TMCC

2012-2013 College Catalog

GENERAL INFORMATION

Academic Calendar

FALL SEMESTER

FALL 2012

Academic Semester Begins	Aug. 16, 2012
Instruction Begins	Aug. 25, 2012
Labor Day (Holiday)	Sept. 1-3, 2012
Nevada Day (Holiday)	Oct. 26, 2012
Veterans Day (Holiday)	Nov. 12, 2012
Thanksgiving Break (Holiday)	Nov. 22-25, 2012
Instruction Ends	Dec. 16, 2012
Final Grades Due — Fall Semester Ends	Dec. 18, 2012
No. Instructional Days*	75
No. Academic Days*	84

SPRING SEMESTER

SPRING 2013

Academic Semester Begins	Jan. 14, 2013
Martin Luther King, Jr. Day (Holiday)	Jan. 19-21, 2013
Instruction Begins	Jan. 26, 2013
Presidents Day (Holiday)	Feb. 16-18, 2013
Spring Break	Mar. 16-22, 2013
Instruction Ends	May 19, 2013
Final Grades Due	May 21, 2013
Graduation — Spring Semester Ends	May 24, 2013
No. of Instructional Days*	74
No. of Academic Days*	88

SUMMER SESSION

SUMMER 2013

First Term	May 28-June 28, 2013
Second Term	July 1-Aug. 2, 2013

*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 supporting high-quality education and services within our diverse community.

Values

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

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

Core Themes

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

Core Theme 2: Academic Excellence.

Core Theme 3: Student Success.

Student Responsibilities

- Read and understand the contents of the course catalog;
- Become familiar with all college policies and procedures;
- Be aware of college deadlines, including dates for registration, fee payments, dropping classes and registration changes;
- Keep the college informed of changes in name, address, phone number, enrollment changes which could affect financial aid awards and/or any other circumstances which could affect satisfactory progress toward a degree/emphasis/certificate;
- Attend class and complete all assignments in accordance with the expectations established by the instructor; and
- Behave in a manner which contributes to a positive learning environment for all in the classroom and on the campus. (See Appendix L or contact the associate dean of instructional support at 775-673-7270 to address any conduct concerns.)
- 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 A9 for information on the course catalog that you use to determine graduation requirements.
- Use the STUDENT INFORMATION, COLLEGE PROGRAMS and APPENDICES to find the answers to questions you may have.

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

Accreditation Status

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

Nondiscrimination Statement

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

IGT APPLIED TECHNOLOGY CENTER

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

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

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

TMCC/NELL J. REDFIELD FOUNDATION PERFORMING ARTS CENTER

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

TMCC HIGH TECH CENTER AT REDFIELD

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

2012-2013

Admissions Information

Admission to the College

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

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

Changing From Non-degree Seeking to Degree-seeking

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

Students Who Do Not Qualify for Degree-seeking Status

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

Admission to Health Science Programs

The health science programs include:

- Certified Nursing Assistant (CNA) and Nursing

  RDMT 417, 673-7115
- Dental Assisting and Dental Hygiene

  RDMT 415/417, 674-4845
- Emergency Medical Service (EMS) and Paramedic

  RTC 219-N, 789-5511
- Radiologic Technology

  RDMT 324, 674-7657
- Veterinary Technician

  RC-B 100, 850-4003

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

Immunization Requirements

The following programs may have specific immunization requirements:

- Dental Assisting and Dental Hygiene

  RDMT 415/417, 674-4845
- Early Childhood Education

  SIER 202, 673-7185
- Emergency Medical Services (EMS)

  RTC 214-N, 789-5511
- Nursing

  RDMT 417, 673-7115
- Radiologic Technology

  RDMT 324, 674-7657

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

TMCC PRIVACY NOTICE FOR PRINTED MATERIALS

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

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At Truckee Meadows Community College the following categories are defined as "directory" information: student name, address, telephone number, 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_____

Steps to Enroll for New Students

All new degree-seeking students are required to complete the following Steps to Enroll:

- Apply for Admission
- Apply for Financial Assistance/ Scholarships
- Complete the ACCUPLACER placement test
- Attend a New Student Orientation and Advisement Workshop
- Register for Classes
- Pay for Classes

Students need to complete the Steps to Enroll for new students in order to be eligible to register for classes. Students may seek additional information regarding the enrollment process at: stepstoenroll.tmcc.edu or by calling the Mandatory Services department at 775-674-7666.

Steps to Enroll for Transfer Students

Students transferring college credits to TMCC from another college or university should follow the Steps to Enroll for Transfer Students:

- Apply for Admission
- Request official transcripts from previous college or universities attended and submit them to Admissions and Records at TMCC
- While waiting for transfer work to be officially evaluated students may complete the following process to determine how credits earned at other institutions may transfer via "Evaluate my Transfer Credits." For instructions visit: www.tmcc. edu/ transfer/stepstoenroll/
- Once you have completed "Evaluate my Transfer Credits" you may schedule an appointment with an academic advisor to plan your courses
- Register for Classes
- Request an official Transfer Credit Evaluation
- Pay for Classes

Transfer students need to complete the Steps to Enroll for Transfer Students in order to be eligible to register for classes. Students may seek additional information regarding the enrollment process at: stepstoenroll.tmcc.edu or by calling Academic Advisement at 775-673-7062.

Student Placement Testing

Every new student planning to register for math and English courses at TMCC must take the ACCUPLACER placement tests, which assesses basic skills in reading, writing, and mathematics. ACCUPLACER results help students select the appropriate courses in which to register. Many classes at TMCC require specific ACCUPLACER math and/or English scores as prerequisites for registration. Students must have active admission applications in order to qualify to take the ACCUPLACER at TMCC.

Students may be able to waive the ACCUPLACER with recent high ACT or SAT scores. Also, students who have already completed college level English and math courses at another college may be exempt from taking the ACCUPLACER.

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.

COURSE PLACEMENT/SCORES POSTING

Course placement for the ACCUPLACER placement exam for TMCC students will be determined by the highest valid score within the past twenty-four month period. NOTE: TMCC reserves the right to change course placement scores. ACCUPLACER test scores take up to three business days to post to student accounts. Students will not be able to register for classes that have ACCUPLACER scores as prerequisites until scores are posted.

ACCUPLACER RETAKE POLICY

Students who wish to retake the ACCUPLACER are required to wait four weeks between testing sessions and pay a retake fee of $20.

The math ACCUPLACER has no limit on the number of times it may be retaken. Students are unable to retake the math ACCUPLACER if they have already begun their math class sequence.

The English ACCUPLACER placement test may be taken a maximum of three times. The chair of the English department must authorize any additional retakes. Students are unable to retake the English ACCUPLACER if they have already begun their English class sequence.

Students are provided one free ACCUPLACER score transcript after each testing session. An additional fee of $10 will be charged for each additional copy.

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

TESTING ACCOMMODATIONS

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

Developmental Courses

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

First time degree-seeking students who score on the ACCUPLACER exam below 55 in reading and below 34 in arithmetic will be limited to 9 credits or less per term. Such students must take the prescribed sequence of developmental courses until completed. Students placing into English 101 or above but who place below standard in arithmetic may enroll full-time, but must take the prescribed sequence of developmental courses until completed. Likewise, students placing into MATH 120 or above but who place below standards in reading may enroll full-time but must take the prescribed sequence of developmental courses until completed.

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

ENGLISH

- ENG 098 PREPARATORY COMPOSITION
- READ 093 READING IMPROVEMENT

  Registration for online developmental courses in English requires a minimum reading comprehension score of 75.

ENGLISH AS A SECOND LANGUAGE

- ENG 081-A ESL LISTENING AND SPEAKING
- ENG 081-C ESL READING/WRITING
- ENG 088 ESL GRAMMAR
- ENG 112-A BRIDGE ESL LISTENING SKILLS
- ENG 112-C BRIDGE ESL READING SKILLS
- ENG 112-D BRIDGE ESL COMPOSITION

MATHEMATICS

- MATH 090 CONTINUING STUDIES IN MATH
- MATH 095 ELEMENTARY ALGEBRA
- MATH 096 INTERMEDIATE ALGEBRA

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

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

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

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

Advanced Standing

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

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

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

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

Advisement

Advisement is required for all new degree-seeking students. Visit http://www.tmcc.edu/advisement/ to enroll in a New StudentAdvisement Workshop.

NEW TRANSFER STUDENTS

Students transferring college credits to TMCC should refer to the Steps to Enroll for Transfer Students online at www.tmcc.edu/transfer/stepstoenroll/.

TMCC High School

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

Appeals Information

Appeal of Policy

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

The student appeals board consists of the affirmative action officer or the designee of the president as chair, 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 of academic affairs and student services 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 office of the vice president of academic affairs and student 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

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

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

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

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

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

Grade Replacement

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

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

Students must complete the Grade Replacement form listed under documents and forms located on the Admissions and Records web page http://www.tmcc.edu/admissions/. The completed form must be submitted to the Admissions and Records office located in RDMT 319. Completed forms may also be submitted via fax, as a scanned document sent via an email, or in person to the department. TMCC 10/11

Academic Forgiveness

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

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

Students must complete the Academic Forgiveness form listed under documents and forms located on the Admissions and Records web page http://www.tmcc.edu/admissions/. The completed form must be submitted to the Admissions and Records office located at RDMT 319. Completed forms may be submitted via fax, as a scanned document sent via an email, or in person to the department. TMCC 7/11

Campus Organizations

Student Government Association (SGA) of TMCC

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

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

Any TMCC student interested in an opportunity to serve or volunteer on an activity or event should contact the SGA advisor at 775-673-8298 for additional information.

STUDENT CLUBS AND ORGANIZATIONS

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

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

All student organizations must have an approved advisor, a constitution and byloaws, and be approved by the SGA and the college president. TMCC students may also participate in specified clubs and organizations at the University of Nevada, Reno. More information about clubs at UNR can be obtained from the activities office at 775-784-6589.

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

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

Campus Services

Bookstore

The bookstore is located in the Red Mountain Building, room 103 and is open all year long for textbooks, supplies, TMCC merchandise and great snacks to keep you going. Hours are posted on our Web site, which is open 24/7 at 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 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 options for children of students, employees, and the community. A Semester Care Option is available to TMCC students and faculty.

A first and last week's tuition payment is due upon your child's registration, as well as a $50 per child enrollment fee. Semester Care requires a $25 deposit, 50% of tuition before care begins and the remaining 50% is due within 20 business days.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 email username and password, i.e., just the username such as doej, not the full email address. To activate your TMCC student email account, log on to email.tmcc.edu 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 print and electronic collections support both curriculum and general interest. Reference books are an excellent starting point for research. The library subscribes to online databases that provide full-text access to magazine and peer-reviewed journal articles. Online databases are available on the library's home page from any computer in the world linked to the Internet. Passwords are required for off-campus access. The library houses a video collection that supports classroom instruction. Students can borrow videos for viewing in the library or at home.

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

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

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

The library also has a branch at the IGT Applied Technology Center that assists the vocational-technical programs and our collaborative efforts with Washoe County School District students. For library hours and assistance, call 775-857-4960.

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

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

Phi Theta Kappa International

HONOR SOCIETY FOR THE TWO-YEAR COLLEGE

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

You can also receive information regarding this honor society from the Student Government Association of TMCC at RDMT 122.

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.

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 $80per semester fee. Check the UNR website for current semester and wellness pass fees.

Student Health Insurance and Health Resources

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

Student Publications

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

Transportation

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

Office of Equity and Inclusion

The office of equity and inclusion 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, Veteran status or marital status. It also maintains a work and learning environment with a policy of zero tolerance for sexual harassment or discrimination and also provides training for all administrators, faculty and staff.

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

Financial Aid, Scholarships and Student Employment

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

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

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

Application Deadlines

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

Scholarship applications are available online scholarships.tmcc.edu. The TMCC scholarship application has an annual due date and may be found online at scholarships.tmcc.edu.

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

Application Process

The student may apply using the Free Application for Federal Student Aid (FAFSA) available online at www.fafsa.gov. 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.gov. Students who require a paper application may request one from the Department of Education at 1-800-433-3243. Students may mail the application to the central processor in the envelope provided with the application. Students (and/or their parents) who have questions about the application are encouraged to contact TMCC's financial aid office. Students who have a valid Student Aid Report (SAR) will automatically receive a PIN for Web application for the next award year.

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

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

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

Types of Financial Aid

Detailed information on each type of aid including requirements, satisfactory progress policies, award limitations and repayment schedules are available on the TMCC financial aid Web site and

in Appendix D of this course catalog. Following are brief descriptions of different types of aid available.

Governor Guinn Millennium Scholarship

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

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

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

Loans

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

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

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

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

Employment

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

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

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

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 office to the financial aid appeals committee.

Financial Aid Student Responsibilities

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

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

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

3/4 TIME: If a student's award is based on three-quarter-time enrollment, the student must maintain 9-11 credits.

1/2 TIME: If a student's award is based on half-time enrollment, the student must maintain 6-8 credits.

LESS THAN 1/2 TIME: If a student's award is based on less than half-time enrollment, the student must maintain 1-5 credits.

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

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

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

index.php?Choice=concurrent.

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

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

Financial Aid Refund Policy

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

Scholarships

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

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

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

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

Additional Information

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

Graduation

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

Preparation for Graduation

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

Requirements for Graduation

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

1. Filed an application for graduation. Each student seeking an associate degree or certificate of achievement is required to submit a completed application for graduation to the Admissions and Records office. A separate application is required for each degree/certificate. The application must include the survey and an Academic Advisement Report (AAR). Deadline dates for filing these applications are
    - fall semester, November 1
    - spring semester, April 1
    - summer session, June 1

    Applications submitted after the deadline will be considered for the next semester. The date of graduation that will appear on the student's diploma/certificate and permanent academic record is the last month of the semester in which the application for graduation is approved.
2. Completed 15 semester credits within TMCC; credits must be degee applicable. Developmental courses are non-degree applicable. All graduates must have a minimum of 15 credits in residence or through distance education at TMCC. Challenge examinations, nontraditional credit, etc., do not count as resident credit. This applies to all associate degrees and certificates of achievement. Residency credits must be degree applicable.
3. Maintained a minimum cumulative grade point average of 2.00. The grade point average for graduation must be at least 2.00. This grade point average is calculated by combining the grade point average of all courses taken at TMCC and the grade point average of those transfer courses used to fulfill the degree requirements. A student must also have a cumulative grade point average of 2.00 for all coursework at TMCC.
4. Met all financial and library obligations. Students will not be issued a degree or certificate of achievement if they have not met all their financial and library obligations to the Nevada System of Higher Education. If students have an outstanding debt, they may pay it at the controller's office. Library obligations can be cleared through the library.
5. Completed the curriculum requirements for the degree, emphasis, or certificate. Students may elect to graduate under the degree, emphasis, or certificate requirements for the year in which they initially enrolled at TMCC in other than workforce development and continuing education courses (unless these courses are used toward their degree, emphasis, or certificate); the requirements for the year in which they officially declared a degree, emphasis, or certificate at the Admissions and Records office; or the requirements for the year in which they will graduate as long as the course catalog selected is no more than six years old. If a degree, emphasis, or certificate is offered for the first time after a student has enrolled, the student may choose the course catalog year in which the degree, emphasis, or certificate was first offered. Students may not use a combination of course catalogs for graduation. Summer session is included in the previous course catalog year, i.e., summer 2011 would be under the 2010-2011 course catalog. If students interrupt their college studies for more than two consecutive semesters, including summer session, the college encourages them to meet the requirements of the course catalog year under which they will complete the requirements for the degree, emphasis, or certificate. Some plans require students to graduate under the course catalog year they were accepted to the program, e.g., health sciences.

Dual Degrees

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

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

Commencement

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

Graduation Rates

The Student Right to Know and Campus Security Act requires that TMCC make available to current and prospective students the persistence and graduation rates of first-time full-time, degree-seeking students. The average percentage of first-time, full-time students who graduate within three years of matriculating is 17 percent and 21 percent have transferred to another institution.

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

Methods of Payment

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

TMCC 3-Pay Payment Plan

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

Credit, Debit Card and E-Check Payments

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

Payment by Personal Check

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

Payment by Mail

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

Payment in Person

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

Unpaid Fees and Delinquent Accounts

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

Federal/State/Employer Paid Programs

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

Records Information

Change of Name, Address or Degree, Emphasis, Certificate

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

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

Classification of Students

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

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

Enrollment Classification

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

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

Continuing student: A student who has previously attended TMCC.

Enrollment Certification

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

Challenge Examinations

A currently admitted student may petition for a challenge examination in certain courses approved by the college. The credit by examination petition may be obtained

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

Academic Advisement Report

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

Transfer students who wish to use credit earned at other institutions for their degree or certificate may request an evaluation of credits when they have 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. Transfer work will not show up until an official transcript evaluation is completed. Students must have attended within two years for any academic advisement report to be available online.

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

Family Educational Rights and Privacy Act

TMCC conforms to the Family Educational Rights and Privacy Act pertaining to student records and their privacy, their inspection and the appeal rights of the student. For full details about this policy, See Appendix G. In accordance with this act, TMCC designates the following student information as directory information and as such can disclose it to the public at the college's discretion: name, address, email address, telephone number, dates of attendance, full or part-time status, degree, emphasis, or certificate awarded, 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 TMCC Privacy Notice for Printed Materials, or by updating their privacy settings in their Student Center.

Attendance

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

Grade Reports

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

Grading Scale

The following grades and marks are used at TMCC.

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

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

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

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

S SATISFACTORY: C or above

U UNSATISFACTORY: D or below

I INCOMPLETE

IP IN PROGRESS

AD AUDIT

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

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

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

Incomplete Grades

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

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

Normal Degree Progress

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

Retaking a Course

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

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

Satisfactory Academic Progress Policy

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

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

See Appendix D for additional information.

Requirements

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

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

To review the policy in its entirety visit: www.tmcc.edu/vp/acstu/polices/sap/

Semester System

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

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

Transcript of Record

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

Refund Policy

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

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

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

Fall/Spring Terms - Regular/Dynamic Extensive or DYE

A. 100% (one hundred percent) refund if you drop your class online by 11:59 p.m. on the Friday of the first official start date of classes.

B. 50% (fifty percent) refund if you withdraw online by 11:59 p.m. on the Friday of the third week from the official start date of classes.

Fall/Spring Terms - Dynamic or DYN

A. 100% (one hundred percent) refund if you drop online by 11:59 p.m. on the first official start date that the class meets.

B. 50% (fifty percent) refund if you withdraw online by 11:59 p.m. of the first 20% of the class period starting from the first official start date of classes.

Fall/Spring Terms - Dynamic Intensive or DYI

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

Summer Courses (lasting five weeks)

A. 100% (one hundred percent) refund if you officially drop online by 11:59 p.m. on the first official start date of classes.

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

Cancelled Courses

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

Refund checks are issued after the third week of instruction.

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

Refunds for Exceptional Circumstances

- Students are responsible for either paying for, or officially withdrawing online from, each class in which they register, even if they do not attend. If a student fails to withdraw online during the full-refund period, they will be responsible for all tuition and fees.
- In the case of exceptional circumstance, upon presentation of documentation and approval of the president or the president's designee, a refund of the registration fees and nonresident tuition for a semester may be given upon official withdrawal made at any time during the semester in the following instances:

  1. 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 may apply for an exception to the refund policy within a semester, whether or not they have dropped the class(es) online.
- Students may apply for an exception to the refund policy within 90 days after the end of a semester provided they have dropped the class(es) online.
- Students may not apply for an exception to the refund policy after 90 days from the end of a semester.
- Refund checks are issued at the end of the sixth week of instruction.

2012-2013

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

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

Registration Information

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

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

Audit

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

Withdrawing from Classes

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

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

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

Cancellation of Classes

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

Concurrent Registration

Veterans, international students and financial aid students who are concurrently enrolled at TMCC and any other post-secondary institution must notify the 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 or academic advisor is 18 credits during the fall/spring terms and 14 credits during summer term (seven credits per summer session). A student wishing to carry more than 18 credits in fall/spring and 14 credits during summer term must have a compelling reason to fulfill specific requirements in a given term, have a grade point average of 3.0 or higher and have completed one semester at or above full time enrollment (12 or more credits).

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

Full-Time, Part-Time Students

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

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

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

Date of Matriculation

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

Satisfactory/Unsatisfactory Registration Option

- Any student may choose to take any course on an S/U basis but no course taken for a satisfactory/unsatisfactory grade (except those offered S/U ONLY) may be used to satisfy any TMCC general education or division core requirement.
- A maximum of six elective credits graded S/U may be used to satisfy credit requirements for any degree or certificate earned at TMCC.
- Students must come to the Admissions and Records office to select this option. Any changes to or from the S/U option must be completed prior to the end of the 100% refund period.

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

Student Services

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

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

Within TMCC's Student Services department are the following:

- Admissions and Records, Mandatory Services, Testing and Orientation

www.tmcc.edu/admissions

www.tmcc.edu/testing/tests

- Academic Advisement, Transfer, Re-Entry and Job Prep

www.tmcc.edu/advisement

- Outreach and Recruitment

www.tmcc.edu/aor

- Counseling and Career Services

www.tmcc.edu/counseling

- Financial Aid

www.tmcc.edu/financialaid

- Disability Resource Center

www.tmcc.edu/drc

- Access Programs

www.tmcc.edu/aor

- Veterans Upward Bound

www.tmcc.edu/veterans/upwardbound

Developing Academic Skills

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

Adult Basic Education and English as a Second Language

TMCC, under the auspices of the Nevada State Plan for Adult Education, provides basic literacy education for adults 18 years old or older. Instruction in basic reading, writing and mathematics is offered. Competency and curriculum levels of instruction range from elementary through high school for adults. Individualized and group instruction is provided, 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-based 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. For answers to the most frequently asked questions, visit us online at www.tmcc.edu/advisement/.

Counseling and Career Services

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

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

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

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

Disability Resource Center (DRC)

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

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

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

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-4 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 Preparation Center

A TMCC employment specialist is located in the Red Mountain Building, room 114, and is available to help simplify the job search process, identify potential needs and prepare job seekers for future challenges. The employment specialist also works with students to locate suitable positions for internships. Call 775-673-7062.

Re-Entry Center

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

Perkins Educational Partnership Program: Special populations served by this program include single parents and displaced homemakers. Those admitted to the program must be pursuing vocational education which leads to a high-skill, high-wage occupation. Services

offered are academic advising, vocational assessment, job preparation assistance and referrals for instructional assistance and community resources. Program participants may also request financial assistance for the following: books, child care, instructional supplies and transportation costs. To qualify, candidates must present appropriate documentation of special population status.

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

For more information regarding services, eligibility standards or application procedures, please contact the office at 775-673-7062.

Services for Adults Re-Entering School

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

Transfer Center

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

Transfer services include:

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

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

Veterans Educational Assistance

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

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

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

Detailed instructions regarding the application process for all chapters of VA Education Benefits are available at veterans.tmcc.edu.

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 2012-2013 school year.

- Nevada residents: **$75.50**/credit
- Good Neighbor students: **$120.75**/credit
- Out-of-state students in fewer than seven credits: **$158.50**/credit
- Out-of-state students in seven or more credits: **$75.50**/credit + **$3,322.50**
- Out-of-state students residing outside of Nevada and enrolled in only distance education: **$113.25**/credit (includes tech fee)
- Summer school 2013, all students: **$78.50**/credit

NOTE: Auditors pay the same per-credit fees.

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

Lab and Special Fees

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

Surcharge Fee

A surcharge fee of $9/per credit is assessed at the time of registration, in addition to the general registration fee.

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 application.

TMCC Fitness Center Fees

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

UNR Lombardi Recreation Fees

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

Good Neighbor Tuition

Effective Spring 2012, the Good Neighbor tuition has been discontinued. Students receiving the discount at that time may continue to receive the discount so long as they are continuously enrolled. Refer to Appendix B for details.

Nonresident Tuition

Students classified as nonresident students taking seven or more credits shall pay nonresident tuition ($3,322.50/semester) plus per credit registration fees. Registration in workforce development and continuing education and summer courses, which are not state-funded, shall not cause tuition to be assessed, nor shall enrollment in workforce development and continuing education courses be included in date of matriculation for evaluation of residency. Students who

plan to register for courses with TMCC as Nevada residents must provide proof of residency according to the regulations of the Nevada System of Higher Education. This is in conformity with Sections 10.020 and 396.540, Nevada Revised Statutes. Residency requirements can be obtained from the Admissions and Records office. The regulations for determining residency and tuition charges are printed in Appendix B of this course catalog.

Distance Education Out-of-State Tuition

Out-of-state students enrolling in distance education classes only may be eligible for a special distance education rate of $113.25 per credit (includes $5.50 per credit technology fee). Please contact the Admissions and Records office for further information at 775-673-7042.

Western Undergraduate Exchange

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

Workforce Development and Continuing Education Class Fees

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

TMCC Partners in Education

COLLEGE OFFICERS

- Maria Sheehan, Ed.D., President
- John G. Tuthill, Ph.D., Vice President, Academic Affairs and Student Services
- Rachel Solemsaas, Ed.D., Vice President, Finance and Administrative Services

NEVADA SYSTEM OF HIGHER EDUCATION BOARD OF REGENTS

Mr. Mark Alden
Dr. Andrea Anderson
Mr. Robert J. Blakely
Mr. William G. Cobb
Mr. Cedric Crear
Dr. Mark W. Doubrava
Dr. Jason Geddes
Mr. Ron Knecht
Mr. James Dean Leavitt
Mr. Kevin C. Melcher
Mr. Kevin J. Page
Dr. Jack Lund Schofield
Mr. Rick Trachok
Mr. Michael Wixom

TMCC FOUNDATION BOARD OF TRUSTEES

Keith Buggs
Donald Folgner
Lisa Foster
Sean French
Julia S. Gold
Walt Katai
Romeo Lazzarone
Susan Oldham
Tonya Powell
Rod Sanford
Katy Simon
Anita Sullivan
Patty Wade
Tina Wheeler
Alex Willis
Brad Woodring

DEGREE PROGRAMS, ADVISORS AND WORKSHEETS

TMCC Academic Divisions

Division of Applied Industrial Technology

Jim New, dean, 856-5307

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

Division of Business

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

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

Division of Liberal Arts

Dr. Armida Fruzzetti, dean, 674-4836

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

Division of Sciences

Ted Plaggemeyer, dean, 674-7552

Astronomy, Biology, Chemistry, Computer Science, Computer Technology, Culinary, Dental Assisting, Dental Hygiene, Dietetic Technology & Nutrition, Engineering, Environmental Science, Geography, Geology, Mathematics, Nursing, Physics, Radiologic Technology

Division of Web College

Fred Lokken, dean, 673-7814

Academic Support Center, All Electronically Delivered Classes, History, Legal Assistant/Law, Political Science, Women's Studies

TMCC Degrees, Emphases and Certificates

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

TMCC Degrees, Emphases and Certificates

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

2012-2013

TMCC Degrees, Emphases and Certificates

	degree	emphasis	certificate
Physics		•	
Production Systems		•	
Psychology		•	
Radiologic Technology	•		
Renewable Energy		•	
Renewable Energy/Geothermal Plant Operator			•
Residential Design		•	
Theater		•	•
Transfer Degrees -Associate of Arts, Associate of Science	•		
Transportation Technologies	•		
Veterinary Technology	•		
Web Development		•	
Welding		•	
Welding for Art			•
Welding Technology			•

Instructional Programs

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

Associate of Arts

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

Associate of Science

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

Associate of Applied Science/ Certificate of Achievement/ Occupational Programs

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

Associate of General Studies/ Certificate of Achievement

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

Developmental Programs

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

Course Numbering System

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

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

Transfer Courses

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

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

1. An equivalent course

The TMCC course is transferable and considered to be equivalent to a comparable course at UNR, NSC or UNLV, even though the course numbers may not be the same.

2. An elective

The TMCC course is transferable and may fulfill specific degree, emphasis, or certificate credit requirements or may apply toward total credits needed for graduation.

C Letter Designation

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

*, + and R Designation

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

Developmental Courses

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

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

University Transfer Information

Transfer Assistance

The Nevada System of Higher Education Transfer Guide provides information on how each course transfers within the post-secondary schools of Nevada. The TMCC-to-UNR or UNLV major transfer guides provide information on how TMCC courses and programs transfer to the various colleges and/or majors at the 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 college 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 High School Requirements

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

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 College Catalog to Satisfy Graduation Requirements for NSHE Transfer Students

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

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

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

Transfer 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/transfer/agreements.

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

General Transfer Core Curriculum for UNR

For the most up-to-date UNR Transfer Core Curriculum go to https://www.cis.unr.edu/TransferArticulation

General Education Mission Statement

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

General Education 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

MATHEMATICS

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

SCIENCE

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

SOCIAL SCIENCES

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

DIVERSITY COURSE LIST

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

- AAD 201 History of the Built Environment (Same as HUM 201)
- ANTH 201 Peoples and Cultures of the World
- ANTH 205 Ethnic Groups in Contemporary Society (Same as SOC 205)
- ANTH 208 Fundamentals of Cultural Diversity
- ANTH 229 Fundamentals of Applied Anthropology
- ART 263 Survey of African, Ocean and Native American Art
- ART 270 Women in Art
- COM 285 Communication Disabilities and Film
- DAN 101 Dance Appreciation
- EDU 203 Intro to Special Education
- ENG 231 World Literature I
- ENG 232 World Literature II
- ENG 267 Women and Literature
- ENG 288 Multicultural Literature
- ENG 294 Intro to Women's History and Literature in the United States
- ENT 220-International Women's Entrepreneurship
- GEOG 200 World Regional Geography
- HDFS 232 Diversity in Young Children
- HIST 208 World History I
- HIST 209 World History II
- HIST 227 Introduction to Latin American History & Culture I

  HIST 228 Introduction to Latin American History & Culture II
- 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 294 Introduction to African American History II
- HUM 201 History of the Built Environment (Same as AAD 201)
- HUM 211 Survey of Chinese Culture

  HUM 214 Survey of Middle East Culture
- HUM 225 A Cultural Perspective: Spain...New Mexico (Same as SPAN 225)
- HUM 260 American Indian Literature and Culture
- LGM 202 International Logistics Management
- NRES 211 Conservation, Humans and Biodiversity
- NURS 212 Cultural Aspects of Nursing Care (open only to students admitted to the nursing program)
- NUTR 253 Cultural Considerations in 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 101 Introduction to Women's Studies
- WMST 250 Introduction to Feminist Theory
- WMST 255 The American Women's Movement

University Transfer Degrees

Associate of Arts

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

Students may choose from the following options:

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

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

Associate of Arts

General Education Requirements

English	**6 credits**

ENG 101 and 102 or ENG 113 and 114

Fine Arts	**3 credits**

ART 100, 260*, 261*; ENG 221; MUS 101, 121; THTR 100, 105, 210; THTR 180/HUM 105

Humanities	**3 credits**

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

Mathematics	**3 credits**

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

Science (lab required)	**6 credits**

ANTH 102, 110L; AST 104; BIOL 100, 191, 191L; CHEM 100, 121, 121R, 122, 201; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180, 180L, 181, 181L

Social Science	**3 credits**

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

Total General Education Requirements	**24 Credits**

Degree Requirements

Diversity	**(3 credits)**

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

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

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

Foreign Language	**0-14 credits**

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

OPTIONS TO COMPLETE THE FOREIGN LANGUAGE REQUIREMENT:

1. Complete a fourth-semester transferable college course in a foreign language.
2. Complete a fourth-semester transferable college course in American Sign Language.
3. Demonstrate proficiency through placement examination or other means.
4. Show transcript evidence of successful completion of a fourth-year high school course in foreign language.

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

Degree Requirements	**0-20 Credits**
Total Electives	**16-36 Credits**
Total Degree Requirements	**60 Credits**

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

2012-2013

University Transfer Degrees

Associate of Arts degree

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

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

Associate of Arts Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for transfer to college and university baccalaureate programs with junior status.	Number of AA degrees awarded	2009-2010 468	2008-2009 474	Continuous improvement
	Number of actual transfers	2009-2010 442	2008-2009 462	Continuous improvement
	Graduate Outcomes Survey	2010-2011 89% of graduates reported being well prepared to further their education	5 year average=92%	Continuous improvement
2. Enable students to complete TMCC's general education transfer requirements.	Number of courses offered fulfilling General Education criteria	Fall 2010 78 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2010-2011 90% of graduates reported being satisfied with the variety of courses offered	5 year average=93%	Continuous improvement
3. Provide a diverse menu of transferable course offerings that allows students to select the combination of courses that best suits their interests and/or chosen academic emphasis.	Total number of transferable courses offered	Fall 2011 563 transferable courses offered (100+ level)	Fall 2011 Total number of courses offered: 574	Continuous improvement
	Graduate Outcomes Survey	2010-2011 87% of graduates reported being able to register for classes required for their emphasis	5 year average=89%	Continuous improvement
4. Enable students to acquire the knowledge, skills and values consistent with a liberal arts education.	Completion of AA degree/ emphasis outcomes	2009-10 47% of all degrees awarded were AA (468)	2009-10 Other NSHE Institutions GBC 25% AA (73) WNC 38% AA (180) CSN 45% AA (915)	Degree/emphasis outcomes assessment underway (CAR & PUR)

Note: Currency of data varies across outcomes.
CAP = Faculty Senate Curriculum, Assessment and Programs committee.
CAR = Course Assessment Report
PUR = Program Unit Review

University Transfer Degrees

Associate of Science

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

Students may choose from the following options:

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

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

Associate of Science

General Education Requirements

English	**6 credits**

ENG 101 and 102 or ENG 113 and 114

Fine Arts	**3 credits**

ART 100, 260*, 261*; ENG 221; MUS 101, 121; THTR 100, 105, 210; THTR 180/HUM 105

Humanities	**3 credits**

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

Mathematics	**3 credits**

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

Science (lab required)	**6 credits**

ANTH 102, 110L; AST 104; BIOL 100, 191, 191L; CHEM 100, 121, 121R, 122, 201; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180 , 180L, 181,181L

Social Science	**3 credits**

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

Total General Education Requirements	**24 Credits**

Degree Requirements

Diversity	**(3 credits)**

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

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

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

Science	**6 credits**

Any transferable science course.

Degree Requirements	**6-12 Credits**
Total Electives	**24-30 Credits**
Total Degree Requirements	**60 Credits**

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

2012-2013

University Transfer Degrees

Associate of Science degree

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

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

Associate of Science Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for transfer to college and university baccalaureate programs with junior status.	Number of AS degrees awarded	2009-2010 91	2008-2009 74	Continuous improvement
	Number of actual transfers	2009-2010 442	2008-2009 462	Continuous improvement
	Graduate Outcomes Survey	2010-2011 89% of graduates reported being well prepared to further their education	5 year average = 92%	Continuous improvement
2. Enable students to complete TMCC's general education transfer requirements.	Number of courses offered fulfilling General Education criteria	78 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2010-2011 90% of graduates reported being satisfied with the variety of courses offered	5 year average = 93%	Continuous improvement
3. Provide a diverse menu of transferable course offerings that allows students to select the combination of courses that best suits their interests and/or chosen academic emphasis.	Total number of transferable courses offered	Fall 2011 563 transferable courses offered (100+ level)	Fall 2011 Total number of courses offered: 574	Continuous improvement
	Graduate Outcomes Survey	2010-2011 87% of graduates reported being able to register for classes required for their emphasis	5 year average = 89%	Continuous improvement
4. Enable students to acquire the knowledge, skills and values consistent with a science, technology, engineering or math education.	Completion of degree/ emphasis outcomes	2009-10 9% of all degrees awarded were AS (91)	2009-10 Other NSHE Institutions GBC 10% AS (28) WNC 6% AS (29) CSN 8% AS (162)	Degree/emphasis outcomes assessment underway (CAR & PUR)

Note: Currency of data varies across outcomes.
CAP = Faculty Senate Curriculum, Assessment and Programs committee.
CAR = Course Assessment Report
PUR = Program Unit Review

Occupational and/or Technological Degrees

Associate of Applied Science

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

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

Associate of Applied Science

General Education Requirements

Diversity (3 credits)

See the diversity section of the general education descriptions 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

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

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, PSY 102

¤ Only accepted program students may take the DA options.

Note: 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, STAT 152

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, 110L, or GEOG 103/104

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, 110L), criminal justice, economics, geography (except GEOG 103/104), 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

Note: 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. 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 100 or HIST 101 and PSC 208

Total General Education Requirements 21 Credits

Core and/or Emphasis Requirements 36-56 Credits

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

Total Degree Requirements 60-96 Credits

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

Certificate of Achievement

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

General Education Requirements

Communications 3 credits

Human Relations 3 credits**

Quantitative Reasoning 3 credits**

** 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.

Occupational and/or Technological Degrees

Associate of Applied Science degree

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

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

Associate of Applied Science Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for employment and certification in their chosen academic and/or career emphases.	Number of AAS degrees awarded	2009-2010 232	2008-2009 189	Continuous improvement
	Graduate Outcomes Survey	2010-2011 89% of graduates reported being well prepared to further their education	5 year average = 92%	Continuous improvement
2. Enable students to complete TMCC's general education transfer requirements.	Number of courses offered fulfilling TMCC's General Education requirement	78 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE and TMCC requirements
	Graduate Outcomes Survey	2010-2011 90% of graduates reported being satisfied with the variety of courses offered	5 year average = 93%	Continuous improvement
3. Provide a diverse menu of course offerings that allows students to select the combination of courses that best suits their interests and/or chosen occupational field.	Graduate Outcomes Survey	2010-2011 87% of graduates reported being able to register for classes required for their emphasis	5 year average = 89%	Continuous improvement
4. Enable students to acquire the knowledge, skills and values consistent with their academic interests and/or chosen occupational field.	Completion of degree/ emphasis outcomes	2009-10 23% of all degrees awarded were AAS (232)	2009-10 Other NSHE Institutions GBC 43% AAS (123) WNC 33% AAS (155) CSN 29% AAS (584)	Degree/emphasis outcomes assessment underway (CAR & PUR)
Note: Currency of data varies across outcomes. CAP = Faculty Senate Curriculum, Assessment and Programs committee. CAR = Course Assessment Report PUR = Program Unit Review				

General Studies Degree

Associate of General Studies

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

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

Associate of General Studies

General Education Requirements

Computer Science — 3 credits

Choose from IS 101

Diversity — (3 credits)

See the diversity section of the general education descriptions 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, THTR 252, 253

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

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, 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, COT 110*, CUL 245, ECON 261 or 262, PSY 210, SOC 210, STAT 152

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, 110L, GEOG 103/104

Social Science — 3 credits

Choose any course 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102, 110L), criminal justice, economics, geography (except GEOG 103/104), 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. 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 100 or HIST 101 and PSC 208

Total General Education Requirements — 33 Credits

Electives — 27 Credits

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

Total Degree Requirements — 60 Credits

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

Certificate of Achievement General Studies

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

General Education Requirements

English/Communications — 6 credits

Choose from BUS 106, 107 or 108, ENG 101, 102, 107, 108, 113, 114, 181, 220 or 221, COM 113, 215 or 285, THTR 160, 161, 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, CH 201, 202 or 203, COM 285,

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, 205, 206, 207, 209, 210, 231, 235, or 258

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, 110L, BUS 117, CIT 130, 132, 153, 173, 211 or 212, COT 110*, CSCO 120, CUL 245, ECON 261 or 262, GEOG 103/104, 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), CH 201, 202 or 203, criminal justice, economics, geography (except GEOG 103/104), history, psychology, political science, sociology or choose from, EDU 201, 202 or 203, HDFS 201 or 202, JOUR 101

2012-2013

General Studies Degree

Total General Education Requirements	18 Credits
Electives	**12 Credits**

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

Total Certificate Requirements	30 Credits

Associate of General Studies degree

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

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

Associate of General Studies Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for completion of foundational courses for academic and/or workforce goals.	Number of AGS degrees awarded	2009-2010 103	2008-2009 88	Continuous improvement
	Graduate Outcomes Survey	2010-2011 89% of graduates reported being well prepared to further their education	5 year average = 92%	Continuous improvement
		2010-2011 84% of graduates reported being well prepared for future career or career changes	5 year average = 87%	
2. Enable students to complete TMCC's general education requirements.	Number of courses offered fulfilling General Education criteria	Fall 2010 78 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2010-2011 90% of graduates reported being satisfied with the variety of courses offered	5 year average = 93%	Continuous improvement
3. Provide a diverse and flexible menu of course offerings that allows students to select the combination of courses that best suits their broad academic interests.	Total number of courses that apply	Fall 2011 563 transferable courses offered (100+ level)	Fall 2011 Total number of courses offered: 574	Continuous improvement
	Graduate Outcomes Survey	2010-2011 87% of graduates reported being able to register for classes required for their emphasis	5 year average = 89%	Continuous improvement
4. Enable students to acquire the knowledge, skills, and values of their broad academic focus.	Completion of degree outcomes	2009-10 10% of all degrees awarded were AGS (103)	2009-10 Other NSHE Institutions GBC 5% AGS (14) WNC 19% AGS (89) CSN 7% AGS (144)	Degree/emphasis outcomes assessment underway (CAR & PUR)

Note: Currency of data varies across outcomes.
CAP = Faculty Senate Curriculum, Assessment and Programs committee.
CAR = Course Assessment Report
PUR = Program Unit Review

Special Academic Programs

College Tech Prep

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

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

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

The following applications are currently being offered:

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

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

Internships

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

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

To be eligible for an internship a student must

- 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.

Workforce Development and Continuing Education

http://wdce.tmcc.edu • 775-829-9010

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.

Continuing Education Unit (CEU)

The Continuing Education Unit (CEU) is a unit that certifies participation in non-credit continuing education courses and programs. The primary purpose of the CEU is to provide a permanent record of educational accomplishments of an individual who has completed one or more significant educational experiences.

TMCC follows the International Association of Continuing Education and Training (IACET) guidelines for the recording of the CEUs. One CEU is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction. For more information on the awarding of CEUs, please review Appendix U of this catalog and contact Workforce Development and Continuing Education at 775-829-9010.

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 of academic affairs and student services.

Additional Information

Credits: Noncredit units earned in the self-supporting WDCE courses may be considered nontraditional and must be approved by the vice president of academic affairs and student services 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 qualify 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 Appendix B, Regulations for Determining Residency and Tuition Charges in the college catalog.

Administrative Professional Degree

Associate of Applied Science

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

Degree Outcomes

Students completing the degree will:

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

General Education Requirements

Diversity (3 credits)

Recommended: ANTH 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 Basics of Spanish 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	COT 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	Basics of Spanish I or Financial Accounting	3
		Total	**16**
		Degree Total	**61**

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.

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

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

Anthropology Emphasis

Associate of Arts

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

Emphasis Outcomes

Students completing the emphasis will:

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

General Education Requirements

Diversity (3 credits)

Recommended:

ANTH/SOC 205 Ethnic Groups in Contemporary Society.....3

English 6 credits

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

Emphasis Requirements

ANTH 101 Introduction to Cultural Anthropology 3
ANTH 102 Introduction to Physical Anthropology.....3
ANTH 110L Physical Anthropology Laboratory 1
ANTH 201 Peoples and Cultures of the World.....3
ANTH 202 Archaeology 3

Total Emphasis Requirements 13 Credits

Elective Requirements

(to ensure minimum elective requirement)

Choose 14 credits from the following:

Any ANTH 200 level anthropology course..... 0-14
Foreign Language 0-14
AM 145, 146, 147, 148, 149; FREN 111, 112, 211, 212; GER 111, 112, 211, 212; HEB 113, 114, 221, 222; ITAL 113, 114, 213, 214; RUS 111, 112, 211, 212; SPAN 111, 112, 211, 212, 226, 227
PSY/SOC 210 Introduction to Statistical Methods..... 4

Total Elective Requirements 14 Credits

Total Degree Requirements 60 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	ANTH 101	Introduction to Cultural Anthropology	3
Humanities	Elective		3
Social Science	Elective		3
English	ENG 101	Composition I	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**15**
		2nd Semester	
Emphasis	ANTH 102	Introduction to Physical Anthropology	3
Emphasis	ANTH 110L	Physical Anthropology Laboratory	1
Humanities	Elective		3
Social Science	Elective		3
English	ENG 102	Composition II	3
Mathematics	MATH 120	Fundamentals of College Mathematics	3
		Total	**16**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose from list	3
Emphasis	ANTH 201	Peoples and Cultures of the World	3
Emphasis	ANTH 202	Archaeology	3
Fine Arts	Elective		3
Science	Elective		3
		Total	**15**
		4th Semester	
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
Diversity/Social Science	ANTH 205/ SOC 205	Ethnic Groups in Contemporary Society	3
Elective	ANTH 290	Internship in Anthropology	3
		Total	**15**
		Degree Total	**61**

2012-2013

Apprenticeship Program Degree

Associate of Applied Science

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

Qualifying Apprenticeship Programs:

Field Ironworkers, JATC	916-428-7420
International Union of Painters & Allied Trades, JATC	775-323-0567
Northern Nevada Carpenters, JATC	702-452-5099
Northern Nevada Electrical, JATC	775-358-4301
Northern Nevada Operating Engineers, JATC	775-575-2729
Northern Nevada Plasterers & Cement Masons, JATC	702-452-8809
Northern Nevada Plumbers & Pipefitters, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393

Degree Outcomes

Students completing the degree will:

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

General Education Requirements

Diversity	**(3 credits)**
English/Communications	**6 credits**

Recommended: ENG 107

Human Relations	**3 credits***

*Embedded in apprenticeship credits.

Quantitative Reasoning	**3 credits****

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

Science	**3 credits**
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

CE 290 Work Experience 6

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

Print Reading Requirement: Select one course from the following:

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

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

Total Core Requirements	**10 Credits**

Electives Requirements

Complete a minimum of 35 approved apprenticeship credits.

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

Total Electives Requirements	**29-32 Credits**
Total Degree Requirements	**60-63 Credits**

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

Suggested Course Sequence

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

Apprenticeship

Certificate of Achievement

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

Qualifying Apprenticeship Programs:

Field Ironworkers, JATC	916-428-7420
International Union of Painters & Allied Trades, JATC	775-323-0567
Northern Nevada Carpenters, JATC	702-452-5099
Northern Nevada Electrical, JATC	775-358-4301
Northern Nevada Operating Engineers, JATC	775-575-2729
Northern Nevada Plasterers & Cement Masons, JATC	702-452-8809
Northern Nevada Plumbers & Pipefitters, JATC	775-359-2229
Northern Nevada Sheet Metal Workers, JATC	775-331-6393

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

Communications	**3 credits**

Recommended: ENG 101 (113) or 107

Human Relations	**3 credits***

*Embedded in apprenticeship curriculum.

Quantitative Reasoning	**3 credits****

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

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

Total General Education Requirements	**9 Credits**

Core Requirements

AIT 110 General Industrial Safety.....1

CE 290 Work Experience 6

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

Print Reading Requirement: Select one course from the following:

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

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

Total Core Requirements	**10 Credits**

Elective Requirements

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

Total Elective Requirements	**11-14 Credits**
Total Certificate Requirements	**30-33 Credits**

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

Suggested Course Sequence

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

2012-2013

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.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate an understanding of entry-level architecture through projects to further studies or careers in industry.
- Demonstrate entry-level drafting fundamentals as a criteria for preparedness to enter the industry.
- Synthesize course knowledge and be prepared to attain skills in office practice and management.

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 Print 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 256 Introduction to Land Use Planning.....3
ENRG 130 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	Print 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**

Architecture Degree

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.

Degree Outcomes

Students completing the degree will:

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

General Education Requirements

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**

Art History Emphasis

Fine Arts Degree – Associate of Arts

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

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate a knowledge base in the cultural and visual literacy of the visual arts including the works of leading artists both past and present.
- Understand and evaluate contemporary thinking about the visual arts and will strengthen critical thinking skills, which may be broadly applied to various disciplines.

General Education Requirements

Diversity	**(3 credits)**

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

English	**6 credits**

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**

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 263	Survey of African, Oceanic & Native American 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.

