

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 members of the community of the Nevada System of Higher Education 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: Probation is applicable to students only. It consists of a trial period not exceeding one year in which the conduct of the student will be evaluated in terms of whether any prohibited acts are committed. Probation may include exclusion from participation in privileged or extracurricular activities of the System. The person placed on probation shall be notified, in writing, that the commission of prohibited acts will lead to more severe disciplinary sanctions. The official transcript of the student on probation may be marked "DISCIPLINARY PROBATION" for the period of the probation and any exclusions may also be noted. Parents or legal guardians of minor students shall be notified of the action.

Reduction in Pay: A reduction in pay may be imposed at any time during the term of an employment contract upon compliance with the procedures established in Chapter 6, NSHE Code.

SUSPENSION

1. For Students Only

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.

2. For Employees Only

Exclusion from assigned duties for one or more workweeks without pay, as set forth in a written notice to the employee. The phrase "workweek" has the meaning ascribed to it in Section 7(a) of the Fair Labor Standards Act; 29 U.S.C. § 207(a). (B/R 10/93).

EXPULSION OR TERMINATION

1. For Students Only

Termination of student registration and status for an indefinite period of time. Permission of the president shall be required for readmission. The official transcript of the student shall be marked "DISCIPLINARY EXPULSION EFFECTIVE (date)." The parents or legal guardians of minor students shall be notified of the action.

2. For Employees Only

Termination of employment for cause. A hearing held under the procedures established in Section 6.12 and other applicable provisions of this chapter shall be required before the employment of an employee may be terminated for cause.

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

TMCC is an equal opportunity/affirmative action institution and is committed to the principle that there shall be no difference in the treatment of persons because of race, creed, color, sex, national origin, disability or sexual orientation.

Persons who feel aggrieved because of alleged acts of discrimination which are in violation of rights guaranteed by the Nevada System of Higher Education and/or the Institutional Equal Employment Opportunity/Affirmative Action Policy Statement must try to resolve the complaint(s) within the following procedures. Complaints of discrimination shall be investigated by the appropriate affirmative action officer pursuant to NSHE Code.

1. Filing Complaint(s) of Discrimination

A. Formal complaint(s) must be filed with TMCC's affirmative action officer by the complainant(s) on the Institutional Complaint form. A complainant shall state the remedy or corrective action which he/she wishes to see implemented.

B. Complaints of discrimination in employment process—hiring, promotion, demotion, evaluation, transfer or termination—must be filed with TMCC's affirmative action officer within one hundred and eighty (180) calendar days after the discovery of the alleged act of discrimination. Complaints of discrimination resulting from a student grievance regarding housing, access to course offerings, counseling, financial assistance, athletics, or any educational programs/activities must be filed with the Institutional affirmative action officer within one hundred and eighty (180) calendar days after the discovery of the alleged act of discrimination. Complaints based upon sex discrimination in admission shall also be processed in accordance with this section.

2. Notification of Respondent

TMCC's affirmative action officer, within five (5) working days

2009-2010

of receipt of the written complaint, shall notify the person against whom the complaint is filed, hereafter referred to as the respondent(s) and shall forward a copy of the complaint(s) to said respondent(s).

3. Preliminary Review by TMCC's Affirmative Action Officer

A. Within five (5) working days of receipt of the written complaint, TMCC's affirmative action officer shall initiate mediation procedures. If this does not resolve the complaint, TMCC's affirmative action officer shall investigate the complaint. If TMCC's affirmative action officer believes that there are reasonable grounds to support the complaint, a grievance committee shall be organized.

B. If the mediation resolves the complaint, a written statement of mediation's outcome will be presented to TMCC's president.

Additional information may be obtained by contacting the affirmative action/equity and diversity office, 775-673-7105.

For more information, see the Board of Regents handbook, Title 4, Chapter 8.

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,

2009-2010

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

2009-2010

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.

6. 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.

7. 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.

8. 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.

9. 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

Health Risks Associated with Drug Abuse

Health Risks - Here are some of the risks you face if you use alcohol or some common drugs. While the effects of substance abuse are listed here, craving for the drug and other effects of withdrawal often affect performance as well.