Automotive ASE Technician

Transportation Technologies – Certificate of Achievement

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

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Strongly recommended: CE 201	
Quantitative Reasoning	**3 credits**
MATH 108 or higher	
Total General Education Requirements	**9 Credits**

Core Requirements

AIT 110	General Industrial Safety	1
AUTO 101	General Auto	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
AUTO 225	Engine Performance I	4
AUTO 227	Engine Performance II	4
AUTO 265	Electrical/Electronic Systems III	4
Total Core Requirements		**40 Credits**
Total Certificate Requirements		**49 Credits**

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**

Automotive Certified Technician Emphasis

Transportation Technologies Degree – Associate of Applied Science

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

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

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

General Education Requirements

Diversity	**(3 credits)**
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	**Course #**	**Title**	**Credits**
1st Semester–Fall			
Emphasis	AUTO 227	Engine Performance II	4
Emphasis	AUTO 265	Electrical/Electronic Systems III	4
U.S. and Nevada Constitutions	Elective		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**

2012-2013

Automotive General Service Technician

Transportation Technologies – Certificate of Achievement

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

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

Communications	**3 credits**
BUS 107 or COM 113	
Human Relations	**3 credits**
Strongly recommended: CE 201	
Quantitative Reasoning	**3 credits**
MATH 108 or higher	
Total General Education Requirements	**9 Credits**

Core Requirements

AIT 110	General Industrial Safety	1
AUTO 101	General Auto	4
AUTO 111	Automotive Electricity	4
AUTO 112	Automotive Electricity II	4
AUTO 136	Engine Repair	5
AUTO 145	Automotive Brakes	5
AUTO 150	Steering and Suspension Systems	5
Total Core Requirements		**28 Credits**
Total Certificate Requirements		**37 Credits**

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**

2012-2013

Baking and Pastry

Culinary Arts – Certificate of Achievement

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

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

Communications	**3 credits**
Recommended: BUS 107	
English	**3 credits**
Recommended: BUS 106 or 108	
Human Relations	**3 credits**
Required: MGT 212	
Quantitative Reasoning	**3 credits**
Required: CUL 245	
Total General Education Requirements	**12 Credits**

Core Requirements

CUL 100	Sanitation/HACCP	2
CUL 105	Basic Skills Development	3
CUL 125	Principles of Baking	3
CUL 170	Retail Deli and Bakery	3
CUL 225	Advanced Baking	3
CUL 230	Pastry Arts	3
CUL 295	Work Experience in Culinary Arts	3
NUTR 121	Human Nutrition	3
Total Core Requirements		**23 Credits**
Total Certificate Requirements		**35 Credits**

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**

2012-2013

Biology Emphasis

Associate of Science

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

Emphasis Outcomes

Students completing the emphasis will:

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

General Education Requirements

English — **6 credits**

ENG 101 and 102 or ENG 113 and 114.

Fine Arts — **3 credits**

Recommended: THTR 210

Humanities — **3 credits**

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

Mathematics — **3 credits**

MATH 127

Science — **6 credits**

Required: CHEM 121 and CHEM 122

Social Science — **3 credits**

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

Total General Education Requirements — 24 Credits

Degree Requirements

Diversity — **(3 credits)**

U.S. and Nevada Constitutions — **(3 credits)**

Emphasis Requirements

BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
BIOL 191/191L	Introduction to Organismal Biology/Lab	4
CHEM 241	Organic Chemistry I	3
CHEM 242	Organic Chemistry II	3
MATH 181	Calculus I	4
PHYS 151	General Physics I	4
	– or –	
PHYS 180/180L	Physics for Scientists and Engineers I /Lab I	4
STAT 152	Introduction to Statistics	3
	Additional GE science credits	2

Total Emphasis Requirements — 27 Credits

Elective Requirements

Choose 9 credits from the following:

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

Elective Requirements — 9 Credits

Total Emphasis Requirements — 27 Credits

Total Elective Requirements — 9 Credits

Total Degree Requirements — 60 Credits

Suggested Course Sequence

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

Bookkeeping

Certificate of Achievement

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

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

Communications	**3 credits**
Required: BUS 106, 107 or 108	
Human Relations	**3 credits**
Required: MGT 212	
Quantitative Reasoning	**3 credits**
Required: BUS 117	
Total General Education Requirements	**9 Credits**

Core Requirements

ACC 135	Bookkeeping I	3
ACC 136	Bookkeeping II	3
ACC 180	Payroll and Employee Benefit Accounting	3
ACC 220	Microcomputer Accounting Systems	3
ACC 295	Work Experience	3
IS 101	Introduction to Information Systems	3
IS 201	Computer Applications	3
Total Core Requirements		**21 Credits**
Total Certificate Requirements		**30 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		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.

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

Communications	**3 credits**

Recommended: BUS 106, 107 or 108

Human Relations	**3 credits**

Required: MGT 212

Quantitative Reasoning	**3 credits**

Required: BUS 117

Total General Education Requirements	**9 Credits**

Core Requirements

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

Total Core Requirements	**9 Credits**

Emphasis Requirements

Credits chosen from approved business electives.

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

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

Suggested Course Sequence

First Year	Course #	Title	Credits
		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 210	Marketing Principles	3
Emphasis	MGT 171	Supervision	3
		Total	**15**
		Certificate Total	**33**

2012-2013

Business Degree

Associate of Applied Science

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

Degree Outcomes

Students completing the degree will:

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

General Education Requirements

Diversity (3 credits)

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

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
IS 101 Introduction to Information Systems.....3
ECON 102 Principles of Microeconomics 3
MKT 210 Marketing Principles 3
MGT 171 Supervision ..... (3)
– or –
MGT 201 Principles of Management ..... (3)

Total Core Requirements 21 Credits

Emphasis Requirements

Approved Business Electives.....18
Choose from: accounting, business, computer and office technology, economics, information systems, management, marketing and real estate.

Total Emphasis Requirements 18 Credits

Total Degree Requirements 60 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	BUS 101	Introduction to Business	3
English	BUS 108	Business Letters and Reports	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Core	MGT 171	Supervision	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		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 210	Marketing Principles	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**

2012-2013

Business Emphasis

Associate of Arts

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

Emphasis Outcomes

Students completing the emphasis will:

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

General Education Requirements

English — **6 credits**

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts — **3 credits**

Recommended: THTR 210

Humanities — **3 credits**

Required: CH 201 or 202

Mathematics — **3 credits**

Required: MATH 176 or equivalent

Science (lab required) — **6 credits**

See transfer requirements.

Social Science — **3 credits**

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

Total General Education Requirements — **24 Credits**

Degree Requirements

Diversity — **(3 credits)**

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

Required: CH 203

Total Degree Requirements — **3 Credits**

Emphasis Requirements

ACC 201 Financial Accounting 3
ACC 202 Managerial Accounting 3
COM 113 Fundamentals of Speech I 3
ECON 102 Principles of Microeconomics 3
ECON 103 Principles of Macroeconomics 3
ECON 261 Principles of Statistics I 3
ECON 262 Principles of Statistics II 3
IS 101 Introduction to Information Systems 3
MKT 210 Marketing Principles 3

Emphasis Requirements — **27 Credits**

Elective Requirements

Choose six credits from the following:

MATH 126 Pre-Calculus I 3

– or –

Transferable elective

Choose an additional Social Science course from the following:

ANTH 101, PSC 211, PSC 231, PSY 101, SOC 101 3

Elective Requirements — **6 Credits**

Total Emphasis Requirements — **30 Credits**

Total Elective Requirements — **6 Credits**

Total Degree Requirements — **60 Credits**

Suggested Course Sequence

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

2012-2013

Chemistry Emphasis

Associate of Science

This is a two-year transferable program leading to an associate of science with an emphasis in chemistry. The curriculum includes a core of courses in the physical sciences and mathematics which are advised by the American Chemical Society (ACS) for transfer to any ACS accredited chemistry program. All courses recommended will partially satisfy the bachelor of science in chemistry at the University of Nevada, Reno.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate a basic knowledge of General Chemistry in topics such as stoichiometry, nomenclature, acids and bases, gas laws, equilibrium, kinetics, thermochemistry, and electrochemistry.
- Demonstrate a basic knowledge of Organic Chemistry in topics such as stoichiometry, organic nomenclature, acids and bases, organic synthesis, reaction mechanisms, and spectroscopy.
- Demonstrate knowledge of scientific methods and the relationship of theory, experiment, and data analysis.

General Education Requirements

English	**6 credits**
ENG 101 and 102 or ENG 113 and 114.	
Fine Arts	**3 credits**
Humanities	**3 credits**
Mathematics	**3 credits**
Required: MATH 181	
Science (lab required)	**6 credits**
Required: CHEM 121 and CHEM 122.	
Social Science	**3 credits**
Recommended: CH 203 or PSC 101.	
Total General Education Requirements	**24 Credits**

Degree Requirements

Diversity	**(3 credits)**
U.S. and Nevada Constitutions	**(3 credits)**

Emphasis Requirements

CHEM 122	(additional 2 credits from Gen. Ed.)	2
CHEM 241/241L	Organic Chemistry I/Lab	4
CHEM 242/242L	Organic Chemistry II/Lab	4
MATH 181	(additional 1 credit from Gen. Ed.)	1
MATH 182	Calculus II	4
PHYS 180/180L	Physics for Scientists and Engineers I/Lab	4
PHYS 181/181L	Physics for Scientists and Engineers II/Lab	4
Total Emphasis Requirements		**23 Credits**

Elective Requirements

Choose 13 credits from transferable electives:
Recommended: MATH 283 and MATH 285.

Total Elective Requirements	**13 Credits**
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 101 or higher

First Year	Course #	Title	Credits
		1st Semester	
Fine Arts	Elective		3
Science	CHEM 121	General Chemistry I	4
English	ENG 101	Composition I	3
Mathematics	MATH 181	Calculus I	4
Social Science/U.S. and Nevada Constitutions	CH 203 or PSC 101	American Experiences and Constitutional Change or Introduction to American Politics	3
		Total	**17**
		2nd Semester	
Diversity/ Humanities	Elective		3
Science	CHEM 122	General Chemistry II	4
English	ENG 102	Composition II	3
Emphasis	MATH 182	Calculus II	4
		Total	**14**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective			3
Emphasis	CHEM 241/241L	Organic Chemistry I/Lab	4
Elective	MATH 283	Calculus III	4
Emphasis	PHYS 180/180L	Physics for Scientists and Engineers I /Lab I	4
		Total	**15**
		4th Semester	
Elective			3
Emphasis	CHEM 242/242L	Organic Chemistry II/Lab II	4
Elective	MATH 285	Differential Equations	3
Emphasis	PHYS 181/181L	Physics for Scientists and Engineers II/Lab II	4
		Total	**14**
		Degree Total	**60**

Civil Engineering Practitioner Degree

Associate of Applied Science

TMCC's Civil Engineering Practitioner program is designed to provide students with the skills necessary to enter the workforce to assist engineers in the day to day activities of a Civil Engineering firm, a construction contractor, or a government agency that employs civil engineers. Civil Engineering Technicians (or Practitioners) will be able to collect field and laboratory data, conduct elementary analysis, provide construction quality control, cost estimating and computer-aided design drafting (CADD).

Degree Outcomes

Students completing the degree will:

- Apply current knowledge and adapt to emerging applications of science, technology, engineering, and mathematics (STEM).
- Collaborate with others, communicate effectively, and function productively on teams.
- Identify, analyze, and develop solutions for engineering problems.
- Perform, analyze, and interpret standardized field and laboratory tests on engineering materials, and apply results to improve processes.
- Understand professional, ethical, and social responsibilities in engineering.

General Education Requirements

Diversity **(3 credits)**

English/Communications **6 credits**

Recommended: ENG 101 (113), ENG 107

Human Relations **3 credits**

Recommended: CE 201

Quantitative Reasoning **3 credits**

Recommended: MATH 128

Science **3 credits**

Recommended: CHEM 121

Social Science/Humanities **3 credits**

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

Recommended: PSC 101

Total General Education Requirements **21 Credits**

Emphasis Requirements

ADT 245	Static and Strength of Materials	3
CADD 100	Introduction to Computer-Aided Drafting	4
CONS 120	Print Reading and Specification	3
CONS 121	Principles of Construction Estimating	3
CONS 281	Construction Planning, Scheduling and Control	3
CONS 282	Construction Law	2
CONS 283	Construction Documents and Specifications	2
ENGR 100	Introduction to Engineering Design	3
ENGR 242	Case Histories in Civil Engineering	1
ENGR 243	Fluid Mechanics, Hydraulics, and Hydrology for Engineering Practitioner	3
ENGR 244	Introduction to Engineering Economics	2
ENGR 245	Materials Behavior and Statistical Analysis	4
IS 101	Introduction to Information Systems	3
PHYS 151	General Physics I	4
SUR 161	Elementary Surveying	4
	Additional credits from MATH 128	2
	Additional credits from CHEM 121	1

Total Emphasis Requirements **47 Credits**

Total Degree Requirements **68 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
English	ENG 101	Composition I	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Emphasis	ENGR 242	Case Histories in Civil Engineering	1
Emphasis	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 128	Pre-Calculus and Trigonometry	5
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**18**
2nd Semester			
Emphasis	CADD 100	Introduction to Computer-Aided Drafting	4
Science	CHEM 121	General Chemistry I	4
Communications	ENG 107	Technical Communications I	3
Emphasis	ENGR 244	Introduction to Engineering Economics	2
Emphasis	PHYS 151	General Physics I	4
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
1st Semester–Fall			
Human Relations	CE 201	Workplace Readiness	3
Emphasis	CONS 120	Print Reading and Specification	3
Emphasis	CONS 121	Principles of Construction Estimating	3
Emphasis	CONS 282	Construction Law	2
Emphasis	CONS 283	Construction Documents and Specifications	2
Emphasis	SUR 161	Elementary Surveying	4
		Total	**17**
2nd Semester–Spring			
Emphasis	ADT 245	Static and Strength of Materials	3
Emphasis	CONS 281	Construction Planning, Scheduling and Control	3
Social Science/Diversity	Elective		3
Emphasis	ENGR 243	Fluid Mechanics, Hydraulics, and Hydrology for Engineering Practitioner	3
Emphasis	ENGR 245	Materials Behavior and Statistical Analysis	4
		Total	**16**
		Degree Total	**68**

2012-2013

Computer Programming Emphasis

Computer Information Technology Degree – Associate of Applied Science

The computer programming emphasis provides students with entry level programming skills. Computer programming professionals must also have a broad knowledge of computer systems and technologies, as well as strong problem solving and analysis skills. They must be able to think logically and have strong verbal and written communication skills.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Have the technical proficiency required to design and program a solution to a stated problem.
- Demonstrate an understanding of dynamic data structures and generic methods.
- Have the ability to communicate and work effectively with members of a team and members of external groups.

General Education Requirements

Diversity (3 credits)

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

Communications 3 credits

Highly Recommended: BUS 107, COM 113 or 215

English 3 credits

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

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 112 Network + ... (3)
– or –
CSCO 120 CCNA Internetworking Fundamentals ..... (4)
CIT 114 IT Essentials.....4
CIT 128 Introduction to Software Development.....4

Total Core Requirements 11-12 Credits

Emphasis Requirements

CIT 151 Beginning Web Development 3
CIT 180 Database Concepts and SQL 3
CIT 263 Project Management.....3
Beginning & Advanced Programming Languages... 12

Students must complete the beginning and advanced courses in two programming languages for 12 credits.

Java

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

C#

CIT 134 Beginning C# Programming..... (3)
CIT 234 Advanced C# Programming..... (3)

C++

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

Total Emphasis Requirements 21 Credits

Elective Requirements

Choose at least six credits from any CIT, CS, or CSCO course not used in the core or emphasis requirements to ensure a minimum degree total of 60 credits.

CIT, CS or CSCO..... 6-7

Total Elective Requirements 6 Credits

Total Degree Requirements 60-61 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		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	CIT 112 or CSCO 120	Network + or CCNA Internetworking Fundamentals	(3) or (4)
Science	Elective		3
Social Science/ Humanities/Diversity	Elective		3
Emphasis	First programming language-beginning course		3
		Total	**15-16**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Communications	BUS 107	Business Speech Communications	3
Emphasis	CIT 180	Database Concepts and SQL	3
Human Relations	MGT 212	Leadership and Human Relations	3
Emphasis	First programming language-advanced course		3
Emphasis	Second programming language-beginning course		3
		Total	**15**
		2nd Semester	
Elective		Choose from any CIT, CS, or CSCO course not included in the core or emphasis requirements.	6-7
U. S. and Nevada Constitutions	Elective		3
Emphasis	CIT 263	Project Management	3
Emphasis	Second programming language-advanced course		3
		Total	**15-16**
		Degree Total	**60-61**

2012-2013

Computer Science Emphasis

Associate of Science

This is a two-year transferable program leading to an associate of science with an emphasis in computer science. Computer science encompasses the methodology, tools, techniques, and theory of information derivation, storage, manipulation and communication. All courses recommended will partially satisfy the bachelor of science in computer science and engineering at the University of Nevada, Reno.

Emphasis Outcomes

Students completing the emphasis will:

- Have the ability to apply knowledge of computing and logical reasoning necessary to analyze a problem and identify, formulate and use the appropriate analytical skills to obtain a solution.
- Have the ability to design and implement a computer program to meet desired specifications for a problem.
- Have the ability to communicate and work effectively on a team to achieve a common goal.

General Education Requirements

English — **6 credits**

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

Fine Arts — **3 credits**

Recommended: The following courses are highly recommended for students wishing to major in Computer Science at UNR: ART 100, ART 260, ART 261, HUM 105, MUS 121, THTR 100, THTR 105, THTR 180, THTR 210.

Humanities — **3 credits**

Recommended: CH 201 is highly recommended for students wishing to major in Computer Science at UNR.

Mathematics — **3 credits**

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

Science — **6 credits**

Required: PHYS 180/180L, PHYS 181/181L. Additional credits may be used to satisfy electives.

Social Science — **3 credits**

Recommended: CH 202 is highly recommended for students wishing to major in Computer Science at UNR.

Total General Education Requirements — 24 Credits

Degree Requirements

Diversity — **3 credits**

Recommended: Choosing from ANTH 201, ANTH 205, EDU 203, HIST 208, HIST 209, HIST 227, HIST 247, PSY 276, SOC 205, or SOC 276 will meet this requirement.

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

Recommended: CH 203 or PSC 101 is required for students wishing to major in Computer Science at UNR.

Emphasis Requirements

CPE 201	Introduction to Computer Engineering	4
CS135	Computer Science I	3
CS 202	Computer Science II	3
CS 282	Simulation Physics	4
ENGR 100	Introduction to Engineering Design	(3)
	– or –	
CIT 128	Introduction to Software Development	(4)
MATH182	Calculus II	4
MATH283	Calculus III	4

Total Emphasis Requirements — 31-32 Credits

Elective Requirements

MATH 181	(additional 1 credit from Gen. Ed.)	1
PHYS 181	(additional 2 credits from Gen. Ed.)	2
	Elective credits from CS/CIT course prefix	(2-3)
Recommend	CIT 173 Introduction to Linux	(3)

Total Elective Requirements — 5-6 Credits

Total Degree Requirements — 60-62 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Elective		CS or CIT course prefix	(2-3)
Emphasis	CS 135	Computer Science I	3
Fine Arts	Elective	Choose from recommended list	3
English	ENG 101	Composition I	3
Emphasis	ENGR 100 or CIT 128	Introduction to Engineering Design or Introduction to Software Development	(3) (4)
		Total	**14-16**
		2nd Semester	
Emphasis	CS 202	Computer Science II	3
Social Diversity	Elective	Choose from recommended list	3
English	ENG 102	Composition II	3
Mathematics	MATH 181	Calculus I	4
		Total	**13**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	CPE 201	Introduction to Computer Engineering	4
Emphasis	MATH 182	Calculus II	4
Science	PHYS 180/180L	Physics for Scientists and Engineers I/Lab I	4
		Total	**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	CS 282	Simulation Physics	4
Emphasis	MATH 283	Calculus III	4
Science	PHYS 181/181L	Physics for Scientists and Engineers II/ Lab II	4
		Total	**18**
		Degree Total	**60-62**

2012-2013

Computer Technologies

Computer Information Technology – Certificate of Achievement

The certificate of achievement in computer technologies provides students with a broad knowledge of computer systems and technologies that can be used for entry-level employment or pursuit of an associate of applied science degree.

Certificate Outcomes

Students completing the certificate will:

- Have the technical proficiency required to perform entry level technical support functions.

General Education Requirements

Communications	**3 credits**
Highly Recommended: BUS 107 or ENG 107	
Human Relations	**3 credits**
Highly Recommended: MGT 212	
Quantitative Reasoning	**3 credits**
Recommended: MATH 126 or higher	
Total General Education Requirements	**9 Credits**

Core Requirements

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

Construction Management Emphasis

Construction Technologies Degree – 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.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Understand, develop, apply and demonstrate specific construction management skills required related to supervision techniques, scheduling, cost control systems and construction contracts.
- Examine and evaluate construction project documents, plans and specifications as they determine the needs included in the material takeoff process and estimating.
- Formulate and organize management applications utilizing general construction knowledge in the areas of safety, construction materials and methods and production timelines.

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	Print 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 & 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	Print 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**

Criminal Justice Degree

Associate of Arts

TMCC's associate of arts in criminal justice degree is designed for students wishing to explore or enter a highly rewarding career in the criminal justice system. The CRJ program provides students with a strong foundation for careers in law enforcement, law, probation, investigations, corrections, and corporate security.

The associate of arts in criminal justice is designed to serve students as either a stand-alone associate degree in the field of criminal justice or as a university transfer option. The transfer option allows students to earn their university required lower division courses while earning their associate of arts in criminal justice at TMCC and then to transfer seamlessly as a junior to the University of Nevada, Reno and continue working toward a bachelor of arts in criminal justice or pre-law.

Students are encouraged to obtain academic advisement at TMCC and carefully choose courses consistent with the UNR-TMCC transfer agreement to ensure a smooth transition in the university transfer process. The associate of arts in criminal justice degree and not the AAS degree is strongly recommended for students considering later transfer to UNR.

Degree Outcomes

Students completing the degree will:

- Describe the rights and protections granted under the US Constitution, particularly the Bill of Rights, to individuals involved in the criminal justice system.
- Explain the process of conducting a professional criminal investigation, the process of an arrest and pretrial detention, criminal trial procedures, and possible sanctions after conviction.
- Describe ethics adhered to by individuals involved in the various professions in the criminal justice system.

General Education Requirements

Diversity	**(3 credits)**
English	**6 credits**

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

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

Recommended: STAT 152

Science	**3 credits**
Social Science	**9 credits**
U. S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**33 Credits**

Emphasis Requirements

CPD 116 Substance Abuse-Fundamental Facts and Insights ..... (3)
– or –
CRJ 125 Legal Careers and Law Schools ..... (1)
– and –
CRJ 126 Legal Research and Methods ..... (1)
– and –
CRJ 127 Legal Writing ..... (1)

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 ..... (3)
CRJ 222 Criminal Law and Procedures 3
CRJ 289 Law and Justice 3

Total Emphasis Requirements	**18 Credits**

Elective Requirements

Choose 9 credits from the following :

Foreign Language (two semesters) 8
CRJ or approved electives 1

Total Elective Requirements	**9 Credits**
Total Degree Requirements	**60 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	CRJ 101	Introduction to Criminal Justice I	3
Humanities	Elective		3
Social Science	Elective		3
English	ENG 101	Composition I	3
Math	MATH 126 or STAT 152	Pre-Calculus I or Introduction to Statistics	3
		Total	**15**
		2nd Semester	
Emphasis	CRJ 102	Introduction to Criminal Justice II	3
Fine Arts	Elective		3
Humanities	Elective		3
Social Science	Elective		3
English	ENG 102	Composition II	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Elective		Choose a foreign language 111 course level	4
Emphasis	CPD 116 or CRJ 125 and CRJ 126 and CRJ 127	Substance Abuse-Fundamental Facts and Insights (recommended for general criminal justice) or Legal Careers and Law Schools and Legal Research and Methods and Legal Writing (recommended for pre-law)	(3) (1) (1) (1)
Emphasis	CRJ 106 or CRJ 211	Introduction to Corrections or Police in America	3
Science	Elective		3
Social Science/Diversity	Elective		3
		Total	**16**
		2nd Semester	
Elective		CRJ or approved electives	1
Elective		Choose a foreign language 112 course level	4
Emphasis	CRJ 222	Criminal Law and Procedures	3
Emphasis	CRJ 289	Law and Justice	3
U.S. and Nevada Constitutions	Elective		3
		Total	**14**
		Degree Total	**60**

2012-2013

Culinary Arts

Certificate of Achievement

Culinarians will find plenty of career opportunities in Northern Nevada. Challenging positions are open in restaurants, hotels assisted living centers, educational institutions, supermarkets, bakeries, pastry shops, hospitals, ski and lake resorts, corporate cafeterias and casinos.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate basic and intermediate culinary skills through a series of learned competencies including but not limited to knife care, cutting techniques, stock preparation, meal planning, and menu writing.
- Demonstrate the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

General Education Requirements

Communications	**3 credits**
Recommended: BUS 107	
English	**3 credits**
Recommended: BUS 106 or 108	
Human Relations	**3 credits**
Required: MGT 212	
Quantitative Reasoning	**3 credits**
Required: CUL 245	
Total General Education Requirements	**12 Credits**

Core Requirements

CUL 100	Sanitation/HACCP	2
CUL 105	Basic Skills Development	3
CUL 106	Understanding Culinary Techniques I	6
CUL 108	Understanding Culinary Techniques II	6
CUL 114	Buffet Catering	(3)
	– or –	
CUL 130	Garde Manger	(3)
	– or –	
CUL 220	International Cuisine	(3)
CUL 125	Principles of Baking	3
Total Core Requirements		**23 Credits**
Total Certificate Requirements		**35 Credits**

Suggested Course Sequence

	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**

Culinary Arts Degree

Associate of Applied Science

The culinary arts curriculum has been designed to meet the needs of the multi-faceted industry we serve. Individual courses provide the skill sets necessary to work in and operate culinary facilities. They take into account the business, people, skills and general education required to achieve success in a wide range of different food operations.

Degree Outcomes

Students completing the degree will:

- Demonstrate basic and advanced culinary skills through a series of learned competencies including but not limited to knife care, cutting techniques, stock preparation, complete meal planning, and restaurant experience.
- Demonstrate adequate knowledge of the knowledge to work in commercial hot food kitchens, commercial cold food kitchens, and commercial bakery kitchens.

General Education Requirements

Diversity (3 credits)

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

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
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**

2012-2013

Dance Emphasis

Fine Arts Degree – Associate of Arts

The dance program seeks to be an outstanding performing arts program within the visual and performing arts department. This program is noted for its excellence in the classroom and on stage, providing our students with the knowledge and skills upon which they build careers and become productive students.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate competency in specific dance skills.
- Demonstrate supportive theoretical and knowledge base necessary to sustain and forward dance as an art form.
- Have a resume documenting all dance work, an internet job exploration paper, or a letter of acceptance into a four-year university.

General Education Requirements

Diversity (3 credits)

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

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	DAN 287 or	Concert Dance Company or	(2)
Requirement	DAN 295	Independent Study: Dance	(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	DAN 287 or	Concert Dance Company	(2)
Requirement	DAN 295	Independent Study: Dance	(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**

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 division of sciences dean's office. Please call 775-673-7204 to reserve your seat at an orientation session.
- Submit an official transcript showing proof of high school graduation or official results of high school equivalency.
- Satisfy all general college admission criteria.

*After June 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 college catalog for current information.

- Applicants for specific years will not be accepted.
- The student's name will be deleted from the applicant list if the student's numerical position on the list is equal to or less than the number of openings available for the program in a given year, or the student does not accept the program when selected. Students who have been deleted from the list may reapply to the program by completing and submitting a new application.
- Each spring individuals on the applicant list who were not selected into the program will be notified. They will be required to respond positively for their names to remain on the applicant list for the next year. All individuals who do not respond by the indicated deadline will have their names deleted from the list.

Student progression in the program is contingent upon attaining a grade of "C" or better in all dental assisting curriculum. Courses are to be taken in the sequence outlined on the worksheet.

Interested individuals must contact the dental assisting program, 775-673-7125 or 775-673-7204, or stop by the 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.

Accreditation

The TMCC program in dental assisting is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of approval without reporting requirements. The commission is a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 312-440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

Dental Assisting Degree

Associate of Applied Science

Degree Outcomes

Students completing the degree will:

- Perform basic side chair functions to facilitate completion of restorative and advanced operative procedures as allowed by the state dental act.
- Demonstrate knowledge of radiation safety and proficiency in exposing, processing, and mounting dental radiographs.
- Demonstrate knowledge of infection and hazard control in the lab/workplace.
- Perform basic office procedures necessary to assist in managing the dental practice.

General Education Requirements

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

Diversity (3 credits)

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

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**

2012-2013

Dental Assisting, Full-time/Part-time

Certificate of Achievement

Certificate Outcomes

- Perform basic side chair functions to facilitate completion of restorative and advanced operative procedures as allowed by the state dental act.
- Demonstrate knowledge of radiation safety and proficiency in exposing, processing, and mounting dental radiographs.
- Demonstrate knowledge of infection and hazard control in the lab/workplace.
- Perform basic office procedures necessary to assist in managing the dental practice.

General Education Requirements

"C" or better required. It is highly recommended that the following courses be taken prior to entering the dental assisting program.

Communications **6 credits**

Required: ENG 101 and COM 113

Human Relations (included in emphasis requirements)

Social Science **3 credits**

Required: PSY 101

Total General Education Requirements **9 Credits**

Emphasis Requirements

Level I

DA 110	Orientation to Dental Assisting	1
DA 111	Dental Radiography I	3 **
DA 112	Dental/Head and Neck Anatomy	3
DA 115	Dental Health Education	1
DA 116	Preclinical Dental Science	1.5
DA 117	Dental Materials and Techniques I	2
DA 119	Dental Chairside Procedures	4 **

Total Level I Requirements **15.5 Credits**

Level II

DA 121	Dental Radiography II	2 **
DA 122	Clinical Dental Science	2
DA 123	Practice Management and Procedures	2
DA 125	Supervised Clinical I	4 **
DA 127	Dental Materials and Lab Techniques II	2

Total Level II Requirements **12 Credits**

Summer Session

DA 135	Supervised Clinical II	5 **
DA 137	Specialized Dental Assisting	1 **

Total Summer Session Requirements **6 Credits**

Total Emphasis Requirements **33.5 Credits**

Total Certificate Requirements **42.5 Credits**

** Starting fall 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. 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, Admissions and Records in RDMT 319, counseling in RDMT 325, and academic advisement in RDMT 111.

Student Selection

This is a limited-entry program. The division of sciences dean's office will be responsible for the initial screening of applicants meeting minimum criteria. The final selection of students will be conducted by the dental hygiene program screening committee. Applicants will be ranked using selection criteria including experience in the field, overall prerequisite GPA, prerequisite science GPA and other criteria established by the screening committee.

Accepted Students

Students accepted into the program will be required to show proof of CPR certification, health insurance and adherence to the dental hygiene program infectious disease/immunization policy, prior to admission into the program. Please contact program director for requirement information. Medical, eye and dental exams must also be completed. Medical insurance is 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 Degree

Associate of Science

Degree Outcomes

Students completing the degree will:

- Gain the skills and knowledge required for patient assessment, developing a dental hygiene diagnosis, and designing and implementing a complete dental hygiene treatment plan, based on the oral and systemic health of patients/clients.
- Apply course content knowledge from dental sciences, community dental health, pharmacology, oral pathology and radiology to patient cases and content examination questions using critical thinking skills and deductive reasoning to successfully pass the National Dental Hygiene Board Examination.
- Gain the clinical skill necessary to pass a state or regional clinical examination for licensure to practice dental hygiene.

Prerequisites

Required for this degree. Science courses must have been completed within the last 5 years.

Science	**16 Credits**

Required: BIOL 223, 224, 251 and CHEM 220 • Other: COM 113 (3 cr.)

Total Program Prereq. Requirements	**19 Credits**

General Education Requirements

Diversity	**(3 credits)**

Recommended: ART 263, 270, THTR 210

English	**6 credits**

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

Fine Arts	**3 credits**

Recommended: ART 263, 270, THTR 210

Humanities	**3 credits**

Required: PHIL 135.

Mathematics	**6 credits**

Required: MATH 126, STAT 152

Science (included in program prereq.)	**12 credits**
Social Science	**6 credits**

Recommended: SOC 101 • Required: PSY 101

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

Recommended: PSC 101

Total General Education Requirements	**39 Credits**

Emphasis Requirements

DH 102	Oral Biology	4
DH 103	Head and Neck Anatomy	2
DH 104	Dental Hygiene I	3
DH 105	Intro to Clinical Practice	2
DH 107	Legal and Ethical Implications in Dental Hygiene	1
DH 110	Concepts of Oral Health	2
DH 112	Oral Radiology	3
DH 113	General and Oral Pathology	3
DH 115	Clinical Practice I	3
DH 118	Advanced Clinical Topics in Dental Hygiene	2
DH 120	Fundamentals of Nutrition in Dentistry	3
DH 202	Pharmacology	2
DH 203	Special Patients	2
DH 205	Clinical Practice II	5
DH 207	Periodontics I	2
DH 208	Community Dental Health I	2
DH 209	Pain and Anxiety Control	3
DH 211	Dental Materials & Techniques for Dental Hygienists	2
DH 214	Periodontics II	1
DH 215	Clinical Practice III	5
DH 216	Principles of Dental Practice	1
DH 218	Community Dental Health II	2
DH 299	Independent Study	4
Total Emphasis Requirements		**59 Credits**
Total Degree Requirements		**105 Credits**

It is highly recommended that all prospective Dental Hygiene students complete all general education in addition to the prerequisite courses before applying for admission to the program.

See the following page for the Suggested General Education and Prerequisites Course Sequence and Suggested Emphasis Course Sequence.

2012-2013

Dental Hygiene Degree, cont.

Associate of Science

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
		Prerequisites 1st Semester	
Science	CHEM 121	General Chemistry I	4
English	COM 113	Fundamentals of Speech I	3
English	ENG 101	Composition I	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**13**
		Prerequisites 2nd Semester	
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology/ Laboratory	4
Science	CHEM 220	Introductory Organic Chemistry	4
English	ENG 102	Composition II	3
Mathematics	STAT 152	Introduction to Statistics	3
		Total	**14**
	Course #	Title	Credits
		Prerequisites 3rd Semester	
Science	BIOL 223	Human Anatomy and Physiology I	4
Science	BIOL 251	General Microbiology	4
Humanities	PHIL 135	Introduction to Ethics	3
Social Science	PSY 101	General Psychology	3
		Total	**14**
		Prerequisites 4th Semester	
Science	BIOL 224	Human Anatomy and Physiology II	4
Fine Arts/Diversity	Elective		3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
Social Science	SOC 101	Principles of Sociology	3
		Total	**13**

Suggested Emphasis Course Sequence

	Course #	Title	Credits
		Emphasis 1st Semester	
Emphasis	DH 102	Oral Biology	4
Emphasis	DH 103	Head and Neck Anatomy	2
Emphasis	DH 104	Dental Hygiene I	3
Emphasis	DH 105	Introduction to Clinical Practice	2
Emphasis	DH 110	Concepts of Oral Health (offered in July-August)	2
Emphasis	DH 112	Oral Radiology	3
Emphasis	DH 299	Independent Study	1
		Total	**17**
		Emphasis 2nd Semester	
Emphasis	DH 113	General and Oral Pathology	3
Emphasis	DH 115	Clinical Practice I	3
Emphasis	DH 118	Advanced Clinical Topics in Dental Hygiene (offered in July -August)	2
Emphasis	DH 120	Fundamentals of Nutrition in Dentistry	3
Emphasis	DH 202	Pharmacology	2
Emphasis	DH 209	Pain and Anxiety Control	3
Emphasis	DH 299	Independent Study	1
		Total	**17**
	Course #	Title	Credits
		Emphasis 3rd Semester	
Emphasis	DH 203	Special Patients	2
Emphasis	DH 205	Clinical Practice II	5
Emphasis	DH 207	Periodontics I	2
Emphasis	DH 208	Community Dental Health I	2
Emphasis	DH 211	Dental Materials and Techniques for Dental Hygienists	2
Emphasis	DH 299	Independent Study	1
		Total	**14**
		Emphasis 4th Semester	
Emphasis	DH 107	Legal and Ethical Implications in Dental Hygiene	1
Emphasis	DH 214	Periodontics II	1
Emphasis	DH 215	Clinical Practice III	5
Emphasis	DH 216	Principles of Dental Practice	1
Emphasis	DH 218	Community Dental Health II	2
Emphasis	DH 299	Independent Study	1
		Total	**11**
		Degree Total	**113**

Diesel General Service Technician

Transportation Technologies – Certificate of Achievement

The diesel general service technician certificate program is a one-year, two-semester training program for the student that would like to enter the heavy equipment/over the road repair field with skills in basic maintenance. All general service training may be applied toward other diesel degree programs.

Certificate Outcomes

Students completing the certificate will:

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

General Education Requirements

Communications	**3 credits**
BUS 107 or COM 113	
Human Relations	**3 credits**
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**

2012-2013

Diesel Technician Emphasis

Transportation Technologies Degree – Associate of Applied Science

The diesel technician program trains individuals for apprentice level positions servicing, repairing, and maintaining heavy equipment and over the road long-haul vehicles. The program emphasizes principles of operation, diagnosis and service procedures. Using the latest technology in diagnosis and repair equipment, this comprehensive training prepares graduates with skills that are in high demand in the diesel repair industry.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Identify and implement safety procedures involved in diagnosis, service, and repair of all major medium/heavy duty truck and heavy equipment components and systems.
- Analyze and interpret diagnostic and test information to formulate correct repair procedures.
- Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstrating mechanical skills to accomplish repair tasks.

General Education Requirements

Diversity **(3 credits)**

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 210	Advanced Diesel Engines	4
Emphasis	DT 217	Electronic Fuel Injection II	3
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 201	Brakes and Pneumatics	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**

Dietetic Degree

Associate of Science

This is a two-year transferable program leading to an associate of science with an emphasis in dietetics. The curriculum includes 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.

Degree Outcomes

Student completing the degree will:

- Demonstrate a basic knowledge of nutrition, science, and math that comprise the integral foundations applicable to a four-year degree in nutrition.
- Synthesize and apply nutrition principles in a variety of didactic settings.

General Education Requirements

Diversity (3 credits)

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

English 6 credits

ENG 101 and 102 or ENG 113 and 114.

Fine Arts 3 credits

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

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/ Laboratory	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**

2012-2013

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 Degree

Associate of Applied Science

This program leads to an associate of applied science degree in dietetic technician. For a complete description of the program, please refer to the previous page in this catalog.

Degree Outcomes

Students completing the degree will:

- Demonstrate application of theoretical and practical foundations to be adequately prepared as entry-level dietetic technician practitioners.
- Demonstrate academic and practical knowledge of standards appropriate to dietetic practice.
- Be eligible to take the national licensing exam for Dietetic Technician, Registered (DTR).

General Education Requirements

Diversity (3 credits)

Recommended: NUTR 253

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

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.

See the following page for the Suggested Course Sequence.

2012-2013

Dietetic Technician Degree

Associate of Applied Science

Suggested Course Sequence

Track One	Course #	Title	Cr.
FIRST YEAR – 1st Semester			
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology/ Laboratory	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**

Drafting Emphasis

Manufacturing Technologies Degree – Associate of Applied Science

Drafting is a critical skill for a diversity of industries, including manufacturing, engineering, construction and architecture. Students in the TMCC drafting program develop both manual and computerized drafting skills, including standard two-dimensional drawings and three dimensional solid modeling. With an AAS degree, drafters are prepared to work with designers and engineers to develop graphic instructions used to complete a variety of projects.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Understand drafting conventions including symbols, linetypes, lineweights, and dimension styles as applicable to mechanical drawings.
- Create complex drawings including orthographic projections, pictorials, working drawings, and development drawings; and prepare drawing details including auxiliary views, sections, tolerances, and surface finishes, all within specifications.
- Create complex 3D models to specifications using advanced commands.

General Education Requirements

Diversity (3 credits)

Refer to the 'Diversity' section of the general education description of this college catalog for a list of approved courses. Designated diversity courses can be used to fulfill other general education or 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	Print 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 240	Introduction to 3D Studio Max	3
IS 101	Introduction to Information Systems	3
MTT 140	Inspection Techniques	3

Total Elective Requirements 3 Credits

Total Degree Requirements 62 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Core	AIT 110	General Industrial Safety	1
Emphasis	CADD 100	Introduction to Computer-Aided Drafting	3
Emphasis	DFT 100	Basic Drafting Principles	3
Core	DFT 110	Print Reading For Industry	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
		Total	**16**
		2nd Semester	
Emphasis	CADD 105	Intermediate Computer-Aided Drafting	3
Emphasis	CADD 140	Technical Drafting I	3
Emphasis	CADD 141	Technical Drafting II	3
Communications	ENG 107	Technical Communications I	3
Emphasis	MATH 127	Pre-Calculus II	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose CADD course	3
Emphasis	CADD 142	Technical Drafting III	3
English	Elective		3
U.S. and Nevada Constitutions	Elective		3
Core	MPT 140	Quality Control	3
		Total	**15**
		4th Semester	
Elective		Choose from list	3
Emphasis	CADD 245	Solid Modeling & 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**

2012-2013

Drafting Technology

Manufacturing Technologies – Certificate of Achievement

The drafting technology certificate is designed to provide training and technical job skills to students seeking employment and/or skill upgrades. A drafting technician works with designers and engineers within a variety of industries including manufacturing, architecture, construction and landscaping. The program is competency-based. Students complete a variety of hands-on learning exercises ranging from manually drafted drawings to advanced computerized two and three dimensional wireframe and solid modeling projects.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate a basic knowledge of drafting theory as it relates to working with designers and engineers within a variety of industries including manufacturing, architecture and construction.
- Prepare technical drawings and presentations demonstrating understanding of manual drawing and CAD techniques.

General Education Requirements

Communications	**3 credits**
Recommended: ENG 107	
Human Relations	**3 credits**
Recommended: CE 201	
Quantitative Reasoning	**3 credits**
Recommended: Math 120 or higher	
Total General Education Requirements	**9 Credits**

Core Requirements

CADD 100	Introduction to Computer-Aided Drafting	3
CADD 105	Intermediate Computer-Aided Drafting	3
CADD 140	Technical Drafting I	3
CADD 210	CADD Project	3
DFT 100	Basic Drafting Principles	3
DFT 110	Print Reading for Industry	3
IS 101	Introduction to Information Systems	3
Total Core Requirements		**21 Credits**

Elective Requirements

Choose three credits from remaining CADD or DFT classes.

Total Elective Requirements	**3 Credits**
Total Certificate Requirements	**33 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	CADD 100	Introduction to Computer-Aided Drafting	3
Core	DFT 100	Basic Drafting Principles	3
Core	DFT 110	Print Reading for Industry	3
Core	IS 101	Introduction to Information Systems	3
Quantitative Reasoning	MATH 120	Fundamentals of College Math	3
		Total	**15**
		2nd Semester	
Core	CADD 105	Intermediate Computer-Aided Drafting	3
Core	CADD 140	Technical Drafting I	3
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 107	Technical Communications I	3
		Total	**12**
		3rd Semester	
Elective		Choose CADD or DFT course	3
Core	CADD 210	CADD Project	3
		Total	**6**
		Certificate Total	**33**

Early Childhood Education Degree

Associate of Arts

The associate of arts in early childhood education is designed to serve students either as a stand alone associate degree 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.

Degree Outcomes

Students completing the degree will:

- Demonstrate the scope of knowledge and skills based on the five National Association for the Education of Young Children's (NAEYC) Associate Degree Standards. These include promoting child development and learning; building family and community relationships; observing, documenting, and assessing; teaching and learning; and becoming a professional.
- Gain competence and skills required to gain entry into a baccalaureate degree program. These include understanding child development, guiding young children, developing professionalism in the ECE field, developing and implementing curriculum for children birth through preschool, working with families and the community, understanding children with disabilities, observing, documenting and assessing young children, and various field experiences with young children.

General Education Requirements

Diversity (3 credits)

Required: 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, 261; HUM 101, 102, 105, 106, 271; MUS 121, 122, 225, 226; THTR 100, 105, 180, 210

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 and 127, 128, 176, 181; or MATH 126 and STAT 152

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 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

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	3
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	3
ECE 231	Preschool Practicum: 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 32 Credits

Total Degree Requirements 65 Credits

Students who receive an early childhood education AA degree with an emphasis in early childhood education must complete practicum through TMCC.

See the following page for the Suggested Course Sequence.

Early Childhood Associate Degree naeyc ACCREDITED

2012-2013

Early Childhood Education Degree, cont.

Associate of Arts

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	ECE 190	Professionalism in Early Care & Education (ECE 250 may be taken concurrently)	3
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	**18**
		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	3
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	**18**
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 Sci.	ANTH 201	Peoples and Cultures of the World	3
U.S. and NV 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	Introduction to Families	3
		Total	**14**
		Degree Total	**65**

Early Childhood Education Degree

Administration of Early Care and Education Programs Emphasis – Associate of Applied Science

The associate of applied science in early childhood education is a degree option for students seeking to enter a rewarding career working with young children and their families. This practitioner oriented program has a degree emphasis in three fields: administration of early care and education programs, preschool and infant/toddler. This gives the student the opportunity to select their educational experience based on their specific interests and allows for greater learning in a specific area of concentration.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the five National Association for the Education of Young Children's (NAEYC) Associate Degree Standards. These include promoting child development and learning; building family and community relationships; observing, documenting, and assessing; teaching and learning; and becoming a professional.
- Demonstrate a scope of knowledge and skills based on the administration of early care and education emphasis. These include understanding child development; guiding young children; developing professionalism in the ECE field; developing and implementing curriculum for children birth through preschool; working with families and the community; understanding children with disabilities; observing, documenting and assessing young children; supervision and management of staff within an early care and education facility, administration of an early care and education facility, and various field experiences.

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**
Science	**3 credits**
Required: NUTR 121	
Social Science/Humanities	**3 credits**
Recommended: 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	3
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	3
ECE 240	Administration of the Preschool	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
Total Core Requirements		**30 Credits**

Emphasis Requirements

COM 215	Introduction to 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		**67 Credits**

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

See the following page for the Suggested Course Sequence.

2012-2013

Early Childhood Education Degree, cont.

Administration of Early Care and Education Programs Emphasis – Associate of Applied Science

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	COM 215	Introduction to Group Communication	3
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	3
Core	ECE 250	Introduction to Early Childhood Education	3
Quantitative Reasoning	Elective		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	**18**
		2nd Semester	
Core	ECE 130	Infancy	3
Core	ECE 210	Observation, Documentation and Assessment of Young Children	3
English/Communications	ENG 102 or 114	Composition II or Composition II for Non-Native English Speaker	3
Diversity	HDFS 232	Diversity in Young Children	3
Emphasis	MGT 103	Small Business Management	3
Science	NUTR 121	Human Nutrition	3
		Total	**18**
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 list	3
Human Relations	MGT 212	Leadership and 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 244 & 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	**67**

Early Childhood Education Degree

Infant/Toddler Emphasis – Associate of Applied Science

The associate of applied science in early childhood education is a degree option for students seeking to enter a rewarding career working with young children and their families. This practitioner oriented program has a degree emphasis in three fields: administration of early care and education programs, preschool and infant/toddler. This gives the student the opportunity to select their educational experience based on their specific interests and allows for greater learning in a specific area of concentration.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the five National Association for the Education of Young Children's (NAEYC) Associate Degree Standards. These include promoting child development and learning; building family and community relationships; observing, documenting, and assessing; teaching and learning; and becoming a professional.
- Demonstrate a scope of knowledge and skills based on the infant and toddler emphasis. These include understanding child development with an emphasis on infant and toddlers; guiding infants and toddlers; developing professionalism in the ECE field; developing and implementing curriculum for infants and toddlers; working with families and the community; understanding children with disabilities; observing, documenting and assessing young children; and various field experiences with infants and toddlers.

General Education Requirements

Diversity	**3 credits**
Required: HDFS 232	
English/Communications	**6 credits**
Required: ENG 101 or 113	
Human Relation	**3 credits**
Required: MGT 212	
Quantitative Reasoning	**3 credits**
Science	**3 credits**
Required NUTR 121	
Social Science/Humanities	**3 credits**
Recommended: 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	3
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and Assessment of Young Children	3
ECE 240	Administration of the Preschool	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
Total Core Requirements		**30 Credits**

Emphasis Requirements

ECE 124	Sensorimotor Dev Infants and Toddlers	1
ECE 125	Language Development for Infants/Toddlers	1
ECE 126	Social/Emotional Dev for Infants and 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		**67 Credits**

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

See the following page for the Suggested Course Sequence.

Early Childhood Associate Degree naeyc ACCREDITED

2012-2013

Early Childhood Education Degree, cont.

Infant/Toddler Emphasis – Associate of Applied Science

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Core	ECE 130	Infancy	3
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	3
Core	ECE 250	Introduction to Early Childhood Edu.	3
Quantitative Reasoning	Elective		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	**18**
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 and Toddlers	1
Core	ECE 210	Observation, Documentation and Assessment of Young Children	3
Core	ECE 251	Curriculum in Early Childhood Edu.	3
English/Communications	ENG 102 or 114	Composition II or Composition II for Non-Native English Speaker	3
Diversity	HDFS 232	Diversity in Young Children	3
Science	NUTR 121	Human Nutrition	3
		Total	**18**
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 Sci./ Humanities	Elective	Choose from list	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**17**
4th Semester			
Emphasis	ECE 236	Practicum with Infants and Toddlers (ECE 236 & ECE 245 must be taken concurrently)	3
Core	ECE 240	Administration of the Preschool	3
Emphasis	ECE 245	Practicum Seminar (ECE 236 & ECE 245 must be taken concurrently)	2
U.S. and NV Constitutions	Elective		3
Core	HDFS 202	Introduction to Families	3
		Total	**14**
		Degree Total	**67**

Early Childhood Education Degree

Preschool Emphasis – Associate of Applied Science

The associate of applied science in early childhood education is a degree option for students seeking to enter a rewarding career working with young children and their families. This practitioner oriented program has a degree emphasis in three fields: administration of early care and education programs, preschool and infant/toddler. This gives the student the opportunity to select their educational experience based on their specific interests and allows for greater learning in a specific area of concentration.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the five National Association for the Education of Young Children's (NAEYC) Associate Degree Standards. These include promoting child development and learning; building family and community relationships; observing, documenting, and assessing; teaching and learning; and becoming a professional.
- Demonstrate a scope of knowledge and skills based on the preschool emphasis. These include understanding child development; guiding young children; developing professionalism in the ECE field; developing and implementing curriculum for children birth through preschool; working with families and the community; understanding children with disabilities; observing, documenting and assessing young children; and various field experiences with young children.

General Education Requirements

Diversity	**3 credits**
Required: HDFS 232	
English/Communications	**6 credits**
Required: ENG 101 or 113	
Human Relations	**3 credits**
Required: MGT 212	
Quantitative Reasoning	**3 credits**
Science	**3 credits**
Required: NUTR 121	
Social Science/Humanities	**3 credits**
Recommended: 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	3
ECE 200	The Exceptional Child	3
ECE 204	Principles of Child Guidance	3
ECE 210	Observation, Documentation and ssessment of Young Children	3
ECE 240	Administration of the Preschool	3
ECE 250	Introduction to Early Childhood Education	3
ECE 251	Curriculum in Early Childhood Education	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
Total Core Requirements		**30 Credits**

Emphasis Requirements

ECE 121	Parent Caregiver Relationships	1
ECE 123	Health and Nutrition for Young Children	1
ECE 155	Literacy and the Young Child	1
ECE 231	Preschool Practicum: 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		**67 Credits**

Students who receive an early childhood education AAS degree with an emphasis in preschool must complete practicum through TMCC.

See the following page for the Suggested Course Sequence.

Early Childhood Associate Degree naeyc ACCREDITED

2012-2013

Early Childhood Education Degree, cont.

Preschool Emphasis – Associate of Applied Science

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	ECE 121	Parent Caregiver Relationships	1
Core	ECE 190	Professionalism in Early Care and Education (ECE 250 may be taken concurrently)	3
Core	ECE 250	Introduction to Early Childhood Education	3
Quantitative Reasoning	Elective		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	**16**
		2nd Semester	
Emphasis	ECE 123	Health and Nutrition for Young Children	1
Core	ECE 130	Infancy	3
Core	ECE 210	Observation, Documentation and Assessment of Young Children	3
English/ Communications	ENG 102 or 114	Composition II or Composition II for Non-native English Speaker	3
Diversity	HDFS 232	Diversity in Young Children	3
Science	NUTR 121	Human Nutrition	3
		Total	**16**
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 Sci./ Humanities	Elective	Choose from list	3
Human Relations	MGT 212	Leadership and 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 NV 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	**67**

Education

Elementary Education Emphasis – Associate of Science

The associate of science degree in elementary education is designed for students seeking careers in elementary education. The degree requirements include a well balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the elementary education school setting. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. in elementary majors at UNR. 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.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards and Five Domains of Professional Competence.

General Education Requirements

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 I	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**

2012-2013

Education

Integrated Elementary Education and Special Education Emphasis – 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.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards and Five Domains of Professional Competence.

General Education Requirements

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 Inclusive Classrooms 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 Number Concepts for Elementary School Teachers 3
MATH 123 Statistical and Geometrical Concepts for Elementary School Teachers 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 Inclusive Classrooms	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**

Education

Secondary Education Emphasis – Associate of Science

The associate of science degree in secondary education is designed for students seeking careers in secondary education (junior and senior high schools). The degree requirements include a well balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the secondary education school settings. In addition, students will also need to select a "teaching major" and complete some of the coursework prior to transfer. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. 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.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the scope of knowledge and skills based on the Interstate New Teacher Assessment and Support Consortium (INTASC) standards and Five Domains of Professional Competence.

General Education Requirements

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**

2012-2013

Engineering Emphasis

Associate of Science

This is a two-year transferable program leading to an associate of science with an emphasis in engineering. The associate of science degree in engineering is designed for students planning to obtain a four-year engineering degree. Engineering is the practical application of scientific theory and principles. This program develops a strong foundation in mathematics and physical science while providing an introduction to the fundamental aspects of engineering. Students who complete the associate degree can transfer to other colleges or universities in many engineering disciplines including civil, chemical, computer, electrical, geological, mechanical, metallurgical, mining, computer science and engineering physics.

Emphasis Outcomes

Students completing the emphasis will:

- Describe and apply the engineering design process.
- Demonstrate effective communication skills via writing and presentations, work effectively in teams, and perform basic computational skills appropriate to the engineering field.

General Education Requirements

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 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 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 4-7 credits from the following:

BIOL 190/190L	Introduction to Cell and Molecular Biology/ Laboratory	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 nd 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**

English Emphasis

Associate of Arts

This degree emphasizes a critical understanding and appreciation of literature through an introduction to, and investigation of, its foundations and expressions. The English emphasis within the Associate of Arts degree program allows the TMCC English department to serve those students seeking a terminal degree or transfer into a baccalaureate program.

Emphasis Outcomes

Students completing the emphasis will:

- Identify and explain the methods and materials of literary research and gain the ability to conduct basic literary research.
- Gain a knowledge of historical and cultural attitudes and ideas, including the ability to identify common and dissimilar traits, that emerge from literary masterpieces.
- Analyze literature of various periods and come to understand each as a unique art form that reflects human life, culture, trends, and ideas of the time.
- Cross-apply knowledge gained from previous courses in the analysis/synthesis and/or production of creative works.

General Education Requirements

Diversity (3 credits)

Recommended: ENG 231, 232, 267, 288, 294

English 6 credits

Required: ENG 101 and 102 or ENG 113 and 114

Fine Arts 3 credits

Humanities 6 credits

Highly Recommended: ENG 231 and ENG 232

Note: If students have already matriculated at UNR, then they must take the CH 201 and CH 202 sequence.

Mathematics 3 credits

Recommended: MATH 120

Science 3 credits

Recommended: a science class with a lab component is highly recommended if planning to transfer

Social Science 9 credits

U.S. and Nevada Constitutions 3 credits

Recommended: If transferring to UNR CH 203 or PSC 101 are highly recommended.

Total General Education Requirements 33 Credits

Emphasis Requirements

ENG 297 Reading and Interpreting ..... (3)
– or –
ENG 298 Writing About Literature ..... (3)

Survey Courses-Choose six credits

ENG 231 World Literature I* 3
ENG 232 World Literature II* 3
ENG 235 Survey of English Literature I 3
ENG 236 Survey of English Literature II 3
ENG 241 Survey of American Literature I 3
ENG 242 Survey of American Literature II 3

Genre Courses-Choose three credits

ENG 243 Introduction to the Short Story 3
ENG 245 Introduction to the Novel 3
ENG 252 Introduction to Drama 3
ENG 261 Introduction to Poetry 3

Foreign Language Courses-Choose 8 credits

Students should choose the same language both semesters. Students should consider four semesters of foreign language if planning to transfer to a university..... 8

Total Emphasis Requirements 20 Credits

Elective Requirements

Choose 10-12 credits from the following:

ENG 200 Novels into Film 3
ENG 205 Introduction to Creative Writing: Fiction and Poetry .. 3
ENG 223 Themes of Literature 3
ENG 250 Children's Literature 3
ENG 258 Ashland Theater Festival 1
ENG 264 Psychology and Literature 3
ENG 267 Women and Literature* 3
ENG 271 Introduction to Shakespeare 3
ENG 275 Contemporary Literature 3
ENG 281 Introduction to Language 3
ENG 282 Introduction to Language and Literary Expression .. 3
ENG 288 Multicultural Literature* 3
ENG 294 Introduction to Women's History and Literature in the United States* 3

– or –

Any other 200 level ENG course to complete the mandatory credit requirements.

– or –

200 level second year Foreign Language.

Total Elective Requirements 10-12 Credits

Total Degree Requirements 63-65 Credits

* denotes diversity course at TMCC

Students intending to transfer to UNR should be aware that they will need to take CH 201, 202, and 203. Students intending to transfer elsewhere should not take the CH sequence. Students will complete a program portfolio before graduation. Students must meet with an English advisor at least once a semester. Students must maintain a 2.0 GPA in major course work.

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Fine Arts	Elective		3
Social Science	Elective		3
U.S. and NV Constitutions	Elective		3
English	ENG 101	Composition I	3
Mathematics	MATH 120	Fundamentals of College Mathematics	3
		Total	**15**
		2nd Semester	
Emphasis		Choose from Genre list	3
Science	Elective		3
Social Science	Elective		3
English	ENG 102	Composition II	3
Emphasis	ENG 297 or ENG 298	Reading and Interpreting or Writing About Literature	3
		Total	**15**
		Summer Semester	
Elective	ENG 258	Ashland Theater Festival	1
		Total	**1**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Diversity/Elective		Choose from Elective list	3
Emphasis		Choose from Survey list	3
Emphasis		Choose a Foreign Language	4
Humanities	Elective		3
Social Science	Elective		3
		Total	**16**
		2nd Semester	
Elective		Choose from Elective list	3
Elective		Choose from Elective list	3
Emphasis		Choose from Survey list	3
Emphasis		Choose a Foreign Language	4
Humanities	Elective		3
		Total	**16**
		Degree Total	**63**

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

Certificate of Achievement

This degree allows the new entrepreneur the opportunity to get grounding in the fundamentals of being an entrepreneur. This certificate suits entrepreneurial-minded individuals who want to start their business as soon as possible.

Certificate Outcomes

Students completing the certificate will:

- Develop a business plan, including the creation, development and presentation of innovative ideas.
- Possess effective networking skills.
- Possess skills and knowledge in each of the major business functions (accounting, marketing, economics, and finance) requisite for the owning and operating of a small business venture.

General Education Requirements

Communications	**3 credits**

Highly recommended: BUS 107

Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**

Recommended: BUS 117

Total General Education Requirements	**9 Credits**

Emphasis Requirements

BUS 272 Legal Environment 3
ENT 200 Fundamentals of Entrepreneurship 3
ENT 210 Art, Science and Discipline of Creativity 3
ENT 230 Financing Your Small Business Venture 3
ENT 240 Marketing for Small Business 3
ENT 280 Entrepreneurship and Business Plan Development 3

Total Emphasis Requirements	**18 Credits**

Elective Requirements

Choose six credits from the following:

BUS 108 Business Letters and Reports 3
ENT 220 International Women's Entrepreneurship 3
LGM 201 Fundamentals of Logistics Management 3
MGT 212 Leadership and Human Relations 3

Total Elective Requirements	**6 Credits**
Total Certificate Requirements	**33 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Communications	BUS 107	Business Speech Communications	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Emphasis	ENT 200	Fundamentals of Entrepreneurship	3
Emphasis	ENT 210	Art, Science and Discipline of Creativity	3
		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**

Entrepreneurship Emphasis

Associate of Arts

This is a transfer degree that prepares the student to act and participate in any size organization with an entrepreneurial spirit. Students who complete this program will be prepared to transfer to a four-year program at many programs across the country.

Emphasis Outcomes

Students completing the emphasis will:

- Be qualified to manage a small business venture: including human resources, managing accounting and marketing.
- Demonstrate their proficiency as writers of business materials.
- Complete a business plan that is of fundable quality.

General Education Requirements

Diversity	**(3 credits)**
English	**6 credits**
Highly Recommended: ENG 101 and 102 or ENG 113 and 114.	
Fine Arts	**3 credits**
Humanities	**6 credits**
Mathematics	**3 credits**
Recommended: MATH 126 or higher	
Science	**6 credits**
Highly Recommended: complete 7 credits instead of 6 credits	
Social Science	**9 credits**
Highly Recommended: ECON 102 and 103	
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**36 Credits**

Emphasis Requirements

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
BUS 101	Introduction to Business	3
ECON 261	Principles of Statistics I	3
ENT 200	Fundamentals of Entrepreneurship	3
ENT 280	Entrepreneurship and Business Plan Development	3
IS 101	Introduction to Information Systems	3
MGT 201	Principles of Management	3
Total Emphasis Requirements		**24 Credits**

Elective Requirements

Choose three credits from the following:

ENT 210	The Art, Science, and Discipline of Creativity	3
ENT 220	International Women's Entrepreneurship	3
ENT 230	Financing Your Small Business Venture	3
ENT 240	Marketing for Small Business	3
Total Elective Requirements		**3 Credits**
Total Degree Requirements		**63 Credits**

Advising Note: Students seeking to transfer as full standing juniors to Washington State or UNLV are required to take the highly recommended courses, or they will need to fulfill after transfer.

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	BUS 101	Introduction to Business	3
Elective	COM 113	Fundamentals of Speech	3
English	ENG 101	Composition I	3
Emphasis	ENT 200	Fundamentals of Entrepreneurship	3
Mathematics	MATH 126	Pre-Calculus I	3
		Total	**15**
		2nd Semester	
Emphasis	ACC 201	Financial Accounting	3
Social Science	ECON 102	Principles of Microeconomics	3
Fine Arts	Elective		3
Humanities/Diversity	Elective		3
English	ENG 102	Composition II	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Emphasis	ACC 202	Managerial Accounting	3
Social Science	ECON 103	Principles of Macroeconomics	3
Science	Elective		4
Social Science	Elective	Choose from list	3
U.S. and Nevada Constitutions	Elective		3
Emphasis	MGT 201	Principles of Management	3
		Total	**19**
		2nd Semester	
Emphasis	ECON 261	Principles of Statistics I	3
Humanities	Elective		3
Science	Elective		3
Emphasis	ENT 280	Entrepreneurship and Business Plan Development	3
Emphasis	IS 101	Introduction to Information Systems	3
		Total	**15**
		Degree Total	**64**

Environmental Science Degree

Associate of Science

Environmental science focuses on issues that are of relevance to all citizens of the United States and all countries. With growth and development comes the need for people trained in environmental sciences that can deal with environmental issues. Sustainable development is a local and regional concern, especially as Nevada's growth continues to lead the nation. The associate of science degree in environmental science is specifically designed to transfer seamlessly into the environmental science curriculum at the University of Nevada, Reno. It will also prepare students for transfer into similar programs at other four-year institutions.

Degree Outcomes

Students completing the degree will:

- Perform both laboratory and field experiments using the scientific method, which requires observation, hypothesis testing, data collection, and the application of basic biological and chemical principles to explain results.
- Demonstrate effective oral and written communication, teamwork and collaboration in scientific, mathematical and other settings.
- Utilize primary and secondary sources in the scientific literature to obtain information pertaining to environmental science.
- Explain the impacts of different environmental pollutants and critically evaluate various pollution mitigation efforts in the context of regional and global policies, economics, and politics.
- Analyze the impact of human activities on biodiversity, and how patterns of biodiversity have shaped human activities, employing the ecological, evolutionary, and geological factors that control patterns of biodiversity and extinction.

General Education Requirements

English — **6 credits**

Required: ENG 102 or ENG 114.

Fine Arts — **3 credits**

Humanities — **3 credits**

Recommended: CH 201.

Mathematics — **3 credits**

Required: MATH 127 or higher.

Recommended: MATH 181 or 176 (if transferring to UNR).

Science — **6 credits**

Required: CHEM 121 and 122.

Social Science — **3 credits**

Recommended: CH 203.

Total General Education Requirements — 24 Credits

Degree Requirements

Diversity — **(3 credits)**

Recommended: NRES 211 will also satisfy 3 credits in the Core Requirements.

U.S. and Nevada Constitutions — **(3 credits)**

Recommended: CH 203.

Core Requirements

BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
BIOL 191/191L	Introduction to Organismal Biology/Lab	4
CHEM 122	General Chemistry II (additional 2 credits from Gen. Ed.)	2
GEOG 210	Introduction to Geotechnology	3
GEOL 101	Geology: Exploring Planet Earth	4
ECON 102	Principles of Microeconomics	3
NRES 100	Principles of Natural Resources and Environmental Sciences	3
NRES 210	Environmental Pollution	3
NRES 211	Conservation, Humans and Biodiversity	3
STAT 152	Introduction to Statistics	3
Total Core Requirements		**32 Credits**

Elective Requirements

Choose one from the following:

BIOL 251	General Microbiology	4
CHEM 241/241L	Organic Chemistry I/Lab	4
PHYS 151	General Physics I	(4)
	– or –	
PHYS 180	Physics for Scientists and Engineers I	(4)
Total Elective Requirements		**4 Credits**
Total Degree Requirements		**60 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Humanities	CH 201	Ancient and Medieval Cultures	3
Core	ECON 102	Principles of Microeconomics	3
Fine Arts	Elective		3
English	ENG 101	Composition I	3
Core	NRES 100	Principles of Natural Resources & Environmental Sciences	3
		Total	**15**
		2nd Semester	
Core	BIOL 190/190L	Introduction to Cell & Molecular Biology/ Laboratory	4
Science	CHEM 121	General Chemistry I	4
English	ENG 102	Composition II	3
Mathematics	MATH 176	Elements of Calculus	3
		Total	**14**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Elective		Choose from list	4
Science/Core	CHEM 122	General Chemistry II	4
Core	GEOL 101	Geology: Exploring Planet Earth	4
Core	NRES 210	Environmental Pollution	3
		Total	**15**
		2nd Semester	
Core	BIOL 191/191L	Introduction to Organismal Biology/Lab	4
Social Science/U.S. & NV Constitutions	CH 203	American Experiences and Constitutional Change	3
Core	GEOG 210	Introduction to Geotechnology	3
Core/Diversity	NRES 211	Conservation, Humans and Biodiversity	3
Core	STAT 152	Introduction to Statistics	3
		Total	**16**
		Degree Total	**60**

2012-2013

Fabrication Emphasis

Manufacturing Technologies Degree – 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.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Read, follow, and revise drawings as they relate to fabrication, production, and testing of manufacturing products.
- Demonstrate the ability to understand the importance of and follow the safety guidelines and practices as mandated by federal standards.
- Work in a team environment to organize resources and apply problem solving skills to complete a fabrication project.

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	Print 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
ENRG 110	Basic 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	Print 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**

Fine Arts Degree

Associate of Arts

The associate of arts–fine arts degree is primarily for the student who is planning to make a career in the fine arts. The emphasis is in studio art with an awareness of art history and fine art communication skills. The associate of arts – fine arts degree is a transferable degree satisfying lower-division university requirements for a baccalaureate degree in fine arts.

Degree Outcomes

Students completing the degree will:

- Develop visual and kinetic perceptions related to fine arts applications.
- Identify design principles in a variety of techniques within each art genre.
- Demonstrate a knowledge base in the cultural and historical dimensions of studio art including the works of leading artists both past and present.
- Understand and evaluate contemporary thinking about studio and related arts and will strengthen critical thinking skills, which may be broadly applied to various disciplines.

General Education Requirements

Diversity	**(3 credits)**

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

English	**6 credits**

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**

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.

2012-2013

Fire Science Technology

Certificate of Achievement

Certificate Outcomes

Students completing the certificate will:

- Learn about the different theaters of firefighting and prevention.
- Identify and properly use the different equipment needed in the different theaters of firefighting.

General Education Requirements

EMS 108 Emergency Medical Technician I Basic Training is strongly recommended in addition to the other requirements.

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

Core Requirements

FS 241	Fire Company Organization Management	3
FT 101	Introduction to Fire Protection	3
FT 125	Build Construction I	3
FT 131	Hazardous Materials	3
FT 243	Firefighting Tactics and Strategy	3
Total Core Requirements		**15 Credits**

Elective Requirements

Six additional credits required. Choose from the following or other FS courses listed in the catalog.

FS 285	Selected Topics in Fire Science	0.5-6
FT 110	Basic Wildland Firefighting	3
FT 121	Fire Prevention I	3
FT 122	Codes/Ordinances I	3
FT 291	Fire Administration	3
Total Elective Requirements		**6 Credits**
Total Certificate Requirements		**30 Credits**

Fire science students without prior fire service experience must take FT 101 Introduction to Fire Protection before entering the fire academy.
The curriculum follows National Wildland Cooperation Group standards.

Suggested Course Sequence

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

Fire Science Technology Degree

Associate of Applied Science

Degree Outcomes

Students completing the degree will:

- Learn to identify, classify, analyze, and work in the elements of the different theaters of firefighting and prevention.
- Identify and properly use the different equipment needed in the different theaters of firefighting.

General Education Requirements

Diversity	**(3 credits)**

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

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 285	Selected Topics in Fire Science	0.5-6
FT 110	Basic Wildland Firefighting	3
FT 121	Fire Prevention I	3
FT 122	Codes/Ordinances I	3
FT 291	Fire Administration	3
Total Emphasis Requirements		**12 Credits**
Total Elective Requirements		**9 Credits**

Recommended: EMS 108 for six credits

Total Degree Requirements	**60 Credits**

Suggested Course Sequence

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

2012-2013

General Studies

Certificate of Achievement

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

Certificate Outcomes

Students completing the certificate will:

- Demonstrate competencies specific to their choice of occupational or general courses.

General Education Requirements

Computer Sci./Science/Quant. Reasoning	**3 credits**
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 and student services in order to be applied to the associate of general studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

Total Elective Requirements	**12 Credits**
Total Certificate Requirements	**30 Credits**

Please consult the appropriate page(s) in this catalog for courses that satisfy general education requirements.

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Elective			3
Elective			3
Social Science	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**

General Studies Degree

Associate of General Studies

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

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

Degree Outcomes

Students completing the degree will:

- Be prepared for academic and/or workforce goals.
- Complete TMCC's general education requirements.
- Acquire the knowledge, skills, and values of their broad academic focus.

General Education Requirements

Computer Science	**3 credits**
Diversity	**(3 credits)**

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

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 and student services in order to be applied to the associate of general studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

Total Elective Requirements	**27 Credits**
Total Degree Requirements	**60 Credits**

Please consult the appropriate page(s) in this catalog for courses that satisfy general education requirements.

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Elective			3
Elective			3
English	ENG 101	Composition I	3
Fine Arts	HUM 101	Introduction to Humanities I	3
Computer Science	IS 101	Introduction to Information Systems	3
		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**

2012-2013

Geoscience Emphasis

Associate of Science

The geoscience emphasis in physical science is designed to provide a solid foundation for students interested in geology, natural resources, physical geography, renewable energy (in particular geothermal energy), environmental sciences and planning, and teaching of science. After completing the emphasis program, students will be well prepared to either enter the work force as a technician or transfer to four-year professional baccalaureate degree programs. The program will maximize student transfer opportunities.

Emphasis Outcomes

Students completing the emphasis will:

- Relate how the various earth systems, consisting of the geosphere, hydrosphere, cryosphere, atmosphere, and biosphere, interact with each other so as to affect surface landforms, climate and weather, oceanic circulation patterns, and well being of life forms including the human condition.
- Utilize the theory of plate tectonics to explain the distribution of volcanoes, earthquakes, energy and mineral resources, and formation of different types of rocks and minerals.
- Demonstrate an ability to identify and classify rocks and minerals and relate their origin to both internal and external forces and processes. Much like words in a book tell a story, students will "read" rocks to interpret their history as written by nature.
- Recognize that changes in life over time involve feedbacks between life forms and the physical environment—that changes in our physical environment, driven by both internal and external forces, govern the explosions and extinctions of life forms with time and will continue to do so.
- Apply the scientific method and geologic knowledge gained in a capstone course to interpret the geologic history of select areas of the Reno region through field studies, involving rock and structure identification and plotting their distribution to make basic but informative geologic maps also useful in assessments of geological hazards.

General Education Requirements

English	**6 credits**
Required: ENG 101 and 102 or ENG 113 and 114.	
Fine Arts	**3 credits**
Recommended: THTR 210	
Humanities	**3 credits**
Recommended: CH 201	
Mathematics	**3 credits**
Required: MATH 127 or higher. MATH 181 and 182 are required of Geology majors at UNR prior to graduation.	
Science	**6 credits**
Required: CHEM 121 and 122	
Social Science	**3 credits**
Required CH 202	
Total General Education Requirements	**24 Credits**

Degree Requirements

Diversity	**(3 credits)**
U.S. and Nevada Constitutions	**(3 credits)**

Required: CH 203

Emphasis Requirements

BIOL 100	General Biology for Non-Majors	3
CH 203	American Experiences and Constitutional Change	3
ECON 102	Principles of Microeconomics	(3)
	– or –	
ECON 103	Principles of Macroeconomics	(3)
GEOL 101	Geology: Exploring Planet Earth	4
GEOL 102	Earth and Life Through Time	4
GEOL 260	Introduction to Field Methods	2
MATH 181	Calculus I	4
MATH 182	Calculus II	4
PHYS 151	General Physics I	(4)
	– or –	
PHYS 180/180L	Physics for Scientists and Engineers I/Lab I (preferred)	(4)
Additional GE science credits		2
Total Emphasis Requirements		**33 Credits**

Elective Requirements

Choose 3 credits from the following:

GEOG 103/104	Physical Geography/Lab	4
GEOG 121	Climate Change: The Science Basis	4
GEOG 210R	Introduction to Geotechnology	3
GEOL 100	Earthquakes, Volcanoes and Natural Disasters	3
GEOL 105R	Introduction to Geology of National Parks	3
GEOL 206	Geology of Geothermal Energy Resources	3
NRES 100	Principles of Natural Resources and Environmental Sciences	3
PHYS 152*	General Physics II	(4)
	– or –	
PHYS 181/181L	Physics for Scientists and Engineers II/Lab II (preferred)	(4)

*Required for UNR Geology baccalaureate degree. Note: PHYS 152 is not regularly taught at TMCC, however, PHYS 181/181L is normally taught at TMCC.

Elective Requirements	**3 Credits**
Total Emphasis Requirements	**33 Credits**
Total Elective Requirements	**3 Credits**
Total Degree Requirements	**60 Credits**

See the following page for the Suggested Course Sequence.

Geoscience Emphasis, cont.

Associate of Science

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Science	CHEM 121	General Chemistry I	4
English	ENG 101	Composition I	3
Emphasis	GEOL 101	Geology: Exploring Planet Earth	4
Mathematics	MATH 127	Pre-Calculus II	3
Diversity/Fine Arts	THTR 210	Theater: A Cultural Context	3
		Total	**17**
		2nd Semester	
Emphasis	ECON 102 or ECON 103	Principles of Microeconomics or Principles of Macroeconomics	(3) (3)
English	ENG 102	Composition II	3
Science	CHEM 122	General Chemistry II	4
Mathematics	MATH 181	Calculus I	4
		Total	**14**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Emphasis	BIOL 100	General Biology for Non-Majors	3
Humanities	CH 201	Ancient and Medieval Cultures	3
Emphasis	GEOL 102	Earth and Life Through Time	4
Emphasis	GEOL 260	Introduction to Field Methods	2
Emphasis	PHYS 151 or PHYS 180/180L	General Physics I or Physics for Scientists and Engineers I/Lab I	(4) (4)
		Total	**16**
		4th Semester	
Social Science	CH 202	The Modern World	3
U.S. and NV Constitutions	CH 203	American Experiences and Constitutional Change	3
Emphasis Elective	Elective	Choose from list	3
Mathematics	MATH 182	Calculus II	4
		Total	**13**
		Degree Total	**60**

2012-2013

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.

Certificate Outcomes

Students completing the certificate will:

- Understand and apply historical and current design theories and concepts in the production of visually engaging media that meets the requirements of the graphic communications industry.
- Acquire a broad skill set in current graphics related technologies, including computer software applications, processes and other production techniques used in the graphic communications industry.

General Education Requirements

Communications	**3 credits**

BUS 107 or COM 113 preferred or choose from ENG 101 (113), 102 (114), 107, 108, 220, 221, or COM 215

Human Relations	**3 credits**

MGT 212 preferred or choose from CE 201, CPD 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	3-4
GRC 109	Color and Design	3-4
GRC 110	Rendering and Illustration	3-4
GRC 118	Computer Graphics/Print Media	3-4
GRC 119	Computer Graphics/Digital Media	3-4
GRC 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	Commercial Printing Processes	4
GRC 156	Computer Illustration	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 Modeling and Animation	3
GRC 287	3D Animation II	3
GRC 294	Portfolio Workshop	3
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.

Graphic Communications Degree

Associate of Applied Science

Degree Outcomes

Students completing the degree will:

- Understand and apply historical and current design theories and concepts in the production of visually engaging media that meets the requirements of the graphic communications industry.
- Acquire a broad skill set in current graphics related technologies, including computer software applications, processes and other production techniques used in the graphic communications industry.
- Develop and assemble a portfolio of work that will illustrate and communicate their visual design skills at a professional level.

General Education Requirements

Diversity (3 credits)

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

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, or 181.

Communications: BUS 107 or COM 113 preferred or choose from ENG 101 (113), 102 (114), 107, 108, 220, 221, or COM 215.

Human Relations 3 credits

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	3-4
GRC 109	Color and Design	3-4
GRC 110	Rendering and Illustration	3-4
GRC 118	Computer Graphics/Print Media	3-4
GRC 119	Computer Graphics/Digital Media	3-4
GRC 122	Letterforms	3
GRC 294	Portfolio Workshop	3
Total Core Requirements		**21-26 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	Commercial Printing Processes	4
GRC 156	Computer Illustration	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 Modeling and Animation	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 in Film	3
HUM 106	Introduction to the American Motion Picture	3
Total Elective Requirements		**6 Credits**
Total Degree Requirements		**69-74 Credits**

See the following page for the Suggested Course Sequence.

2012-2013

Graphic Communications Degree, cont.

Associate of Applied Science

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
English/Com.	ENG 101	Composition I	3
Core	GRC 107	Design Fundamentals	3-4
Core	GRC 109	Color and Design	3-4
Core	GRC 110	Rendering and Illustration	3-4
		Total	**12-15**
		2nd Semester	
English/Com.	ENG 102	Composition II	3
Core	GRC 118	Computer Graphics/Print Media	3-4
Core	GRC 119	Computer Graphics/Digital Media	3-4
Core	GRC 122	Letterforms	3
		Total	**12-14**
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	Portfolio Workshop	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**9**
		Degree Total	**69-74**

Health Sciences

Certificate of Achievement

This certificate of achievement prepares students for entry-level employment in allied health and fulfills many prerequisite requirements for accredited health sciences training programs. Students completing this certificate may gain an advantage in the competitive selection process of health sciences programs.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate an understanding of human anatomy and physiology.
- Demonstrate an understanding of basic human biology concepts.
- Be prepared to enter the Allied Health program.

General Education Requirements

Communications — **3 credits**

Required: ENG 101 or ENG 113

Human Relations — **3 credits**

Quantitative Reasoning — **3 credits**

Required: MATH 120 or higher

Total General Education Requirements — 9 Credits

Core Requirements

BIOL190	Introduction to Cell and Molecular Biology	3
BIOL 190L	Introduction to Cell and Molecular Biology Lab	1
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4

Total Core Requirements — 12 Credits

Elective Requirements

Choose a track from the following:

Dental Assisting Track (9 credits)

COM 113	Fundamentals of Speech I	3
NUTR 223	Principles of Nutrition	3
PSY 101	General Psychology	3

Dental Hygiene Track (15 credits)

BIOL 251	General Microbiology	4
CHEM121	General Chemistry I	4
CHEM 220	Introductory Organic Chemistry	4
COM 113	Fundamentals of Speech I	3

Dietetic Technician Track (10 credits)

BIOL 251	General Microbiology	4
BUS107	Business Speech Communications	3
NUTR 223	Principles of Nutrition	3

Nursing Track (13 credits)

BIOL 251	General Microbiology	4
ENG 102/114	Composition II	3
PSC 101	Introductory to American Politics	3
PSY 101	General Psychology	3

Radiologic Technology Track (10.5 credits)

NURS 130	Nursing Assistant	6
CLS151	Phlebotomy	2
CLS 152	Applied Phlebotomy	2
RAD 101	Exploration of Radiology	0.5

Total Elective Requirements — 9-15 Credits

Total Certificate Requirements — 30-36 Credits

Suggested Course Sequence

	Course #	Title	Credits
		1st Semester	
		DENTAL ASSISTING TRACK	
Human Relations	Elective		3
Communications	ENG 101	Composition I	3
Quantitative Reasoning	MATH 120 or higher	Fundamentals of College Mathematics	3
		Total	**9**
		2nd Semester	
Core	BIOL 190	Introduction to Cell & Molecular Biology	3
Core	BIOL 190L	Introduction to Cell & Molecular Biology Laboratory	1
Elective	PSY 101	General Psychology	3
		Total	**7**
		3 rd Semester	
Core	BIOL 223	Human Anatomy and Physiology I	4
Elective	NUTR 223	Principles of Nutrition	3
		Total	**7**
		4th Semester	
Core	BIOL 224	Human Anatomy & Physiology II	4
Elective	COM 113	Fundamentals of Speech I	3
		Total	**7**
		Degree Total	**30**

	Course #	Title	Credits
		1st Semester	
		DENTAL HYGIENE TRACK	
Human Relations	Elective		3
Communications	ENG 101	Composition I	3
Quantitative Reasoning	MATH 120 or higher	Fundamentals of College Mathematics	3
		Total	**9**
		2nd Semester	
Core	BIOL 190	Introduction to Cell & Molecular Biology	3
Core	BIOL 190L	Introduction to Cell & Molecular Biology Laboratory	1
Elective	COM 113	Fundamentals of Speech I	3
Elective	CHEM 121	General Chemistry I	4
		Total	**11**
		3 rd Semester	
Core	BIOL 223	Human Anatomy and Physiology I	4
Elective	BIOL 251	General Microbiology	4
Elective	CHEM 220	Introductory Organic Chemistry	4
		Total	**12**
		4th Semester	
Core	BIOL 224	Human Anatomy & Physiology II	4
		Total	**4**
		Degree Total	**36**

	Course #	Title	Credits
		1st Semester	
		DIETETIC TECHNICIAN TRACK	
Human Relations	Elective		3
Communications	ENG 101	Composition I	3
Quantitative Reasoning	MATH 120 or higher	Fundamentals of College Mathematics	3
		Total	**9**
		2nd Semester	
Core	BIOL 190	Introduction to Cell & Molecular Biology	3
Core	BIOL 190L	Introduction to Cell & Molecular Biology Laboratory	1
Elective	BUS 107	Business Speech Communication	3
		Total	**7**
		3 rd Semester	
Core	BIOL 223	Human Anatomy and Physiology I	4
Elective	BIOL 251	General Microbiology	4
Elective	NUTR 223	Principles of Nutrition	3
		Total	**11**
		4th Semester	
Core	BIOL 224	Human Anatomy & Physiology II	4
		Total	**4**
		Degree Total	**31**

2012-2013

Health Sciences, cont.

Certificate of Achievement

Suggested Course Sequence

	Course #	Title	Credits
1st Semester			
NURSING TRACK			
Human Relations	Elective		3
Communications	ENG 101	Composition I	3
Quantitative Reasoning	MATH 120 or higher	Fundamentals of College Mathematics	3
Elective	PSC 101	Introduction To American Politics	3
Elective	PSY 101	General Psychology	3
		Total	**15**
2nd Semester			
Elective	ENG 102	Composition II	3
Core	BIOL 190	Introduction to Cell & Molecular Biology	3
Core	BIOL 190L	Introduction to Cell & Molecular Biology Laboratory	1
		Total	**7**
3 rd Semester			
Core	BIOL 223	Human Anatomy and Physiology I	4
Elective	BIOL 251	General Microbiology	4
		Total	**8**
4th Semester			
Core	BIOL 224	Human Anatomy & Physiology II	4
		Total	**4**
		Degree Total	**34**

	Course #	Title	Credits
1st Semester			
RADIOLOGIC TECHNOLOGY TRACK			
Human Relations	Elective		3
Communications	ENG 101	Composition I	3
Quantitative Reasoning	MATH 120 or higher	Fundamentals of College Mathematics	3
		Total	**9**
2nd Semester			
Core	BIOL 190	Introduction to Cell & Molecular Biology	3
Core	BIOL 190L	Introduction to Cell & Molecular Biology Laboratory	1
Elective	CLS 151	Phlebotomy	2
Elective	CLS 152	Applied Phlebotomy	2
Elective	RAD 101	Exploration of Radiology	0.5
		Total	**8.5**
3 rd Semester			
Core	BIOL 223	Human Anatomy and Physiology I	4
Elective	NURS 130	Nursing Assistant	6
		Total	**10**
4th Semester			
Core	BIOL 224	Human Anatomy & Physiology II	4
		Total	**4**
		Degree Total	**31.5**

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

Construction Technologies – Certificate of Achievement

The HVAC/R certificate of achievement prepares individuals for entry-level positions in the heating, ventilation, air conditioning and refrigeration industries. The training focuses on maintenance, troubleshooting and repair of modern equipment used in residential, commercial and industrial buildings throughout Northern Nevada. Emphasizing hands-on training, the program prepares students with the knowledge and skills required for industry-standard certifications and sought by employers.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate a comprehensive understanding of HVAC/R principles and applications and the skills to work safely and efficiently in the HVAC industry.
- Design residential and commercial HVAC/R systems.
- Gain the knowledge and skills to troubleshoot and repair residential and commercial HVAC/R systems.

General Education Requirements

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

Recommended: CE 201

Quantitative Reasoning	**3 credits**

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

Total General Education Requirements	**9 Credits**

Emphasis Requirements

AC 102 Refrigeration Theory 3
AC 107 Electrical and Controls for HVAC 6
AC 150 Basic Refrigeration Servicing.....6
AIT 110 General Industrial Safety.....1
Total Emphasis Requirements ..... 16 Credits

Elective Requirements

Choose six credits from the following:

AC 106 Residential Gas Heating ..... (6)
AC 111 Heat Pumps..... (3)
AC 121 Sheet Metal I..... (3)
AC 200 Commercial Refrigeration I..... (6)
AC 210 Boiler Operation and Maintenance..... (3)
Total Elective Requirements ..... 6 Credits

Total Certificate Requirements	**31 Credits**

Suggested Course Sequence

	Course #	Title	Credits
1st Semester			
Emphasis	AC 102	Refrigeration Theory	3
Emphasis	AC 107	Electrical &Controls for HVAC	6
Emphasis	AIT 110	General Industrial Safety	1
Quantitative Reasoning	MATH 108	Math for Technicians	3
Communications	ENG 107	Technical Communications I	3
		Total	**16**
2nd Semester			
Electives		Choose from list	6
Emphasis	AC 150	Basic Refrigeration Servicing	6
Human Relations	CE 201	Workplace Readiness	3
		Total	**15**
		Certificate Total	**31**

Recommended Program Prerequisites:

ENG 090 or 097 or qualifying ACCUPLACER score

MATH 093 or qualifying ACCUPLACER score

2012-2013

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

Construction Technologies Degree – Associate of Applied Science

The AAS degree in heating, ventilation, air conditioning and refrigeration trains technicians to design and maintain complex heating, cooling and refrigeration systems in structures of all sizes and functions, from homes to casino resort hotels. The HVAC/R program combines classroom instruction with hands-on practice and provides industry upgrade training on an on-going basis.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate a comprehensive understanding of HVAC/R principles and applications and the skills to work safely and efficiently in the HVAC industry.
- Design residential and commercial HVAC/R systems.
- Gain knowledge and practical skills to troubleshoot and repair residential and commercial HVAC/R systems.

General Education Requirements

Diversity	**(3 credits)**
English/Communications	**6 credits**
Human Relations	**3 credits**
Recommended: CE 201	
Quantitative Reasoning	**3 credits**
Recommended: MATH 108	
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	Print Reading and Specification	3
Total Core Requirements		**7 Credits**

Emphasis Requirements

AC 102	Refrigeration Theory	3
AC 107	Electrical and Controls for HVAC	6
AC 121	Sheet Metal I	3
AC 150	Basic Refrigeration Servicing	6
ENRG 130	Introduction to Solar Energy	3

Choose one of the following:

AC 106	Residential Gas Heating	(6)
	– or –	
AC 200	Commercial Refrigeration I	(6)
Total Emphasis Requirements		**27 Credits**

Elective Requirements

Choose six credits from the following:

AC 111	Heat Pumps	(3)
AC 122	Sheet Metal II	(3)
AC 210	Boiler Operation and Maintenance	(3)
AC 295	Internship HVAC Career	(3)
CONS 121	Principles of Construction Estimating	(3)
ENRG 142	Solar Thermal Technologies	(3)
	Any other AC courses not listed	
Total Elective Requirements		**6 Credits**
Total Degree Requirements		**61 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	AC 102	Refrigeration Theory	3
Emphasis	AC 107	Electrical & Controls for HVAC	6
Core	AIT 110	General Industrial Safety	1
Core	CONS 120	Print Reading & Specification	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
		Total	**16**
		2nd Semester	
Emphasis	AC 121	Sheet Metal I	3
Core	BI 101	Introduction to Building Codes	3
Communications	ENG 107	Technical Communications I	3
Emphasis	ENRG 130	Introduction to Solar Energy	3
Science	PHYS 100	Introductory Physics	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose from list	3
U.S. and Nevada Constitutions	Elective		3
Emphasis	AC 150	Basic Refrigeration Servicing	6
English	ENG 101	Composition I	3
		Total	**15**
		4th Semester	
Elective		Choose from list	3
Social Science/ Diversity	AAD 201	History of the Built Environment	3
Emphasis	AC 106 or AC 200	Residential Gas Heating Commercial Refrigeration I	6
Human Relations	CE 201	Workplace Readiness	3
		Total	**15**
		Degree Total	**61**

Recommended program prerequisites:

ENG 090 or 097 or qualifying ACCUPLACER score

MATH 093 or qualifying ACCUPLACER score

History Emphasis

Associate of Arts

The history emphasis area within the associate of arts degree allows the TMCC history department to serve those students seeking to transfer into a baccalaureate program in history. This emphasis area stresses historical thinking skills as well as historical knowledge.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the ability to use historical thinking skills, in particular the ability to distinguish between primary and secondary sources, analyze arguments and interpretations, and recognize interpretative conflicts.
- Demonstrate the ability to interpret evidence found in primary sources and develop an historical argument based on and sustained by the evidence available.
- Demonstrate the ability to write historical essays that are coherent, cogent, and grammatically correct.

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**

Recommended: 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 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 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**

2012-2013

Horticulture Emphasis

Associate of Science

This program introduces students to the various aspects 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.

Emphasis Outcomes

Students completing the emphasis will:

- Possess a basic knowledge of horticultural concepts, terminology and techniques as it relates to further studies or careers in industry.
- Gain the ability to prepare basic production, utilization, and maintenance plans for ornamental plants and turf grass as they relate to landscapes.
- Synthesize course knowledge and skills that will enable them to transfer into a baccalaureate horticulture program in the Nevada System of Higher Education System.

General Education Requirements

Diversity **(3 credits)**

Recommended: AAD 201 or ART 263

English **6 credits**

Recommended: ENG 101 and 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 122

Required: CHEM 121

Social Science **6 credits**

Recommended: ECON 102

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

Recommended: PSC 101

Total General Education Requirements **39 Credits**

Emphasis Requirements

AAD 257 Plant Materials 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 remaining ADT courses 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	ADT 170	Soil Management	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	AAD 257	Plant Materials	3
Emphasis	ADT 172	Turfgrass Management I	3
Emphasis	ADT 174	Urban Tree Care	3
Science	CHEM 122	General Chemistry II	4
Humanities/ Diversity	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/ Laboratory	4
Emphasis	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**

2012-2013

Industrial Systems Technology

Manufacturing Technologies – Certificate of Achievement

The industrial systems technology certificate is a program designed to provide training and technical job skills to students seeking employment and/or skill upgrades as a technician responsible for the support and maintenance of industrial systems including computer-controlled electrical and mechanical production equipment, material processing and handling equipment, general maintenance, and facility support systems. The program is competency-based, requiring students to complete a variety of hands-on learning exercises ranging from building and testing of equipment controls to troubleshooting of advanced electronic and mechanical systems.

Certificate Outcomes

Students completing the certificate will:

- Troubleshoot and repair components commonly used in industrial operations.
- Practice safety in all aspects of task performance.
- Develop the ability to communicate technical issues.

General Education Requirements

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

Recommended: CE 201

Quantitative Reasoning	**3 credits**

Recommended: MATH 108 or higher

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

Total General Education Requirements	**9 Credits**

Emphasis Requirements

AIT 110	General Industrial Safety	1
DFT 110	Print Reading for Industry	3
ELM 127	Introduction to AC Controls	3
ELM 129	Electric Motors and Drives	3
ELM 134	Programmable Logic Controllers I	3
ENRG 110	Basic Electricity	3

Total Emphasis Requirements	**16 Credits**

Elective Requirements

Choose two courses from the following:

AC 121	Sheet Metal	(3)
ELM 233	Introduction to Instrumentation	(3)
MT 109	Small Engine Operation and Maintenance	(3)
MT 111	Pneumatic Systems	(2)
MT 160	Hydraulic Power	(3)
MT 290	Internship in Mechanical Technology	(2-3)
WELD 101	Basic Metals	(3)

Total Elective Requirements	**5-6 Credits**
Total Certificate Requirements	**30-31 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Elective		Choose from list	3
Emphasis	AIT 110	General Industrial Safety	1
Emphasis	DFT 110	Print Reading for Industry	3
Emphasis	ENRG 110	Basic Electricity	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
		Total	**13**
		2nd Semester	
Elective		Choose from list	2-3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	ELM 127	Introduction to AC Controls	3
Communications	ENG 107	Technical Communications I	3
		Total	**11-12**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Emphasis	ELM 129	Electric Motors & Drives	3
Emphasis	ELM 134	Programmable Logic Controllers I	3
		Total	**6**
		Certificate Total	**30-31**

2012-2013

Landscape Architecture Degree

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.

Degree Outcomes

Students completing the degree will:

- Possess a basic knowledge of landscape architecture design theory as it relates to space, form and context as it pertains to the practice of landscape architecture.
- Gain the ability to prepare basic landscape architecture presentations demonstrating design and construction knowledge.
- Synthesize course knowledge and skills at a level that will enable them to continue into an accredited landscape architecture program in 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**

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**

Landscape Management

Architecture – Certificate of Achievement

The course of study 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.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate their mastery of landscape management principles and applications utilizing accepted industry standards.
- Demonstrate an understanding of management fundamentals as one criteria for preparedness to enter the landscape industry.
- Synthesize course knowledge and be prepared to attain certification in a variety of specialties in landscape management.

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**

Core Requirements

ADT 105	Architectural Drafting I	5
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
CHEM 100	Molecules and Life in the Modern World	3

Total Core Requirements	**29 Credits**

Elective Requirements

Choose one from the following:

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

Total Elective Requirements	**3-4 Credits**
Total Certificate Requirements	**41-42 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	ADT 105	Architectural Drafting I	5
Core	ADT 168	Landscape Management I	3
Core	ADT 172	Turfgrass Management I	3
Quantitative Reasoning	BUS 117	Applied Business Math	3
Core	CHEM 100	Molecules and Life in the Modern World	3
		Total	**17**
		2nd Semester	
Elective		Choose from list	3
Core	ADT 108	Architectural Landscaping I	3
Core	ADT 170	Soil Management	3
Core	ADT 178	Fundamentals of Horticulture	3
Communications	BUS 106	Business English	3
		Total	**15-16**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Core	ADT 174	Urban Tree Care I	3
Core	ADT 218	Landscape Irrigation Design	3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**9**
		Certificate Total	**41-42**

2012-2013

Law Enforcement Emphasis

Criminal Justice Degree – Associate of Applied Science

TMCC's associate of applied science in law enforcement degree is designed for students wishing to explore or enter a highly rewarding career in the criminal justice system. The AAS in law enforcement provides students with a strong foundation for careers in law enforcement, probation, investigations, corrections, and corporate security.

The associate of applied science in law enforcement is designed as a practitioner oriented and possibly terminal degree. This degree is not intended as a university transfer degree for those students who wish to continue on to complete their bachelor degree. Students interested in university transfer should instead major in the associate of arts in criminal justice degree.

The AAS in law enforcement allows students a greater opportunity to select and customize their educational experience around their specific interests in criminal justice.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Describe the rights and protections granted under the US Constitution, particularly the Bill of Rights, to individuals involved in the criminal justice system.
- Explain the process of conducting a professional criminal investigation, the process of an arrest and pretrial detention, criminal trial procedures, and possible sanctions after conviction.
- Describe ethics adhered to by individuals involved in the various professions in the criminal justice system.