Alcohol
- **Performance Effects**—Poor concentration, coordination and judgement, absenteeism or lateness, mood swings, fatigue
- **Health Risks**—Liver disease, ulcers, birth defects, depression, malnutrition, heart disease and stroke, certain cancers and brain damage

Anti-anxiety drugs (Valium, Xanax, Librium, etc.)
- **Performance Effects**—Drowsiness, poor attention span, memory and coordination confusion
- **Health Risks**—Birth defects, possible liver disease

Cocaine (crack) and amphetamines
- **Performance Effects**—Nervousness, short attention span, poor judgement, mood swings, paranoia or hallucinations
- **Health Risks**—Death from heart or respiratory failure, stroke or seizures, lung and voice damage, hepatitis or depression caused by withdrawal, AIDS

Heroin (and other opiates)
- **Performance Effects**—Drowsiness, confusion and disoritenation
- **Health Risks**—Slows breathing rate, sometimes to the point of death, coma, hepatitis or AIDS

Marijuana
- **Performance Effects**—Poor short-term memory, slowed reflexes, problems judging time, depth and distance
- **Health Risks**—Lung damage, may harm immune system or fertility

PCP (angel dust)
- **Performance Effects**—Disorganization, hostile feeling toward others, short attention span, poor motor skills
- **Health Risks**—Self-inflicted injury, brain hemorrhage, convulsions, coma and death

Steroids
- **Performance Effects**—Aggressive behavior, mood swings, withdrawal can cause depression
- **Health Risks**—Liver disease, high cholesterol levels. In men, breast development, small testicles and sterility. In women, deep voice, acne, hair growth and decrease in breast size.

Drug Abuse

Services and Programs—Confidential information and counseling services for alcohol and other drugs are available at TMCC and in the Reno/Sparks area. Counseling services include prevention, crisis intervention, assessments and evaluations and treatment via on-campus services and/or community referrals.

Toll-free Information

National Institute on Abuse Hotline 1-800-662-HELP
—Refers people to local drug treatment centers and support groups.

American Council on Alcoholism Help Line ... 1-800-527-5344
—Refers callers to local alcohol and drug treatment centers.

Cocaine Hotline..... 1-800-COCAINE
—Will send a brochure on cocaine use.

Local Groups for Families

Alcoholics Anonymous.....775-355-1151

Al-Anon.....775-348-7103

Family Counseling Service of Northern Nevada.775-329-0623

Narcotics Anonymous

Reno 775-322-4811

Carson City 775-883-5110

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" on page F-19.

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 Crime Awareness and Campus Security Act of 1990 (Clery Act).

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 911. 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 911.

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 911 emergency phones located at the following locations throughout the 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

These phones dial direct to the regional 911 operator 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 designated Saturdays and Sundays. The campus is closed on 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 and community services officers. TMCC Police Department personnel work with Facilities Services to ensure timely repairs are made to noted deficiencies.

Law Enforcement Authority and Interagency Relationships

2009-2010

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. Community services officers are trained non-enforcement safety personnel.

The TMCC Police Department maintains close working relationships with the Washoe County Sheriff's office and the Reno 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.

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.

4. **New Employee Orientation**—Campus safety policies are made available to new employees.

5. **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.

6. **Electronic Alarm Systems**—An electronic monitoring system monitors a comprehensive network of intrusion detection and duress alarm systems.

7. **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.

8. **Safety Surveys**—Safety surveys or audits are made periodically for a number of campus facilities each year.

9. **Facilities Surveys**—Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted each year.

10. **Crime Prevention Publicity**—Crime prevention articles and material are published in the student newspaper and the online employee newsletter.

11. **"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.

CRIME REPORTING

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. **Student Newspaper**—The student newspaper, ECHO, publishes a summary of criminal incidents that occurred the preceding month. If a serious or unique crime(s) has occurred, a special article is usually printed in the student newspaper.

3. **Special Alerts**—If circumstances warrant it, special printed crime alerts are prepared and distributed selectively or throughout campus via e-mail announcements, posted flyers on campus and TMCC homepage message (www.tmcc.edu).

4. **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 Crime Awareness and Campus Security Act of 1990 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. If you have any questions, contact the department of public safety at 775-674-7900.

5. **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.

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

2009-2010

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

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).