General Education Requirements

Diversity	**(3 credits)**
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**

Emphasis Requirements

CRJ 101	Introduction to Criminal Justice I	3
CRJ 102	Introduction to Criminal Justice II	3
CRJ 211	Police in America	3
CRJ 222	Criminal Law and Procedure	3
Total Emphasis Requirements		**12 Credits**

Elective Requirements

Choose 27 credits from CRJ courses or approved electives. See department for approved substitutions. Recommended courses may include:

CRJ 125	Legal Careers and Law Schools	1
CRJ 126	Legal Research and Methods	1
CRJ 127	Legal Writing	1
CRJ 155	The Juvenile Justice System	3
CRJ 162	Investigative Photography I	3
CRJ 163	Investigative Photography II	3
CRJ 164	Introduction to Criminal Investigation	3
CRJ 214	Principles of Police Patrol Techniques	3
CRJ 215	Probation and Parole	3
CRJ 225	Criminal Evidence	3
CRJ 226	Preventions and Control of Delinquency	3
CRJ 265	Introduction to Physical Evidence	3
CRJ 270	Introduction to Criminology	3
CRJ 289	Law and Justice	3
CRJ 290	Internship in Criminal Justice	1-8
CRJ 299	Special Topics	3
Total Elective Requirements		**27 Credits**
Total Degree Requirements		**60 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Elective		Choose from list	3
Emphasis	CRJ 101	Introduction to Criminal Justice I	3
Emphasis	CRJ 211	Police in America	3
Quantitative Reasoning	Elective		3
English	ENG 101	Composition I	3
		Total	**15**
2nd Semester			
Elective		Choose from list	3
Emphasis	CRJ 102	Introduction to Criminal Justice II	3
Human Relations	Elective		3
Science	Elective		3
English	ENG 102	Composition II	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
1st Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
Emphasis	CRJ 222	Criminal Law and Procedure	3
Social Science/Humanities	Elective		3
		Total	**15**
2nd Semester			
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
Elective		Choose from list	3
U.S. and Nevada Constitutions	Elective		3
		Total	**15**
		Degree Total	**60**

Logistics Management Degree

Associate of Applied Science

This program will provide the student with a degree in the field of logistics management. The program is well suited to the student seeking to obtain a career at the entry level of logistics management. Students will graduate with a core set of knowledge and skills that will allow them to advance in the logistics industry.

Degree Outcomes

Students completing the degree will:

- Demonstrate knowledge of the role of Logistics Management within business that is associated with the applied utilization of logistics knowledge.
- Possess applied knowledge of the tools that are used in entry to mid-level logistics positions, including Total Quality Management, Six Sigma, Lean and others.
- Possess applied knowledge of the software that is used within the logistics industry.

General Education Requirements

Diversity (3 credits)

(May apply to two subject areas.)

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 210	Marketing Principles	3

Total Emphasis Requirements 21 Credits

Elective Requirements

Choose 18 credits from the following:

ACC 201	Financial Accounting	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
LGM	Any approved LGM courses	6
MGT 171	Supervision	3

Total Elective Requirements 18 Credits

Total Degree Requirements 60-63 Credits

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 210	Marketing Principles	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**

2012-2013

Logistics Management Emphasis

Associate of Arts

The Associate of Arts with a Logistics emphasis introduces the student to the tools and basics of Logistics Management. Students who successfully complete the degree will be able to transfer into the Supply Chain Management (SCM)major program at University of Nevada, Reno with a greater understanding and competency in logistics while having completed the entire pre-business core. The SCM program at UNR is nationally ranked and this transfer program allows TMCC students to complete more internship and hands-on activities.

Emphasis Outcomes

Students completing the emphasis will:

- Possess the appropriate vocabulary for the logistics industry.
- Demonstrate knowledge of the theories and tools that are used in the logistics discipline.
- Possess professional knowledge and competency in the Logistics Management industry.

General Education Requirements

Diversity **(3 credits)**

English **6 credits**

Highly Recommended: ENG 101 and 102 or ENG 113 and 114.

Fine Arts **3 credits**

Humanities **6 credits**

Highly recommended: CH 201 and 202

Mathematics **3 credits**

Highly recommended: MATH 176

Science **3 credits**

Highly Recommended: complete seven credits instead of six credits

Social Science **9 credits**

Highly Recommended: ECON 102 and 103

Select from: ANTH 101, PSC 211, 231, PSY 101, SOC 101

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

Total General Education Requirements **33 Credits**

Emphasis Requirements

ACC 201 Financial Accounting 3
ACC 202 Managerial Accounting 3
ECON 261 Principles of Statistics I 3
ECON 262 Principles of Statistics II 3
IS 101 Introduction to Information Systems 3
LGM 201 Essentials of Logistics Management 3
MKT 210 Marketing Principles 3

Total Emphasis Requirements **21 Credits**

Elective Requirements

Choose two courses from the following:

LGM 202 International Logistics 3
LGM 205 Logistics Planning and Control 3
LGM 207 Service Logistics 3
LGM 208 Logistics and Quality Management Tools I 3
LGM 210 Studies in Procurement and Logistics 3
LGM 212 Transportation Management 3
LGM 280 Current Topics in Logistics 3

Total Elective Requirements **6 Credits**

Total Degree Requirements **60 Credits**

Advising Note: Students seeking to transfer to UNR are required to complete the highly recommended courses to be full-standing students.

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	ACC 201	Financial Accounting	3
Social Science	ECON 102	Principles of Microeconomics	3
English	ENG 101	Composition I	3
Emphasis	LGM 201	Essentials of Logistics Management	3
Mathematics	MATH 176	Elements of Calculus	3
		Total	**15**
		2nd Semester	
Elective		Choose from list	3
Social Science	ECON 103	Principles of Macroeconomics	3
Fine Arts	Elective		3
Humanities	Elective	Choose from list	3
English	ENG 102	Composition II	3
Emphasis	IS 101	Introduction to Information Systems	3
		Total	**18**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Emphasis	ACC 202	Managerial Accounting	3
Emphasis	ECON 261	Principles of Statistics I	3
Science	Elective		3
U.S. and Nevada Constitutions	Elective		3
Emphasis	MKT 210	Marketing Principles	3
		Total	**15**
		2nd Semester	
Emphasis	ECON 262	Principles of Statistics II	3
Humanities	Elective	Choose from list	3
Science	Elective		4
Social Science	Elective	Choose from list	3
Elective/Diversity	LGM 202	International Logistics	3
		Total	**16**
		Degree Total	**64**

Logistics

Logistics Management – Certificate of Achievement

Students will gain hands-on practical knowledge that will give them skills and knowledge to advance in a career in the logistics industry. Designed for working adults who have industry experience, the certificate of achievement quantifies and documents a core competency within the industry. Students completing a certificate of achievement are also one-half or further towards the achievement of an AAS in logistics management.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate knowledge and skills of the logistics discipline (including supply chain management, production planning and scheduling, reverse logistics).
- Demonstrate increased knowledge of the software and hardware that are used within the logistics industry.

General Education Requirements

Communications	**3 credits**

Recommended: BUS 106, 107 or 108

Human Relations	**3 credits**

Recommended: MGT 212

Quantitative Reasoning	**3 credits**

Recommended: MATH 120

Total General Education Requirements	**9 Credits**

Emphasis Requirements

LGM 201	Essentials of Logistics Management	3
LGM 205	Logistics Planning and Control	3
LGM 210	Studies in Procurement and Logistics	3
LGM 212	Transportation Management	3
Total Emphasis Requirements		**12 Credits**

Elective Requirements

Choose 12 credits from the following:

ACC 201	Financial Accounting	3
ACC 202	Managerial Accounting	3
ECON 103	Principles of Macroeconomics	3
ECON 261	Principles of Statistics I	3
ECON 262	Principles of Statistics II	3
IS 101	Introduction to Information Systems	3
LGM	Any approved LGM course	3
MGT 171	Supervision	3
MKT 210	Marketing Principles	3
Total Elective Requirements		**12 Credits**
Total Certificate Requirements		**33 Credits**

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**

2012-2013

Machining Emphasis

Manufacturing Technologies Degree – Associate of Applied Science

The manufacturing technologies, machining emphasis AAS degree program, is a two-year program designed to provide training and technical job skills to students seeking employment and/or skill upgrades within the manufacturing and machine trades. The program is competency-based, requiring students to complete a variety of hands-on learning exercises ranging from manually machined projects to advanced multi-axis CNC tasks. This program is offered in a flexible open-entry/open-exit format to respond to the needs of industry and the working professional.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate an ability to read and interpret technical prints for the production and inspection of manufactured work pieces.
- Demonstrate an ability to produce precision machined work pieces within print specifications on manually controlled machine tools.
- Demonstrate an ability to produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

General Education Requirements

Diversity	**(3 credits)**
Recommended: AAD 201	
English/Communications	**6 credits**
Recommended: ENG 101, ENG 107	
Human Relations	**3 credits**
Recommended: CE 201	
Quantitative Reasoning	**3 credits**
Recommended: MATH 108	
Science	**3 credits**
Recommended: PHYS 100	
Social Science/Humanities	**3 credits**
Recommended: AAD 201	
U.S. and Nevada Constitutions	**3 credits**
Recommended: PSC 101	
Total General Education Requirements	**21 Credits**

Core Requirements

AIT 110	General Industrial Safety	1
DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
Total Core Requirements		**7 Credits**

Emphasis Requirements

MTT 101	Introduction to Machine Shop	3
MTT 105	Machine Shop I	3
MTT 110	Machine Shop II	3
MTT 140	Inspection Techniques	3
MTT 230	Computer Numerical Control I	4
MTT 232	Computer Numerical Control II	4
MTT 292	Computer Aided Manufacturing I	4
Total Emphasis Requirements		**24 Credits**

Elective Requirements

Choose nine credits from the following:

CE 290	Work Experience	3
LGM 201	Essentials of Logistics Management	3
LGM 208	Logistics and Quality Management Tools I	3
MT 150	Material Science	3
MTT 250	Machine Shop III	3
MTT 260	Machine Shop IV	3
MTT 293	Computer Aided Manufacturing (CAM) II	4
	Any WELD Class	3
Total Elective Requirements		**9 Credits**
Total Degree Requirements		**61 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Print Reading for Industry	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
Core	MPT 140	Quality Control	3
Emphasis	MTT 101	Introduction to Machine Shop	3
Emphasis	MTT 105	Machine Shop I	3
		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	
English	ENG 101	Composition I	3
Emphasis	MTT 230	Computer Numerical Control I	4
Emphasis	MTT 292	Computer Aided Manufacturing I	4
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**14**
		4th Semester	
Elective		Choose from list	6
Human Relations	CE 201	Workplace Readiness	3
Emphasis	MTT 140	Inspection Techniques	3
Emphasis	MTT 232	Computer Numerical Control II	4
		Total	**16**
		Degree Total	**61**

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

Choose one of the following sets:

MASG 202C Anatomy and Physiology for Massage Professionals ..... (4)
– and –
MASG 208C Functional Anatomy ..... (4)
– or –
BIOL 141 Human Structure and Function I ..... (4)
– and –
BIOL 142 Human Structure and Function II ..... (4)
– or –
BIOL 223 Human Anatomy and Physiology I ..... (4)
– and –
BIOL 224 Human Anatomy and Physiology II ..... (4)

EMS 101 CPR and First Aid 1
NURS 140 Medical Terminology 3
MASG 106C Meridians of Oriental Medicine 1
MASG 110C Integrated Massage 1
MASG 200CIntroduction to Massage Training 0.5
MASG 201C Fundamentals of Professional Massage 6
Prerequisite: MASG 200C. Prerequisite/corequisite: MASG 202C or BIOL 141 or 223.
MASG 203C Pathology for Massage Professionals 3
Offered spring semester only.
MASG 205C Kinesiology 3
Prerequisite : MASG 202C or BIOL 141 or 223.
MASG 210C Massage Clinic 7
Prerequisites: MASG 201C and MASG 205C.
MASG 215C Business and Marketing for Professionals 3
Offered spring semester only.
MASG 221C National Test Prep and Review 1

Total Course Requirements 37.5 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 and student services 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
		1st Semester	
	Electives	Electives in MASG	0.5+
	MASG 106C	Meridians	1
	MASG 202C	Anatomy & Physiology for Massage Professionals	4
	MASG 200C	Introduction to Massage Training	0.5
	MASG 201C	Fundamentals of Professional Massage	6
	NURS 140	Medical Terminology	3
		Total	**15+**
		2nd Semester	
	Electives	Electives in MASG	1+
	MASG 110C	Integrated Massage	1
offered spring only	MASG 203C	Pathology for Massage Professionals	3
	MASG 205C	Kinesiology	3
offered spring only	MASG 215C	Business & Marketing for Professionals	3
		Total	**11+**
		3rd Semester	
	Electives	Electives in MASG	0.5+
	EMS 101	CPR & First Aid	1
	MASG 208C	Functional Anatomy	4
offered spring only	MASG 210C	Massage Clinic	7
	MASG 221C	National Test Prep & Review	1
		Total	**12+**
		Certificate Program Total	**40.5**

2012-2013

Mathematics Emphasis

Associate of Science

This is a two-year transferable program leading to an associate of science with an emphasis in mathematics. This program will provide students with the necessary background in calculus and differential equations needed for a bachelor's degree in mathematics and will also provide the computer science needed for a bachelor of science degree at UNR. All courses recommended will partially satisfy the degree requirements for any of the bachelor's degree options offered by the mathematics department at the University of Nevada, Reno.

Emphasis Outcomes

Students completing the emphasis will:

- Select and apply the appropriate algorithm or methodology to solve mathematical problems.
- Construct mathematical models of phenomena in the natural sciences, economics, and engineering and analyze the results in terms of the phenomena.
- Use deductive reasoning to construct mathematical proofs.
- Apply technology, including calculators and computers to effectively approximate solutions to mathematical problems.
- Communicate mathematical information formally through appropriate notation, terminology, and graphical representation. Students will also be able to communicate mathematical ideas informally using everyday language.

General Education Requirements

Diversity (3 credits)

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

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**

2012-2013

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.

Certificate Outcomes

Students completing the certificate will:

- Have refreshed the knowledge and skills necessary to produce diagnostic radiographic examinations.
- Be prepared to take the American Registry of Radiologic Technologists (ARRT) examination for radiographers.
- Refresh their knowledge of radiation protection, equipment operation and quality control, image acquisition and evaluation, image procedures, and patient care and education which will prepare them to function as radiologic technologists.

General Education Requirements

The following must be completed at TMCC.

Communications	**3 credits**
Human Relations	**3 credits**
Total General Education Requirements	**6 Credits**

Core Requirements

IS 101	Introduction to Information Systems (see department for substitution courses)	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

First Year	Course #	Title	Credits
		1st Semester (fall)	
Core	CLS 151	Phlebotomy	2
Core	CLS 152	Applied Phlebotomy	2
Core	IS 101	Introduction to Information Systems	3
Core	RAD 290	Internship in Radiologic Technology	3*
		Total	**10**
		2nd Semester	
Communications	Elective		3
Human Relations	Elective		3
Core	RAD 290	Internship in Radiologic Technology	3*
		Total	**9**
		3rd Semester	
Core	RAD 259	Seminar in Radiography	2
Core	RAD 290	Internship in Radiologic Technology	3*
		Total	**5**
		Includes 29 Transferred Core Credits	**(29)**
		Certificate Total	**53**

Music

Fine Arts – Certificate of Achievement

The certificate of achievement in music is formulated for the student who may want to develop skills in a conservatory-type setting; the student who does not wish to transfer to a four-year institution; the student who may already possess a degree in higher education; and the student who has a vocational interest in music.

Certificate Outcomes

Students completing the certificate will:

- Show competence in basic music skills.
- Complete the rehearsal and performance requirements for Music Ensemble.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Quantitative Reasoning	**3 credits**
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**

Music Emphasis

Fine Arts Degree – Associate of Arts

The music program seeks to be an outstanding performing arts program within the visual and performing arts department noted for its excellence in the classroom and on stage that provides our students with the knowledge and skills upon which they build careers and become productive citizens.

Emphasis Outcomes

Students completing the emphasis will:

- Show competence in specific practical music skills.
- Show competence in supportive theoretical and knowledge base necessary to sustain and forward music as an art form.

General Education Requirements

Diversity (3 credits)

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

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 transferable courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102, 110L), CH 203, CRJ 101, 220 or 230, ECON 102, 103, 104, GEOG 106, HDFS 201, history, JOUR 101, political science, sociology

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 credits**
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		**31 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		**70 Credits**

Suggested Course Sequence

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

2012-2013

Musical Theater Emphasis

Fine Arts Degree – Associate of Arts

This program is developed to provide the student with a well rounded, intermediate level education of the universal language and art form of musical theater. The student will be introduced to and developed in the various areas of musical theater including historical study, appreciation, musical theater styles, vocal techniques, acting, dance and performance. The program will include repeated practical application in the rehearsal and preparation areas for public performance and presentation.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate competency in specific practical musical and theatrical skills, including voice, song, dance, acting, theatre production, and special projects.
- Demonstrate competence in supportive theoretical and knowledge base necessary to sustain and forward musical theatre as an art form.

General Education Requirements

Diversity (3 credits)

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

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

See the following page for the Suggested Course Sequence.

Musical Theater Emphasis, cont.

Fine Arts Degree – Associate of Arts

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**

2012-2013

Networking and Server Technologies Emphasis

Computer Information Technology Degree – Associate of Applied Science

The networking emphasis prepares students for careers in current and emerging information system technologies such as network design, network infrastructure, networking services and information security. Students completing the degree will find employment in areas ranging from small office/home office network administration to enterprise scale networks.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate the technical proficiency required to create and maintain small to medium sized networks .
- Demonstrate the technical proficiency required to configure and secure a network server.
- Demonstrate the ability to communicate and work effectively with members of a team and members of external groups.

General Education Requirements

Diversity (3 credits)

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

Communications 3 credits

Highly Recommended: BUS 107, COM 113 or 215

English 3 credits

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

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	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 176	Linux Shell Programming	(3)

Microsoft Windows Courses

CIT 211	Microsoft Networking I	(4)
CIT 212	Microsoft Networking II	(4)
CIT 213	Microsoft Networking III	(4)
CIT 214	Microsoft Networking IV	(4)
CIT 215	Microsoft Networking V-Directory Services Design	(3)
CIT 215	Microsoft Networking V-Infrastructure Design	(3)
CIT 215	Microsoft Networking V-Security Design	(3)
CIT 215	Microsoft Networking V-SQL Server	(3)
CIT 215	Microsoft Networking V-Exchange Server	(3)
CIT 215	Microsoft Networking V-Other	(3)

Cisco Courses

CSCO 121	CCNA Routing Protocols and Concepts	(5)
CSCO 220	CCNA LAN Switching and Wireless Fundamentals	(5)
CSCO 221	CCNA WAN Fundamentals	(5)
CSCO 230	Fundamentals of Network Security	(4)

Other Courses

CIT 217	Security +	(3)

Total Elective Requirements ..... 24 Credits

Total Degree Requirements 60 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	CIT 114	IT Essentials	4
Core	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	
Science	Elective		3
Core	CIT 128	Introduction to Software Development	4
Elective	CSCO 121 or	CCNA Routing Protocols and Concepts	(5)
	CIT 173 or	Introduction to Linux	(3)
	CIT 211 or	Microsoft Networking I	(4)
	CIT 212	Microsoft Networking 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	9
Social Science/ Humanities/ Diversity	Elective		3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**15**
		2nd Semester	
Elective		Choose from list	12
Core	CIT 263	Project Management	3
		Total	**15**
		Degree Total	**60-62**

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 criminal justice and law enforcement.

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

2012-2013

Maxine S. Jacobs Nursing Program

Special Admissions Procedures

Program information - 775-673-7115

The TMCC program prepares the graduate to practice as a registered nurse. The TMCC nursing program meets the minimum degree requirements for the associate of applied science degree. The associate of applied science degree in nursing is awarded upon completion of the curriculum and the student will be eligible to apply to take the national NCLEX-RN examination leading to licensure as a Registered Nurse.

Nursing program graduates are eligible to apply for licensure in the state of their choice. Each state has specific criteria for licensure eligibility. It is the student's responsibility to contact the state to ascertain eligibility requirements. Graduation from an accredited program is only one of the requirements and does not mean automatic licensure as a nurse. The State of Nevada licensure application contains five questions which may impact the applicant's ability to obtain licensure. These questions have to do with revocation, denial or suspension of a license or certificate, conviction of a criminal offense, problems with drug or alcohol use, treatment for mental illness and physical disability which could impair one's ability to practice nursing.

Nursing courses are to be taken in the sequence outlined on the following page. General education support courses may be taken as outlined or prior to acceptance into the program. However, because clinical experiences and/or theory courses may be scheduled during both day and evening hours, it is suggested that as many general education classes as possible be taken prior to acceptance into the program with the exception of required pre-requisites.

Background checks are a requirement of the clinical facilities with which Truckee Meadows Community College has a contract for nursing student clinical experience. If a student declines to provide a background check or if the background is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Prospective students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason. TMCC will not be responsible for obtaining background checks and will not receive the results of any background investigations.

A student's progression in the ADN program is contingent upon attaining and maintaining a grade of "C" or better in each course in the nursing curriculum.

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, BIOL 223, 224, and 251 must be taken prior to application for admission to the nursing program. These are additional admission requirements. Please see the information at: www.tmcc.edu/nursing/.

Accreditation and Regulation

The TMCC ADN program is approved by the Nevada State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). Students may contact the Nevada State Board of Nursing at 888-590-6726 or on the Web at www.nursingboard.state.nv.us/.

NLNAC maintains information on TMCC's nursing program. NLNAC's address is 3343 Peachtree Road NE Suite 850, Atlanta, GA 30326. The telephone number is 404-975-5000, the Web address is www.nlnac.org. Students may contact NLNAC directly.

Program Outcomes

Students completing the program will:

- Achieve a passing score on the NCLEX-RN.
- Complete the program in a timely manner.
- Be employable.

Nursing Degree

Associate of Applied Science

Degree Outcomes

Students completing the degree will:

- Practice professional nursing behaviors, incorporating personal responsibility, values, and expectations of the profession and accountability for lifelong learning.
- Integrate knowledge of the diverse and holistic needs of the individual to safely implement the nursing process.
- Communicate professionally and effectively with individuals, significant support persons, and members of the interdisciplinary health care team.
- Manage care within the interdisciplinary healthcare team to advocate for positive individual and organizational outcomes.
- Incorporate informatics to formulate evidence-based clinical judgments and management decisions.

General Education Requirements

Diversity (3 credits)

Required: NURS 212

English/Communications 6 credits

Required: ENG 101 and 102 or ENG 113 and 114

Human Relations 3 credits

Recommended: EPY 101

Quantitative Reasoning 3 credits

Required: MATH 120 or higher

Science 12 credits

Required: BIOL 223, 224, 251

(BIOL 190/190L is prerequisite for BIOL 223 and BIOL 251)

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 (Meets Quantitative Reasoning) ..... (3)
BIOL 223 Human Anatomy and Physiology I ..... (4)
BIOL 224 Human Anatomy and Physiology II ..... (4)
BIOL 251 General Microbiology ..... (4)

Required Prerequisite Courses Total 15 Credits

Emphasis Requirements

NURS 102 Professional Behaviors 2
NURS 138 Nursing Care I 8
NURS 152 Foundations of Pharmacology in Nursing I 1
NURS 212 Cultural Aspects of Nursing Care 3
NURS 170 Nursing Care 2 9
NURS 153 Foundations of Pharmacology in Nursing II 1
NURS 209 Principles of Pathophysiology 4
NURS 202 Nursing Care 3 8
NURS 274 Nursing Care 4 8

Total Emphasis Requirements 44 Credits

Total Degree Requirements 74 Credits

All nursing courses must be taken in the sequence listed. A grade of "C" or better is required. Other General Education courses may be taken out of sequence if allowed by college policy.

Suggested Course Sequence

	Course #	Title	Credits
		1st Semester	
Emphasis	NURS 102	Professional Behaviors	2
Emphasis	NURS 138	Nursing Care I	8
Emphasis	NURS 152	Foundations of Pharmacology in Nursing 1	1
Emphasis/ Diversity	NURS 212	Cultural Aspects of Nursing Care	3
		Total	**14**
		2nd Semester	
English	ENG 101	Composition I	3
Emphasis	NURS 170	Nursing Care 2	9
Emphasis	NURS 153	Foundations of Pharmacology in Nursing 2	1
Emphasis	NURS 209	Principles of Pathophysiology	4
		Total	**17**
	Course #	Title	Credits
		3rd Semester	
English	ENG 102	Composition II	3
Emphasis	NURS 202	Nursing Care 3	8
Social Science/ Humanities	PSY 101	General Psychology	3
		Total	**14**
		4th Semester	
Human Relations	Elective	Choose from recommended list	3
Emphasis	NURS 274	Nursing Care 4	8
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**14**
		Degree Total	**74**

2012-2013

Paralegal/Law Degree

Associate of Applied Science

Paralegal assist attorneys in a variety of settings such as private legal practices, the public legal system and corporate legal departments. TMCC's paralegal/law associate of applied science program is the only American Bar Association (ABA) approved program in Nevada. Credits earned in the Paralegal/Law Degree Program are transferable to a pre-law emphasis in four year institutions.

Degree Outcomes

Students completing the degree will:

- Exhibit knowledge of the following areas of the law: torts, civil procedure, ethics, and real property.
- Demonstrate the ability to do basic legal research and basic legal writing.
- Acquire the knowledge and skills to obtain entry-level employment as a paralegal.

General Education Requirements

Diversity (3 credits)

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

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:

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

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

First Year	Course #	Title	Credits
		1st Semester	
Human Relations	Elective	Choose from list	3
Science	Elective		3
English	ENG 101	Composition I	3
Core	IS 101	Introduction to Information Systems	3
Core	LAW 101	Fundamentals of Law I	3
		Total	**15**
		2nd Semester	
English	Elective	Choose from list	3
Quantitative Reasoning	Elective	Choose from list	3
Core	LAW 206	Case Analysis	3
Core	LAW 261	Legal Research I	3
Core	LAW 263	Ethics	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
U.S. and Nevada Constitutions	Elective	Choose from list	3
Core	LAW 203	Real Property	3
Core	LAW 205	Contracts	3
Elective	LAW 232	Procedure-Criminal	3
Core	LAW 259	Legal Writing	3
		Total	**15**
		Summer Session	
Elective	LAW 233	Business Structures	3
Elective	LAW 251	Bankruptcy	3
		Total	**6**
		4th Semester	
Social Science/ Humanities/Diversity	Elective	Choose from list	3
Core	LAW 204	Torts	3
Core	LAW 231	Procedure-Civil	3
Elective	LAW 252	Family Law	3
Core	LAW 264	Civil Evidence	3
		Total	**15**
		Degree Total	**66**

2012-2013

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

2012-2013

Paramedic

Certificate of Achievement

Students interested in acquiring the paramedic certificate of achievement must complete the general education and the emphasis requirements.

Certificate Outcomes

Students completing the certificate will:

- Apply the scientific and theoretical principles relevant to paramedic practice and will perform basic procedures; administer oral or intravenous drugs, read electrocardiograms (EKGs), and use a variety of complex equipment.
- Demonstrate the practical knowledge and skills to provide pre-hospital healthcare to diverse communities, utilizing the highest professional levels of knowledge, judgment, and ability.

General Education Requirements

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

All paramedic courses are to be taken in the sequence indicated (a grade of "C" or better is required). The following courses are required for the certificate of achievement.

Emphasis Requirements

EMS 200 Fundamentals of Paramedic Medicine 1.5
EMS 205 Principles of Pathophysiology 3
EMS 206 Principles Pharm/Med Admin and Venous Access for the Paramedic.....5
EMS 207 Airway Management 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**

Personal Trainer – Preparation for Certification

Workforce Development and Continuing Education

Course Requirements

Choose one of the following sets:

PT 202C Anatomy and Physiology for Fitness Professionals ..... (4)
– and –
PT 208C Functional Anatomy ..... (4)
– or –
BIOL 141 Human Structure and Function I ..... (4)
– and –
BIOL 142 Human Structure and Function II ..... (4)
– or –
BIOL 223 Human Anatomy and Physiology I ..... (4)
– and –
BIOL 224 Human Anatomy and Physiology II ..... (4)

EMS 101 CPR and First Aid 1

MASG 215C Business and Marketing for Massage Professionals ..... (3)
Spring semester only.
– or –
ENT 200 Fundamentals of Entrepreneurship ..... (3)
– or –
ENT 280 Entrepreneurship and Business Plan Development..... (3)

NUTR 121 Human Nutrition 3

PT 100C Introduction to Personal Training 3
Fall semester only.

PT 120C Techniques of Teaching Weight Training 1
PEX 174 Fitness Principles and Practices 2

MASG 205C Kinesiology ..... (3)
Prerequisite PT 202 or BIOL 141 or 223.

PT 205C Fitness Analysis and Application 3
Spring semester only.
Prerequisite/corequisite: PT 202C or BIOL 142 or BIOL 224 and PEX 174.

PT 250C Internship 1
Prerequisite: all courses must be completed prior to taking the 60 hour internship.

Total Course Requirements 28 Credits

Electives

PEX 183 Weight Training..... 1
PEX 199 Special Topics (Circuit Training)..... 1
Additional PT and/or PEX credits 3
(see schedule for available classes)

Total Electives 5 Credits

Please note: the personal trainer courses do not lead to TMCC associate of arts, associate of science or associate of applied science degrees or certificates of achievement. Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president for academic affairs and student services 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
		1st Semester	
	Elective	Elective in PEX/PT	1-3
	EMS 101	CPR and First Aid	1
	PEX 174	Fitness Principles and Practice	2
	PEX 183	Weight Training	1
offered fall only	PT 100C	Introduction to Personal Training	3
	PT 202C	Anatomy & Physiology for Fitness Professionals	4
		Total	**12-15**
	Course #	Title	Credits
		2nd Semester	
	Elective	Elective in PEX/PT	1-3
	MASG 205C	Kinesiology	3
offered spring only	MASG 215C	Business & Marketing for Massage Professionals	3
	PEX 199	Special Topics (Circuit Training)	1
offered spring only	PT 120C	Techniques of Teaching Weight Training	1
offered spring only	PT 205C	Fitness Analysis and Application	3
		Total	**12-15**
		3rd Semester	
	PT 208C	Functional Anatomy	4
	Elective	Elective in PEX/PT	1-3
	NUTR 121	Human Nutrition	3
		Total	**8-10**
		4th Semester	
	PT 250C	Internship	1
		Total	**1**
		Preparation for Certification Total	**33**

2012-2013

Philosophy Emphasis

Associate of Arts

The associate of arts degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. The philosophy emphasis is intended to adequately prepare the transfer student who plans to obtain a B.A. in philosophy.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate knowledge of major historical developments in Western philosophy.
- Identify major philosophical figures and define their contributions to the history and the development of philosophical thought.
- Demonstrate understanding of ethical theory.

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**

Humanities **6 credits**

Recommended: Foreign Language (complete six credits of Foreign Language as Humanities General Education requirement, especially if transferring to a baccalaureate institution).

Mathematics **3 credits**

Science **3 credits**

Social Science **9 credits**

Recommended: CH 201 and 202

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

Recommended: CH 203

Total General Education Requirements **33 Credits**

Emphasis Requirements

PHIL 101 Introduction to Philosophy.....3
PHIL 102 Critical Thinking and Reasoning 3
PHIL 114 Introduction to Symbolic Logic.....3
PHIL 135 Introduction to Ethics 3
PHIL 210 World Religions.....3
PHIL 224 Introduction to the Philosophy of Science 3

Total Emphasis Requirements **18 Credits**

Elective Requirements

Select at least nine credits from the following courses:

PHIL 119 Introduction to the Old Testament..... (3)
PHIL 200 The Judeo-Christian Tradition..... (3)
PHIL 201 Philosophy Goes to the Movies..... (3)
PHIL 203 Introduction to Existentialism ..... (3)
PHIL 204 Introduction to Contemporary Philosophy ..... (3)
PHIL 207 Introduction to Social and Political Philosophy (3)
PHIL 225 Introduction to Indian Philosophy ..... (3)
PHIL 244 Bioethics ..... (3)
PHIL 295 Topical Issues in Philosophy .....(1-3)
Foreign Language .....(3-8)
Choose from: American Sign Language, French, German, Hebrew, Italian, Portuguese, Russian, or Spanish foreign language (complete eight credits of foreign language as electives, especially if transferring to a baccalaureate institution).

Total Elective Requirements **9-11 Credits**

Total Degree Requirements **60-62 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Elective		Foreign Language recommended if transferring to a baccalaureate institution	3-4
Mathematics	Elective		3
Science	Elective		3
English	ENG 101	Composition I	3
Emphasis	PHIL 101	Introductory to Philosophy	3
		Total	**15-16**
		2nd Semester	
Elective		Foreign Language recommended if transferring to a baccalaureate institution	3-4
Fine Arts	Elective		3
Social Science	Elective		3
English	ENG 102	Composition II	3
Emphasis	PHIL 102	Critical Thinking & Reasoning	3
		Total	**15-16**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Elective		Choose from list	3
Humanities		Foreign Language recommended if transferring to a baccalaureate institution	3
Social Science	CH 201	Ancient & Medieval Culture	3
U.S. and Nevada Constitutions	CH 203	American Experience & Constitutional Change	3
Emphasis	PHIL 114	Introduction to Symbolic Logic	3
		Total	**15**
		2nd Semester	
Humanities		Foreign Language recommended, if transferring to a baccalaureate institution.	3
Social Science	CH 202	The Modern World	3
Emphasis	PHIL 135	Introduction to Ethics	3
Emphasis	PHIL 224	Introduction to the Philosophy of Science	3
Emphasis/Diversity	PHIL 210	World Religions	3
		Total	**15**
		Degree Total	**60-62**

Physics Emphasis

Associate of Science

This is a two-year transferable program leading to an associate of science with an emphasis in physics. Physics is the science of matter, energy, space and time, and physicists are generally at the forefront in developing important new technologies. Physicists are expert problem solvers and a degree in physics provides a good route into careers as diverse as industrial research, engineering and even banking and finance. All courses recommended in this emphasis will partially satisfy the bachelor of science in physics at the University of Nevada, Reno.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate a basic knowledge of foundational theories and principles central to physics.
- Solve archetypal introductory physics problems through the application of relevant physical principles and appropriate level mathematics.
- Demonstrate a beginning understanding of experimental design and analysis.

General Education Requirements

English — **6 credits**

Recommended: ENG 101 or ENG 113.

Required: ENG 102 or 114.

Fine Arts — **3 credits**

Humanities — **3 credits**

Mathematics — **3 credits**

Recommended: MATH 181. Additional credit may be used to satisfy emphasis requirement.

Science — **6 credits**

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

Social Science — **3 credits**

Total General Education Requirements — **24 Credits**

Degree Requirements

Diversity — **(3 credits)**

U.S. and Nevada Constitutions — **(3 credits)**

Emphasis Requirements

CHEM 201 General Chemistry for Scientists and Engineers I(4)

– or –

CHEM 121 General Chemistry I ..... (4)

CHEM 202 General Chemistry for Scientists and Engineers II ..... (4)

– or –

CHEM 122 General Chemistry II ..... (4)

CS 135 Computer Science I 3

MATH 181 Calculus I (1 cr. from Gen. Ed.) 1

MATH 182 Calculus II 4

MATH 283 Calculus III 4

MATH 285 Differential Equations 3

PHYS 180L Physics for Scientists and Engineers I Lab 1

PHYS 181L Physics for Scientists and Engineers II Lab 1

PHYS 182/182L Physics for Scientists and Engineers III 4

Total Emphasis Requirements — **29 Credits**

Elective Requirements

Choose from seven credits from the following:

AST 104 Introductory Astronomy: Stars and Galaxies 3

CHEM 241 Organic Chemistry I 3

CHEM 241L Organic Chemistry for Life Science Lab I 1

CS 202 Computer Science II 3

ME 241 Statics 3

PHYS 117 Introduction to Space Science and Engineering .. 3

PHYS 198 Special Topics in Physics 1-6

Total Elective Requirements — **7 Credits**

Total Degree Requirements — **60 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Emphasis	CHEM 201	General Chemistry for Scientists and Engineers I	4
English	ENG 101	Composition I	3
Mathematics	MATH 181	Calculus I	4
Science/Emphasis	PHYS 180/180L	Physics for Scientists and Engineers I/Lab	4
		Total	**15**
		2nd Semester	
Emphasis	CHEM 202	General Chemistry for Scientists and Engineers II	4
English	ENG 102	Composition II	3
Emphasis	MATH 182	Calculus II	4
Science/Emphasis	PHYS 181/181L	Physics for Scientists and Engineers II/Lab	4
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose from list	3-4
Emphasis	CS 135	Computer Science I	3
Fine Arts	Elective		3
Humanities/U.S. and Nevada Constitutions	Elective		3
Emphasis	MATH 283	Calculus III	4
		Total	**16-17**
		4th Semester	
Elective		Choose from list	3-4
Diversity/Social Science	Elective		3
Emphasis	MATH 285	Differential Equations	3
Emphasis	PHYS 182	Physics for Scientists & Engineers III	3
Emphasis	PHYS 182L	Physics for Scientists & Engineers Lab III	1
		Total	**13-14**
		Degree Total	**60-61**

2012-2013

Production Systems Emphasis

Manufacturing Technologies Degree – Associate of Applied Science

The manufacturing technologies production systems emphasis AAS degree program is a two-year program designed to provide training and technical job skills to students seeking employment and/or skill upgrades as an industrial production, assembly, or fabrication manager or technician. The program utilizes an advanced automated production lab in which students demonstrate and manipulate production system controls and techniques at both the technician and managerial levels. This program is offered in a flexible open-entry/open-exit format to respond to the needs of industry and the working professional.

Degree Outcomes

Students completing the degree will:

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

Emphasis outcomes

Students completing the emphasis will:

- Demonstrate an ability to read and interpret technical prints for the production and inspection of manufactured work pieces.
- Demonstrate and ability to manage complex production systems, equipment, and controls.
- Demonstrate an ability to apply quality and statistical process control techniques to complex manufacturing and production systems.

General Education Requirements

Diversity	**(3 credits)**
Recommended: AAD 201	
English/Communications	**6 credits**
Recommended: ENG 101, 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**
Recommended: AAD 201	
U.S. and Nevada Constitutions	**3 credits**
Recommended: PSC 101	
Total General Education Requirements	**21 Credits**

Core Requirements

AIT 110	General Industrial Safety	1
DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
Total Core Requirements		**7 Credits**

Emphasis Requirements

ENGR 100	Introduction to Engineering Design	3
LGM 201	Essentials of Logistics Management	3
LGM 205	Logistics Planning and Control	3
LGM 208	Logistics and Quality Management Tools I	3
MGT 171	Supervision	3
MPT 110	Automated Production Concepts I	3
MPT 120	Automated Production Concepts II	3
STAT 152	Introduction to Statistics	3
Total Emphasis Requirements		**24 Credits**

Elective Requirements

Choose nine credits from the following:

BUS 101	Introduction to Business	3
CADD 100	Introduction to Computer-Aided Drafting	3
CE 290	Work Experience	3
ELM 233	Introduction to Instrumentation	3
ENRG 110	Basic Electricity	3
MPT 130	Automated Production Concepts III	3
MTT 140	Inspection Techniques	3
	Any other MTT course	3
Total Elective Requirements		**9 Credits**
Total Degree Requirements		**61 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Humanities/ Diversity	AAD 201	History of the Built Environment	3
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Print Reading for Industry	3
Emphasis	LGM 201	Essentials of Logistics Management	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
Core	MPT 140	Quality Control	3
		Total	**16**
		2nd Semester	
Communications	ENG 107	Technical Communications I	3
Emphasis	ENGR 100	Introduction to Engineering Design	3
Emphasis	MGT 171	Supervision	3
Emphasis	MPT 110	Automated Production Concepts I	3
Science	PHYS 100	Introductory Physics	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
Elective		Choose from list	6
English	ENG 101	Composition I	3
Emphasis	MPT 120	Automated Production Concepts II	3
Emphasis	STAT 152	Introduction to Statistics	3
		Total	**15**
		4th Semester	
Elective		Choose from list	3
Human Relations	CE 201	Workplace Readiness	3
Emphasis	LGM 205	Logistics Planning & Control	3
Emphasis	LGM 208	Logistics & Quality Management Tools I	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**15**
		Degree Total	**61**

Psychology Emphasis

Associate of Arts

The associate of arts degree in psychology is designed for students seeking careers in psychology or related fields. The degree requirements include a well balanced general education curriculum. Specific curriculum provides students with major concepts, theoretical perspectives and empirical findings in psychology. In addition, students will come to understand and apply basic research methods in psychology. This course of study is designed as a university transfer program that substantially meets the requirements for the first two years of study for the B.A. in psychology at UNR. In addition, students have the possibility to begin work on a minor in Addiction Treatment services that is available at UNR. Students wishing to transfer to any other baccalaureate program should work closely with TMCC advisors and advisors at the institution of transfer to obtain recommended courses for transfer.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in psychology.
- Understand and apply basic academic research methods in psychology including research design, data analysis and interpretation.
- Apply psychological principles to understand human behavior.

General Education Requirements

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**

Radiologic Technology Program

Program Information

The mission of the radiologic technology program is to provide general and basic science education, combined with a sound foundation in the theory and art of radiologic technology to meet the educational goals of the students. This is evidenced by a competency-based program employing various teaching methodologies and technologies. The graduates will have the knowledge and skills necessary to successfully take the American Registry of Radiologic Technologists Examination for Radiographers and become a member of the health care team. Once selected for the program, the students complete 24 months of educational experiences. Students are provided with 1,952 hours of clinical education experiences conducted in cooperation with departments of radiology in Reno, Sparks and Carson City.

Please note: Graduates from TMCC's radiologic technology program are eligible to apply for and take the American Registry of Radiologic Technologists (ARRT) Examination for Radiographers. However, the ARRT is the only organization granting permission to take the examination. Persons with prior felony or misdemeanor convictions may be admitted to the program but may be prohibited by the ARRT from taking the examination. The ARRT will conduct a pre-application review to determine the impact of a conviction on eligibility. Pre-application Review Forms may be requested from the Department of Regulatory Services at the ARRT office, 651-687-0048.

Background Check and Drug Testing

The hospitals associated with the program require a background check and drug testing to insure the safety of the patients treated by program students. Students selected for the program will be required to comply prior to starting the program (instructions to be provided by the program coordinator after the full class is confirmed).

Admission to the Radiologic Technology Program

The radiologic technology program begins each fall semester. Admission to the program is limited and requires specific admission procedures. Students are selected by means of a formal program application and the calculation of assigned points. Applicants must be at least 17 years old.

Program Application Process

Complete the following:

1. Submit an application for admission to the college.
2. Have completed the following courses with a grade of "C" or better.

MATH 105, Math for Radiologic Technicians (or MATH 120 or higher)
ENG 101, Composition I
RAD 101, Exploration in Radiology

The following must have been completed in the past five years:

BIOL 223, Anatomy and Physiology I and
BIOL 224, Anatomy and Physiology II
or
BIOL 141, Human Structure and Function I and
BIOL 142, Human Structure and Function II
NURS 130, Nursing Assistant

a) State Board of Nursing Certificate (CNA) preferred but not required.
b) Current CNA exempt from five-year course limit.
c) Acceptable alternative documentation:
i. completion of EMT intermediate level or higher course and
ii. current certification as EMT intermediate or higher.

CLS 151, Phlebotomy and CLS 152, Applied Phlebotomy (formerly LTE 110, Techniques of Venipuncture)

a) Acceptable alternative documentation:
i. completion of EMT intermediate level or higher course and
ii. current certification as EMT intermediate or higher.
b) CLS 153, Phlebotomy Clinic Practicum must also be taken to apply for license/certification.

Note: Equivalent courses from other accredited colleges are acceptable, but must be approved by TMCC. These courses must be documented through official transcripts on file with TMCC's records office before application to the program.

3. Submit official transcripts of all previous college education to records office.
4. Have a minimum grade point average of 2.7 in all coursework applying to the associate of applied science radiologic technology degree.
5. Submit an official transcript showing proof of high school graduation or official results of high school equivalency to admissions and records (persons with a recognized degree exempt).
6. Obtain the current radiologic technology program application from www.tmcc.edu/x-ray.

Submit the completed application to the division of sciences dean's office (RDMT 324) or mail to: 7000 Dandini Blvd., Reno, NV 89503. Application must be postmarked by June 1 of the current year. Recommend requesting return receipt notification if mailing the application.

Selection to the radiologic technology program will be based on information obtained from the admission requirements and the number of points the applicant receives. Eligible students will be numerically ranked according to total points. Points will be awarded for a previously completed degree, residency status, credentialed health occupations, completion of general education degree requirements, and support area (includes completion of support courses and/or work experience). Admission will be offered to the applicants on the list with the highest points. In the event of applicants having an equal number of points, the students' GPAs (in all coursework applying toward an associate of applied science degree in radiologic technology) will be used to rank the tied group. If the GPA does not resolve the tie, lots will be drawn to decide selection. Selection to the radiologic technology program is done on an annual basis. Applicants not selected must reapply for consideration the following year.

After Acceptance to the Program

After selected for admission, in response to a letter from the program coordinator, the student will provide documentation of the following prior to the first day of class:

1. Evidence of current major medical insurance coverage.
2. Evidence of two negative TB skin tests done within the past year within 3 months of each other (persons with prior positive TB test must see program coordinator).
3. Evidence of required immunization status for hepatitis B, Varicella, MMR, TDAP, and TD.
4. Evidence of a current Health Care Provider CPR card (preferably from the American Heart Association).

The student must also do the following prior to the first day of class:

1. Provide the Technical Assessment Standards form signed by a health care provider.
2. Request the required background check and drug test (instructions to be provided by the program coordinator after full class is confirmed).

2012-2013

Radiologic Technology Program, cont.

For students desiring a career as a radiologic technologist, the following requirements are considered essential to be able to function in the role of a radiologic technologist.

1. Sit, stand, bend, squat, twist, walk, lift, and to reach for extended periods.
2. Grasp and perform fine manipulations.
3. Carry and push heavy, sometimes cumbersome objects.
4. Be free from conditions which put other humans at risk for harm.
5. Read, write, record and report in English.
6. Comprehend written and oral directions and carry them out.
7. Speak and understand English to adequately communicate orally.
8. Perform simple mathematical functions.
9. Integrate information and problem solve through critical thinking.
10. Effectively interact with the environment and other people.
11. Concentrate, remember and attend class.

Terminal Outcomes (Competencies)

The radiologic technology program graduate should be able to do the following:

1. Use oral and written medical communication.
2. Demonstrate knowledge of human structure, function and pathology.
3. Anticipate and provide basic patient care and comfort.
4. Apply principles of body mechanics.
5. Perform basic mathematical functions.
6. Operate radiographic imaging equipment and accessory devices.
7. Position the patient and imaging system to perform radiographic examinations and procedures.
8. Modify standard procedures to accommodate for patient condition and other variables.
9. Process radiographs.
10. Determine exposure factors to obtain diagnostic quality radiographs with minimum radiation exposure.
11. Adapt exposure factors for various patient conditions, equipment, accessories and contrast media to maintain appropriate radiographic quality.
12. Practice radiation protection for the patient, self and others.
13. Recognize emergency patient conditions and initiate first aid and basic life-support procedures.
14. Evaluate radiographic images for appropriate positioning and image quality.
15. Evaluate the performance of radiographic systems, know the safe limits of equipment operation and report malfunctions to the appropriate authority.
16. Demonstrate knowledge and skills relating to quality assurance.
17. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.

Radiologic Technology Degree

Associate of Applied Science

Degree Outcomes

Students completing the degree will:

- Have the knowledge and skills necessary to produce diagnostic radiographic examinations.
- Be prepared to take the American Registry of Radiologic Technologists (ARRT) examination for radiographers.
- Demonstrate an increase in their knowledge of radiation protection, equipment operation and quality control, image acquisition and evaluation, image procedures, and patient care and education which will prepare them to function as radiologic technologists.

GENERAL EDUCATION DEGREE REQUIREMENTS MAY BE TAKEN PRIOR TO ADMISSION TO THE PROGRAM. SEE SPECIAL ADMISSION REQUIREMENTS.

Prerequisites

(a grade of "C" or better required)

BIOL 223	Human Anatomy and Physiology I	(4)
	– 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 Or MATH 120 or higher.	3
NURS 130	Nursing Assistant	6
LTE 110	Techniques of Venipuncture (see department for substitution courses)	4
RAD 101	Exploration of Radiology	0.5
Total Prerequisite Requirements		**24.5 Credits**

Core Requirements

General education degree requirements may be taken prior to program or in the sequence listed below. A grade of "C" or better is required.

Diversity (3 credits)

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

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

See the following page for the Suggested Course Sequence.

Radiologic Technology Degree, cont.

Associate of Applied Science

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**

2012-2013

Renewable Energy Emphasis

Construction Technologies Degree – Associate of Applied Science

The creation of a clean, never-ending (renewable) power and fuel supply in the United States will depend 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.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Understand renewable energy resources, especially solar, wind, and geothermal; identify availability; and describe environmental impacts of energy use.
- Demonstrate the ability to design an efficient renewable energy system utilizing the appropriate technology for a specific application.
- Describe the effects of renewable power generation on the power distribution grid and techniques to maintain baseload.

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	Print Reading and Specification	3
Total Core Requirements		**7 Credits**

Emphasis Requirements

ADT 120	Introduction to LEED and Sustainable Building	3
ELM 127	Introduction to AC Controls	3
ELM 129	Electric Motors and Drives	3
ELM 134	Programmable Logic Controllers	4
ELM 233	Introduction to Instrumentation	3
ENGR 110	Introduction to Renewable Energy	3
ENRG 110	Basic Electricity	3
ENRG 120	Fundamentals of Energy Efficiency	3
ENRG 130	Introduction to Solar Energy	3
ENRG 150	Introduction to Wind Energy	3
GEOL 206	Geology of Geothermal Energy Resources	3
Total Emphasis Requirements		**34 Credits**

Elective Requirements

Choose three credits from the following:

CONS 290	Internship in Construction	(3)
ENRG 132	Solar Photovoltaic Certification	(3)
Total Elective Requirements		**3 Credits**
Total Degree Requirements		**65 Credits**

Recommended Program Prerequisites:

ENG 090 or 097 or qualifying ACCUPLACER score

MATH 093 or qualifying ACCUPLACER score

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	AIT 110	General Industrial Safety	1
Core	CONS 120	Print Reading and Specification	3
English	Elective		3
Quantitative Reasoning	Elective		3
Emphasis	ENGR 110	Introduction to Renewable Energy	3
Emphasis	ENRG 110	Basic Electricity	3
		Total	**16**
		2nd Semester	
Emphasis	ADT 120	Introduction to LEED & Sustainable Building	3
Core	BI 101	Introduction to Building Codes	3
Social Science/ Humanities/Diversity	Elective		3
Emphasis	ELM 127	Introduction to AC Controls	3
Emphasis	ENRG 120	Fundamentals of Energy Efficiency	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	ENRG 130	Introduction to Solar Energy	3
Emphasis	ENRG 150	Introduction to Wind Energy	3
		Total	**15**
		2nd Semester	
Elective		Choose from list	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	**65**

2012-2013

Renewable Energy/Geothermal Plant Operator

Certificate of Achievement

Geothermal Plant Operators control and monitor geothermal production, injection wells, pumps, vaporizers, condensers, turbines, generators, and auxiliary equipment used in power plants. They distribute power among generators, regulate the output from several generators, and monitor instruments to maintain voltage and regulate electricity flow from the plant. Computers are used to generate reports, maintain records, and track maintenance. Geothermal Plant Operators generally need a combination of higher education, on-the-job training, and experience. Geothermal Plant Operators also need strong mechanical, electrical, technical, and computer skills.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate the ability to apply current knowledge and skills to the operation of a geothermal power plant.
- Demonstrate the ability to identify, analyze, and solve typical technical problems associated with the operation of a geothermal power plant.
- Demonstrate the ability to communicate with and function effectively on a team.
- Demonstrate the ability to apply knowledge of environmental regulations for geothermal power plants.

General Education Requirements

Communications	**3 credits**
Recommended: ENG 101 or 113, ENG 107	
Human Relations	**3 credits**
Recommended: CE 201	
Quantitative Reasoning	**3 credits**
Recommended: MATH 126 or higher	
Total General Education Requirements	**9 Credits**

Emphasis Requirements

AIT 110	General Industrial Safety	1
ELM 127	Introduction to AC Controls	3
ELM 129	Electric Motors and Drives	3
ELM 233	Introduction to Instrumentation	3
ENRG 110	Basic Electricity	3
ENRG 171	Well Design, Construction and Geology	1
ENRG 172	Fluids, Piping, Valves and Pumps	4
ENRG 173	Geothermal Plants, Turbines and Generators	3
ENRG 174	Environmental Regulations for Geothermal Plant Operators	1
ENRG 271	Fundamentals of Process Controls and Instrumentation	3
Total Emphasis Requirements		**25 Credits**
Total Certificate Requirements		**34 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
1st Semester			
Emphasis	AIT 110	General Industrial Safety	1
Human Relations	CE 201	Workplace Readiness	3
Communications	ENG 101	Composition I	3
Emphasis	ENRG 110	Basic Electricity	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
		Total	**13**
2nd Semester			
Emphasis	ELM 127	Introduction to AC Controls	3
Emphasis	ELM 129	Electric Motors and Drives	3
Emphasis	ELM 233	Introduction to Instrumentation	3
Emphasis	ENRG 171	Well Design, Construction and Geology	1
Emphasis	ENRG 173	Geothermal Plants, Turbines and Generators	3
		Total	**13**
	Course #	Title	Credits
3rd Semester			
Emphasis	ENRG 172	Fluids, Piping, Valves and Pumps	4
Emphasis	ENRG 174	Environmental Regulations for Geothermal Plant Operators	1
Emphasis	ENRG 271	Fundamentals of Process Controls and Instrumentation	3
		Total	**8**
		Certificate Total	**34**

2012-2013

Residential Design Emphasis

Architectural Design Technology Degree – Associate of Applied Science

This emphasis prepares students with the knowledge, skills and abilities to design, draft, work with computers, and analyze construction data as it pertains to residential design. A student with this degree will satisfy the two-year educational requirement for registration as a Residential Designer as set forth by the Nevada State Board of Architecture, Interior Design and Residential Design.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

Students completing the emphasis will:

- Possess a basic knowledge of residential design theory as it relates to space, form and context as it pertains to the practice of residential design.
- Prepare basic residential design presentations demonstrating design and construction knowledge and draft construction drawings through computer and hand techniques.
- Possess the design skills and fulfill the education requirements of the Nevada State Board of Architecture to sit for the Residential Designer Exam.

General Education Requirements

Diversity (3 credits)

Recommended: AAD 201

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

Core Requirements

AAD 100	Introduction to Architectural Design	3
AAD 125	Construction Drawings and Detailing	3
AAD 180	Fundamentals of Design I	3
AAD 181	Fundamentals of Design I Discussion	3
ADT 105	Architectural Drafting I	5

Total Core Requirements 17 Credits

Emphasis Requirements

AAD 182	Fundamentals of Design II	3
AAD 183	Fundamentals of Design II Discussion	3
AAD 265	Computer Applications in Architecture I	3
ADT 230	Mechanical and Electrical Equipment for Buildings	3
ADT 245	Statics and Strength of Materials	3
ADT 256	Introduction to Land Use Planning	3
ADT 290	Intern in Arch Design Technology	3
BI 101	Introduction to Building Codes	3
ENRG 130	Introduction to Solar Energy	3
SUR 161	Elementary Surveying	4

Total Emphasis Requirements 31 Credits

Total Degree Requirements 72 Credits

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	AAD 100	Introduction to Architectural Design	3
Core	AAD 180	Fundamentals of Design I	3
Core	AAD 181	Fundamentals of Design I Discussion	3
Core	ADT 105	Architectural Drafting I	5
Emphasis	ENRG 130	Introduction to Solar Energy	3
		Total	**17**
		2nd Semester	
Core	AAD 125	Construction Drawings and Detailing	3
Emphasis	AAD 182	Fundamentals of Design II	3
Emphasis	AAD 183	Fundamentals of Design II Discussion	3
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 126	Pre-Calculus I	3
		Total	**15**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Social Science/ Humanities/Diversity	AAD 201	History of the Built Environment	3
Emphasis	ADT 256	Introduction to Land Use Planning	3
Emphasis	BI 101	Introduction to Building Codes	3
Emphasis	SUR 161	Elementary Surveying	4
		Total	**13**
		2nd Semester	
Emphasis	AAD 265	Computer Applications in Architecture	3
Emphasis	ADT 245	Statics and Strength of Materials	3
Communications	BUS 107	Business Speech Communications	3
Science	Elective	Choose from recommended list	3
Science	PHYS 151	General Physics	4
		Total	**16**
Third Year	**Course #**	**Title**	**Credits**
		1st Semester	
Emphasis	ADT 230	Mechanical and Electrical Equipment for Buildings	3
Emphasis	ADT 290	Intern in Arch Design Technology	3
Human Relations	MGT 171	Supervision	3
U.S. and Nevada Constitutions	PSC 101	Introduction to American Politics	3
		Total	**12**
		Degree Total	**73**

Theater

Fine Arts – Certificate of Achievement

The certificate of achievement in theater is formulated for the student who may want to hone one's theater skills in a conservatory-type setting; the student who does not desire to transfer to a four-year institution; the student who may already possess a degree in higher education; and the student who has a vocational interest in theater.

Certificate Outcomes

Students completing the certificate will:

- Demonstrate competency in basic theatre skills.
- Complete the rehearsal and performance requirements for the Theatre Practicum Core.

General Education Requirements

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

Core Requirements

THTR 209 Theater Practicum 6

Total Core Requirements **6 Credits**

Elective Requirements

Choose 15 credits from the following:

COM 113 Fundamentals of Speech I 3
COM 215 Introduction to Group Communication 3
THTR 100 Introduction to Theater 3
THTR 105 Introduction to Acting I 3
THTR 116 Dance Styles: Musical Theater 2
THTR 133 Fundamentals of Directing 3
THTR 175 Musical Theater 3
THTR 180 Cinema as Art and Communication 3
THTR 204 Theater Technology I 3
THTR 205 Introduction to Acting II 3
THTR 206 Theater Workshop: Acting III 3
THTR 207 Laboratory Theater: Acting IV 3
THTR 210 Theater: A Cultural Context 3
THTR 231 Children's Theater 3
THTR 235 Acting for the Camera 3
THTR 258 Theater Experience and Travel 1-2
THTR 295 Independent Study: Theater 1-3

Total Elective Requirements **15 Credits**

Total Certificate Requirements **30 Credits**

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**

2012-2013

Theater Emphasis

Fine Arts Degree – Associate of Arts

The theater program seeks to be an outstanding performing arts program within the visual and performing arts department, noted for its excellence in the classroom and on stage. The program provides our students with the knowledge and skills upon which they build careers and become productive citizens.

Emphasis Outcomes

Students completing the emphasis will:

- Demonstrate competence in practical theatre skills including acting, design, technical direction, directing, stage management, playwriting and research.
- Demonstrate competence in the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, both past and present.

General Education Requirements

Diversity (3 credits)

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

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 transferable courses 100-level or above from the following areas (exceptions noted): anthropology (except ANTH 102, 110L), CH 203, CRJ 101, 220 or 230, ECON 102, 103, 104, GEOG 106, HDFS 201, history, JOUR 101, political science, psychology, sociology

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	THTR 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**

2012-2013

Transfer Degree

Associate of Arts-General

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

Degree Outcomes

Students completing the degree will:

- Be prepared to transfer to college and university baccalaureate programs with junior standing.
- Complete TMCC's general education transfer requirements.
- Acquire the knowledge, skills, and values consistent with a liberal arts education.
- Acquire the knowledge of the subject matter appropriate to their academic emphasis.

General Education Requirements

English — 6 credits

ENG 101 and 102 or ENG 113 and 114

Fine Arts — 3 credits

ART 100, 260*, 261*; ENG 221; MUS 101, 121; THTR 100, 105, 210; THTR 180/HUM 105

Humanities — 3 credits

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

Mathematics — 3 credits

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

Science (lab required) — 6 credits

ANTH 102, 110L; AST 104; BIOL 100, 191, 191L; CHEM 100, 121, 121R, 122, 201; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180, 180L, 181, 181L

Social Science — 3 credits

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

Total General Education Requirements — 24 Credits

Degree Requirements

Diversity — (3 credits)

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

U.S. and Nevada Constitutions — (3 credits)

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

Foreign Language — 0-14 credits

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

Options to complete the Foreign Language requirement:

1. Complete a fourth-semester transferable college course in a foreign language.
2. Complete a fourth-semester transferable college course in American Sign Language.
3. Demonstrate proficiency through placement examination or other means.
4. Show transcript evidence of successful completion of a fourth-year high school course in foreign language.

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

Degree Requirements — 0-20 Credits

Elective Requirements

Any approved university transfer course will fulfill the elective credits. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

Total Electives — 16-36 Credits

Total Degree Requirements — 60 Credits

Note: If you know your major, print a transfer guide online at www.tmcc.edu/advisement/transfer/agreements. Major requirements will satisfy elective credits.

Suggested Course Sequence

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

2012-2013

Transfer Degree

Associate of Science-General

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

Degree Outcomes

Students completing the degree will:

- Be prepared to transfer to college and university baccalaureate programs with junior standing.
- Complete TMCC's general education transfer requirements.
- Acquire the knowledge, skills, and values consistent with a science, technology, engineering, or math education.
- Acquire the knowledge of the subject matter appropriate to their academic emphasis.

General Education Requirements

English	**6 credits**

ENG 101 and 102 or ENG 113 and 114

Fine Arts	**3 credits**

ART 100, 260*, 261*; ENG 221; MUS 101, 121; THTR 100, 105, 210; THTR 180/HUM 105

Humanities	**3 credits**

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

Mathematics	**3 credits**

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

Science (lab required)	**6 credits**

ANTH 102, 110L; AST 104; BIOL 100, 191, 191L; CHEM 100, 121, 121R, 122, 201; CS 282; ENV 100; GEOG 103, 104, 121; GEOL 100, 101, 105R; NUTR 121; PHYS 100, 117, 151, 152, 180 , 180L, 181,181L

Social Science	**3 credits**

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

Total General Education Requirements	**24 Credits**

Degree Requirements

Diversity	**(3 credits)**

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

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

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

Science	**6 credits**

Any transferable science course.

Degree Requirements	**6-12 Credits**

Elective Requirements

Any approved university transfer course will fulfill the elective credits. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

Total Electives	**24-30 Credits**
Total Degree Requirements	**60 Credits**

Note: If you know your major, print a transfer guide online at www.tmcc.edu/advisement/transfer/agreements. Major requirements will satisfy elective credits.

Suggested Course Sequence

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

Veterinary Technician Program

Program Information

The TMCC associate degree from the veterinary technician program prepares the student to practice as a licensed veterinary technician (LVT). Graduates may practice as a LVT in general or specialty private veterinary practices, universities, research facilities, pharmaceutical companies, zoos, or other areas where veterinary technicians' skills are needed. The TMCC veterinary technician program meets all of the minimum degree requirements for the associate of applied science degree. The associate in applied science in veterinary technology will be awarded upon completion of all general education and core requirements. Upon completion of the degree the student will be eligible to apply to take the Veterinary Technician National Exam (VTNE) leading to licensure as a licensed veterinary technician. Students may also need to apply for individual state exams depending on the state in which they choose to work. The TMCC veterinary technician program is accredited by the American Veterinary Medical Association (AVMA).

Special Admissions Procedures

The following requirements MUST be fulfilled by June 1 of the year in which you are applying for consideration for selection to the veterinary technician program.

- Must be an admitted student at TMCC.
- Must have completed BIOL 190 and BIOL 190L, ENG 101 or 113, and MATH 120 (or higher) or equivalent courses. Students must complete each class with a grade of "C" or better. The records office must receive an official copy of your transcript containing the course and grade.
- Submit veterinary technician program application and all required paperwork as described on the application (which is available online in the spring).
- Submit official transcripts of all college education.

If spring semester course work has not been posted to your transcript, a letter from the college's registrar documenting course work completed and final grade(s) must be provided to the records office.

Admission to the veterinary technician program will be based on completion of the special admissions procedures and the number of points an applicant receives. Eligible students will be numerically ranked, according to total points. In the event of applicants having an equal number of points, the students' GPAs (in all course work applying toward an associate of applied science veterinary technology degree) will be used to rank the tied group. In the event of a further tie, individual essays will be assessed to rank the tied group. Please see the veterinary technician program application for more information. From this ranked list, the fall class will be selected. Selection to the veterinary technician program occurs on a yearly basis for the fall semester. Applicants not selected will not be carried forward to the next year and must reapply for consideration.

An accepted student must submit to the veterinary technician program the following information on or before the first day of class.

1. Evidence of current medical insurance.
2. Evidence of required immunization status for Diphtheria and Tetanus, and Measles, Mumps, and Rubella.

Students' progression in the veterinary technician program is contingent upon attaining and maintaining a grade of "C" or better in each class of the veterinary technician program (VETT classes). Veterinary technician courses are to be taken in the sequence outlined in the college catalog. General education support courses other than prerequisites may be taken at any time though it is strongly suggested classes be taken prior to acceptance into the program.

Veterinary technician students who are unable to progress from one course to another may apply for re-entry within one year of exiting the program. All re-entry admissions are on a space available basis. Re-entry is not guaranteed. Upon the student's re-admission, the program coordinator will outline the necessary course work. Re-admission to the veterinary technician program is limited to one time only.

Veterinary technician graduates are eligible to take the Veterinary Technician National Exam (VTNE) and to apply for licensure in the state of their choice. Each state has specific criteria for licensure eligibility. It is the student's responsibility to contact the state to ascertain eligibility requirements. Graduation from an AVMA accredited program is only one of the requirements and does not mean automatic licensure as a veterinary technician.

Veterinary Technology Degree

Associate of Applied Science

This program prepares the student to practice as a licensed veterinary technician. Graduates may practice as technicians in general or specialty private practices, veterinary teaching hospitals, research facilities, pharmaceutical companies or other agencies where veterinary technicians' skills are needed. Veterinary technicians may choose to specialize in areas including but not limited to anesthesia, critical care, behavior, ophthalmology, dentistry and surgery.

Degree Outcomes

Students completing the degree will:

- Demonstrate a solid understanding of the knowledge needed within the field, including anatomy and physiology, laboratory procedures, medical and surgical nursing skills, and an understanding of a variety of species, including companion animals.
- Demonstrate competency in all essential job skills as outlined by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA), including pharmacology, surgical nursing, dentistry, clinical laboratory, animal nursing, diagnostic imaging, and anesthesiology.

The following prerequisites must be completed prior to admission into the program. These courses also satisfy the English , math and science general education requirements. It is strongly suggested that students have as many of the general education requirements completed as possible before starting the veterinary technician program.

BIOL 190/190L	Introduction to Cell and Molecular Biology/ Laboratory	4
ENG 101	Composition I	(3)
	– or –	
ENG 113	Composition I for International Students	(3)
MATH120	Fundamentals of College Mathematics (or higher)	3
Total Prerequisite Requirements		**(10 Credits)**

General Education Requirements

Diversity **(3 credits)**

Recommended: ANTH 205, ANTH 208, ANTH 229, EDU 203, ENG 231, ENG 232, GEOG 200, HIST 208, HIST 209, PHIL 210, PSY 276, SOC 205, or SOC 276

English/Communications **6 credits**

Required: ENG 101 (113) and 102 (114)

Human Relations **3 credits**

Recommended: CE 201, CPD 124, CPD 129, CPD 132, EPY 101, MGT 171, MGT 201

Quantitative Reasoning **3 credits**

Required: MATH 120 or higher

Science **4 credits**

Required: BIOL 190/190L

Social Science/Humanities **3 credits**

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

Recommended: PSC 101

Total General Education Requirements **22 Credits**

Core Requirements

VETT 101	Introduction to Animal Health Technology	4
VETT 105	Veterinary Medical Terminology	1
VETT 110	Comparative Animal Anatomy and Physiology I	4
VETT 112	Comparative Animal Anatomy and Physiology II	4
VETT 125	Veterinary Office Procedures	1
VETT 128	Animal Nursing	4
VETT 203	Clinical Pathology/General Pathology	4
VETT 205	Veterinary Diagnostic Imaging	2
VETT 208	Laboratory Animal Science	2
VETT 209	Parasitology	2
VETT 211	Animal Nutrition	2
VETT 225	Pharmacology/Toxicology	2
VETT 227	Advanced Animal Nursing	4
VETT 235	Anesthesia, Surgical Nursing and Dental Procedures	4
VETT 240	Large Animal Medicine	4
VETT 250	Small Animal Critical Care	3
VETT 266	Directed Clinical Practices	2
VETT 267	Advanced Clinical Practices	2
Total Core Requirements		**51 Credits**
Total Degree Requirements		**73 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Human Relations	Elective	Choose from list	3
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 120	Fundamentals of College Mathematics	3
		Total	**9**
		2nd Semester	
Science	BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
Diversity/Social Sci./Humanities	Elective	Choose from recommended list	3
Communications	ENG 102	Composition II	3
U.S. and NV Constitutions	PSC 101	Introduction to American Politics	3
		Total	**13**
Second Year	**Course #**	**Title**	**Credits**
		1st Semester	
Core	VETT 101	Introduction to Animal Health Technology	4
Core	VETT 105	Veterinary Medical Terminology	1
Core	VETT 110	Comparative Animal Anatomy and Physiology I	4
Core	VETT 125	Veterinary Office Procedures	1
Core	VETT 211	Animal Nutrition	2
		Total	**12**
		2nd Semester	
Core	VETT 112	Comparative Animal Anatomy and Physiology II	4
Core	VETT 128	Animal Nursing	4
Core	VETT 203	Clinical Pathology/General Pathology	4
Core	VETT 205	Veterinary Diagnostic Imaging	2
		Total	**14**
Third Year	**Course #**	**Title**	**Credits**
		1st Semester	
Core	VETT 209	Parasitology	2
Core	VETT 225	Pharmacology/Toxicology	2
Core	VETT 235	Anesthesia, Surgical Nursing and Dental Procedures	4
Core	VETT 240	Large Animal Medicine	4
Core	VETT 266	Directed Clinical Practices	2
		Total	**14**

Third Year	Course #	Title	Credits
		2nd Semester	
Core	VETT 208	Laboratory Animal Science	2
Core	VETT 227	Advanced Animal Nursing	4
Core	VETT 250	Small Animal Critical Care	3
Core	VETT 267	Advanced Clinical Practices	2
		Total	**11**
		Degree Total	**73**

Web Development Emphasis

Computer Information Technology Degree – Associate of Applied Science

The Web development emphasis provides students with entry level Web development skills including Web page development, scripting and basic data base functions. Web developers must also have a broad knowledge of computer systems and technologies, as well as strong verbal and written communication skills.

Degree Outcomes

Students completing the degree will:

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

Emphasis outcomes

Students completing the emphasis will:

- Demonstrate the technical proficiency required to create and maintain basic professional websites.
- Demonstrate the ability to get and use data retrieved from forms and databases.
- Communicate and work effectively with members of a team and members of external groups.

General Education Requirements

Diversity	**(3 credits)**
English/Communications	**6 credits**

Communications:
Choose from: BUS 107, COM 113 or COM 215.

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

Human Relations	**3 credits**

Recommend: MGT 212

Quantitative Reasoning	**3 credits**

Required: MATH 126 or higher (MATH 127 required for CS 135), or qualifying ACT, SAT, or ACCUPLACER scores

Science	**3 credits**
Social Science/Humanities	**3 credits**
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**21 Credits**

Core Requirements

CIT 112 Network + ... (3)
– or –
CSCO 120 CCNA Internetworking Fundamentals ..... (4)
CIT 114 IT Essentials.....4
CIT 128 Introduction to Software Development.....4
CIT 263 Project Management.....3

Total Core Requirements	**14-15 Credits**

Emphasis Requirements

CIT 151 Beginning Web Development 3
CIT 152 Web Script Language Programming.....3
CIT 180 Database Concepts and SQL 3
CIT 251 Advanced Web Development 3
GRC 175 Web Design and Publishing I.....1

Choose two software applications courses from the following list:
GRC 120 Software Applications-Beginning Photoshop.... (1)
GRC 124 Software Applications-Beginning Illustrator ..... (1)
GRC 129 Software Applications-Beginning Dreamweaver ... (1)
GRC 130 Software Applications-Beginning Flash..... (1)

Choose one programming course from the following list:
CIT 130 Beginning Java..... (3)
CIT 134 Beginning C# Programming..... (3)
CS 135 Computer Science I..... (3)

Choose one operating system course from the following list:
CIT 173 Introduction to Linux ..... (3)
CIT 211 Microsoft Networking I..... (4)

Total Emphasis Requirements	**21-22 Credits**

Elective Requirements

Choose at least two to four credits from the following list to ensure a minimum degree total of 60 credits.

CIT 138 Introduction to 3-D Application Development..... (3)
CIT 257 Web Languages..... (3)
CIT 290 Internship CIT I .....(1-3)

Total Elective Requirements	**2-4 Credits**
Total Degree Requirements	**60-62 Credits**

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	
Emphasis		Choose one programming course	3
Emphasis		Choose one operating system course	3-4
English	BUS 108	Business Letters & Reports	3
Core	CIT 112 or CSCO 120	Network + or CCNA Internetworking Fundamentals	(3) (4)
Communications	Elective	Choose from the list	3
		Total	**15-17**
		Summer Session	
Elective	Choose two Graphics Software Applications courses		2
		Total	**2**

Second Year	Course #	Title	Credits
		1st Semester	
Emphasis	CIT 152	Web Script Language Programming	3
Emphasis	CIT 180	Database Concepts and SQL	3
Science	Elective		3
Social Science/ Humanities/ Diversity	Elective		3
Human Relations	MGT 212	Leadership and Human Relations	3
		Total	**15**
		2nd Semester	
Elective			2-4
Emphasis	CIT 251	Advanced Web Development	3
Core	CIT 263	Project Management	3
U.S. and Nevada Constitutions	Elective		3
Emphasis	GRC 175	Web Design and Publishing I	1
		Total	**12-14**
		Degree Total	**60-62**

2012-2013

Welding Emphasis

Manufacturing Technologies Degree – Associate of Applied Science

The associate of applied science manufacturing technologies degree with a welding emphasis gives the student the training necessary to earn the American Welding Society structural steel certifications, which are required for employment in most areas of the construction and manufacturing fields involving welding, along with the general education requirements and employability skills that are sought after by all employers in the construction and manufacturing trades.

Degree Outcomes

Students completing the degree will:

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

Emphasis Outcomes

- Be proficient in four major welding processes and prepared for industry-standard certification.
- Understand the basic concepts of technical drawings and apply print reading techniques required in the welding industry.
- Understand and consistently demonstrate safe and proper use of welding equipment, power tools, and accessories in the performance of welding and joinery.

General Education Requirements

Diversity	**(3 credits)**
English/Communications	**6 credits**
Human Relations	**3 credits**
Recommended: CE 201	
Quantitative Reasoning	**3 credits**
Recommended: MATH 106, 108 or higher	
Science	**3 credits**
Social Science/Humanities	**3 credits**
Recommended: AAD 201	
U.S. and Nevada Constitutions	**3 credits**
Total General Education Requirements	**21 Credits**

Core Requirements

AIT 110	General Industrial Safety	1
DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
Total Core Requirements		**7 Credits**

Emphasis Requirements

IS 101	Introduction to Information Systems	3
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
WELD 231	Welding III	3
WELD 232	Welding III Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
Total Emphasis Requirements		**23 Credits**

Elective Requirements

Choose nine credits from the following:

ENRG 110	Basic Electricity	3
MT 150	Material Science	3
MTT 101	Introduction to Machine Shop	3
MTT 105	Machine Shop I	3
WELD 101	Basic Metals	3
WELD 250	Welding Certification Preparation.	1-9
WELD 290	Internship in Welding	1-8
Total Elective Requirements		**9 Credits**
Total Degree Requirements		**60 Credits**

Suggested Course Sequence

First Year	Course #	Title	Credits
		1st Semester	
Core	AIT 110	General Industrial Safety	1
Core	DFT 110	Print Reading for Industry	3
English	ENG 101	Composition I	3
Quantitative Reasoning	MATH 108	Math for Technicians	3
Emphasis	WELD 211	Welding I	3
Emphasis	WELD 212	Welding Practice I	2
		Total	**15**
		2nd Semester	
Elective		Choose from list	3
Communications	ENG 107	Technical Communications I	3
Core	MPT 140	Quality Control	3
Science	PHYS 100	Introductory Physics	3
Emphasis	WELD 221	Welding II	3
Emphasis	WELD 222	Welding II Practice	2
		Total	**17**
Second Year	**Course #**	**Title**	**Credits**
		3rd Semester	
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	**14**
		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	**60**

Welding for Art

Construction Technologies – Certificate of Achievement

This is a one year program leading to a certificate of achievement in welding for art. This program is designed for the student who is interested in acquiring the skills necessary to create welded metal sculpture. Also, the students that complete the program will have the skills necessary to compete in the arena of public art, develop an ability to create metal art for home and garden, or to fabricate metal sculpture of gallery quality.

Certificate Outcomes

Students completing the certificate will:

- Apply design concepts and principles in creating metal sculptures.
- Utilize welding and metal fabrication/manipulation skills to produce metal sculpture.

General Education Requirements

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

Recommended: CE 201

Quantitative Reasoning	**3 credits**
Total General Education Requirements	**9 Credits**

Emphasis Requirements

AIT 110	General Industrial Safety	1
WELD 111	Beginning Welding for Art	3
WELD 114	Metal Shaping Techniques	2
WELD 121	Advanced Welding for Art	4
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
Total Emphasis Requirements		**15 Credits**

Elective Requirements

Choose six credits from the following:

ART 100	Visual Foundations	3
ART 101	Drawing I	3
ART 209	Introduction to Gallery Practices	3
ART 216	Sculpture I	3
GRC 107	Design Fundamentals	3
Total Elective Requirements		**6 Credits**
Total Certificate Requirements		**30 Credits**

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**

2012-2013

Welding Technology

Manufacturing Technologies – Certificate of Achievement

Based on the American Welding Society Entry Level Welder Standards, the welding technology certificate of achievement program gives students the welding skills necessary to qualify for an entry-level position in a diversity of occupations that utilize welding from construction to manufacturing along with part of the general education skills that are strongly requested by commercial and industrial employers.

Certificate Outcomes

Students completing the certificate will:

- Be proficient in two major welding processes and prepared for industry-standard certification.
- Understand the basic concepts of technical drawings and apply print reading techniques required in the welding industry.
- Understand and consistently demonstrate safe and proper use of welding equipment, power tools, and accessories in the performance of welding and joinery.

General Education Requirements

Communications	**3 credits**
Human Relations	**3 credits**
Recommended: CE 201	
Quantitative Reasoning	**3 credits**
MATH 108 or higher	
Total General Education Requirements	**9 Credits**

Core Requirements

AIT 110	General Industrial Safety	1
WELD 211	Welding I	3
WELD 212	Welding I Practice	2
WELD 221	Welding II	3
WELD 222	Welding II Practice	2
Total Core Requirements		**11 Credits**

Elective Requirements

Choose 12 credits from the following:

MT 150	Material Science	3
MTT 101	Introduction to Machine Shop	3
WELD 101	Basic Metals	3
WELD 231	Welding III	3
WELD 232	Welding III Practice	2
WELD 241	Welding IV	3
WELD 242	Welding IV Practice	2
WELD 250	Welding Certification Preparation	1-12
Total Elective Requirements		**12 Credits**
Total Certificate Requirements		**32 Credits**

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**

COMMON COURSE NUMBERING CHANGES

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
NC, TC	AAD 114	Cities and Buildings of the World (3 cr)	AAD 201	History of the Built Environment (3 cr)
NC, TC	AAD 126	Fundamentals of Design Theory I (3 cr)	AAD 180	Fundamentals of Design I (3 cr)
NC, TC, CR	AAD 127	Architectural Design Applications I (2 cr)	AAD 181	Fundamentals of Design I Discussion (3 cr)
NC, TC	AAD 128	Fundamentals of Design Theory II (3 cr)	AAD 182	Fundamentals of Design II (3 cr)
NC, TC, CR	AAD 129	Architectural Design Applications II (2 cr)	AAD 183	Fundamentals of Design II Discussion (3 cr)
NC, TC	AAD 226	Fundamentals of Design Theory III (3 cr)	AAD 280	Fundamentals of Architecture Design I (3 cr)
NC, TC	AAD 228	Fundamentals of Design Theory IV (3 cr)	AAD 282	Fundamentals of Architecture Design II (3 cr)
NC, TC	AAD 236	Architectural Design and Delineation II (3 cr)	AAD 223	Graphic Software for Architects, Constructors, Designers and Planners (3cr)
TC	ACC 180B	Payroll Accounting and Employee Rights (3 cr)	ACC 180B	Payroll and Employee Benefit Accounting (3 cr)
NC, TC	ACC 290B	Internship in Accounting (1-8 cr)	ACC 295B	Work Experience (1-8 cr)
NC, TC	ADT 109B	Solar Design for Architects and Designers (3 cr)	AAD 230	Design with Climate (3 cr)
NC, TC	ADT 211B	Advanced Computer-Aided Drafting and Design (3 cr)	AAD 265	Computer Applications in Architecture I (3 cr)
NC, TC	ADT 214B	Advanced Auto-CAD for Landscape (3 cr)	AAD 262	CAD for Landscape Architecture (3cr)
NC, TC	ADT 228B	Landscape Plant Materials (3 cr)	AAD 257	Plant Materials (3 cr)
PC, NC, CR	AERO 101B	Basic Ground School for Pilots (1-6 cr)	AV 110B	Basic Ground School for Pilots (6 cr)
CR	ANTH 102	Introduction to Physical Anthropology (4 cr)	ANTH 102	Introduction to Physical Anthropology (3 cr)
CR, TC	ART 108	Design Fundamentals / Color Theory (2 cr)	ART 108	Design Fundamentals II (3 cr)
NC	ART 115	Art Appreciation (3 cr)	ART 160	Art Appreciation (3 cr)
NC, TC	ART 116	Survey Art of Western Civ I (3 cr)	ART 260*	Survey of Art History I (3 cr)
NC, TC	ART 117	Survey Art of Western Civ II (3 cr)	ART 261*	Survey of Art History II (3 cr)
NC, CR, TC	ART 121	Drawing (3-5 cr)	ART 101*	Drawing I (3 cr)
NC, CR, TC	ART 135	Painting (3-5 cr)	ART 231	Painting I (3 cr)
NC, CR, TC	ART 145	Water Color Painting (3-5 cr)	ART 127	Water Color I (3 cr)
NC, CR, TC	ART 150	Beginning Photography (3-5 cr)	ART 135*	Photography I (3 cr)
NC, CR, TC	ART 163	Sculpture (3-5 cr)	ART 216	Sculpture I (3 cr)
NC, CR, TC	ART 175	Ceramics (3-5 cr)	ART 211	Ceramics I (3 cr)
NC, CR, TC	ART 185	Printmaking (3-5 cr)	ART 124*	Introduction to Printmaking (3 cr)
NC, TC	ART 195	Jewelry I (3 cr)	ART 106	Jewelry I (3 cr)
NC	ART 213	Introduction to Contemporary Art (3 cr)	ART 265	Introduction to Contemporary Art (3cr)
NC, CR, TC	ART 221	Drawing (3-5 cr)	ART 102*	Drawing II (3 cr)
NC, CR, TC	ART 222	Figure Drawing (3-5 cr)	ART 201	Life Drawing I (3 cr)
NC, CR, TC	ART 235*	Painting (3-5 cr)	ART 232	Painting II (3 cr)
NC, CR, TC	ART 246	Water Color Painting II (3-5 cr)	ART 227	Water Color II (3 cr)
NC, CR	ART 250	Photography II (3-5 cr)	ART 235+	Photography II (3 cr)
NC, TC	ART 260	New Media: Intro to Digital Photography (3 cr)	ART 249	New Media (3 cr)
NC, CR, TC	ART 275	Intermediate Ceramics (3-5 cr)	ART 212	Ceramics II (3 cr)
NC, CR	ART 288	Special Topics in Studio Art (3-5 cr)	ART 299*	Special Topics in Studio Art (1-3 cr)
NC, CR, TC	ART 289	Special Topics in Art (3 cr)	ART 295	Special Topics in Art History (1-3 cr)
NC, CR	ART 297	Independent Study (3 cr)	ART 296	Independent Study (1-3 cr)
NC	ART 298	Introduction to Gallery Practices (3 cr)	ART 209	Introduction to Gallery Practices (3 cr)
NC, CR, TC	ART 299	The Portfolio Emphasis Photography (3-5 cr)	ART 298*	Portfolio Emphasis (1-3 cr)
NC, CR, TC	AUTO 103B	Electrical Systems (3-7 cr)	AUTO 111B	Automotive Electricity (4 cr)
NC, CR, TC	AUTO 121B	Automotive Brake Systems (3-7 cr)	AUTO 145B	Automotive Brakes (5 cr)
NC, CR	AUTO 125B	Steering and Suspension Systems (3-7 cr)	AUTO 150B R	Steering and Suspension Systems (5 cr)
PC, NC, TC	AUTO 155	Small Engine Repair (3 cr)	MT 109	Small Engine Operation and Maintenance (3 cr)
NC, CR	AUTO 219B	Manual Drive Trains And Axles (3-7 cr)	AUTO 205B R	Manual Drive Trains And Axles (4 cr)
NC, CR, TC	AUTO 223B	Engine Performance (3-7 cr)	AUTO 225B R	Engine Performance I (4 cr)
NC, CR, TC	AUTO 225B	Automotive Air Conditioning (3-7 cr)	AUTO 165B	Auto Heating and Air Conditioning (5 cr)
NC, CR, TC	AUTO 226B	Auto Transmission and Transaxles (3-7 cr)	AUTO 216B	Automatic Transmission (5 cr)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
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)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
TC	CRJ 155	Juvenile Justice (3 cr)	CRJ 155	The Juvenile Justice System (3 cr)
TC	CRJ 162	Basic Investigative Photography (3 cr)	CRJ 162	Investigative Photography I (3 cr)
TC	CRJ 164	Principles of Investigation (3 cr)	CRJ 164	Introduction to Criminal Investigation (3 cr)
NC,TC	CRJ 298	Special Topics in CRJ (1-3 cr)	CRJ 299	Special Topics (1-3 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)
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)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
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)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
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)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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	ENG 112 A	Bridge ESL Listening (3cr)	ENG 112 A	ESL Listening Skills (3 cr)
TC	ENG 112 C	Bridge Reading Skills (3 cr)	ENG 112 C	ESL Reading Skills (3 cr)
TC	ENG 112 D	Bridge ESL Writing (3 cr)	ENG 112 D	ESL Composition (3 cr)
TC	ENV 130	Control of Environmental Pollution (3 cr)	ENV 130	Fundamentals of Environmental Pollution: Concepts and Methods
NC	ENV 206	Sampling, Analysis, Treatment and Disposal (3 cr)	ENV 203 R	Sampling, Analysis, Treatment and Disposal (3 cr)
NC	ENV 290B	Internship in Environmental Studies (1-8 cr)	ENV 290	Internship in Environmental Studies (1-8 cr)
TC	ENV 292	Community Environmental Problems (3 cr)	ENV 292	Nevada Environmental Problems (3 cr)
NC	ENV 299B	Special Topics in Environmental Studies (.5-3 cr)	ENV 299	Special Topics in Environmental Studies (.5-3 cr)
NC, TC, CR	ET 111B	Thru Hole Assembly and Repair (2 cr)	ET 104B R	Fabrication and Soldering Techniques (.5-6 cr)
NC, TC	ET 112B	DC and Semiconductors (4 cr)	ET 131B R	DC for Electronics (4 cr)
NC	ET 113B	Surface Mount Assembly and Repair (2 cr)	ET 204B	Surface Mount Assembly and Repair (2 cr)
NC, TC	ET 114B	AC and Semiconductors (4 cr)	ET 132B R	AC for Electronics (4 cr)
NC	ET 280B	Digital Electronics (4 cr)	ET 210B	Digital Electronics (4 cr)
PC	FS 101B	Introduction to Fire Protection (3 cr)	FT 101B	Introduction to Fire Protection (3 cr)
PC, NC, TC	FS 111B	Fire Administration I (3 cr)	FT 291B	Fire Administration (3 cr)
PC, TC	FS 121B	Fire Prevention (3 cr)	FT 121B	Fire Prevention I (3cr)
PC, TC	FS 125B	Building Construction for Fire Protection (3 cr)	FT 125B	Building Construction I (3 cr)
PC, NC	FS 127B	Firefighter Safety and Survival (1 cr)	FT 208B	Firefighter Safety and Survival (1 cr)
PC	FS 131B	Hazardous Materials (3 cr)	FT 131B	Hazardous Materials (3 cr)
PC, NC	FS 160B	Entry Level Firefighter (3 cr)	FT 102B	Entry Level Firefighter (3 cr)
PC, NC	FS 161B	Basic Firefighter (3 cr)	FT 103B	Basic Firefighter (3 cr)
PC, NC	FS 162B	Nevada Firefighter I (3 cr)	FT 104B	Nevada Firefighter I (3 cr)
PC, NC, TC	FS 233B	Related Codes and Ordinances (3 cr)	FT 122B	Codes/Ordinances I (3 cr)
PC, NC, TC	FS 235B	Fire Hydraulics (3 cr)	FT 151B	Fire Service Hydraulics I (3 cr)
PC, NC, TC	FS 237B	Fire Apparatus and Equipment (3 cr)	FT 150B	Apparatus and Equipment (3 cr)
PC	FS 243B	Firefighting Tactics and Strategy (3 cr)	FT 243B	Firefighting Tactics and Strategy (3 cr)
PC, NC, TC	FS 244B	Fire Service Inspection and Investigation (3 cr)	FT 120B	Prevention, Investigation I (3 cr)
PC, NC, TC	FS 245B	Arson Investigation (3 cr)	FT 126B	Fire Cause Determination (3 cr)
PC, NC, TC	FS 247B	Emergency Rescue Practices I (3 cr)	FT 160B	Rescue Awareness (3 cr)
PC, NC, TC	FS 248B	Aircraft Crash and Rescue (3 cr)	FT 145B	Aviation Emergencies (3 cr)
PC, NC, TC	FS 249B	Fire Protection Equipment and Systems (3 cr)	FT 224B	Fire Protection Systems (3 cr)
PC, NC	FS 250B	Firefighter I (6 cr)	FT 204B	Firefighter I (6 cr)
PC, NC, TC	FS 251B	Introduction to Wildland Fire Control (3 cr)	FT 110B	Basic Wildland Firefighting (3 cr)
PC, NC, TC	FS 252B	Intermediate Wildland Fire Control (3 cr)	FT 218B	Intermediate Fire Behavior, S-290, 390
PC, NC, CR	FS 290B	Internship in the Fire Service (1-8 cr)	FT 109B	Internship in the Fire Service (1-6 cr)
TC, CR	GEOL 101	Physical Geology (5 cr)	GEOL 101	Geology: Exploring Planet Earth (4 cr)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
TC	GEOL 102	Historical Geology (4 cr)	GEOL 102	Earth and Life Through Time (4 cr)
NC, CR	GEOL 290B	Internship in Geology (1-8 cr)	GEOL 290	Internship in Geology (1-3 cr)
NC	GER 203	Second Year German I (3 cr)	GER 211	Second Year German I (3 cr)
NC	GER 204	Second Year German II (3 cr)	GER 212	Second Year German II (3 cr)
CR	GRC 101	Introduction to Graphic Communications (2 cr)	GRC 101	Introduction to Graphic Communications (2-3 cr)
NC, CR	GRC 103B	Introduction to Computer Graphics (2 cr)	GRC 103	Introduction to Computer Graphics (2-3 cr)
NC, TC	GRC 107B	Design Fundamentals I (3 cr)	GRC 107	Design Fundamentals (3 cr)
TC, CR	GRC 108B	Design Fundamentals / Color Theory (2 cr)	GRC 108B	Design Fundamentals II (3 cr)
NC, TC	GRC 108B	Design Fundamentals II (3 cr)	GRC 109	Color and Design (3 cr)
TC	GRC 110B	Rendering Techniques (3 cr)	GRC 110B	Rendering and Illustration (3 cr)
TC, CR	GRC 118	Fundamental of Computer Graphics for Print Media (2 cr)	GRC 118	Computer Graphics/Print Media (2-3 cr)
TC, CR	GRC 119	Fundamentals of Computer Graphics for Digital Media (2 cr)	GRC 119	Computer Graphics/Digital Media (2-3 cr)
CR	GRC 294B	Professional Portfolio (2 cr)	GRC 294B	Professional Portfolio (1-3 cr)
TC	HIST 211	Asian History I (3 cr)	HIST 211	History of East Asia I (3 cr)
TC	HIST 212	Asian History II (3 cr)	HIST 212	History of East Asia II (3 cr)
TC	HIST 225	U.S. Involvement in Vietnam (3 cr)	HIST 225	Introduction to the Vietnam War (3 cr)
TC	HIST 227	History of Latin American Culture (3 cr)	HIST 227	Introduction to Latin American History and Culture I (3 cr)
TC	HIST 247	History of the Mexican Nation (3 cr)	HIST 247	Introduction to the History of Mexico (3 cr)
TC	HIST 248	The American Civil War (3 cr)	HIST 248	Introduction to the American Civil War (3 cr)
TC	HIST 294	African American History: 1619 to Present (3 cr)	HIST 294	Introduction to African American History II (3 cr)
PC, NC, TC, CR	IMT 110B	Introduction to Industrial Electricity (1-6 cr)	MT 102B	Fundamentals of Industrial Electricity (3-4 cr)
PC, NC, TC, CR	IMT 120B	Electrical Control Systems (3 cr)	ELM 127B	Introduction to AC Controls (2.5-3 cr)
PC, NC, CR	IMT 140B	Electric Motors and Drives (1-6 cr)	ELM 129B	Electric Motors and Drives (3 cr)
PC, NC, TC, CR	IMT 208B	Hydraulics (3 cr)	MT 160B	Hydraulic Power (3-6 cr)
PC, NC	IMT 209B	Pneumatic Systems (2 cr)	MT 111B	Pneumatic Systems (2 cr)
PC, NC, TC, CR	IMT 210B	Programmable Logic Controllers (1-6 cr)	ELM 134B	Programmable Logic Controllers I (2-4 cr)
PC, NC, TC, CR	IMT 220B	Programmable Logic Controllers (PLC II) (1-6 cr)	ELM 136B	Programmable Logic Controllers II (2-4 cr)
PC, NC, CR	IMT 233B	Introduction to Instrumentation (1-4 cr)	ELM 233	Introduction to Instrumentation (3 cr)
PC, TC	IMT 290B	Internship in IMT (1-8 cr)	MT 290B	Internship in Mechanical Technology (1-8 cr)
NC, TC	IS 150	Computer Literacy (3 cr)	IS 101	Introduction to Information Systems (3 cr)
NC	IS 203	Computer Applications (3 cr)	IS 201	Computer Applications (3 cr)
NC, TC, CR	ITAL 101	Introduction to Italian I (3 cr)	ITAL 113	Elementary Italian I (4 cr)
NC, TC, CR	ITAL 102	Introduction to Italian II (3 cr)	ITAL 114	Elementary Italian II (4 cr)
NC	ITAL 103B	Intermediate Italian I (3 cr)	ITAL 213	Intermediate Italian I (3 cr)
NC	ITAL 104B	Intermediate Italian II (3 cr)	ITAL 214	Intermediate Italian II (3 cr)
NC, TC	JOUR 201	Media Writing (3cr)	JOUR 102	News Reporting and Writing (3 cr)
PC, NC	LAW 262	Legal Writing (3 cr)	LAW 259	Legal Writing (3 cr)
NC	LAW 266B	Legal Office Basics (3 cr)	LAW 268B	Legal Office Basics (3 cr)
PC	MATH 152	Introduction to Statistics (3 cr)	STAT 152	Introduction to Statistics (3 cr)
TC	MATH 190B	Math for Electronics (3 cr)	MATH 190B	Mathematics for Electronics Applications (3 cr)
TC	MHDD 102	Medical Component MHDD (1 cr)	MHDD 102	Medical Component (1 cr)
TC, CR	MHDD 105	Aggressive Behavior Intervention (1 cr)	MHDD 105	Conflict Prevention and response Training (2 cr)
TC	MHDD 106	The Teaching Role and Active Treatment (1 cr)	MHDD 106	Teaching and Active Treatment (1 cr)
TC	MHDD 107	Understanding Psychopharmacology (2 cr)	MHDD 107	Medication Fundamentals (2 cr)
NC, TC	MKT 130	Intro to Marketing (3 cr)	MKT 210	Marketing Principles (3 cr)
NC,TC, CR	MKT 290	Internship in Marketing (1-8 cr)	MKT 295	Internship (1-3 cr)
PC	MO 102	Basic Leadership & Organization (2 cr)	MIL 102	Basic Leadership & Organization (2 cr)
PC	MO 110B	Basic Military Training (3 cr)	MIL 110B	Basic Military Training (3 cr)
PC	MO 181	Physical Conditioning (2 cr)	MIL 181	Physical Conditioning (2 cr)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
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)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
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)
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)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
PC, NC, CR	RPED 178	Slimnastics and Weight Control (3 cr)	PEX 207	Slimnastics and Weight Control (2 cr)
PC, NC, TC, CR	RPED 180	Body Contour and Conditioning (2 cr)	PEX 172	Body Contouring and Conditioning (1 cr)
PC, NC, CR	RPED 198B	Special Topics (.5-6 cr)	PEX 199	Special Topics (1 cr)
PC, NC, TC, CR	RPED 212	Modern Dance: Advanced (2 cr)	DAN 238	Modern Dance Intermediate (1 cr)
PC, NC, TC	RT 100B	Introduction to Radiography (.5 cr)	RAD 090B	Exploration of Radiology (.5 cr)
PC, NC	RT 102B	Medical Ethics (1 cr)	RAD 103B	Medical Ethics (1 cr)
PC	RT 110B	Fundamentals of Clinical Radiography I (1 cr)	RAD 110B	Fundamentals of Clinical Radiography I (1 cr)
PC	RT 112B	Patient Care and Medical Terminology (2 cr)	RAD 112B	Patient Care and Medical Terminology (2 cr)
PC	RT 116B	Radiography I (3 cr)	RAD 116B	Radiography I (3 cr)
PC	RT 118B	Radiology Physics and Circuitry (3 cr)	RAD 118B	Radiology Physics and Circuitry (3 cr)
PC	RT 124B	Radiographic Photography and Techniques (3 cr)	RAD 124B	Radiographic Photography and Techniques (3 cr)
PC	RT 125B	Clinical Radiography I (2 cr)	RAD 125B	Clinical Radiography I (2 cr)
PC	RT 126B	Radiography II (3 cr)	RAD 126B	Radiography II (3 cr)
PC	RT 128B	Imaging Equipment (3 cr)	RAD 128B	Imaging Equipment (3 cr)
PC	RT 198B	Special Topics Radiologic Technology (.5-6 cr)	RAD 198B	Special Topics Radiologic Technology (.5-6 cr)
PC	RT 220B	Clinical Radiography II (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)
PC, NC	SOL 100B	Introduction to Solar Energy (3 cr)	ENRG 130	Introduction to Solar Energy (3 cr)
NC	SPAN 203	Second Year Spanish I (3 cr)	SPAN 211	Second Year Spanish I (3 cr)
NC	SPAN 204	Second Year Spanish II (3 cr)	SPAN 212	Second Year Spanish II (3 cr)
PC	SPTH 108	Introduction to Playwriting (3 cr)	THTR 108	Introduction to Playwriting (3 cr)
PC	SPCM 113	Fundamentals of Speech I (3 cr)	COM 113	Fundamentals of Speech I (3 cr)
PC	SPCM 135	Group Communication (3 cr)	COM 135	Group Communication (3 cr)
PC, TC	SPTH 112	Voice Class I (3 cr)	THTR 112	Beginning Singing for the Actor (3 cr)
PC	SPTH 113	Fundamentals of Speech I (3 cr)	SPCM 113	Fundamentals of Speech I (3 cr)
PC	SPTH 116	Dance Styles: Musical Theater (1-2 cr)	THTR 116	Dance Styles: Musical Theater (1-2 cr)
PC	SPTH 122	Creative Drama (3 cr)	THTR 122	Creative Drama (3 cr)
PC, NC, TC	SPTH 130	Fundamentals of Acting I (3 cr)	THTR 105	Introduction to Acting I (3 cr)
PC, NC, TC	SPTH 131	Fundamentals of Acting II (3 cr)	THTR 205	Introduction to Acting II (3 cr)
PC, NC, TC	SPTH 132	Theater Workshop	THTR 206	Theater Workshop: Acting III (3 cr)
PC	SPTH 133	Fundamentals of Directing (3 cr)	THTR 133	Fundamentals of Directing (3 cr)
PC	SPTH 135	Group Communications (3 cr)	SPCM 135	Group Communications (3 cr)
PC, NC, TC	SPTH 140	Introduction to Technical Theater I (3 cr)	THTR 204	Theater Technology (3 cr)
PC	SPTH 145	The Business of the Performing Arts (3 cr)	THTR 145	The Business of the Performing Arts (3 cr)
PC	SPTH 160	Television Production I (3 cr)	THTR 160	Television Production I (3 cr)
PC	SPTH 161	Television Production II (3 cr)	THTR 161	Television Production II (3 cr)
PC	SPTH 180	Cinema as Art and Communication (3 cr)	THTR 180	Cinema as Art and Communication (3 cr)
PC, TC	SPTH 198B	Special Topics in Speech and Theater (.5-6 cr)	THTR 198B	Special Topics in Speech and Theater (.5-6 cr)

TMCC

TMCC COMMON COURSE NUMBERING CHANGES
as of Nov. 2011

LEGEND
CR - CREDIT CHANGE
NC - NUMBER CHANGE
PC - PREFIX CHANGE
TC - TITLE CHANGE
*, R or + - PREVIOUSLY USED NUMBER

ACTION	OLD NUMBER	OLD COURSE NAME	NEW-CURRENT	CURRENT/NEW COURSE NAME
PC, NC	SPTH 200	Introduction to Theater (3 cr)	THTR 100	Introduction to Theater (3 cr)
PC, NC	SPTH 205	Theater Practicum (1-6 cr)	THTR 209	Theater Practicum (1-6 cr)
PC, NC	SPTH 206	Musical Theater (3 cr)	THTR 175	Musical Theater (3 cr)
PC	SPTH 210	Theater: A Cultural Context (3 cr)	THTR 210	Theater: A Cultural Context (3 cr)
PC	SPTH 221	Interpretation (3 cr)	THTR 221	Interpretation (3 cr)
PC	SPTH 224	Introduction to Gay Plays (3 cr)	THTR 224	Introduction to Gay Plays (3 cr)
PC	SPTH 225B	Drama in Performance (1 cr)	THTR 225B	Drama in Performance (1 cr)
PC	SPTH 231	Children's Theater (3 cr)	THTR 231	Children's Theater (3 cr)
PC, NC, TC	SPTH 234	Laboratory Theater: Acting (3 cr)	THTR 207	Laboratory Theater: Acting IV (3 cr)
PC	SPTH 235	Acting for the Camera (3 cr)	THTR 235	Acting for the Camera (3 cr)
PC	SPTH 245	Stage Movement and Stage Combat (3 cr)	THTR 245	Stage Movement and Stage Combat (3 cr)
PC	SPTH 252	Play Structure and Analysis (3 cr)	THTR 252	Play Structure and Analysis (3 cr)
PC	SPTH 253	Classical and Neo-Classical Theatrical Literature (3 cr)	THTR 253	Classical and Neo-Classical Theatrical Literature (3 cr)
PC	SPTH 255	20th Century Theatrical Literature (3 cr)	THTR 255	20th Century Theatrical Literature (3 cr)
PC	SPTH 258	Theater Experience and Travel (1-2 cr)	THTR 258	Theater Experience and Travel (1-2 cr)
PC, NC, TC	SPTH 260	Theater Speech (3 cr)	THTR 200	Introduction to Stage Voice I (3 cr)
PC	SPTH 290B	Internship in Speech and Theater (1-8 cr)	THTR 290B	Internship in Speech and Theater (1-8 cr)
PC	SPTH 295	Independent Study: Theater (1-3 cr)	THTR 295	Independent Study: Theater (1-3 cr)
TC	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** 1.00 - 3.00

Prerequisite: None

Income, expenses, exclusions, deductions and credits. Emphasis on the preparation of individual income tax returns. This course is transferable as an elective to UNR.