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 September 25, 2003 from 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
- Counseling Center, RDMT 325, 775-673-7060, counseling.tmcc.edu
- Student Services, RDMT 120, 775-673-7114, www.tmcc.edu/vp/ss

COMMUNITY SERVICES

- Sexual Assault Support Services and the Crisis Call Center (24-hour), 775-784-8090 or 1-800-992-5757, www.crisiscallcenter.org
- Nevada Victims of Crime Program, 775-688-2900, www.voc.nv.gov
- Victim-Witness Assistance Program, 775-328-3210 or 1-800-866-3210, www.co.washoe.nv.us/da/dadepartments.html
- C.A.R.E. — Child Abuse Response and Evaluation/Sexual Assault Response Team, 775-328-3249

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

2009-2010

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

Appendix Q

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 school or other appropriate administrative officer, who will be the final authority for determining whether a make-up is feasible.

Appendix R

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

Nevada System of Higher Education AIDS Guidelines

The Nevada System of Higher Education, in order to address the personal, administrative, medical, and legal problems associated with the Acquired Immune Deficiency Syndrome (AIDS), has established the following guidelines. These are intended to provide direction for our institutions when dealing with the disease of AIDS and AIDS-related issues.

1. The primary response of Nevada System of Higher Education institutions to AIDS should be increasing awareness and education—for students, employees, faculty and others. Effective education based upon the best currently available information will aid in preventing the spread of the disease.

2. Individuals will not be required to undergo screening for AIDS as a condition of enrollment, employment or financial services. Faculty, students and staff who are diagnosed as having AIDS, AIDS-related complex or a positive antibody test and who are otherwise qualified should be afforded normal classroom attendance, working conditions, benefits and participation in curricular and extracurricular activities in an unrestricted manner, as long as they are physically and psychologically able to do so. Decisions regarding such individuals will be made on a case-by-case basis, taking into account the individual's behavior and physical condition.

3. The American College Health Association special report entitled AIDS on the college campus contains guidelines based upon current knowledge of AIDS-related issues. It is suggested NSHE institutions refer to this report for guidance in addressing local needs.

4. It is also recommended that the Center for Disease Control guidelines be used to ensure safety of students, staff and faculty handling human blood, blood products and other body secretions.

5. Each NSHE institution will establish procedures to respond to AIDS-related concerns, as well as to public inquiries.

These guidelines will be revised as necessary, in response to the release of new scientific information.

Appendix T

Student Bill of Rights

PREAMBLE

2009-2010

TMCC
Truckee Meadows Community College

Campus Crime Statistics 2008

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		
	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Criminal Offenses															
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	8	1	0	1	0	0	0	0	0	0	0	2	9	1
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
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
Illegal weapons possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug law violations	1	0	1	0	0	0	0	0	0	0	0	0	1	0	1
Liquor law violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Actions															
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
												Grand Totals:	**3**	**9**	**3**

* Redfield Performing Arts Center (RPAC) and the High Tech Center at Redfield (HTC) statistics are reported in this category.
RPAC reports one burglary in 2007. HTC reports zero in all crime categories.

** TMCC does not have dorm/residential housing on any of the campuses.

Note: Motor vehicle theft was attempt only.

Data reported by calendar year.

TMCC
Truckee Meadows Community College

Campus Crime Statistics 2008
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		
	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Criminal Offenses															
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	0	3	0	0	0	0	0	0	0	0	0	0	0	3	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
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
Disciplinary Actions															
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
										Grand Totals:			**0**	**4**	**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.

2009-2010

TMCC
Truckee Meadows Community College

Campus Crime Statistics 2008

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		
	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008	2006	2007	2008
Criminal Offenses															
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	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests															
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
Disciplinary Actions															
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
												Grand Totals:	**1**	**1**	**1**

* 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.

Truckee Meadows Community College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well being 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 thorough 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: school or division of enrollment, periods of enrollment and degrees awarded, honors, major field, 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

2009-2010

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.

2009-2010

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. 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 hearingcommittee 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 Vice President. The Vice President makes the final decision.

2. The Student Appeals Board does review appeals which deal with processes outlined in the college catalog or with issues involving financial holds, admissions and records procedures, or anything which can be interpreted as a possible injustice to the student.

3. 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.

4. Affirmative action issues must follow Board of Regents Handbook policies for discrimination/sexual harassment. Affirmative action issues are referred to the Affirmative Action Officer.

5. 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.

6. 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.

7. Financial Aid has its own Student Financial Aids Appeal Board.

2009-2010