ACC 135 **Bookkeeping I** 3.00

Prerequisite: None

An introductory course for those without previous study in bookkeeping or accounting. Includes the purpose and nature of accounting, measuring business income, basic accounting principles covering the accounting cycle from source documents through preparation of financial statements for a service business and a retail firm, banking procedures and payroll procedures. Some assignments will be solved using a computerized general ledger program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ACC 136 **Bookkeeping II** 3.00

Prerequisite: ACC 135.

Continuation of ACC 135. Includes accounting principles, assets and equity accounting for external financial reporting. Topics covered include notes receivable and payable, uncollectible accounts, inventory, accounting for plant and equipment, partnerships, corporations, bonds, financial statement analysis and statement of cash flows. Use of computer software for setup of an actual accounting system and for simulated case studies. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ACC 180 **Payroll and Employee Benefit Accounting** 3.00

Prerequisite: None

An introductory course covering the concepts and principles of payroll accounting with practical manual and computer applications. Legal responsibilities of employers and rights of employees are included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ACC 201 **Financial Accounting** 3.00

Prerequisite: MATH 96 and ENG 98R, or qualifying Accuplacer, ACT, SAT scores, or permission of the instructor.

Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.

ACC 202 **Managerial Accounting** 3.00

Prerequisite: ACC 201.

Forms of business organization; cost concepts and decision making; break-even analysis, fixed and variable costs and budgeting for internal reporting.

ACC 220 **Microcomputer Accounting Systems** 3.00

Prerequisite: ACC 136 or 201.

This course is transferable as an elective to UNR. Develop skills in the use of computerized accounting. Interact with on-line real-time computerized accounting systems. Primary objective will be to focus on an applications approach using actual business case studies.

ACC 295 **Work Experience** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. The course may be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AIR CONDITIONING

AC 102 **Refrigeration Theory** 3.00

Prerequisite: None

An introductory course to present the fundamental principles of mechanical refrigeration. The course is designed for persons interested in pursuing a career in servicing, repairing and/or installing refrigeration and air conditioning equipment as well as building maintenance persons. Topics covered: basic physics, thermodynamics, the basic refrigeration cycle and common components used in mechanical refrigeration. This course is a prerequisite for all other courses in the Refrigeration and Air Conditioning and Building Maintenance core. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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** 6.00

Prerequisite: AC 102 and AC 107.

Application of principles and skills in the troubleshooting, repair and maintenance of air conditioning, heating and ventilation equipment. Topics covered are the cooling cycle, gas furnaces, oil furnaces, heat pumps, chilled water systems, hot water systems and cooling towers. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AC 107 **Electrical and Controls for HVAC** 6.00

Prerequisite: None

This course will familiarize students with electrical applications and controls used in HVAC/R. Topics include basic electricity, wiring, schematics, and controls found in heating, ventilation, air conditioning and refrigeration.

AC 111 **Heat Pumps** 3.00

Prerequisite: None

An introductory course in the principles of mechanical refrigeration found in heat pumps. Students will learn fundamentals in servicing, repairing and/or installation of refrigeration and air conditioning equipment. Topics include basic physics, thermodynamics, the refrigeration cycle and common components used in heat pump systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AC 121 **Sheet Metal I** 3.00

Prerequisite: None

This course will allow the student to understand the concepts of basic drawing, drawing equipment, and practical geometry. The use of the drawing equipment will further the student's ability to produce actual sheet metal work by using practical geometry and practical pattern drafting.

AC 122 **Sheet Metal II** 3.00

Prerequisite: AC 121.

This course will introduce students to the proper and safe use of the equipment found in a sheet metal environment. Students will focus on practical pattern drafting. Using the skills developed in AC 121, Sheet Metal I, students will be able to develop patterns, transfer them to sheet metal, and form finished products.

AC 150 **Basic Refrigeration Servicing** 6.00

Prerequisite: AC 107.

This course is designed for persons interested in entering the refrigeration/air conditioning service, installation or building maintenance fields and is intended for the intermediate level student. The course is oriented toward development of basic skills required in troubleshooting, repair and maintenance of refrigeration/air conditioning systems. Topics covered are soldering, silver soldering, service and troubleshooting tools and systems construction. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AC 198 **Special Topics in HVAC** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AC 200 **Commercial Refrigeration I** 6.00

Prerequisite: AC 150 (formerly ECT 101) or approval of instructor.

Application of basic principles and skills in the troubleshooting, repair and installation of commercial refrigeration equipment and built-up systems. Topics covered are consistent with up-to-date designs and practices as applied in the supermarket, convenience store, bar and restaurant and fast food areas of the commercial refrigeration market. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AC 210 **Boiler Operation and Maintenance** 3.00

Prerequisite: None

Subjects to be covered include operation, safety, water treatment, control devices used with hot water boilers, low pressure boilers and power boiler systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AC 295 **Internship HVAC Career** 1.00 - 16.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to 16 semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to 16 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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** 3.00 - 4.00

Prerequisite: None

This course is designed to introduce ASL, a visual-gestural language used by the deaf community in the United States and to focus on the development of basic conversational skills, emphasizing receptive abilities.

AM 146 **American Sign Language II** 3.00 - 4.00

Prerequisite: AM 145.

This course continues to stress the development of basic conversational skills with emphasis on expanding vocabulary and expressive skills.

AM 147 **American Sign Language III** 3.00 - 4.00

Prerequisite: AM 146.

This course promotes the shifting from comprehension to production of ASL with the main emphasis of bringing fluency to a point of self-generated ASL.

AM 148 **American Sign Language IV** 3.00 - 4.00

Prerequisite: AM 147.

This course encourages the student to expand command of disclosure in ASL on various everyday topics (leading to fluency).

ANTHROPOLOGY

ANTH 101 **Introduction to Cultural Anthropology** 3.00

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** 3.00

Corequisite: Must be taken concurrently with ANTH 110L.

Biological and evolutionary origins of humans, with consideration of population genetics, living primates, fossil records and human variation. Includes eight laboratory experiences. Satisfies UNR science core curriculum.

ANTH 110L **Physical Anthropology Laboratory** 1.00

Corequisite: Must be taken concurrently with 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 **Selected Topics** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ANTH 201 **Peoples and Cultures of the World** 3.00

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.

ANTH 202 **Archaeology** 3.00

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** 3.00

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.

ANTH 208 **Fundamentals of Cultural Diversity** 3.00

Prerequisite: None

This course explores the roles of culture in structuring the individual's self-identity, learning styles and sense of reality. The range of diversity in human socio-cultural institutions will be examined in terms of the role of prejudice, stereotyping and compatibility in education, the workplace and other environments. An emphasis will be placed on providing the skills necessary to work and live together regardless of ethnic, religious, race, gender, age and other cultural affiliations.

ANTH 225 **Archaeological Field Methods: Survey** 3.00

Prerequisite: ANTH 202 or permission of instructor.

This course provides the student with introductory training in basic archaeological field survey 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.

ANTHROPOLOGY

ANTH 226 **Archaeological Field Methods: Excavation** 3.00

Prerequisite: ANTH 202 or permission of instructor.

This course provides the student with introductory training in basic archaeological field excavation techniques.

ANTH 227 **Foundations of Archaeological Lab Methods** 3.00

Prerequisite: ANTH 202 or permission of instructor.

Basic hands-on introduction to archaeological lab methods which may include some or all of the following: inventory, processing, cataloging artifacts and preparing them for analysis and curation.

ANTH 229 **Fundamentals of Applied Anthropology** 3.00

Prerequisite: ANTH 101 or SOC 101.

Fundamental survey of case studies examining various applications of anthropology in the resolution of human problems. Students will explore career opportunities for applied anthropologists and some of the roles of anthropologists in the world today. Students will participate in a class research project.

ANTH 279 **Para-Professional Skills in Social Science** 3.00

Prerequisite: ANTH 229 (may be taken concurrently).

Students will learn basic technical skills to support professional anthropologists as they conduct various aspects of research, data management and analysis, composition and report production.

ANTH 281 **Introduction to Language** 3.00

Prerequisite: None

Nature and function of language, including an introduction to the linguistics subsystems of modern English and the development of the English language. Same as ENG 281.

ANTH 290 **Internship in Anthropology** 1.00 - 8.00

Prerequisite: ANTH 279 (may be taken concurrently).

Supervised Para-professional work experience in one or more areas of anthropology under guidance of a professional anthropologist or related professional. Student will apply knowledge and skills to real on-the-job situations designed by a faculty advisor and an official from a public agency, academic institution or business.

APPLIED INDUSTRIAL TECHNOLOGIES

AIT 110 **General Industrial Safety** 1.00

Prerequisite: None

This is a general safety course for an industrial environment. Students will learn OSHA regulations, personal safety and understand the importance of safe work habits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ARCHITECTURAL DESIGN

AAD 100 **Introduction to Architectural Design** 3.00

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** 3.00

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** 3.00

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.

AAD 180 **Fundamentals of Design I** 3.00

Corequisite: Must be taken concurrently with AAD 181.

Investigation of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.

* 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 181 **Fundamentals of Design I Discussion** 3.00

Corequisite: Must be taken concurrently with AAD 180.

Discussion of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.

AAD 182 **Fundamentals of Design II** 3.00

Prerequisite: AAD 180 and 181. Corequisite: Need to enroll in AAD 182 & 183 at the same time.

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.

AAD 183 **Fundamentals of Design Discussion II** 3.00

Prerequisite: AAD 180 and 181. Corequisite: Need to enroll in AAD 182 & 183 at the same time.

Investigation of three-dimensional presentations of spatial design through abstract and representational methods.

AAD 198 **Special Topics in AAD** 0.50 - 6.00

Prerequisite: AAD 100

This course will explore the study of special relevant topics in the profession of design. This course includes discussion of the fields of Architecture, Landscape Architecture, or Sustainable Planning and other related design professions. Topics may include, type of education and skills necessary, the specialties of each profession, what it takes to become a licensed practitioner, and might be seen as the future of these professions.

AAD 201 **History of the Built Environment** 3.00

Prerequisite: ENG 98R or equivalent placement score.

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.

AAD 202 **Analysis of the Built Environment** 3.00

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** 3.00

Prerequisite: AAD 182. Co-requisite: Need to enroll in AAD 223 & AAD 280 at the same time.

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.

AAD 230 **Design with Climate** 3.00

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.

AAD 241 **Grading and Drainage** 3.00

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** 3.00

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.

AAD 258 **Xeriphitic Landscape Plants** 3.00

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.

* 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 262 **CAD for Landscape Architecture** 3.00

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.

AAD 265 **Computer Applications in Architecture I** 3.00

Prerequisite: AAD 223 and AAD 280. Co-requisite: Need to enroll in AAD 265 & AAD 282 at the same time.

Advanced work in computer-aided drafting and design. Includes development of speed, understanding of CAD techniques and logic and the understanding of office environment that incorporates CAD as a drafting alternative.

AAD 280 **Fundamentals of Architecture Design I** 3.00

Prerequisite: AAD 182 and 183. Co-requisite: AAD 223.

Elements, principles, and theories of design as applied to projects in various media. Emphasis on the integration of design principles with the properties of wood, concrete, steel, glass, masonry and other construction materials. Consideration of environmental and climatic conditions and determinants are also discussed.

AAD 282 **Fundamentals of Architecture Design II** 3.00

Prerequisite: AAD 280. MUST be taken concurrently with AAD 262 or AAD 265.

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.

ARCHITECTURAL DESIGN TECH

ADT 105 **Architectural Drafting I** 5.00

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** 3.00

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** 3.00

Prerequisite: None

This course will survey the Leadership in Energy and Environmental Design (LEED) construction methods, techniques, materials and associated points system. Discussions will include Green building and how they increase productivity, improve health, conserve the Earth's resources, and cost less to operate and maintain than standard construction types. Other areas to be discussed will include Sustainable Sites; Water Efficiency; Energy and Atmosphere; Materials and Resources; Indoor Environmental Quality; and Innovation and Design Process. Case studies will be examined and used to identify the specific construction methods, point accumulation and how it assists in conservation. This course is used as an introductory course in an interdisciplinary degree at UNR within Political Science and Engineering.

ADT 168 **Landscape Management I** 3.00

Prerequisite: None

Landscape Management I is the first of two courses designed for the nurseryman's certification. Material covered will be valuable to the homeowner as well as the professional. The on campus field trip gives hands-on demonstrations of how irrigation components are installed and how they function. This course presents the practical field knowledge needed to work within the landscape industry. This course will prepare the student with basic knowledge to continue with Landscape Management II. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 170 **Soil Management** 3.00

Prerequisite: None

This course teaches the concepts that are used in the management of soils in landscape industry today. Techniques, standards and policies will be discussed that effect our usage of this resource. Basic laboratory work and field trips will be utilized to underscore the importance of earth's fundamental resource, what makes up this primary resource and how it can be utilized, maintained and conserved for future generations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 172 **Turfgrass Management I** 3.00

Prerequisite: None

The student will gain the basic knowledge necessary to understand and identify turf grass varieties, the propagation methods used for each, and maintenance techniques required. This class will consist of lecture and hands-on participation by the student in the classroom and in the field. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 174 **Urban Tree Care I** 3.00

Prerequisite: None

This course covers the basics of tree care as it applies to trees in the urban environment. The semester will begin with biology of trees in order to help the student to understand why it is necessary to follow the practices that will be described throughout the class. Also, the biological portion of the class will increase the appreciation for trees, an understanding of the complex physiological processes that take place within trees will raise them from inanimate objects to fellow inhabitant and contributors to the environment in the urban setting. Completion of this course and Urban Tree Care II will provide the student with the resources necessary to prepare for the International Society of Arboriculture' Certification for Arborists Examination. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 178 **Fundamentals of Horticulture** 3.00

Prerequisite: None

Introduction to horticulture practices including plant classification, plant structure, function, growth, propagation, development and limiting factors of growth. Two hours of lecture and three hours of laboratory each week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 198 **Special Topics in ADT** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the class content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 218 **Landscape Irrigation Design** 3.00 - 6.00

Prerequisite: ADT 105 and 108.

Design and development of manual, semiautomatic and automatic sprinkler irrigation systems. Methods and techniques used in the design of systems, including hydraulics, performance and layout of systems, pump design for large scale installations, construction methods and testing techniques used for quality assurances. This course may be taken for up to six (6) credit hours. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 230 **Mechanical and Electrical Equip for Buildings** 3.00

Prerequisite: ADT 105 or AAD 125.

Basic design computations and drafting concepts used in selection and layout of mechanical and electrical systems for buildings. Two hours lecture and three hour lab. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 245 **Static and Strength of Materials** 3.00

Prerequisite: MATH 120 or higher or qualifying Accuplacer.

Introduction to the free body diagram concept of static's, centroids and moments of inertia. Elements of strength of machinery, and beams in bending, torsion, tension, compression and buckling. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 256 **Introduction to Land Use Planning** 3.00

Prerequisite: None

This class will discuss the establishment of goals, policy development and implementation of plans for land use in various geographic areas. The use of GIS/GPS systems for data gathering and analytical tools will be discussed as well as their use to track resource scarcity and environmental deterioration problems. This is a lecture class. It is the prerequisite to Advanced GIS/GPS for architects, engineers and planners. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ADT 270 **Greenhouse Management** 3.00

Prerequisite: None

This course covers greenhouse management from the construction of the greenhouse itself, to the harvesting of the plants grown within it. Students will learn how to control the environment in the greenhouse, how to pasteurize soils and which are the best plants to propagate. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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** 1.00 - 8.00

Prerequisite: AAD 100

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. The course be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ART

ART 100 **Visual Foundations** 3.00 - 5.00

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** 3.00

Prerequisite: None

Introduction to drawing techniques and concepts.

ART 102* **Drawing II** 3.00

Prerequisite: ART 100 and 101* (formerly ART 121).

Continued exploration of drawing techniques and concepts.

ART 106 **Jewelry I** 3.00

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.

ART 124* **Introduction to Printmaking** 3.00

Prerequisite: None

Introduction to printing processes emphasizing relief, intaglio, and screen techniques.

ART 127 **Water Color I** 3.00

Prerequisite: ART 101* (formerly ART 121).

Beginning course involving color, form, composition and techniques using transparent and opaque watercolors.

ART 135* **Photography I** 3.00

Prerequisite: None

Introduction to photography techniques focusing on black and white processes.

ART 141* **Introduction to Digital Photography** 3.00

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** 3.00

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** 3.00

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.

ART 198 **Special Topics in Art** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ART 201 **Life Drawing I** 3.00

Prerequisite: ART 100, 101* (formerly ART 121) and 102* (formerly ART 221).

Exploration of the human figure in pictorial space with emphasis on drawing from a live model and working with gesture, memory and imagination.

* 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 209 **Introduction to Gallery Practices** 3.00
Prerequisite: None
A course in the practices and ethics of operating an art gallery.

ART 211 **Ceramics I** 3.00
Prerequisite: None
Introduction to techniques and concepts focusing on hand-built techniques and characteristics of various clay bodies.

ART 212 **Ceramics II** 3.00
Prerequisite: ART 100 and 211.
Introduction to techniques and concepts focusing on wheel thrown techniques.

ART 216 **Sculpture I** 3.00
Prerequisite: None
Introduction to the concepts of three-dimensional composition.

ART 227 **Water Color II** 3.00
Prerequisite: ART 127 (formerly ART 145).
Intermediate course involving continued exploration of watercolor media.

ART 231 **Painting I** 3.00
Prerequisite: ART 100 and 101* (formerly ART 121).
Introduction to concepts of painting including color, form, and composition.

ART 232 **Painting II** 3.00
Prerequisite: ART 100 and 231 (formerly ART 135).
Intermediate course in painting, emphasizing various materials and methods.

ART 235+ **Photography II** 3.00
Prerequisite: ART 135*.
Lecture/study with emphasis on improving basic technical and conceptual skills.

ART 236+ **Photography III** 3.00
Prerequisite: ART 135* and 235+.
Advanced photography course involving continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.

ART 260* **Survey of Art History I** 3.00
Prerequisite: None
Art of the western world from prehistoric times through the Gothic period. Satisfies UNR Fine Arts core curriculum.

ART 261* **Survey of Art History II** 3.00
Prerequisite: None
Art of the western world from the Renaissance to the present. Satisfies UNR fine arts core curriculum.

ART 263 **Survey of African, Oceanic, & Native American Art** 3.00
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.

ART 270 **Women in Art** 3.00
Prerequisite: None
The role of women in the arts throughout history will be the focus of this course. Women as artists, patrons and subjects will be examined with the purpose of reassessing the contribution of women to the artistic tradition. In addition to learning about specific women artists and patrons in Western culture, a discussion of feminist critical theory and gender studies will be applied to the issue of women in the arts.

ART 295 **Special Topics in Art History** 1.00 - 3.00
Prerequisite: None
Special topics in art history. May be repeated up to 12 credits.

ART 296 **Independent Study** 1.00 - 3.00
Prerequisite: None
A course for advanced students to pursue individual creative work in any of the studio disciplines. Students must submit a written proposal describing projects and meet with tutorial faculty member on a regular basis.

ART 297* **Field Study** 1.00 - 3.00
Prerequisite: None
This course provides an opportunity for students to study art within its cultural and art historical setting by traveling to see works where they're located. Depending on the length of the trip, and the amount of material to be covered in the class, the credits may vary from 1 to 3. Repeatable for 6 credits.

* 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 298* **Portfolio Emphasis** 1.00 - 3.00

Prerequisite: None

Participants will develop a portfolio for use in the acquisition of exhibitions, fine art gallery representation, inclusion in the permanent collections of museum/corporations, and/or employment in their respective medium. Class will also cover professional and legal planning strategies and requirements requisite to success in the fine art marketplace.

ART 299* **Special Topics in Studio Art** 1.00 - 3.00

Prerequisite: None

Various topics of special interest in Studio Fine Art will be introduced, studied and accomplished in depth than allowed through the basic beginning and intermediate courses Studio Art mediums. Possible topics include: alternative photographic processes, digital photography, engraving, raku firing, water bath etching, portraiture/lighting techniques in photography, weaving, performance art, view camera, color photography, etc.

ASTRONOMY

AST 104 **Introductory Astronomy: Stars and Galaxies** 3.00

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** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ATMOSPHERIC SCIENCE

ATMS 117 **Meteorology** 3.00

Prerequisite: MATH 120.

This course will introduce students to the basic principles of atmospheric science. The characteristics of behavior of the atmosphere will be studied, with an emphasis on the processes that control weather and climate. Students will gain hands-on experience in gathering and analyzing weather data during four laboratory experiments. Satisfies UNR core science Group B requirements.

AUTOMOTIVE

AUTO 101 **General Auto** 2.00 - 7.00

Prerequisite: None

An introductory course describing the principles of operation, design, construction and maintenance of automobiles. Activities include shop safety emphasis, use of service manuals, use of tools and fasteners, general maintenance of cooling systems, lubricating systems; an overview and demonstration of electrical, fuel and ignition systems; an overview and explanation of chassis, steering, suspension and brake systems. Human relations, leadership and work ethics related to the automotive industry will also be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 111 **Automotive Electricity** 4.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 112 **Automotive Electricity II** 4.00

Prerequisite: AUTO 111 or instructor permission. Course may be taken concurrently with AUTO 111.

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 136 **Engine Repair** 5.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 145 **Automotive Brakes** 5.00

Prerequisite: None

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 150 **Steering and Suspension Systems** 5.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 165 **Auto Heating and Air Conditioning** 5.00

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 may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 198 **Special Topics in Auto** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 205 **Manual Drive Trains and Axles** 4.00

Prerequisite: AUTO 101 or instructor permission.

This course covers theory and operation of the automotive and light truck manual drive trains and axles. Emphasis is placed on the manual transmissions, clutches, transfer cases and drive axles. Components will be checked for wear or failed parts. The drive train components will be reassembled to manufactures specifications. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 216 **Automatic Transmissions** 5.00

Prerequisite: AUTO 101 or instructor permission.

This course covers theory and operation of the automotive and light truck automatic transmissions and transaxles. 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 218 **Tune-Up Procedures** 1.00 - 6.00

Prerequisite: AUTO 101 or instructor permission.

Basic theory and procedures used in tune-up and carburetion using simple hand tools and tune-up equipment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 222 **Emission Control Certification Prep** 3.00

Prerequisite: None

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 225 **Engine Performance I** 4.00

Prerequisite: AUTO 111 or instructor permission.

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 227 **Engine Performance II** 4.00

Prerequisite: AUTO 112 and AUTO 225. May be taken concurrently with AUTO 225.

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 235 **Engine Performance III** 4.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 265 **Electrical/Electronic Systems III** 4.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AUTO 290 **Internship in Automotive Level I** 1.00 - 6.00

Prerequisite: None

The purpose of this course is to provide Automotive Industry Technicians with the opportunity to supplement course work with practical work experience related to the student's first three semesters of classroom and lab experiences. The course is an extension to and application of the classroom training through work experience under immediate supervision of experienced personnel at the industry work site. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contact, site visitations, student reports and reports from the student's supervisor. Credit is awarded (at a rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student, and faculty member; maintenance of time sheets; and final project. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AVIATION

AV 110 **Basic Ground School for Pilots** 3.00 - 6.00

Prerequisite: None

A study of aviation fundamentals including principles of flight, aircraft and engine operations, weather, navigation, and radio communications as required by the Federal Aviation Administration (FAA) regulations. Topics will include general service, maintenance, and safety practices. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

AV 210 **Instrument Ground School (Airplane)** 3.00

Prerequisite: AV 110 (formerly AERO 101).

This course provides in-depth study of the purpose, use and operation of flight instruments in airport departures, en route navigation, approaches and other aspects of instrument flight. The course will prepare the students to qualify as an instrument rated pilot. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BIOLOGY

BIOL 100 **General Biology for Non-Majors** 3.00

Prerequisite: None

An introductory course emphasizing the processes of science and the fundamentals of biology. Includes a basic introduction to molecules, cells and metabolism, the flow of genetic information, evolutionary theory, and ecological processes. Connects life science concepts to the understanding of everyday concerns such as human health. Designed for the non-science major and meets UNR core curriculum science requirement; cannot be used for credit toward biology major. Three lecture hours per week and four laboratory experiences throughout the semester.

BIOL 106 **Introduction to Evolution and Adaptation** 3.00

Prerequisite: None

An introductory course examining evolution and adaptation in organisms. Includes a review of history of the scientific process, Darwinian and Neo-Darwinian evolution, introduction to genetic variation, natural and artificial selection, theories on the origin of life, human evolution and genetically modified organisms (GMOs). Three hours of lecture per week and four labs per semester.

* 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 110 **Biology for Elementary/Middle Level Education** 3.00

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** 3.00

Prerequisite: None

A survey of marine environments and their biotic communities with an emphasis on the natural history of marine organisms. This is an online course designed for non-science majors or anyone with a general interest in marine biology. Includes hands-on activities to be completed at home and virtual laboratory experiences online, including several virtual dissections.

BIOL 141 **Human Structure and Function I** 4.00

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 may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BIOL 142 **Human Structure and Function II** 4.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BIOL 188 **Foundations in Scientific Literacy** 1.00

Prerequisite: None

This course is designed to ensure success in introductory science classes, particularly Biology 190, the first course for Biology majors. The course covers the basic mathematics used in biological sciences, basic chemistry used in biological sciences, the fundamentals of biology, the scientific method, study skills and basic laboratory techniques. The class consists of 16.5 lecture hours and six hours of lab per semester. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BIOL 190 **Introduction to Cell and Molecular Biology** 3.00

Prerequisite: ENG 101 or 113; MATH 120, 126 or higher; or qualifying Accuplacer, SAT or ACT scores for these courses.

An introductory cell and molecular biology course covering basics of inorganic chemistry, water, pH, biological macromolecules, cell structure, membrane physiology, cell signaling, metabolism, cell division, heredity, gene expression, and gene regulation. Both BIOL 190 and BIOL 190L are prerequisites for the following biology courses: BIOL 191, BIOL 191L, BIOL 201, BIOL 223, and BIOL 251.

BIOL 190L **Introduction to Cell and Molecular Biology Laboratory** 1.00

Prerequisite: ENG 101 or 113; MATH 120, 126 or higher; or qualifying Accuplacer, SAT or ACT scores for these courses.

An introductory laboratory course focusing on specific inquiry and investigation of cell and molecular biology principles, use of laboratory equipment, and metric system measurements and conversions. Both BIOL 190 and BIOL 190L are prerequisites for the following biology courses: BIOL 191, BIOL 191L, BIOL 201, BIOL 223, and BIOL 251.

BIOL 191 **Introduction to Organismal Biology** 3.00

Prerequisite: BIOL 190 and 190L.

Comprehensive introduction to the evolution, ecology, biodiversity, structure and function of living systems. Topics include natural selection, populations and communities, characteristics of viruses, prokaryotes, protists, fungi and comparative life processes in plants and animals. Students must enroll in BIOL191L concurrently with this course. Note: BIOL 190/190L plus BIOL 191/191L transfers to UNR as fulfilling BIOL 190, 191 and 192.

BIOL 191L **Intro to Organismal Biology Lab** 1.00

Prerequisite: BIOL 190 and 190L.

Comprehensive laboratory introduction to the ecology, biodiversity and structure and function of living systems. Emphasis will be placed upon acquiring laboratory skills in using the microscope and other laboratory equipment to investigate organisms. Organismal Biology Laboratory must be taken concurrently with Biology 191 Organismal Biology.

* 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 198 **Special Topics in Biology** 0.50 - 6.00

Prerequisite: None

Selected topics will be presented in lecture and/or laboratory format that focus on specific areas in the biological sciences. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BIOL 200 **Elements of Human Anatomy and Physiology** 3.00

Prerequisite: None

A basic survey of human anatomy and physiology for medical office workers and technicians. Supports the Surgical Technology program at Western Nevada College and satisfies the general education science requirement for an AAS, AGS and Certificate of GS at TMCC.

BIOL 201 **General Zoology** 4.00

Prerequisite: BIOL 190 & BIOL 190L

An introduction to the classification of the major animal Phyla with an emphasis on the evolutionary relationships among major groups. Includes an exploration of the anatomical structure, physiological function, and the ecology of a wide range of animals. This is a prerequisite course for the TMCC Veterinary Technician program and also appropriate for anyone interested in animal diversity. Three hours of lecture and three hours of laboratory per week.

BIOL 202 **General Botany** 4.00

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** 4.00

Prerequisite: BIOL 190 & BIOL 190L.

An intensive laboratory course dealing with the morphology and physiology of body systems. Basic histology is covered along with the following body systems: integumentary, skeletal, muscular and nervous. Principles of chemistry are used throughout the semester. Required for most allied health programs. Three hours of lecture and three hours of lab per week. This course transfers for four credits to UNR, UNLV, and NSC.

BIOL 224 **Human Anatomy and Physiology II** 4.00

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** 4.00

Prerequisite: BIOL 190 and 190L.

A general course emphasizing distribution, morphology and physiology of microorganisms in addition to skills in aseptic procedures, isolation and identification. This course also includes sophomore level material covering immunology, virology, epidemiology and DNA technology. Recommended for all allied health students.

BIOL 290 **Internship in Biology** 1.00 - 8.00

Prerequisite: Instructor Approval

A course designed for students to apply their knowledge to on-the-job situations in a collaborative program between a company, government agency or college department under the supervision of a faculty advisor. The course is available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. The course may be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BIOL 295 **Current Topics in Infectious Disease** 1.00 - 3.00

Prerequisite: BIOL 251

This is a seminar type course covering current topics/issues in infectious diseases. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BIOL 299 **Selected Topics in Biology** 1.00 - 3.00

Prerequisite: BIOL 100 or higher or permission of the instructor.

Selected topics will be presented in lecture and/or laboratory format that focus on specific areas in the biological sciences. The course may be repeated for up to four credits.

BUILDING INSPECTION

* 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.

BUILDING INSPECTION

BI 101 **Introduction to Building Codes** 3.00

Prerequisite: None

A basic course designed to introduce current building codes, with emphasis placed on the development and proper use of the code. Students will learn the format of the building code and develop an understanding of the provisions contained therein. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BUSINESS

BUS 98 **Fundamentals for Business** 3.00

Prerequisite: None

This course prepares students with the fundamental skills that are required to achieve success within business studies and the related disciplines. Students will focus upon skills in reading business materials, doing basis business calculations and on writing and presenting business analysis.

BUS 101 **Introduction to Business** 3.00

Prerequisite: C or better in MATH 120/126 or BUS 117; ENG 101/113 or BUS 98/108; or qualifying Accuplacer, SAT or ACT scores for these courses.

Survey course designed to give students a broad introduction to the principles, practices and functions of businesses as they are practiced in both the national and global economies. Relevance will be provided through research and Internet projects and assignments. Topics to be covered include management, marketing, finance, investments, and various other areas such as international business, small business, and ethics. Attendance beyond the first class is subject to instructor approval.

BUS 106 **Business English** 3.00

Prerequisite: Qualifying Accuplacer 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** 3.00

Prerequisite: None

This course provides business students and career professionals with intensive coaching in listening skills, oral grammar and effective speech construction. Students will practice delivering a variety of individual and small group presentations necessary to successful on-the-job communications.

BUS 108 **Business Letters and Reports** 3.00

Prerequisite: BUS 106 or ENG 101 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Improve letter and report writing skills, proper word choice, letter tone, structuring through units. Emphasis on inductive and deductive business letters, memorandums, and reports. This course is transferable as a general elective to UNR.

BUS 112 **Customer Service** 3.00

Prerequisite: BUS 106 or BUS 108; or Accuplacer/WritePlacer minimum score of 6; or with instructor approval.

This course teaches fundamental service principles and practices to raise service levels and improve the customer experience at every point of contact. Issues of serving a diverse population will be addressed. Participants learn how to delight their customers, support their colleagues, and build a superior service culture. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BUS 117 **Applied Business Math** 3.00

Prerequisite: MATH 095 or equivalent or qualifying Accuplacer, ACT/SAT test results.

This course is designed to help current and potential business decision makers solve problems that routinely cause businesses to fail. A practical application of business mathematics, including but not limited to: bank reconciliation's, present value, markup and markdowns, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, understanding overhead and analyzing financial reports. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BUS 150 **Personal Finance** 3.00

Prerequisite: None

Introductory course in personal finance planning. Topic areas include: budgeting, spending, credit, investments, insurance, saving, retirement planning, interest and banking. Recommended for all students. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

BUS 198 **Special Topics in Business** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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

BUS 272 **Legal Environment** 3.00

Prerequisite: None

This course covers the fundamentals of business law; the legal system, legal reasoning, public, commercial, managerial and property law, and government regulation. Emphasis is placed upon those facets of the law that impact managers and small business owners.

BUS 275 **Fundamentals of International Business** 3.00

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** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

IBUS 280 **International Business Cultures** 3.00

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** 3.00

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 International Business Emphasis Exploration** 1.00

Prerequisite: IBUS 280. Corequisite: IBUS 281

This course allows students to explore a functional business area in more depth during the field study. Students will have opportunities to meet with individuals that practice in their emphasis and to ask questions. Students may also have an opportunity to participate in field trips that differ from their classmates that will allow them more insight into how their emphasis is impacted in different cultures. This course requires a final reflective paper prior to the end of the second term of the summer session. This course requires admission in the preceding fall, satisfactory completion of IBUS 280 and concurrent enrollment in IBUS 281.

CHEMISTRY

CHEM 100 **Molecules and Life in the Modern World** 3.00

Prerequisite: ENG 98R and MATH 96 or qualifying Accuplacer, ACT, or SAT scores.

A course for students with no science background. A general introduction into topics in inorganic and organic chemistry. Four laboratory experiences are required through the course period.

CHEM 103 **Preparatory Chemistry** 3.00

Prerequisite: MATH 096 or placement in MATH 120 or higher.

This course is a preparatory course for students with a deficiency in high school chemistry or who have not had chemistry before who wish to qualify for CHEM 110 or 121. Focus will be on developing problem solving skills and study skills in chemistry required to succeed in CHEM 110 or 121. Does not satisfy the General Education Core Science requirement.

CHEM 120 **Recitation for General Chemistry I** 1.00

Corequisite: Must be concurrently enrolled in CHEM 121.

Students must be concurrently enrolled in CHEM 121 in order to take this course. This course is a recitation section for CHEM 121 that includes additional practice in problem solving and chemistry skills used in CHEM 121.

CHEM 121 **General Chemistry I** 4.00

Prerequisite: ENG 98R and MATH 120 or equivalent or qualifying Accuplacer, ACT/SAT scores.

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** 4.00

Prerequisite: CHEM 121 or CHEM 121R and 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** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CHEM 201 **General Chemistry for Scientists and Engineers** 4.00

Prerequisite: Must have taken MATH 181 or co-enroll in 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** 4.00

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** 4.00

Prerequisite: CHEM 121. CHEM 122 recommended.

A laboratory course which acquaints students with some of the fundamental principles of carbon chemistry and biological chemistry.

CHEM 241 **Organic Chemistry I** 3.00

Prerequisite: CHEM 122 or 202.

Intensive introduction to the chemistry of carbon and its functional groups, including the structure and behavior of its molecules.

CHEM 241L **Organic Chemistry for Life Sciences Lab I** 1.00

Prerequisite or corequisite: CHEM 241.

Laboratory exercises in introductory organic chemistry. Stereo chemistry, separation and purification techniques, micro-scale organic reaction procedures.

CHEM 242 **Organic Chemistry II** 3.00

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** 1.00

Prerequisite or corequisite: CHEM 242

Laboratory exercises in intermediate organic chemistry with continued emphasis on micro-scale organic reaction procedures. Introduction to the identification of organic compounds using chemical and instrumental means (qualitative analysis).

CISCO

CSCO 120 **CCNA Internetworking Fundamentals** 4.00

Prerequisite: None

Prerequisite: Strongly recommend minimum ACCUPLACER Reading Comprehension score of 74. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced.

CSCO 121 **CCNA Routing Protocols and Concepts** 5.00

Prerequisite: CSCO 120 with a grade of "C" or better.

Routing Protocols and Concepts is part of the CCNA curriculum. This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF.

CSCO 220 **CCNA LAN Switching and Wireless Fundamentals** 5.00

Prerequisite: CSCO 120 with a grade of "C" or better.

LAN Switching and Wireless Fundamentals is part of the CCNA curriculum. This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, this course provides detailed explanations of LAN switch operation, VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), Inter-VLAN routing, and wireless network operation. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus Network design and Layer 3 switching concepts are introduced.

* 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 221 **CCNA WAN Fundamentals** 5.00

Prerequisite: CSCO 121 and 220 with a grade of "C" or better.

WAN Fundamentals is part of the CCNA curriculum. This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn about user technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point Protocol over Ethernet (PPPoE), DSL, and Frame 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).

CSCO 230 **Fundamentals of Network Security** 4.00

Prerequisite: CSCO 221 or CCNA Certification. May be taken concurrently with CSCO 221.

The Fundamental of Network Security course is designed to prepare students for entry level certification in network security. The course is an introduction to network security and overall security processes. The course teaches students to design and implement security solutions to reduce the risk of revenue loss and network vulnerability. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CLINICAL LAB SPECIALIST

CLS 151 **Phlebotomy** 2.00

Prerequisite: None

Study of blood collection methods with emphasis on patient preparation, order of draw, identification, sample collection, and selected diagnostic tests performed in the clinical laboratory. This course must be taken concurrently with CLS 152, Applied Phlebotomy. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152.

CLS 152 **Applied Phlebotomy** 2.00

Prerequisite: None

A study of instructional techniques for use with learners with mild/moderate disabilities from culturally diverse backgrounds.ï¿½ Addresses assessment and instructional methods, accommodations, adaptations, strategies, and materials appropriate for teaching individuals with exceptionalities in a variety of educational settings.

CLS 153 **Phlebotomy Clinical Practicum** 2.00

Prerequisite: None

A clinical rotation in blood collection and specimen processing procedures. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152. The student must complete 90 hours of supervised clinical experience and 100 successful venipunctures including dermal.

COMMUNICATIONS

COM 113 **Fundamentals of Speech I** 3.00

Prerequisite: None

Study of theories and principles of speech with participation in public speaking and interpersonal communication activities.

COM 215 **Introduction to Group Communication** 3.00

Prerequisite: None

An introductory course in communication as it functions within small task groups. Emphasis is on observation and analysis of actual small group behavior and on improvement of communication skills within the small group setting. Topics covered include leadership, conflict, norms, role structure, cohesiveness and decision-making. Course stresses student involvement in exercises, discussions and group projects.

COM 285 **Communication Disabilities and Film** 3.00

Prerequisite: None

This course will cover popular films and their portrayal of individuals with communication disabilities, including how those portrayals promote both negative and positive images and how these images influence public perception of those with communication disabilities. The realities of communication disabilities will also be discussed.

COMMUNITY HEALTH SCIENCES

CHS 101 **Introduction to Community Health Sciences** 3.00

Prerequisite: ENG 98R or higher and MATH 96 or higher, or equivalent placement scores.

This course introduces students to the basic tenets of community health. These include concepts of health, health promotion and disease prevention, as well as, factors affecting community health, epidemiology, risk factors, health information and research, ethics and health programs.

* 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.

COMMUNITY HEALTH SCIENCES

CHS 102 **Foundations of Personal Health and Wellness** 3.00

Prerequisite: ENG 98R or higher and MATH 96 or higher, or equivalent placement scores.

This course introduces students to the basic tenets of health and wellness. These include concepts of health, diet and exercise, relationships, disease prevention and making personal choices that promote a healthy lifestyle.

CHS 200 **Introduction to Public Health Biology** 3.00

Prerequisite: CHS 101 or BIOL 100 or higher.

This course introduces students to the basic biological principles of public health biology. These include concepts of health and disease, introduction to pathophysiology, the public health burden of infectious and chronic disease, and how public health is used to address these.

CHS 230 **Introduction to Environmental Health** 3.00

Prerequisite: CHS 101 or BIOL 100 or higher, CHEM 100 or higher, or ENV 100 or higher.

This course introduces students to the basic tenets of environmental health. These include concepts of environmental influences on disease, inter-relatedness of scientific disciplines with environmental health, emerging environmental issues, and environmental risk factors and exposure.

COMPUTER AIDED DRAFTING AND DESIGN

CADD 100 **Introduction to Computer-Aided Drafting** 3.00 - 4.00

Prerequisite: None

Introduction to the basic capabilities of a Computer Aided Drafting (CAD) system. Includes appropriate terminology, basic system design, typical hardware and software and applicable commands. Students will draw and solve drafting problems on a CAD system.

CADD 105 **Intermediate Computer-Aided Drafting** 3.00 - 4.00

Prerequisite: CADD 100 and either DFT 100 or ADT 105.

Continuation of CADD 100 (formerly DFT 131). The course will cover advanced 2-D CAD operations. Student will draw and solve graphic problems on a CAD system.

CADD 140 **Technical Drafting I** 3.00 - 4.00

Prerequisite: DFT 100 or CADD 100 or approval of instructor.

Applies the knowledge gained in DFT 100 to manufacturing situations according to industrial standards. Computer Aided Drafting Techniques are used to solve advanced drafting problems.

CADD 141 **Technical Drafting II** 3.00 - 4.00

Prerequisite: CADD 140 or approval of instructor. Course may be taken concurrently with CADD 140.

Introduces shop processes, detail working drawings, precision dimensioning, limits and tolerances, design layouts, shop notes, parts lists, assembly drawings, developments and intersections, and pictorial drawings. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CADD 142 **Technical Drafting III** 3.00 - 4.00

Prerequisite: CADD 140. Course may be taken concurrently with CADD 140.

Covers descriptive geometry and electronic drafting. Advances concepts introduced in CADD 141 through project oriented problem solving. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CADD 198 **Special Topics in CADD** 1.00 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CADD 200 **Advanced Computer Aided Drafting** 3.00 - 4.00

Prerequisite: CADD 105 and 140.

An advanced course providing instruction and skill development on advanced features of CADD. Emphasis will be on Alternate Dimensioning Practices, Advanced Texting and Formatting, Advanced Dynamic Block Properties and an introduction to solid modeling.

CADD 210 **CADD Project** 3.00 - 4.00

Prerequisite: CADD 100 and 140.

Each student will complete a project that will increase his/her CAD skills. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CADD 245 **Solid Modeling and Parametric Design** 3.00 - 4.00

Prerequisite: CADD 100 and 105.

This course will introduce the student to 3D and solid modeling on a CAD system. Students will draw and solve graphic problems on a CAD system.

* 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** 3.00 - 4.00

Prerequisite: CADD 100 and 105.

A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (screen appearance, pull-down menus, accelerator keys, tool bar groups and dialog boxes).

CADD 256 **CAD Customization II** 3.00 - 4.00

Prerequisite: CADD 100 and 105.

A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (tablet menus, line types, multi-line types, hatch patterns, intro to autolisp and script files).

CADD 290 **Internship in CADD** 1.00 - 6.00

Prerequisite: None

A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have a 2.5 G.P.A. Contact the instructor for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 75 hours of internship for 1 credit. May be repeated for up to 6 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CADD 299 **Capstone/Assessment** 1.00 - 3.00

Prerequisite: None

This course will be a final assessment of each student and determine their preparedness for job marketability. Each student will write a resume, develop a portfolio, demonstrate growth on the program post-test and apply for graduation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

COMPUTER AND OFFICE TECHNOLOGY

COT 101 **Computer Keyboarding I** 1.00 - 3.00

Prerequisite: None

This course involves developing basic skills for touch typing keyboard proficiency on computers. Elementary word processing functions are introduced. Development of speed and accuracy skills are an integral part of this course. Basic computer operations are introduced for using the keyboarding software. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

COT 110 **Business Machines** 1.00 - 3.00

Prerequisite: None

This course develops skills using electronic printing calculators. The skills are applied to business math problems which include: touch addition of whole numbers, multiplication, division, fractions and decimals, percentages, markdown and markup, interest, payrolls, and installment buying. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

COT 198 **Special Topics in COT** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six depending on the course content and number of hours required. This course may be repeated for up to six credits.

COT 207 **Business Applications On the Internet** 3.00

Prerequisite: IS 101 or the equivalent.

This course will cover the use of the internet for business and entrepreneurial purposes. Topics include integration of the Microsoft Office Suite with the World Wide Web, daily basic business practices online, and intranet/internet site development. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

COT 217 **Office Publications** 1.00 - 3.00

Prerequisite: IS 101 or the equivalent.

This course introduces students to basic techniques of desktop publishing and Web page publishing in an office. Students will learn how to plan and design a publication, format text, work with art, use styles, and work with multiple pages. The course will also cover the creation and maintenance of simple Web sites, including using links, tables, frames, and forms.

COT 240 **Executive Office Procedures** 3.00

Prerequisite: BUS 106 or BUS 108; or Accuplacer/WritePlacer minimum score of 6; or with instructor approval.

Administrative professionals must possess specific skills to succeed in and adjust to a diversified workforce with ever-emerging technologies. Topics covered in this course prepare students in today's dynamic workplace and include: workplace mail, records management, telecommunications (including technology and etiquette), written and verbal business communication, event planning, travel arrangements, skills for multitasking and prioritizing, proofreading skills, business ethics, and customer service.

* This course 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** 1.00 - 6.00

Prerequisite: None

A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have A 2.5 G.P.A. Contact the instructor for the application, screening, and required skills evaluation. Up to six semester hour credits may be earned on the basis of 75 hours of internship for one credit. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

COMPUTER ENGINEERING

CPE 201 **Introduction to Computer Engineering** 4.00

Prerequisite: CS 135R; MATH 127 or higher or qualifying SAT, ACT, or Accuplacer scores.

This course will introduce you to the fundamentals of number systems, binary arithmetic, Boolean logic and logic functions. We study the minimization of logic functions as sums of products, combinational circuits, sequential (state) machines, registers and register transfer, counters, memory and programmable logic devices. You will receive hands-on experience in laboratory experiments.

COMPUTER INFORMATION TECHNOLOGY

CIT 95 **Personal Computer Basics** 3.00

Prerequisite: None

This course provides a hands-on, activity based learning experience that covers computer terminology, working with files, and protecting against computer viruses. It explores the Internet, teaches how to e-mail, and share pictures via e-mail, and how to do searches. Students will create a document with word processing software and a basic budget with spreadsheet software. An overview of other computer applications such as data bases and presentations will be included. Graded Pass/Fail

CIT 105R **Word Processing** 1.00 - 3.00

Prerequisite: None

This beginning course is designed for people who are at an entry level and want to learn a general overview of word processing using Microsoft Word, as well as be productive with simple tasks. Document creation, editing, saving and retrieving files, printing, spell checking, formatting, search and replace, thesaurus, and special effects will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 106 **Spreadsheets** 1.00

Prerequisite: None

This beginning course in spreadsheets is designed for people to learn a general overview of a current spreadsheet program as well as be productive with simple tasks. Spreadsheet creation, editing, saving and retrieving files, printing, formulas, charts and basic data analysis will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 107 **Databases** 1.00

Prerequisite: None

This beginning course is designed for people who are at an entry level and want to learn a general overview of current office database software, as well as be productive with simple tasks. Topics include creating and using a database, querying a database, maintaining a database, sharing data among applications, and creating reports and forms. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 108 **PowerPoint** 1.00

Prerequisite: None

This beginning course in Microsoft PowerPoint is designed for people who are at an entry level and want to learn a general overview of the program as well as be productive with simple tasks. Topics include using a design template and text slide layout to create a presentation, or slide show, using visuals to enhance a slide show, modifying visual elements and presentation formats, and delivering presentations to and collaborating with work groups. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 112 **Network +** 3.00

Prerequisite: None

This course covers basic networking terminology, network components, transmission media and protocols. It focuses on the OSI model of network computing. Course serves as preparation for the CompTIA Network+ exam.

* This course 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 114R **IT Essentials** 4.00

Prerequisite: None

This course is a comprehensive overview of the primary operating systems and the support of hardware devices. The class will also demonstrate the integration between hardware and software. Emphasis is on installing, configuring, troubleshooting and upgrading a PC and working with computer users as an IT technician. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 128 **Introduction to Software Development** 4.00

Prerequisite: None

Prerequisite: Highly Recommend Math 095 or ACCUPLACER Math placement of 52 or greater. This is the first course in programming and software development, and assumes no prior programming experience. The course introduces the basic syntax of a programming language and stresses the principles of good software engineering. The course also introduces HTML (the language of the Web), Web scripting (dynamic Web content), and SQL (Structured Query Language), which is used to access relational databases. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 130 **Beginning Java** 3.00

Prerequisite: CIT 128 or permission of instructor.

Java is a general-purpose, object-oriented programming language best known for, but not limited to, creating applets to run on the Internet. This course will include applet creation, but the primary emphasis will be on general purpose object-oriented programming.

CIT 134 **Beginning C# Programming** 3.00

Prerequisite: CIT 128 or permission of instructor.

C# is a general-purpose, object-oriented programming language best known for its ability to create single-source solutions capable of running on a variety of devices (via the .NET platform). This course is the first semester of C# programming, and will include exposure to the .NET platform, but the primary emphasis will be on general-purpose object-oriented programming. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 138 **Introduction to Interactive 3D Application Development** 3.00

Prerequisite: None

This course provides an introduction to the development of basic interactive objects and simulations as well as three dimensional simulation applications. Students will learn how to create basic simulations by importing objects and manipulating object behaviors and interactivity functions.

CIT 151 **Beginning Web Development** 3.00

Prerequisite: CIT 128 or instructor approval. May take CIT 128 concurrently.

This course introduces students to HTML code and Web page design. Topics cover creating and managing a Web site and designing Web pages, including tables, frames and forms. Students will also learn to enhance Web pages with Cascading Style Sheets, JavaScript and multimedia. No prior HTML experience is necessary.

CIT 152R **Web Script Language Programming** 3.00

Prerequisite: CIT 151 and a beginning programming course (CIT 130 or CIT 134 or CS 135R), or instructor approval.

This course concentrates on client-side scripting. Client-side technologies are used to validate form data, as well as to provide ways of interacting with visitors. This class builds upon the information presented in CIT 151-Beginning Web Development (HTML and JavaScript), and will also provide an introduction to server-side scripting.

CIT 173 **Introduction to Linux** 3.00

Prerequisite: None

An introduction to the Linux Operating System. Topics include Linux origins, file system, user commands and utilities, graphical user interfaces, editors, manual pages and shells. Students are expected to have basic computer literacy prior to enrolling in this course.

CIT 174 **Linux System Administration** 3.00

Prerequisite: None

This course covers a variety of topics: installing and configuring a Linux Server, managing users and groups, securing the system and much more. Students should complete CIT 173 or have knowledge of Linux fundamentals before attending this course.

CIT 176 **Linux Shell Programming** 3.00

Prerequisite: CIT 173

This course teaches the student how to customize the shell's configuration and create custom programs (shell scripts) that increase productivity by automating mundane tasks and extending the Linux command set.

CIT 180 **Database Concepts and SQL** 3.00

Prerequisite: CIT 128 or permission of instructor.

This class is targeted for people with little or no SQL knowledge. The objective of this course is to familiarize students with the database concepts that they will need to be effective programmers. Although this course utilizes MySQL because of its open source nature, the topics presented in this course are fundamental and should apply to all relational databases. Course accents hands-on learning in a Structured Query Language (SQL) and SQL procedures.

* 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 198 **Special Topics in CIT** 1.00 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects in the general Computer and Information Technology area. This class will have variable credit of 1 to 6 depending on the course content and number of contact hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 201 **Word Certification Preparation** 3.00

Prerequisite: None

This course is designed to prepare students for the entry-level Microsoft Word certification exam. Students will create documents using formatting basics, tables, graphics, citations, mail merges, tables of contents, and custom features.

CIT 202 **Excel Certification Preparation** 3.00

Prerequisite: None

This course is designed to prepare students for the entry-level Excel certification exam. Students will create and edit workbooks, format and manage worksheets using formulas, charts, pictures and shapes.

CIT 203 **Access Certification Preparation** 3.00

Prerequisite: None

This course is designed to prepare students for the entry-level Access certification exam. Students will create database tables, queries, forms and reports, use database tools, import, export, and secure and share data.

CIT 204 **Powerpoint Certification Preparation** 2.00

Prerequisite: None

This course is designed to prepare students for the entry-level PowerPoint certification exam. Students will create and edit presentations, use color schemes and templates, add graphics and produce multimedia slideshows.

CIT 211 **Microsoft Networking I** 3.00 - 5.00

Prerequisite: None

This course provides students with the knowledge and skills necessary to perform administration tasks in a peer to peer network or a workstation based system using Microsoft Windows. This course is suitable for people with no prior experience in system administration.

CIT 212 **Microsoft Networking II** 3.00 - 5.00

Prerequisite or corequisite: CIT 211.

This course is intended for new-to-product support professionals who will be responsible for installing and configuring Microsoft Windows Server products and for those who are on the Microsoft Certified Systems Administrator (MCSA) or Microsoft Certified Systems Engineer (MCSE) certification tracks. It provides the knowledge and skills necessary to install and configure Windows Server products to create file, print and terminal servers.

CIT 213* **Microsoft Networking III** 3.00 - 5.00

Prerequisite: CIT 212.

This course is designed to provide support professionals with the infrastructure knowledge and skills necessary to install and configure the Microsoft Windows Server and Microsoft Windows workstation operating system products.

CIT 214* **Microsoft Networking IV** 3.00 - 5.00

Prerequisite: CIT 212.

This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows server services. The course also focuses on implementing Group Policies and understanding the Group Policy tasks required to centrally manage users and computers. This course may be repeated.

CIT 215 **Microsoft Networking V** 3.00 - 5.00

Prerequisite: None

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 217 **Security +** 3.00

Prerequisite: CIT 112 or CSCO 120 or instructor approval.

This is a basic IT security course that covers the current objectives of the CompTIA Security+ certification exam. Topics will include general security concepts, communications security, infrastructure security, basics of cryptography, and operational/organizational security.

* 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 230 **Advanced Java** 3.00

Prerequisite: CIT 130.

This course builds upon the foundation constructed in Beginning JAVA. Since JAVA works behind the scenes to power Internet applications, this class will focus more heavily upon application development with an emphasis on client-side and server-side techniques. Example topics include, but are not limited to, Swing, Collections, Multimedia, Networking, JDBC, Servlets and JSP, JavaBean and XML.

CIT 232 **Advanced Visual Basic** 3.00

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.

CIT 234 **Advanced C# Programming** 3.00

Prerequisite: CIT 134 or permission of instructor.

This course is the second semester of C# programming, and will include exposure to the .NET platform, but the primary emphasis will be on some of the more advanced features of the language including: dynamic data structures, reusable data structures, and use of existing collections. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 251 **Advanced Web Development** 3.00

Prerequisite: CIT 151 and a beginning programming course (CIT 130 or CIT 134 or CS 135R), or instructor approval.

This course prepares students to use server-side web technologies. The course covers the concepts, design and basic coding of advanced web applications.

CIT 257 **Web Languages** 3.00

Prerequisite: CIT 152R or instructor approval.

This course explores a variety of emerging technologies that are used in sophisticated Web sites. Students will explore advanced Internet topics that may include dynamic Web site content, database integration, e-commerce, security, server-side configurations, scripting, common gateway interfaces and Web application development.

CIT 263R **Project Management** 3.00

Prerequisite: CIT 114 R, CIT 128 and CSCO 120 or instructor approval.

The purpose of this course is to help students gain the knowledge required to effectively plan, implement and complete IT projects across the organization. Topics will include business practices, interpersonal skills and management process.

CIT 290 **Internship in CIT I** 1.00 - 6.00

Prerequisite: None

Work and study in participating and approved business organizations. Department approval required before acceptance of student into course. Department review of student's activities and development on the job required. This class will have variable credit of one to six depending on the work hours required. This course may be repeated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 291 **Internship in CIT II** 1.00 - 6.00

Prerequisite: None

Available to students who have completed most Core and Emphasis requirements and have a 2.5 GPA. Work and study in participating and approved business organizations. Department approval required before acceptance of student into course. Department review of student's activities and development on the job required. This class will have variable credit of one to six depending on the work hours required. This course may be repeated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 298 **Advanced Special Topics in CIT** 1.00 - 6.00

Prerequisite: None

Various short courses and workshops covering a variety of subjects in the advanced general Computer and Information Technology area. This class will have variable credit of one to six depending on the course content and number of contact hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CIT 299 **Independent Study in CIT** 1.00 - 6.00

Prerequisite: None

The student will do a special project involving a subject or skill related to the CIT curriculum. The project will be designed with a faculty advisor. This class will have variable credit of one to six depending on the course content and number of contact hours required. This course may be repeated. It may be substitute for another course with special permission of the Division. This course may repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

COMPUTER SCIENCE

* 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 SCIENCE

CS 135R **Computer Science I** 3.00

Prerequisite: MATH 127 or 128 or satisfactory test placement into MATH 181. May be taken concurrently with MATH 127.

This course is an introduction to modern problem solving and programming methods. Emphasis is placed on algorithm development. A special focus will be on procedural and data abstraction, emphasizing design, testing, and documentation.

CS 202 **Computer Science II** 3.00

Prerequisite: CS 135R with a 'C' or better; MATH 127 or higher, or qualifying ACT, SAT or Accuplacer score.

This course builds on the concepts of Computer Sciences I. Emphasis on problem solving and program development techniques. Typical numerical and non-numerical problems are examined. Design, implementation, and abstraction principles of elementary data structures are studied.

CS 282 **Simulation Physics** 4.00

Prerequisite: CS 202 and PHYS 180.

This course introduces the mathematical foundation to enrich simulations, animations and computer games with physics-based realism. Topics include: rigid-body dynamics (kinematics and forces) simulating real-world problems (vehicles and projectiles integration for real-time simulation and collision detection), introduction to motion control and animation.

CONSTRUCTION

CONS 120 **Print Reading and Specification** 3.00

Prerequisite: None

A study of the fundamental language utilized in construction drawing. Stresses the reading and interpretations of representative construction prints. The course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CONS 121 **Principles of Construction Estimating** 3.00

Prerequisite: None

A basic course designed to help construction professionals develop their understanding of the material take off or quality survey process for estimating. Specific estimating methods for assemblies of materials and by trade will form the basis for the approach used in class. The course will emphasize the basic formulas for area and volume for materials measurement and how it is used in manual and computerized estimating software. Use of online plan and document bid services will supplement the class lectures and text. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CONS 155 **On-Site Construction Supervision** 3.00

Prerequisite: None

On-Site Supervision provides the basis for that education. It is a comprehensive, competency-based program that gives both veteran and new field managers a step by step approach to honing natural abilities, developing essential skills, and generally improving their performances as leaders. This course may be repeated for up to four credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CONS 198 **Special Topics in Construction** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CONS 211 **Construction Cost Control** 3.00

Prerequisite: None

This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: the construction cycle, estimates, work and cost analysis, reporting and cost comparison, short interval production scheduling and production control. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CONS 221 **Construction Estimating II** 3.00

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 281 **Construction Planning, Scheduling and Control** 3.00

Prerequisite: None

The course will explain the various types of schedules used in the construction industry and the specific applications for successful project planning. The evolution of the scheduling process will be discussed, and examples of bar charts, Gannt charts, CPM and PERT scheduling techniques will be used throughout the class in presentations and practical assignments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 282 **Construction Law** 2.00 - 3.00

Prerequisite: None

This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: contracts, contract risk, changes and differing site conditions clauses, how to read a construction contract, negotiation, documentation, liens, bonds and closing out the job and case histories. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CONS 283 **Construction Documents and Specifications** 2.00

Prerequisite: None

A basic course designed to help professional construction managers and supervisors understand the many different types of documents used in construction and how they relate to the various projects within their specific company and the construction industry. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CONS 290 **Internship in Construction** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on the job situations in a program designed by a company official and faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

COOPERATIVE EDUCATION

CE 198 **Special Topics in Cooperative Education** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CE 201 **Workplace Readiness** 3.00

Prerequisite: None

Prepares students with critical skills to secure and maintain employment. Students will learn to communicate in multiple modes to address workplace needs, solve problems using critical thinking, understand work-related systems, maintain safe and healthful working conditions, practice ethical and legal behavior consistent with workplace standards, and enhance work outcomes through leadership, self-management, and teamwork. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CE 290 **Work Experience** 0.50 - 9.00

Prerequisite: None

This course supplements classroom instruction with practical work experience related to the student's educational program. Under the supervision of experienced personnel at a local business or agency, students complete specific occupational objectives developed by program faculty and the employer. Faculty will monitor the student's progress through direct contact, site visitations, student reports and employer feedback. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CORE HUMANITIES

CH 201 **Ancient and Medieval Cultures** 3.00

Prerequisite: ENG 102 or ENG 114.

Critical survey of Near East, Greece, Rome and Middle Ages; origins of Judaism, Christianity, Islam, philosophy and science; concepts like heroism, justice, and romantic love.

CH 202 **The Modern World** 3.00

Prerequisite: ENG 102 or ENG 114.

Analyzes Europe's legacy in shaping world ideas, institutions and cultures. Includes Renaissance; Reformation; Enlightenment; Romanticism; development of science and industry; political revolutions; colonialism; postcolonialism; globalization.

CH 203 **American Experiences and Constitutional Change** 3.00

Prerequisite: ENG 102 or ENG 114.

Identities, ideas, and institutions from pre-contact to present, emphasizing civil rights, liberty, individualism, federalism, environmentalism, urbanization, industrialization, and cultural diversity. Satisfies the U.S. and Nevada Constitution requirements.

* 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.

CEP 254 **Biopsycho-Social Factors in Addiction** 3.00

Prerequisite: CPD116 or permission of instructor.

Theories of alcohol and other drug addictions with emphasis on the signs and symptoms of problematic use, as well as methods of assessment and intervention.

CEP 255 **Developmental Theories-Prevention/Education Strategies** 3.00

Prerequisite: CPD116.

Impact of addiction on development in children and families, prenatal addiction and fetal alcohol syndrome, and current prevention and education models and services.

CPD 105 **Individualized Basic Learning Skills** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 116 **Substance Abuse-Fundamental Facts and Insights** 3.00

Prerequisite: None

This course covers the following topics related to substance abuse in our society: identification of substances, reasons for abuse of alcohol and of drugs, signs and symptoms of substance abuse, and approaches and techniques recognized as effective in substance abuse counseling. It is recommended that students take the BADA workshop Classification Of Alcohol in addition to this course for BADA certification. College credit can be given for the workshop.

CPD 120 **Treatment Planning and Case Management** 2.00

Prerequisite: CPD 116.

This course is structured to provide each student with a working knowledge and understanding of treatment planning from intake to aftercare. Discusses data acquisition, the importance of maintaining up-to-date counseling goals and objectives, documentation of the therapeutic process, and federal and state requirements. It is recommended that students take the BADA workshop Confidentiality in addition to this course for BADA certification. College credit can be given for the workshop.

CPD 123 **Career Choices and Changes** 1.00 - 2.00

Prerequisite: None

A course in life and career planning, offered to help students make informed occupational choices. The course includes self-assessment (personal values, abilities, and interests), opportunities for research into different careers, and training in proper decision-making and goal-setting procedures.

CPD 124 **Developing Your Own Potential** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 125 **Job Search Techniques** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 126 **Parenting Skills** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 129 **Assertiveness Techniques I** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 130 **Stress Management Techniques I** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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.

COUNSELING AND PERSONAL DEV.

CPD 132 **Interpersonal Relations** 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 136 **Stress Management Techniques II** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 139 **Assertiveness Techniques II** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 140 **Introduction to Family and Respite Caregiving** 3.00

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** 2.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CPD 291 **Substance Abuse Practicum I** 3.00

Prerequisite: CPD 116 and 120.

To be taken in student's final semester. If taken earlier, permission of the department is required. Substance abuse counseling work experience. The student works in a counseling facility eight hours a week under the supervision of a facility employee to gain practical work experience.

CPD 292 **Substance Abuse Counseling Practicum II** 3.00

Prerequisite: CPD 116, 120, 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.

CRIMINAL JUSTICE

CRJ 101 **Introduction to Criminal Justice I** 3.00

Prerequisite: None

History, philosophy and functions of criminal justice system, law enforcement, criminal law and constitutional rights as they affect system functioning.

CRJ 102 **Introduction to Criminal Justice II** 3.00

Prerequisite: None

Ad judicatory process, adult and juvenile corrections functions within the criminal justice system.

CRJ 106 **Introduction to Corrections** 3.00

Prerequisite: None

History and analysis of development in corrections, recent innovations and future correctional systems structure and programs.

CRJ 111 **Firearms I** 1.00 - 3.00

Prerequisite: None

Course involves 50 hours of classroom and range instruction, including laws of arrest, search and seizure; moral, legal and ethical aspects of the use of deadly force; firearm handling and safety, range nomenclature, marksmanship and qualification. Course covers all of the elements required under California P.C. 832 and exceeds present local law enforcement requirements for security officers in Nevada. Changes may be made as mandated by new legislative requirements. This course is P.O.S.T. certified. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 114 **Firearms II** 1.00 - 3.00
Prerequisite: None
A continuation of CRJ 111 (Firearms I). Course includes: advanced range qualification, precision marksmanship, defensive measures, counter ambush procedures, combat shooting course, robbery in progress, building searches, use of the shotgun, etc. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CRJ 120 **Community Relations** 3.00
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** 1.00
Prerequisite: None
Introduction to careers in law; preparing and applying for law school.

CRJ 126 **Legal Research and Methods** 1.00
Prerequisite: None
Exposure to American legal thought, methods of reasoning, and research with a focus on identifying legal issues and developing basic legal research skills.

CRJ 127 **Legal Writing** 1.00
Prerequisite: None
Introduction to the process, structure and forms of legal argument and writing and citation skills.

CRJ 155 **The Juvenile Justice System** 3.00
Prerequisite: None
Decision-making processes, theories of delinquent behavior, court decisions and problems affecting the administration of justice during childhood and adolescence. Transfers as an elective to UNR.

CRJ 162 **Investigative Photography I** 3.00
Prerequisite: None
A course covering the photographic processes and their use in police, fire and security services. An elemental knowledge of photography is required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CRJ 163 **Investigative Photography II** 3.00
Prerequisite: CRJ 162.
A course covering advanced investigative photographic techniques and the use of digital photography.

CRJ 164 **Introduction to Criminal Investigation** 3.00
Prerequisite: None
Fundamentals of investigation, crime scene search and recording; collection and presentation of physical evidence, scientific aids, sources of information, case preparation, interviews and interrogations; follow-up.

CRJ 198 **Special Topics in Criminal Justice** 0.50 - 6.00
Prerequisite: None
Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending on the course content and number of hours required. The class may be repeated for up to six hours of credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CRJ 211 **Police in America: An Introduction** 3.00
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** 3.00
Prerequisite: None
Identification of community problems which require prevention, suppression or control through the basic methods and techniques of police patrol. Special attention to the responsibilities of officers in varying patrol situations such as foot beats, one-person cars, K-9 corps, and/or tactical units. Techniques of observation and perception. Recognition of police hazards; their evaluation and proper police patrol action.

CRJ 215 **Probation and Parole** 3.00
Prerequisite: None
Survey of the probation and parole system of the United States through development of the present system. Shows different systems within the United States, executive clemency, parole, rights of prisoners, probationers and parolees, treatment strategies, administrative aspects, and correctional and professional aspects of the parole and probation officer.

CRJ 222 **Criminal Law and Procedure** 3.00
Prerequisite: CRJ 101 and 102.
Integrated overview of the elements of substantive criminal law and the fundamentals concepts of due process and fairness underlying American criminal procedures.

* 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 225 **Criminal Evidence** 3.00

Prerequisite: None

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds of degrees of evidence and rules governing admissibility; judicial decisions interpreting rights and case studies.

CRJ 226 **Preventions and Control of Delinquency** 3.00

Prerequisite: None

Survey and evaluation of police programs designed to prevent juvenile delinquency. Techniques of enforcement relative to the control of delinquency; investigation procedures in individual cases of delinquency and methods of referral to related agencies.

CRJ 229 **Research Methods in Criminal Justice** 3.00

Prerequisite: CRJ 101 and 102.

Must take APST 207 prior to or concurrently. Techniques commonly utilized in criminal justice research, emphasis on research design, methods of data collection, measurement of variables, and validity and reliability. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CRJ 229R **Defensive Tactics** 1.00 - 3.00

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 265 **Introduction to Physical Evidence** 3.00 - 4.00

Prerequisite: None

An overview of the forensic sciences. The role of science in the utilization of physical evidence in matters of criminal and civil law. Emphasis is placed on the value and assistance of modern scientific knowledge to the investigation. Includes laboratory demonstrations and direct experience examining physical evidence. Three hours lecture and three hours lab per week.

CRJ 270 **Introduction to Criminology** 3.00

Prerequisite: None

The course includes a brief history of the theories of criminology, the police, and the offender, with particular emphasis given to criminal career perspectives, detailing from a sociological standpoint, types of offenders who commit specific offenses.

CRJ 285 **Selected Topics in Criminal Justice** 1.00 - 6.00

Prerequisite: None

Selected topics in criminal justice. A course intended to provide flexibility in the criminal justice/correction program. Course subject will vary and cover critical and current issues in criminal justice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CRJ 289 **Law and Justice** 3.00

Prerequisite: None

Survey of law and justice from a multi-disciplinary perspective with special emphasis on comparative justice systems, race, ethnicity, and gender.

CRJ 290 **Internship in Criminal Justice** 1.00 - 8.00

Prerequisite: None

Work with selected law enforcement agencies, correctional agencies, or security organizations; scheduling to occur during the final semester for the student in the program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

CRJ 299 **Special Topics** 1.00 - 3.00

Prerequisite: CRJ 101 and 102.

Introduction to a selected major topic or issue of importance for students in law enforcement, courts or corrections.

CULINARY ARTS

CUL 100 **Sanitation/HACCP** 2.00

Prerequisite: None

Course covers all aspects of food service sanitation, but focuses on causes and prevention of food-borne illness and the implementation of HACCP quality assurance systems. Instruction includes lecture, demonstrations and special projects. Each student takes the National Registry Food Service Manager Certification exam. Passing this confers both NRA (Nevada Restaurant Association) and Washoe County Food Service Manager certification.

* 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.

CULINARY ARTS

CUL 101 **Sanitation/HACCP (CFPM)** 1.00

Prerequisite: None

Passing this course confers both NRA (Nevada Restaurant Association) and Washoe County Health Department requirements to acquire a certification of Certified Food Protection Manager (CFPM). Course covers all aspects of food service sanitation, but focuses on causes and prevention of food-borne illness and the implementation of HACCP quality assurance systems. Instruction includes lecture, demonstrations, and special projects. At the conclusion of the course the instructor will proctor a national certification exam from the National Registry.

CUL 105 **Basic Skills Development** 3.00

Prerequisite: BUS 106 or ENG 107; MATH 105 or higher; or qualifying test scores for these courses.

Entry level course provides students with basic culinary skills to enroll in kitchen or baking production classes. Competencies include culinary history, professionalism, basic safety and sanitation, standardized recipe use and costing, basic nutrition and menu planning, introduction to ingredients, use of commercial kitchen equipment and hand tools, basic knife cuts and raw ingredient preparation. Students with previous culinary skills or training may challenge prior to the start of the semester.

CUL 106 **Understanding Culinary Techniques I** 6.00

Prerequisite: CUL 100 and CUL 105.

Course teaches introductory hot food cookery with emphasis on product utilization, cost effectiveness, timing and presentation. Students practice traditional and modern cooking techniques and good nutrition. Much hands-on practice utilizing moist and dry heat cooking methods. They prepare sauces, soups, starches, vegetables and center of the plate entrees. Some menus include practical baking of quick breads and home baked desserts. Chef instructors make frequent demonstrations to reinforce and amplify recipes and lectures.

CUL 108 **Understanding Culinary Techniques II** 6.00

Prerequisite: CUL106

Continuation of CUL 106 covering the remainder of the portions of text not covered in CUL 105 or CUL 106. Instruction and kitchen expectations become more intense as students hone their skills on more difficult techniques and recipes. They will expand their repertoire in the preparation of sauces, proteins, starches, vegetables and fruits. Students receive a hands-on practical introduction to Garde Manger and the Bakeshop. Techniques and lectures augmented and reinforced by chef demonstrations.

CUL 114 **Buffet Catering** 3.00

Prerequisite: CUL 106

An introduction to on and off premise catering. Students learn professional techniques used by caterers to developing and market services. They develop menus, practice writing proposals and contracts, plan and execute functions. In the kitchen students prepare typical caterer foods such as fruit and vegetable mirrors, canapï¿½s, hors d'oeuvres, tea sandwiches and buffet sweets. Students gain experience as they work with phyllo dough, puff pastry, ï¿½clair paste, pie and tart dough, savory butters and fillings.

CUL 125 **Principles of Baking** 3.00

Prerequisite: CUL 106

Students learn fundamentals of bread and pastry making, with the emphasis on American products. Included are: baking ingredient properties, function and use of equipment, understanding bakery procedures, recipe conversion, proper storage and sanitation. Students produce home style products including pies, cookies, quick breads, yeast leavened goods, cakes and icings. Elementary cake decoration techniques are introduced, however, emphasis is on production of quality hand-crafted products.

CUL 130 **Garde Manger** 3.00

Prerequisite: CUL 108

Course introduces students to the three main items of the cold kitchen; reception foods, canapï¿½s 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.

CUL 170 **Retail Deli and Bakery** 3.00

Prerequisite: CUL 106 and CUL 125

Course designed to teach professional food preparation and bake-off techniques applicable in a variety of food service environments - supermarket bakery and deli departments, convenience stores, cafeterias, fast food outlets and contract management companies. Structured to develop culinary skills while utilizing convenience foods and frozen bakery products. Emphasis on equipment use, proper handling and proofing of frozen dough, finishing and packing products, assembling sandwiches and platters and product display. Most of the course oriented toward working with convenience foods and bake-off techniques.

CUL 195 **Selected Topics in Culinary Arts** 1.00 - 6.00

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.

CUL 198 **Special Topics in Culinary Arts** 0.50 - 6.00

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.

* 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.

CULINARY ARTS

CUL 200 **Aromatics/Restaurant Experience** 4.00

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.

CUL 210 **American Regional Cuisine** 3.00

Prerequisite: CUL108 or permission of the instructor.

Through lecture and hands-on cooking, students explore seven American regional cuisines and their local food specialties - New England, Middle Atlantic, Deep South, Texas and Southwest, Midwest and Mountain States, Pacific Northwest, California and Hawaii. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasonings are emphasized.

CUL 220 **International Cuisine** 3.00

Prerequisite: CUL 106, 108 or permission of instructor.

Through lecture and hands-on cooking, students explore seven important classical and trendy cuisines and some of their food specialties - French, German, Italian, Mexican, Japanese, Chinese and Caribbean. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized.

CUL 225 **Advanced Baking** 3.00

Prerequisite: CUL 125

An advanced course, utilizing CUL 125 (formerly CUL 163) principles with emphasis on more sophisticated American and European goods such as layered dough, baked custards, gelatinization, and restaurant type desserts. Students are expected to continue development of skills for producing quality products.

CUL 230* **Pastry Arts** 3.00

Prerequisite: CUL 125

Course focus is on European style pastries and multi-portion desserts. Students gain experience making sponge cakes, butter creams, puff pastry, glazes and fillings, meringue, marzipan, chocolate and ï¿½clair dough. The emphasis on the production of fine pastry such as tea cookies, petit fours, chocolates and truffles, individual French pastries, tortes and gateau.

CUL 245 **The Business Chef** 3.00

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.

CUL 250 **Saucier** 3.00

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.

CUL 295 **Work Experience in Culinary Arts** 1.00 - 6.00

Prerequisite: None

A course designed wherein students will apply knowledge and skills to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most core and major requirements and have a 2.5 G.P.A. Contact the placement specialist in RDMT 315-X or at (775) 674-7661 for the application, screening and required skills evaluation. Up to six credit hours may be earned on the basis of 75 hours of internship for one credit.

DANCE

DAN 101 **Dance Appreciation** 3.00

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.

DAN 132 **Jazz Dance (Beginning)** 1.00

Prerequisite: None

Beginning techniques of jazz dance. May be repeated to a maximum of four credits.

DAN 133 **Jazz Dance (Beginning/Intermediate)** 1.00

Prerequisite: DAN 132 or instructor approval.

Beginning/Intermediate work in the techniques of jazz dance. Repeatable up to four 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.

DANCE

DAN 135 **Ballet, Beginning** 1.00
Prerequisite: None
Beginning techniques of ballet. May be repeated to a maximum of four credits.

DAN 136 **Ballet, Beginning/Intermediate** 1.00
Prerequisite: DAN 135 or instructor approval.
Beginning/Intermediate work in the techniques of ballet. Repeatable up to four credits.

DAN 138 **Modern Dance, Beginning** 1.00
Prerequisite: None
Beginning techniques of modern dance. May be repeated to a maximum of four credits.

DAN 139 **Modern Dance, Beginning/Intermediate** 1.00
Prerequisite: DAN 138 or instructor permission.
Beginning/Intermediate work in the techniques of modern dance. Repeatable up to four credits.

DAN 144 **Tap Dance (Beginning)** 1.00
Prerequisite: None
Beginning, basic techniques of tap dance. Repeatable up to four credits.

DAN 145 **Intermediate Tap Dance** 1.00
Prerequisite: DAN 144.
Intermediate Tap Dance is designed to reinforce the basic tap dance skills introduced in Beginning Tap Dance and to introduce students to new tap dance techniques. May be repeated for up to four credits.

DAN 188 **Choreography I: Improvisation for Composition** 2.00
Prerequisite: None
Practical application of the techniques of improvisation for its use in composition.

DAN 232 **Jazz Dance (Intermediate)** 1.00
Prerequisite: DAN 133 or instructor approval.
Intermediate work in the techniques of jazz dance.

DAN 235 **Ballet (Intermediate)** 1.00
Prerequisite: DAN 136 or instructor approval.
Ballet, Intermediate work in the techniques of ballet. Repeatable up to four credits.

DAN 236 **Ballet (Intermediate/Advanced)** 1.00
Prerequisite: DAN 235 or instructor approval.
Ballet (Intermediate/Advanced) work in the techniques of ballet. Repeatable up to four credits.

DAN 238 **Modern Dance Intermediate** 1.00
Prerequisite: DAN 139 or instructor permission.
Intermediate techniques of modern dance. May be repeated to a maximum of four credits.

DAN 239 **Modern Dance, Intermediate/Advanced** 1.00
Prerequisite: DAN 238 or equivalent experience.
Intermediate/Advanced work in the techniques of modern dance. Repeatable up to four credits.

DAN 244 **Tap Dance (Intermediate)** 1.00
Prerequisite: DAN 145 or instructor approval.
Intermediate work in the techniques of tap dance. Repeatable up to four credits.

DAN 281 **Dance Performance** 1.00
Prerequisite: Audition and/or approval of instructor.
Learning of repertory and new choreography leading to formal and informal performance opportunities. Repeatable up to four credits.

DAN 287 **Concert Dance Company** 1.00
Prerequisite: None
Professionally structured rehearsal of repertory and new choreography in preparation for formal performances, educational outreach programs and possible touring. May be repeated for up to four credits.

DAN 288 **Choreography II: Elements of Dance Composition** 2.00
Prerequisite: DAN 188.
Elements of dance composition including experience in spatial relationships, dynamics, movement qualities and design. Exploration of these elements through movement studies.

DAN 295 **Independent Study: Dance** 1.00 - 3.00
Prerequisite: None
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.

* 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.

DENTAL ASSISTING

DA 110 **Orientation to Dental Assisting** 1.00 - 3.00

Prerequisite: Acceptance to the Dental Assisting Program.

The legal, ethical, moral and professional responsibilities of dental personnel in the practice of dentistry. Personal requirements, professional conduct, interpersonal relationships, methods of acquiring and training certification of the dental assistant, recognition of dental forms, and an introduction to dental and medical terminology. One (1) hour of class time per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 111 **Dental Radiography I** 3.00

Prerequisite: Acceptance to the Dental Assisting Program.

Production, characteristics and biologic effects of radiation; function, components and operation of the X-ray unit; radiation protection and monitoring; components and care of X-ray film; chemistry and techniques associated with X-ray film and the developing solutions. Review of anatomical landmarks, X-ray placement, identification and correction of radiographic errors; recording pertinent data; specialized procedures and techniques for pediatric dentistry. The bisecting technique adapted to an adult, pediatric manikins and human patients. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 112 **Dental/Head and Neck Anatomy** 3.00

Prerequisite: Acceptance to the Dental Assisting Program.

The anatomy and physiology of the head and neck are included. Embryology, histology, tooth morphology, occlusion, and periodontal tissues are studied with special emphasis on tooth forms. Developmental and structural defects involving the oral cavity and teeth. Three (3) hours lecture are required per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 115 **Dental Health Education** 1.00

Prerequisite: Acceptance to the Dental Assisting Program.

Principles of preventive dentistry to include: nutritional physiology, essentials and counseling effect of nutrition on dental health; epidemiology, etiology and prevention of dental disease; design and management of a plaque control program and additional preventive measures, i.e., fluoride and sealant utilization. One (1) hour of class time per week is required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 116 **Preclinical Dental Science** 1.50

Prerequisite: Acceptance to the Dental Assisting Program.

Principles of microbiology, disease transmission, the universal numbering system, dental clinical charting with geometric and anatomical representations, periodontal charting, local anesthetic, vital signs and emergency prevention are discussed in depth. An introduction to body systems; respiratory and circulatory as they impact dental care delivery are presented. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 117 **Dental Materials and Techniques I** 2.00

Prerequisite: Acceptance to the Dental Assisting Program.

An in-depth, comprehensive course of the properties, techniques and manipulation of dental materials used in operative dentistry. The dental materials discussed are bases and varnishes, amalgam and components, aesthetic and posterior composites, cements and impression materials. One two-hour lecture each week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 119 **Dental Chairside Procedures** 4.00

Prerequisite: Acceptance to the Dental Assisting Program.

A course designed for the development of dexterity and professional competencies needed to assist in four and six handed dentistry procedures utilized in general dentistry are taught to laboratory proficiency. Demonstration of proper posture and form at chair side, positive communication, sterilization and disinfecting, adherence to infection control protocols and OSHA requirements of instrument names, use and care are stressed. Two hours of lecture and eight (8) hours laboratory are required each week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 121 **Dental Radiography II** 2.00 - 3.00

Prerequisite: Acceptance to the Dental Assisting Program.

The intraoral paralleling technique with its variables; evaluation of film quality; recognition of anomalies with differential tissue densities; preliminary film interpretation for charting and tray setup; specialized procedures for endodontia, the edentulous and geriatric patient; panoramic radiography lateral jaw and skull surveys; also legal considerations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 122 **Clinical Dental Science** 2.00

Prerequisite: Acceptance to the Dental Assisting Program.

A continuation of DA112 including the study of oral pathology, pharmacology, medical emergencies. Also included is an introduction of body systems: muscular, skeletal, endocrine, exocrine and reproductive systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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.

DENTAL ASSISTING

DA 123 **Practice Management and Procedures** 1.00 - 3.00

Prerequisite: Acceptance to the Dental Assisting Program.

Principles of dental office routine, management of dental office supplies, team responsibilities, receptionist and secretarial duties, dental bookkeeping, appointment control, laboratory prescriptions, letter writing, collections, telephone technique and filing. Employment interview techniques, employee rights and benefits, and an introduction to computer application in a dental office. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 125 **Supervised Clinical I** 4.00

Prerequisite: Acceptance to the Dental Assisting Program.

A continuation of DA119 elevating laboratory proficiency to clinical proficiency in accordance with the State Dental Practice Act during two (2) rotations in selected private dental practices. One hour lecture and sixteen (16) clinical experience hours per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 127 **Dental Materials and Lab Techniques II** 2.00

Prerequisite: Acceptance to the Dental Assisting Program.

A practical, hands-on study of dental laboratory equipment safety and utilization of materials such as plaster/stone/die, model trimming, custom tray acrylic, aluminum and acrylic temporaries, simple orthodontic appliances and prosthodontic cleaning and polishing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 135 **Supervised Clinical II** 5.00

Prerequisite: Acceptance to the Dental Assisting Program.

A continuation of DA125 with clinical training in dental specialties, i.e., endodontics, oral surgery, orthodontics, pediatric dentistry, periodontics, prosthodontics and an overview of oral pathology and dental public health. Thirty (30) hours of lecture and 128 hours of clinical experience are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 137 **Specialized Dental Assisting** 1.00

Prerequisite: Acceptance to the Dental Assisting Program.

An introduction to dental assisting as it relates to the specialties in dentistry, orthodontics, pedodontics, oral surgery, periodontics, endodontics, and prosthodontics. A survey of the role of the dental assistant in public health dentistry is included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 198 **Special Topics Dental Assisting** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 285 **Selected Topics in Dental Assisting** 1.00 - 6.00

Prerequisite: Acceptance to the Dental Assisting Program.

A course designed to assist the working dental assistant in updating, reviewing and increasing proficiency in a variety of dental assisting areas. One (1) hour class time per week for each credit is required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DA 290 **Internship in Dental Assisting** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DENTAL HYGIENE

DH 102 **Oral Biology** 4.00

Prerequisite: Acceptance to the Dental Hygiene program.

Histology and embryology of oral structure formation. Clinical recognition of normal oral structures, study of physiological and structural functions of the teeth, head and neck and supporting tissues.

DH 103 **Head and Neck Anatomy** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

Anatomy of the head and neck with emphasis on structure and physiology of the oral cavity.

* 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.

DENTAL HYGIENE

DH 104 **Dental Hygiene I** 3.00

Prerequisite: Acceptance to the Dental Hygiene program.

Must be taken in sequence in dental hygiene curriculum. Introduction to dental hygiene practice. Use and care of instruments, medical and dental histories, appointment procedures and clinical operations. (2 hours lecture/discussion)

DH 105 **Intro to Clinical Practice** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

Must be taken concurrently with DH 104. Clinical application of diagnostic, preventive and therapeutic procedures utilized in patient care by a dental hygienist.

DH 107 **Legal and Ethical Implications in Dental Hygiene** 1.00

Prerequisite: Acceptance to the Dental Hygiene program.

Introduction to professional, legal and ethical concepts in Dental Hygiene. (1 hour lecture/discussion)

DH 110 **Concepts of Oral Health** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

Basic concepts of oral health care, adjunctive aids and foundation of preventive strategies. Introduction to product evaluation, disease process, needs assessment, behavior modification, learning principles, deposits, stains and fluoride.

DH 112 **Oral Radiology** 3.00

Prerequisite: Acceptance to the Dental Hygiene program.

A study of the theory of radiology, the techniques of film exposure, processing, mounting and interpreting. Radiation dosage and hazards as well as protection services for patient and operator are stressed. (2 lecture hours, 3 Clinic hours)

DH 113 **General and Oral Pathology** 3.00

Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.

The fundamentals of microscopic and gross pathology disease, repair, healing and regression. Recognition of the normal and abnormal in the oral cavity and human body. (3 lecture hours)

DH 115 **Clinical Practice I** 3.00

Prerequisite: Acceptance to the Dental Hygiene program.

Practice in performing oral prophylaxis, equipment maintenance and sterilization, patient management, patient education, use of fluorides, charting and inspection of teeth, patient scheduling and follow up care systems. 12 hours clinic.

DH 118 **Advanced Clinical Topics in Dental Hygiene** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

The focus of DH 118 is on advanced instrumentation, ultrasonic devices, root planing, gingival curettage, subgingival irrigation, hypersensitivity treatment, instrument sharpening, care of dental implants and oral prostheses, and other adjunct treatment.

DH 120 **Fundamentals of Nutrition in Dentistry** 3.00

Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.

Introduction to principles of basic biochemistry. Application of nutritional education to dental hygiene practice. (3 hours lecture).

DH 202 **Pharmacology** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

A study of drugs by groups with special emphasis on those used in dentistry including their physical and chemical properties, dosage and therapeutic effects. (2 lecture hours).

DH 203 **Special Patients** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

Considerations in the treatment of patients with specific physical and mental challenges with a special emphasis on the management of the geriatric patient. (2 lecture hours)

DH 205 **Clinical Practice II** 5.00

Prerequisite: Acceptance to the Dental Hygiene program.

Clinical application of diagnostic, preventive, and therapeutic procedures utilized in patient care by a dental hygienist, with increased levels of achievement in all dental hygiene skills. 1 hour seminar, 16 hours clinic.

DH 207 **Periodontics I** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

The study of periodontal diseases, etiologies, recognition of normal periodontium and deviations of normal, clinical assessment, treatment, and prevention of disease progression.

DH 208 **Community Dental Health I** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

Functions of health care agencies, literature, epidemiology of dental diseases, community preventive measures, program planning, the geriatric population and dental health educational methods. (2 lecture hours)

* 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.

DENTAL HYGIENE

DH 209 **Pain and Anxiety Control** 3.00

Prerequisite: Acceptance to the Dental Hygiene program.

Administration of local anesthetics and nitrous oxide/oxygen analgesia. Pharmacological agents, physical and emotional evaluation of patients, anatomy and neurophysiology. Management of related medical emergencies. (2 hours lecture, 3 hours laboratory.)

DH 211 **Dental Materials and Techniques** 2.00

Prerequisite: Acceptance to the Dental Hygiene program.

Study of dental materials including physical and chemical properties, manipulation, utilization, and application in dental and dental hygiene procedures.

DH 214 **Periodontics II** 1.00

Prerequisite: DH 207 and acceptance in the Dental Hygiene program.

Advanced study of periodontology with special emphasis on new surgical modalities and equipment. Orientation to all aspects of periodontal practice.

DH 215 **Clinical Practice III** 5.00

Prerequisite: DH 205 and acceptance to the Dental Hygiene program.

A continuation of Clinical Practice II. 1 hour seminar, 16 hours clinic.

DH 216 **Principles of Dental Practice** 1.00

Prerequisite: Acceptance to the Dental Hygiene program.

Concepts of dental office management, productivity, marketing, interviewing and responsibilities of professionals. (1 lecture hour.)

DH 218 **Community Dental Health II** 2.00

Prerequisite: DH 208 and acceptance in the Dental Hygiene program.

Designed to prepare the students to function as an effective oral health practitioner, educator and resource person in a variety of community health settings. Includes field experience. Implement a program designed to change the health status of a target group. (1hour lecture, 3 hours clinic/lab).

DH 299 **Independent Study** 1.00 - 5.00

Prerequisite: Acceptance to the Dental Hygiene program.

Covers selected topics of interest to dental hygiene students, including review of Dental Hygiene National Board Examination. Graded pass/fail only. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DIESEL TECH

DT 101 **Basic Diesel Engines** 4.00

Prerequisite: None

This course introduces the student to basics of diesel fundamentals through the use of lectures, films, visual inspection and demonstrations. The course objective is to build an educational foundation that will support advanced learning in diesel repair, troubleshooting and preventive maintenance. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 106 **Heavy Duty Transmissions and Power Trains** 5.00

Prerequisite: None

This course is designed to expose the student to the theory, operation and service techniques used in maintaining and repairing manual and automatic transmissions. Drive trains, clutches, differentials, power dividers, reduction gears and power takeoffs will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 107 **Heavy Duty Drive Trains** 5.00

Prerequisite: None

This course provides students with introductory level basics on Heavy Duty Drive Trains including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Medium/Heavy Duty Drive Trains which assures the learner's ability to succeed as an entry-level Heavy Duty Drive Train technician specialist. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 110 **Heavy Duty Electrical Systems** 3.00

Prerequisite: None

This course provides the student with theory, knowledge, information and basic skills for the understanding of electricity and how it pertains to diesel powered equipment. Topics will include starters, charging, electrical controls, power generation and electrical systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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.

DT 130 **Heavy Duty Hydraulics** 2.00

Prerequisite: MT 160 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 198 **Special Topics in Diesel Technology** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 201 **Diesel Brakes and Pneumatics** 3.00

Prerequisite: None

This course provides students with introductory level basics on Medium/Heavy Duty Truck Brake systems including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Brake Systems which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course is repeatable for up to seven credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 210 **Advanced Diesel Engines** 4.00

Prerequisite: DT 101 or instructor permission. Course may be taken concurrently with DT 101.

This course provides students with introductory level basics on diesel engines including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Diesel Engines and entry-level employment as an engine technician specialist. This course is repeatable for up to fourteen credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 211 **Light Duty Performance** 2.00

Prerequisite: None

Course will familiarize the student with specific makes of diesel fuel injection equipment used in a worldwide market. Upon completion of the course, students will be able to troubleshoot and service a variety of diesel powered equipment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 217 **Electronic Fuel Injection II** 3.00

Prerequisite: DT 101, DT 210, and AUTO 111 or instructor permission.

This course will cover advanced topics in Cummins diesel powered equipment. Specific topics in preventive maintenance, trouble shooting and repair of computer controlled fuel injection systems will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 235 **Steering and Suspension** 2.00

Prerequisite: None

This course provides students with introductory level basics in Medium/Heavy Duty Truck Steering and suspension including study in components, maintenance, diagnosis and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Light/Heavy Duty Truck Steering and Suspension Systems which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DT 250 **Preventive Maintenance** 2.00

Prerequisite: None

This course provides students with introductory level basics in preventive maintenance including study in components, maintenance, diagnostics and repair. This course exceeds the student contact hours required for NATEF/ASE certification and prepares the learner for the ASE Certification Examination in Preventive Maintenance which assures the learner's ability to succeed as an entry-level medium/heavy duty truck technician specialist. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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** 0.50 - 6.00

Prerequisite: DT 101, 202 and 211, with 2.0 average and approval of the instructor.

The purpose of this course is to provide diesel power technology students with the opportunity to supplement course work with practical work experience related to the student's Program Session I classroom and lab experience. The course is an extension to and application of the classroom learning through work experience under immediate supervision of experienced personnel at the industry work site. A qualified faculty member directly supervises the student's internship experience by working closely with the student and the employer through telephone contact, site visitations, student reports and reports from the student's supervisor. Credit is awarded (at a rate of 75 hours of work per credit) for the accomplishment of individualized specific occupational learning objectives written by the employer, student and faculty member; maintenance of time sheets; and final report. Student grades will be assigned as a cooperative effort between the faculty member and the job supervisor. May be repeated for 12 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DRAFTING

DFT 100 **Basic Drafting Principles** 3.00 - 4.00

Prerequisite: None

This entry level drafting course covers use of drafting instruments, lettering, perception theories, geometric and multi-view problem solving, sketching and dimensioning.

DFT 110 **Print Reading for Industry** 3.00 - 4.00

Prerequisite: None

A course designed to provide the fundamental concepts in reading technical drawings required by machine shops, engineering, electrical and welding industries. The course will start with simple prints and proceed to more advanced prints. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

DFT 240 **Introduction to 3D Studio Max** 3.00

Prerequisite: CADD 105.

This course is an introduction to 3D StudioMax. Topics covered will include the 3D StudioMax program interface, managing object and project files, creating a basic scene, modeling, lighting, the materials editor, animation techniques, output of images and animations and introduction to the special effects and plug-in capabilities of 3D StudioMax..

EARLY CHILDHOOD EDUCATION

ECE 121 **Parent Caregiver Relationships** 1.00

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.

ECE 123 **Health and Nutrition for Young Children** 1.00

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.

ECE 124 **Sensorimotor Development in Infants and Toddlers** 1.00 - 3.00

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.

ECE 125 **Language Development Infant Toddler** 1.00 - 3.00

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.

ECE 126 **Social/Emotional Development for Infants and Toddlers** 1.00 - 3.00

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** 1.00 - 3.00

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.

ECE 128 **Self Help Skills for Infants and Toddlers** 1.00 - 3.00

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.

* 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 129 **Environments for Infant and Toddler** 1.00 - 3.00
Prerequisite: None
The study of setting up and maintaining an infant/toddler program-environment with emphasis on health and safety concerns, space utilization, equipment, and material needs and usage.

ECE 130 **Infancy** 3.00
Prerequisite: None
The course will provide a comprehensive introduction to the principles and basic concepts of the development of the child from conception to age three. Emphasis on the physical, emotional and social growth of the infant as well as understanding of the parenting process and the development of parenting skills.

ECE 151 **Math in the Preschool Curriculum** 1.00
Prerequisite: None
Activities and materials for developing mathematics readiness in the preschool child. Math concepts such as shapes and counting sets will be included.

ECE 152 **Science in the Preschool Curriculum** 1.00
Prerequisite: None
Activities and materials for teaching science in the preschool. Lectures and hands on activities designed to acquaint the child with the world around him/her.

ECE 154 **Literature for Preschool Children** 1.00
Prerequisite: None
Survey of books for use with preschool children. Included are criteria for selecting and using children's literature, techniques of story telling with and without audiovisual aids such as puppets, flannel graphs, and story rolls.

ECE 155 **Literacy and the Young Child** 1.00
Prerequisite: None
Activities and materials for developing auditory and visual perception skills in the preschooler. Included are techniques for the development of language skills through experiences in listening, speaking, prewriting and reading readiness.

ECE 156 **Music in the Preschool Curriculum** 1.00
Prerequisite: None
Teaching techniques and music activities for preschool children, including songs, finger plays, dance and rhythm activities.

ECE 157 **Art in the Preschool Curriculum** 1.00
Prerequisite: None
Activities and materials for teaching art in the preschool. Emphasis on developing creativity and enjoyment of art through the use of a wide range of materials and activities.

ECE 158 **Activities for Physical Development in Young Child** 1.00
Prerequisite: None
Activities, materials and equipment for development of gross motor coordination in preschool children. Individual, small group and large group activities for both indoor and outdoor use will be included.

ECE 159 **After School Activities** 1.00
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.

ECE 161 **Social Studies in the Preschool Curriculum** 1.00
Prerequisite: None
Activities and materials for teaching social studies in the preschool, with specific content appropriate for young children, drawn from anthropology, economics, geography, history, political science, sociology and psychology. Emphasis on methods of teaching children about themselves, their families and their communities.

ECE 167 **Child Abuse and Neglect** 1.00
Prerequisite: None
This course will provide the opportunity for students to learn the legal definition, symptoms, causes and reporting procedures of child abuse and neglect. The course will include discussion of the roles and responsibilities of community agencies such as law enforcement, social services, child care personnel, medical and psychosocial professionals.

ECE 168 **Infectious Diseases and 1st Aid in Childcare** 1.00
Prerequisite: None
This course will provide information about infectious diseases and first-aid measures in child care settings. Course content will include recognizing communicable and acute illnesses, management of accidents and injuries, preventive measures, health education, current research and community resources.

* 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 169 **Bilingual and Multicultural Experience in ECE** 1.00

Prerequisite: None

A general introduction to life-styles, values, and socioeconomic conditions of children from bilingual/bicultural families. Students are introduced to strategies, materials and resources designed to help them enhance bilingual/multicultural experiences in the classroom.

ECE 190 **Professionalism in Early Care and Education** 3.00

Prerequisite: None

This course focuses on professional issues in Early Childhood Education including knowing about and upholding ethical guidelines and other professional standards related to early childhood practice; involvement in the early childhood field through professional organizations and activities; principles of effective leadership and advocacy for young children and for the early childhood profession; and public policy at the local, State, and national levels to support early childhood education in appropriate ways.

ECE 198 **Special Topics in ECE** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects in child development. The course will be of variable one-half to six credits depending on the course content and number of hours required. The course may be repeated up to a total of six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ECE 200 **The Exceptional Child** 3.00

Prerequisite: None

The study of children with physical, social, emotional and/or intellectual disabilities with emphasis on techniques for mainstreaming the children into existing child care programs. Suggested classroom activities for children with disabilities will be included.

ECE 204 **Principles of Child Guidance** 3.00

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.

ECE 210 **Observation, Documentation and Assessment of Young Children** 3.00

Prerequisite: ECE 250.

This course will focus on appropriate reasons for and methods of observing and assessing growth and development of children in early care and education settings. A variety of observation, documentation and assessment methods appropriate for young children will be introduced. Observation and documentation will include running observations, time sampling, event sampling, anecdotal records, checklists and rating scales. Assessment methods will include developmental checklists, parent interviews, child portfolios, and work samples.

ECE 231 **Preschool Practicum: Child Development Lab** 1.00 - 5.00

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.

ECE 235 **Adopting Curricula for Yng Children/Special Needs** 3.00

Prerequisite: ECE 250 or 251.

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.

ECE 236 **Practicum with Infants and Toddlers** 2.00 - 5.00

Prerequisite: All ECE core courses, as well as, ECE 124, 125, 126, 127, 128, 129, 204, 250 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** 3.00

Prerequisite: ECE 250, 251, 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.

* 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 244 **Practicum in Administration in ECE Programs** 3.00

Prerequisite: ECE 190, 204, 210, 247, 250, 251, MGT 103, 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ECE 245 **Practicum Seminar** 2.00

Prerequisite: ECE 190, 204, 210, 247, 250, 251, MGT 103, 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ECE 247 **Effective Management and Supervision in Early Childhood Education** 2.00

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 may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ECE 250 **Introduction to Early Childhood Education** 3.00

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.

ECE 251 **Curriculum in Early Childhood Education** 3.00

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.

ECE 252 **Infant-Toddler Curriculum** 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ECE 290 **Internship in Early Childhood Education** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ECONOMICS

ECON 102 **Principles of Microeconomics** 3.00

Prerequisite: BUS 117, MATH 120, MATH 126 or qualifying Accuplacer, SAT or ACT Score.

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.

* 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 103 **Principles of Macroeconomics** 3.00

Prerequisite: BUS 117, MATH 120, MATH 126 or qualifying Accuplacer, SAT or ACT Score.

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.

ECON 104 **Current Economic Issues** 3.00

Prerequisite: ENG 101 or BUS 98.

Analysis of the economic news of the day and its importance to consumers, business persons and voters. Discussion of the possible future economic effects of current policies and actions. Economic theories and concepts basic to the analysis of current events are reviewed, explained and applied.

ECON 198 **Special Topics in Economics** 1.00 - 3.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one to three credits depending on the course content and number of hours required. The course may be repeated for up to three credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ECON 261 **Principles of Statistics I** 3.00

Prerequisite: MATH126 or equivalent or qualifying Accuplacer, ACT/SAT test results

The study of the collection, analysis, presentation and interpretation of data in order to make good decisions. Topics include: descriptive statistics, exploratory data analysis, probability and sampling distributions, indices and decision theory.

ECON 262 **Principles of Statistics II** 3.00

Prerequisite: ECON 261 or approval of instructor.

The study of statistical methods, induction and the design of experiments which allow the estimation and testing of claims based on sample information. Topics include estimation and hypothesis testing, analysis of variance, correlation and regression, times series analysis, nonparametric and statistical process control.

ECON 290 **Internship in Economics** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EDUC LEADERSHIP AND PSYCHOLOGY

EPY 101 **Educational, Career and Personal Development** 3.00

Prerequisite: None

A course designed to help students adjust to the college environment and the learning process; the development of personal and academic skills necessary for educational success will be stressed.

EDUCATION TEACHER PREP

EDU 110 **Society and Education** 3.00

Prerequisite: None

Emphasis on education's role in society. History, philosophy and sociology of education; comparative education and school law. This course is designed to enhance students' abilities to prepare them as students seeking a degree in education.

EDU 201 **Introduction to Elementary Education** 3.00

Prerequisite: None

Introduction to historical, philosophical, sociological and psychological foundations of elementary education., overview of curriculum, instruction and issues of diversity. Includes a field experience.

EDU 202 **Introduction to Secondary Education** 3.00

Prerequisite: None

Introduces the prospective middle/secondary teacher to the role of thinker/reflective practitioner. Awareness of the historical, political and economic forces influencing schooling in the United States. Includes a field experience.

EDU 203 **Introduction to Special Education** 3.00

Prerequisite: None

Survey of various types of exceptionalities. Emphasis on etiology, physical and educational characteristics.

* 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 204 **Information Technology in Teaching** 3.00

Prerequisite: None

This course identifies and illustrates microcomputer applications in education. The hardware/software selection process is presented as well as uses of word processing, spreadsheet and Internet programs. Designed for teachers seeking a practical knowledge of how to operate and utilize microcomputers in the classroom. Special instruction fees.

EDU 207 **Exploration of Children's Literature** 3.00

Prerequisite: ENG 101 or ENG 113 or instructor approval.

Survey of children's literature genres. Censorship, historical background, children's interests, literature programs, and book evaluations. Same as ENG 250.

EDU 208 **Students with Diverse Abilities and Backgrounds** 3.00

Prerequisite: EDU 203.

Focus on successful inclusion of students with various disabilities, students from culturally diverse backgrounds, and English language learners in a general education classroom.

EDU 209 **Exploring Teaching and Learning: Practicum** 1.00

Corequisite: EDU 211.

This practicum experience introduces prospective Dual Elementary/Special Education and Special Education teachers to teaching and learning contexts and developing professional dispositions. Emphasis is placed on differentiated instruction based on learner needs in local classrooms.

EDU 210 **Nevada School Law** 3.00

Prerequisite: None

The course surveys federal and state legal issues relating to education. Concepts covered include teacher/student rights and responsibilities, teacher liability, and religious and liability issues.

EDU 211 **Introduction to Teaching in Inclusive Classrooms** 3.00

Corequisite: EDU 209.

This introductory teaching methods course emphasizes instructional techniques applicable in all content areas and prepares students to begin to differentiate instruction based on learner needs.

EDU 212 **Family Involvement for Students With/Without Disability** 3.00

Prerequisite: None

Focus on academic progress and social-emotional development through collaborative and productive professional relationships with families of students with and without disabilities.

EDU 214 **Preparing Teachers to Use Technology** 3.00

Prerequisite: EDU 204 or placement test.

Lab course on advanced skills and strategies for integrating information technology in to the classroom. Special instructions fees.

ELECTRICAL TECHNOLOGY

ELM 127 **Introduction to AC Controls** 2.50 - 3.00

Prerequisite: ENRG 110.

An introduction to hard-wired industrial control. Emphasis is on the control of electrical motors through relay logic. Topics include circuit design using industrial control diagrams, circuit construction with industrial control panels and devices, troubleshooting methodology and practice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ELM 129 **Electric Motors and Drives** 3.00

Prerequisite: ENRG 110 and ELM 127.

This is a hands-on course designed to give experience with basic motor construction and principles of operation of single and poly phase motors. Also covered are variable speed drives and braking. The course covers AC and DC motors with an emphasis on maintenance and troubleshooting. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ELM 134 **Programmable Logic Controllers I** 2.00 - 4.00

Prerequisite: ENRG 110 and ELM 127.

An introduction to and hands-on experience with Programmable Logic Controllers (PLC's). Emphasis is on understanding the basic operation and fundamental use of PLC's in industry as a "relay-replacer." The student will build several PLC based control circuits and program the PLC's using PC based software. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 233 **Introduction to Instrumentation** 3.00

Prerequisite: ENRG 110.

An introduction to the fundamentals of instrumentation and process control. Concepts and measurement of physical variables and brief descriptions of individual processes and combination of processes used in industry. Theory of operation and application of associated process instruments covered.

EMERGENCY MEDICAL SERVICE

EMS 101 **CPR and First Aid** 1.00

Prerequisite: None

This course is a video-based instructional module in CPR and First Aid. It includes peer practice, manikin practice, and case discussions. This course may be conducted to train students in the academic setting or to provide emergency training in the workplace. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 108 **Emergency Medical Technician I Basic Training** 6.00

Prerequisite: Current Healthcare Provider CPR card, proof of health insurance, MMR, TD, Hepatitis B, 2-step TB skin test and 18 years of age.

This course is designed for individuals who anticipate working with an ambulance service, a hospital emergency department, fire department, police department, mining operation or in other occupational fields where medical emergencies are common. At the successful completion of this course, the student will receive EMT-Basic Certification from the State of Nevada. Student must be 18 years old to enter class. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 109 **Emergency Medical Service Refresher** 2.00

Prerequisite: Current EMT Basic or Intermediate Certification.

The Emergency Medical Technician refresher course is offered for individuals who wish to recertify their EMT-Basic or Intermediate certification as well as renewing their CPR certification. This course will recertify EMT-Basic and Intermediate certificates for a two year period. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 110 **Emergency Medical Tech Instructor Training** 3.00

Prerequisite: EMT I Basic certification and department approval.

This course trains instructors to teach the Department of Transportation Basic Training Program for Emergency Medical Technician-Ambulance. The course emphasis is on the development of teaching skills as opposed to emergency care skills. Course includes the following: 1) components of teaching-learning process; 2) methods of teaching (teaching theory and teaching skills); 3) preparation and use of a variety of media and materials; and 4) purposes and methods of evaluation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 112 **EMT II - Enhanced Therapy** 7.00

Prerequisite: Nevada EMT-B Certification, current Healthcare Provider CPR card (AHA or ARC), proof of health insurance, MMR, Hepatitis B, TD and 2-step TB skin test within 1 year.

Emergency Medical Technician - Enhanced will allow the student to work in the pre-hospital care environment. The student will build upon skills learned in the EMT-Basic class and learn how to perform invasive skills. This class will teach the student how to orally intubate a non-breathing patient, start an intravenous (IV) line, and administer medications via many different routes. The student will also learn more information on body systems and disease processes in both adults and children. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 113 **EMS First Responder** 4.00

Prerequisite: None

This course emphasizes development of student skills in patient assessment and emergency medical care procedures including life threatening emergencies, injuries to various body parts, emergency childbirth, techniques of moving patient, etc. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 114 **First Responder Refresher** 1.00

Prerequisite: None

This 16-hour course is designed to review and update knowledge and skills in the First Responder (EMS 113) course for those persons who have been certified as First Responders. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 198 **Special Topics in EMS** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 200 **Fundamentals of Paramedic Medicine** 1.50

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

Information will be provided that defines the roles and responsibilities of the paramedic and the importance of scene safety and wellness when practicing in the field. The course also provides information on injury prevention and the use of protective equipment needed to protect the paramedic in the field. It will provide the student with an understanding of the medical-legal and ethical issues which will impact them in their career. At the completion of this course, the EMT-Basic skills will be assessed and reviewed. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 205 **Principles of Pathophysiology** 3.00

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course prepares the student to understand basic medical terminology, microscopic and gross anatomy and physiology. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 206 **Prin Pharmacology/Medication Admin/Venous Access** 5.00

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course prepares the student to understand and be able to integrate the principles of pathophysiological pharmacology and the assessment findings to formulate a field impression and implement a pharmacologic management plan for patients in the prehospital environment. The course also introduces the paramedic student to venous access, IV therapy, medication administration and drug calculations that will be used in treating patients in the prehospital environment. This course will be offered for 5 credits (4 credits (60 hours) lecture and 1 credit (45 hours) of lab). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 207 **Airway Management and Ventilation for Paramedics** 1.50

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

Students successfully completing this course will demonstrate a behavioral, cognitive, and psychomotor understanding of, and proficiency with, basic and advanced airway management. This course will be offered for 1.5 credits (15 hours lecture and 22 hours lab). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 209 **Patient Assessment for Paramedics** 2.50

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course introduces the Paramedic student to a comprehensive physical examination and assessment, which includes history taking, clinical decision making, communications, and documentation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 210 **Principles of Cardiology for the Paramedic** 4.00

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course prepares the Paramedic student to identify single and multi-lead cardiac rhythms and treat those rhythms considered to be life-threatening with electrical therapy. The skills taught include defibrillation, cardioversion, and cardiac rhythm interpretation. It will also prepare the student to assess, manage and treat various cardiovascular emergencies that includes ventricular fibrillation, bradycardia, tachycardia, myocardial infarction, cardiogenic shock, pulmonary edema, angina pectoris, congestive heart failure, hypertension, PEA (pulseless electrical activity), and asystole. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 211 **Paramedic Care for Medical Emergencies and ACLS** 7.00

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course prepares the Paramedic to identify, assess, manage, and treat various medical emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 212 **Paramedic Trauma Emergencies and ITLS** 5.50

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course prepares the student to identify, assess, manage, and treat various types of trauma emergencies. Topics include Trauma Systems, Mechanism of Injury, Soft-Tissue Trauma, Burns, Head and Face Trauma, Spinal Trauma, Thoracic Trauma, Abdominal Trauma, and Musculoskeletal Trauma. Skills include trauma assessment, splinting, bandaging, spinal immobilization, IV therapy, chest decompression, and associated pharmacological interventions. The ITLS course is designed to teach Paramedics the skills necessary to recognize mechanisms of injury, assess, perform critical interventions, package, and fundamental knowledge and experiences necessary to get the trauma patient to the emergency department. A major focus of the course is the identification of conditions that require immediate transport in order to save the patient. Lifesaving techniques are taught or reviewed in practical exercises. Certification at the ITLS level will be current for three (3) years. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 214 **Pediatrics & Special Consideration for Para/Pals** 3.00

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course prepares the Paramedic to identify, assess, manage, and treat age related emergencies, and other special challenges. The student will also be introduced to the concept of assessment based management. Topics include Neonatology, Pediatrics, Geriatrics, Abuse and Assault, and Patients with Special Challenges. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 215 **Assess Based Management/Operation for Paramedic** 3.00

Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.

This course will contain the principles of Assessment Based Management that will teach the paramedic student how to implement a plan for patients with common complaints. The course will also prepare the Paramedic to the concepts of medical incident command, ambulance and rescue operations, hazardous materials, incident, and crime scene awareness. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 216 **Hospital Clinical Experience for the Paramedic** 5.50

Prerequisite: Acceptance to TMCC Paramedic Program.

This course allows the paramedic student to apply learned classroom skills and knowledge in the hospital environment such as telemetry, intensive care unit, psychiatric unit, emergency department, and labor and delivery. The student will function under the direction of a nurse or paramedic preceptor. This course will be offered for 5.5 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 217 **Field Internship for the Paramedic** 12.00

Prerequisite: Completion of the Didactic and Clinical portion of the Paramedic Program.

This course is designed to introduce the Paramedic student to the advanced life support prehospital operations. The student will also become familiar with procedures and care provided by paramedics in the field, and will be a third person on a paramedic rescue unit and will work directly with his or her paramedic preceptor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

EMS 218 **Field Internship for the Paramedic II** 3.00

Prerequisite: Completion of Field Internship I for the Paramedic, EMS 217.

This course is a continuation of the Field Internship I course (EMS 217), and allows students to practice and apply advanced life support knowledge and skills. Each student will be a third person on a paramedic rescue unit and will work directly with a paramedic preceptor. This course will be offered for 3 credit hours (135 field hours and will be graded on a pass/fail basis. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENERGY

ENRG 110 **Basic Electricity** 3.00 - 4.00

Prerequisite: None

An introductory course in electrical principles, applications, and distribution. This course provides an overview of safety, circuits, wiring, grounding, resistance, current, voltage, and troubleshooting. Students will develop a basic understanding of how electricity is distributed and the implications of the emergence of renewable energy resources. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENRG 120 **Fundamentals of Energy Efficiency** 3.00

Prerequisite: None

This course introduces students to techniques for the description, measurement, and analysis of energy use in building systems to maximize efficiency. It will include evaluation and recommendation of alternative energy solutions that will result in greater energy efficiency and energy cost savings.

ENRG 130 **Introduction to Solar Energy** 3.00

Prerequisite: None

This course is designed to give the student basic knowledge in the following areas of solar energy: history, sun movement, climatological data for Reno, Nevada; energy reflection, transmission and absorption, heat transfer, heat storage, collector systems and sizing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENRG 132 **Solar Photovoltaic Technologies** 3.00

Prerequisite: ENRG 130.

This course is designed to give students the basis knowledge of solar energy principles and photovoltaic applications. Topics will include PV markets and applications, safety, basic electrical, solar energy fundamentals, PV module fundamentals, system components, PV system sizing, PV system electrical and mechanical design, performance analysis, and troubleshooting.

* 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.

ENERGY

ENRG 142 **Solar Thermal Technologies** 3.00

Prerequisite: ENRG 130.

This course introduces students to solar hot water and space heating systems. Topics will include system selection, site analysis, design and sizing, component selection, installation, troubleshooting, maintenance, codes and safety. The course will explore the application of solar thermal systems in both residential and commercial settings.

ENRG 150 **Introduction to Wind Energy** 3.00

Prerequisite: None

This course will cover basic principles of wind energy. Class topics will include the many facets of the proper placement (siting) of individual wind turbines as well as wind farms. Also addressed will be the physical restrictions, institutional restrictions, wind turbine noise, placement near the grid, spacing of turbines, social aspects of wind turbines, installation and environmental issues associated with wind turbines.

ENRG 171 **Well Design, Construction, and Geology** 1.00

Prerequisite: Math 96 or higher; ENG 101 or 113 or higher.

This course is designed to give students a basic understanding of the energy source fueling a geothermal power plant. Students will also gain an understanding of the basic principles of geology as they relate to geothermal systems. Methods of drilling, well construction and development will also be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENRG 172 **Fluids, Piping, Valves and Pumps** 4.00

Corequisite: MATH 126 or higher. Prerequisite: ENG 101 or 113 or higher.

This course is designed to give students a basic understanding of fluid properties, dynamics, and systems equipment. Class topics will include gases, vapors, liquids, density, viscosity, laws of thermodynamics and conservation, and the relationship of pressure, elevation head, friction losses, parallel flow, series flow, work, and water hammer. Students will also gain an understanding of the common equipment found in fluid systems such as piping, valves, pumps, compressors, and turbines. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENRG 173 **Geothermal Plants, Turbines, and Generators** 3.00

Prerequisite: MATH 96 or higher; ENG 101 or 113 or higher

This course is designed to give students a basic understanding of thermodynamics and geothermal power plant systems equipment. Class topics will include the laws of thermodynamics, heat engine power cycles, geothermal power plant configuration, and common equipment used in geothermal power plants. Students will also gain an understanding of the principles used in geothermal power plant operation, common references, performance evaluation, and maintenance practices. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENRG 174 **Environmental Regulations for Geothermal Plants** 1.00

Prerequisite: ENG 101 or 113 or higher

Students will be familiarized with the required permits and regulations governing the operational phase of a Geothermal Power Plant. Typical permits covered will include Federal Land Agency approvals and mitigation measures, State drilling permits and well closure requirements, State operating permits (UIC, NPDES, and Solid Waste Site permits), and conditional or special use permits issued by local entities (counties and municipalities). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENRG 271 **Fundamentals of Process Controls and Instrumentation** 3.00

Prerequisite: MATH 126; ENG 101 or 113 or higher; ENRG 173

This course will provide students with hands-on practical knowledge of geothermal process controls and instrumentation used in a geothermal power plant. Topics will cover the commonly used types of instruments (temperature, pressure, flow, level, speed, vibration), actuators and positioners (pneumatic, hydraulic), and controllers (PLCs, governors, voltage regulators, dedicated loop controllers), and materials of construction, selection, principles of operation, common references, performance evaluation, maintenance practices, and calibration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENGINEERING

ENGR 100 **Introduction to Engineering Design** 3.00

Prerequisite: None

This course is an overview of engineering practice and provides exposure to the environment in which engineers work. The course introduces the design process including initial conceptualization (sketching), detailed drawings (drafting), and prototype fabrication (machine shop). Learning to work as part of an engineering team is a central part of this course.

ENGR 110 **Introduction to Renewable Energy** 3.00

Prerequisite: None

This course is designed to give the student basic knowledge in the following areas of solar energy: history, sun movement, climatological data for Reno, Nevada; energy reflection, transmission and absorption, heat transfer, heat storage, collector systems and sizing.

* This course 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.

ENGINEERING

ENGR 242 **Case Histories in Civil Engineering** 1.00

Prerequisite: ENGR 100.

Course will describe real-life civil engineering projects of different scopes and complexities. Projects will be analyzed with regard to scope, work plan, budget, permitting, technical and legal issues.

ENGR 243 **Fluid Mechanics, Hydraulics and Hydrology** 3.00

Prerequisite: MATH 126 and ENGR 100.

Overview study of the behavior of fluids at rest and in motion and principles of hydrology: quantitative hydrology; prediction of runoff; hydrologic applications in urban settings; overview of storm water systems.

ENGR 244 **Introduction to Engineering Economics** 2.00

Prerequisite: MATH 126 and ENGR 100.

Consideration of various economic calculations such as present worth, benefit-cost and rate of return analyses in engineering decision making.

ENGR 245 **Materials Behavior and Statistical Analysis** 4.00

Prerequisite: MATH 126 and ENGR 100.

Construction materials behavior and various specifications used in quality control and quality assurance.

ENGLISH

ENG 81A **ESL Listening and Speaking** 3.00

Prerequisite: Accuplacer test scores.

ENG 081A is an ESL Listening and Speaking course in which students learn speaking and listening skills based on academic content. Using topics typically covered in college courses, students engage in dialogs and discussions, take lecture notes, prepare oral presentations and learn to recognize and use various communication patterns. Satisfactory/Unsatisfactory grading. Course may be repeated for up to 6 credits.

ENG 81C **ESL Reading/Writing** 4.00

Prerequisite: Accuplacer test scores.

ENG 081C assists the ESL student to develop basic reading and writing skills in preparation for college courses. The reading segment will help students to improve confidence, fluency, speech and accuracy in reading. The writing segment will help students to develop short, well-organized paragraphs in several rhetorical styles. Students will learn techniques for revising their own writing with attention to identifying grammar and spelling problems and to expanding vocabulary.

ENG 83 **Pronunciation and Spelling for Non-Native Speakers** 3.00

Prerequisite: Accuplacer placement of English 081 level or above.

ESL students will learn the skills to correct their pronunciation and spelling problems. Students will understand the relationship between written and spoken English. This course is ideal for students who experience persistent pronunciation and/or written communication problems.

ENG 88 **ESL Grammar** 3.00

Prerequisite: Qualifying Accuplacer test score or completion of ENG 81A and ENG 81C.

ENG 088, an intermediate-level English grammar course for non-native speakers, builds understanding of the forms, meanings and uses of key grammar structures, especially those expected in formal written communications. Application of grammar to the development and editing of the students' own writing and to understanding of written texts is emphasized. This course is especially useful for students taking the ENG 112D, 113 or 114 writing courses. Grading is S/U; the course may be repeated for up to six credits.

ENG 97 **Basic Technical Communications** 3.00

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 98R **Preparatory Composition** 3.00

Prerequisite: Qualifying Accuplacer score for Reading Comprehension of 50+. ESL qualifying scores: Reading Comprehension of 55+ and WritePlacer score of 6.

An intensive course designed to develop writing skills. A step-by-step review of grammatical relationships, sentence patterns, punctuation and usage with concentration on the writing of expository paragraphs and essays. Student writing will primarily be generated from the critical reading of texts taken from across the disciplines. Upon successful completion of the course, the student may move directly into English 101. May be repeated for a maximum of six credits.

ENG 101 **Composition I** 3.00

Prerequisite: Grade of C- or better in ENG 98R; Qualifying Accuplacer score for Reading Comprehension of 86+ and WritePlacer of 5+. Qualifying ESL Accuplacer scores: Reading Comprehension of 86+ and LOEP WritePlacer score of 6.

Writing intensive course designed to strengthen college level writing skills, with particular attention to persuasion, analysis, synthesis and an introduction to research methodologies. Focus on process through drafting, revising and editing is emphasized. Conventions of standard English are reviewed. Additionally, critical reading strategies of college level texts are developed.

* 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 102 **Composition II** 3.00

Prerequisite: ENG 101 or equivalent or SAT/ACT test results.

Continuation and extension of English 101 with an exploration of essay forms with particular attention to interpretation, analysis and synthesis, while emphasizing analytical reading and writing, critical thinking and research methodologies.

ENG 107 **Technical Communications I** 3.00

Prerequisite: ENG 97 or ENG 98R or qualifying Accuplacer, ACT/SAT score.

Introduction to expository methods with concentration on specific writing forms including memorandums, cover and business letters, formal and informal reports, manuals, and proposals. Suggested for students in occupational fields.

ENG 108 **Technical Communications II** 3.00

Prerequisite: None

A continuation of expository methods. Concentration on developing writing projects required on the job. Lecture and individual instruction. Suggested for students in occupational fields.

ENG 112A **ESL Listening Skills** 3.00

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 81-level courses (ENG 81-A and 81-C).

This is a bridge-to academics ESL course to help students establish and practice the listening skills necessary for successful academic work. These include techniques for predicting, focusing, note taking, main idea and organizational-pattern recognition and summarizing.

ENG 112C **ESL Reading Skills** 1.00 - 3.00

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A and 081-C).

This course uses a reading skills handbook along with academic content material (text chapters, novels, short stories and news articles) to help students develop skills in recognizing organizational patterns, critical analysis, summarizing and synthesizing. Techniques to develop comprehension, retention and reading speed are emphasized.

ENG 112D **ESL Composition** 3.00

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081-A and 081-C).

This course improves the non-native speaker's academic writing skills, including rhetorical style and use of rhetorical patterns, grammar, paragraph and essay development and writing strategies. Attention is given to integrating reading and writing as complementary language skills.

ENG 113 **Composition I for International Students** 3.00

Prerequisite: Accuplacer test score; or UNR-IELC Bridge test; or C- or better in 112-level courses (ENG 112-A, 112-C, 112-D).

Writing the expository essay; develops fluency and emphasizes development, coherence, style, revision, and editing for target-language accuracy. This course satisfies the English 101 requirement for non-native English speakers.

ENG 114 **Composition II for Non-Native English Speakers** 3.00

Prerequisite: ENG 113 or equivalent.

Exploration of essay forms with particular attention to interpretation and argument; emphasis on analytical reading and writing, critical thinking, and research methodologies; attention to language skill development and needs of learners of English as a second language. This course satisfies the English 102 requirement for non-native English speakers.

ENG 181 **Vocabulary and Meaning** 3.00

Prerequisite: None

Problems of meaning, word derivation and word formation are investigated with a view to enlarging and refining a working English vocabulary. Transfers for two credits to UNLV/UNR.

ENG 198 **Special Topics in English** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENG 199 **Literary Journal** 3.00

Prerequisite: ENG 101 or ENG 113 or instructor approval.

ENG 199 "Literary Journal" is a hands-on practicum in the preparation and production of a literary journal. Students who enroll in this course will become editorial board members of The Meadow, TMCC's award-winning literary arts journal. Working closely with faculty, students help to select the art, poetry, fiction and nonfiction content of the journal. Further, students edit and copyedit content and participate in production, layout and printing of the journal. Students are involved in every aspect of the journal, from publicity through distribution. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENG 200 **Novels Into Film** 3.00

Prerequisite: ENG 101 or ENG 113 or instructor approval.

Examination of selected major novels and their translation into film, designed to explore ways in which each art form is similar to and different in structure and meaning.

* 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 205 **Intro to Creative Writing: Fiction and Poetry** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Beginning writers' workshop in both poetry and fiction.

ENG 220 **Writing Poetry** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
The study of poetry writing methods and forms with concentration on the student's creative writing.

ENG 221 **Writing Fiction** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
The study of fiction writing methods and forms with concentration on the student's creative writing.

ENG 222 **Advanced Fiction: Novel Writing** 3.00
Prerequisite: ENG 221 or instructor approval.
This course is a continuation of ENG 221 with an emphasis on novel writing. The class will be conducted as a writer's workshop.

ENG 223 **Themes of Literature** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
The study of themes and ideas significant in poetry, prose, and film of various literary periods.

ENG 224 **Introduction to Screenwriting** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
The study of screenwriting methods and forms with a concentration on the student's creative writing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENG 225 **Advanced Screenwriting** 3.00
Prerequisite: ENG 224 or instructor approval.
This course continues the work of English 224 by developing advanced screenwriting skills with an emphasis on the student's creative writing. This course will focus on the production and revision of a feature length screenplay. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENG 230 **Writing Creative Non-Fiction** 3.00
Prerequisite: ENG 101 or instructor approval.
The study of creative non-fiction writing methods and the art of the personal essay with concentration on the student's creative writing.

ENG 231 **World Literature I** 3.00
Prerequisite: ENG 101 or instructor approval.
Introduction to aesthetic and ideological trends in the Western world. Reading of literary masterpieces through the year 1650.

ENG 232 **World Literature II** 3.00
Prerequisite: ENG 101 or instructor approval.
Introduction to aesthetic and ideological trends in the Western world through reading of literary masterpieces from 1650 to present.

ENG 235 **Survey of English Literature I** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Selected major British writers read and discussed: Anglo-Saxon through 18th century periods. Transfers to UNR as a humanities course.

ENG 236 **Survey of English Literature II** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Selected major British writers read and discussed: Romantic through Modern periods. Transfers to UNR as a humanities course.

ENG 241 **Survey of American Literature I** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Major figures and movements in American literature from the Colonial period to the Civil War.

ENG 242 **Survey of American Literature II** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
A study of major thought and expression in the American literary experience from the Civil War to the present. Writers include Twain, James, Hemingway, Faulkner and others. Transfers to UNR as a general elective.

ENG 243 **Introduction to the Short Story** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Short story masterpieces read and evaluated.

ENG 245 **Introduction to the Novel** 3.00
Prerequisite: ENG 101 or instructor approval.
Introduction to the form and development of the novel. May be taught thematically.

* 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 250 **Introduction to Children's Literature** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
A survey of major writers and trends in children's literature from classic to contemporary. Writers studied include Andersen, the Brothers Grimm, Lewis Carroll, A.A. Milne, E.B. White, Beatrix Potter and Shel Silverstein. Students may elect to do a creative project: poetry for children, fairy tales or stories.

ENG 252 **Introduction to Drama** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Reading a variety of plays with attention to special characteristics of drama.

ENG 258 **Ashland Theatre Festival** 1.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Field trip to Ashland, Oregon to see classical, period, modern and Shakespearean plays. Students study plays prior to the field trip, discuss productions and write brief reviews of the plays.

ENG 261 **Intro to Poetry** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Elements of poetry, its basic types and forms, representative poets in English.

ENG 264 **Psychology and Literature** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
An examination of major works of literature to discover the correlation between their universal themes and the theories of psychology as they relate to the human experience.

ENG 267 **Introduction to Women and Literature** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography.

ENG 271 **Introduction to Shakespeare** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval
Shakespeare's principal plays read for their social interest and their literary excellence. Selections from comedies, tragedies and histories.

ENG 275 **Contemporary Literature** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
The reading of recent literature of various types to acquaint students with contemporary writers.

ENG 281 **Introduction to Language** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Nature and function of language, including an introduction to the linguistics subsystem of Modern English and the development of the English language. Transfers to UNR/UNLV as a general elective.

ENG 282 **Introduction to Language and Literary Expression** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
The forms and function of language with special application to literary study.

ENG 288 **Multicultural Literature** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
A survey of authors from various ethnic and cultural backgrounds. Readings include biography, essays, poetry, novels, drama, and short fiction.

ENG 294 **Intro to Women's History and Literature in the Us** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
This interdisciplinary survey course examines women's history and literature in the United States 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.

ENG 297 **Reading and Interpreting** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Methods for creating personal, critical responses to literature representing a range of time periods and genres. Based on a thematic approach.

ENG 298 **Writing About Literature** 3.00
Prerequisite: ENG 101 or ENG 113 or instructor approval.
Introduction to literary study--literary terms, genre, time periods, and analysis.

* 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 299 **Special Topics in English** 1.00 - 3.00

Prerequisite: ENG 101 or ENG 113 or instructor approval.

The successful student will be able to initiate one on one dialog between student and tutor, focusing on the degree to which the paper fulfills the requirements of the assignment. Diagnose written communication problems and offer suggestions for improving the writing quality. Help peers to evaluate their own writing in terms of fulfilling requirements of assignment, including the appropriate content, and accurately using grammar.

ENTREPRENEURSHIP

ENT 200 **Fundamentals of Entrepreneurship** 3.00

Prerequisite: None

This course explores the basics of entrepreneurship. This is a survey course that briefly introduces students to the various aspects and activities involved in entrepreneurship. Students then complete the focused courses on each aspect and complete the degree with the capstone ENT 280. The course will look at the characteristics of entrepreneurs, the cycle of entrepreneurship, idea generation and validation of an idea's ability to be successful, how to present your business idea to potential investors and how to take the plunge.

ENT 201 **Entrepreneurship: Science and Engineering** 3.00

Prerequisite: None

This course looks specifically at the required skills for the scientist, engineer or applied technologies student that is seeking to start his/her own business. The course will look at the aspects for entrepreneurship including an introduction to the business plan, the financial aspects and the marketing components. Students will explore the process of going from technology idea to market including the management of labs and intellectual property process.

ENT 210 **The Art, Science and Discipline of Creativity** 3.00

Prerequisite: None

This course explores creativity from an academic perspective. Students will read contrasting views of what creativity is, how to define creativity and what resources, skills and traits are required for creativity. Students will also explore the role of creativity in the changing economy of the world.

ENT 220 **International Women's Entrepreneurship** 3.00

Prerequisite: None

This course looks at the effects of women entrepreneurs on the world economy and at the paths that women take to business ownership. The course will look at each region and analyze the effects of micro financing, environmental concern and development status on the role of women within the economy. The course will also look at the role of women in creating change within their respective region and internationally.

ENT 230 **Financing Your Small Business Venture** 3.00

Prerequisite: ENT 200 and ACC 202.

This course explores the options that are available for financing your small business venture. Exploring ownership structures, venture capital, angel finance and the Small Business Administration. Students will complete the course with multiple avenues for financing new expanding existing business ventures.

ENT 240 **Marketing for Small Business** 3.00

Prerequisite: None

This course explores the marketing principles for the small business. Topics include integrated marketing approaches, ROI analysis, and how to effectively build relationships that build the small business venture.

ENT 260 **Intellectual Property** 3.00

Prerequisite: ENT 200.

This course explores and defines the laws surrounding intellectual property. In particular students will become acquainted with the patent process, culminating in the draft of a provisional patent application.

ENT 280 **Entrepreneurship and Business Plan Development** 3.00

Prerequisite: None

This course provides an understanding of the principles of entrepreneurship and the knowledge and tools required to develop a quality business plan. Reflective of the body of entrepreneurship literature, student teams will use creativity and innovation techniques to generate new business ideas for which they will develop original, realistic and effective business plans. This is intended as a "hands-on" experience that explores the steps taken in the process of developing and presenting a proper business plan. This will provide the opportunity for student teams to participate in a variety of local business plan competitions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENVIRONMENTAL SCIENCE

* 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 100 **Humans and the Environment** 3.00

Prerequisite: None

Introduction to the relationship of man and his environment. Selected aspects of current thinking and research concerning the impact of industrialization and urbanization on environmental quality, including population explosion; the potential decline of the affluent society by the depletion of natural resources; the pollution of air, land surface and water; and the public agencies and policies designated to solve environmental problems. Four lab experiences. This course meets UNR Science core curriculum requirements.

ENV 115 **Wilderness Survival** 3.00

Prerequisite: None

A course designed to introduce the student to basic survival techniques associated with a variety of environments, i.e., desert, mountain and aquatic, with emphasis on the western United States. Problems of food and water acquisition, exposure and cover are studied. Field trips are required.

ENV 198 **Special Topics in Environment** 0.50 - 6.00

Prerequisite: None

Covers selected topics of interest to students in environmental science. May be repeated for up to 6 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

ENV 203R **Sampling, Analysis, Treatment and Disposal** 3.00

Prerequisite: ENV 202 and CHEM 220 or permission of instructor.

A study of the sampling, analytical, treatment and disposal method used for hazardous and toxic substances, materials and waste materials.

ENV 290 **Internship in Environmental Studies** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Department review of student's activities and development on the job required.

ENV 299 **Special Topics in Environmental Science** 0.50 - 3.00

Prerequisite: None

Consideration of selected current problems and conceptual issues in environment. Issues selected will depend upon current interest of staff and students. No prerequisite.

NRES 100 **Prin of Natural Resources & Environmental Sciences** 3.00

Prerequisite: None

General introduction to issues and topics related to natural resources, hydrology, conservation biology and environmental sciences.

NRES 210 **Environmental Pollution** 3.00

Prerequisite: MATH 126.

This course introduces the student to the principles and applications of environmental science through the use of the biological and physical sciences. This course will investigate and discuss local, regional and global issues associated with anthropogenic interactions with biosphere, lithosphere, hydrosphere and atmosphere.

NRES 211 **Conservation, Humans and Biodiversity** 3.00

Prerequisite: None

An examination of the impacts of cultures on biodiversity. Topics include the evolution of biodiversity, human populations, and associated cultural and technological impacts on biodiversity.

FIRE SCIENCE TECH

FS 114 **Incident Command System** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FS 150 **Physical Fitness and Nutrition for Fire Service** 3.00

Prerequisite: None

This course will assist the student in meeting the National Fire Protection Agency Standards related to firefight wellness. This includes, but is not limited to, NFPA 500 (Fire Dept. Occupational Safety and Health Program), NFPA 1001 (Standard for Firefighter Professional Qualifications) and NFPA 1582 (Standard on Medical Requirements for Fire Fighters). This course will also assist the student in preparing for the physical ability portion of Fire Service Testing. The course includes lectures on fitness, nutrition, stress and disease prevention. The course also includes aerobic and muscle development. Students will be required to complete a physical performed by a doctor meeting NFPA standards. This course will be required for those students not taking the Firefighter II program in the Academy format. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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

FS 198 **Special Topics in Fire Science** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FS 230 **Fire Streams and Firefighting Foams** 3.00

Prerequisite: FT 204.

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FS 241 **Fire Company Organization Management** 3.00

Prerequisite: None

Review of fire department organization; personnel administration; communications; related leadership skills. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FS 285 **Selected Topics in Fire Science** 0.50 - 6.00

Prerequisite: None

This course is intended to provide flexibility in the fire science program. Course subject will vary and cover critical and current issues in fire science. Course will be an elective. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FS 286 **Selected Topics in Fire Science** 0.50 - 6.00

Prerequisite: None

This course is intended to provide flexibility in the Fire Science Program. Course subject will vary and cover critical and current issues in Fire Science. Course will be an elective. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 101 **Introduction to Fire Protection** 3.00

Prerequisite: None

This course covers the philosophy and history of fire protection; history of loss of life and property by fire; review of municipal fire defenses; study of the organization and function of federal, state, county and private fire protection agencies. The student will understand the hiring requirements of different agencies and the current job market in suppression, wildland firefighting, prevention and public education. In addition the student will learn the basic terms related to the fire service. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 102 **Entry Level Firefighter** 3.00

Prerequisite: None

This course will give the student the basic skills and knowledge necessary to combat structure fires under direct supervision. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 103 **Basic Firefighter** 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 104 **Nevada Firefighter I** 3.00

Prerequisite: FT 102 and 103. Can be taken concurrently with these courses.

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 106 **Firefighter I Academy** 12.00

Prerequisite: EMS 108, MATH 95 or higher, ENG 101 and FT 101 or 102.

The academy covers all of the National Fire Protection Association and Nevada State Firefighter I requirements. The curriculum covers fire behavior, firefighter safety, personal protective equipment, self-contained breathing apparatus, portable fire extinguishers, water supply, fire hose and appliances, nozzles, fire streams, basic building construction, ladders, ropes and knots, rescue procedures, forcible entry, ventilation, salvage and overhaul, hazardous material mitigation to the operational level, basic terrorism, and wildland firefighting (S-110, 130, 190). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 109 **Internship in Fire Science** 5.00

Prerequisite: FT 106 (or Firefighter II) and EMS 108 (or EMT-B)

A course designed wherein the students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 100 hours of internship for 1 credit. May be repeated for up to 8 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 110 **Basic Wildland Firefighting** 3.00

Prerequisite: None

This course introduces most aspects of wild land fire control including fire prevention, fire preparedness and fire suppression. Students will become familiar with the Incident Command System, fire behavior, maps, map reading and fire suppression with special emphasis on fire line safety. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 111 **Portable Pumps, S-211** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 112 **Power Saws, S-212** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 113 **Basic Air Ops, S-270** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 115 **Crew Boss, S-230** 1.00

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). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 116 **Engine Boss, S-230** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 117 **Dozer Boss, S-232** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 118 **Firing Methods, S-234** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 120 **Prevention, Investigation I** 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 121 **Fire Prevention I** 3.00

Prerequisite: None

Familiarization with national, state and local laws and ordinances influencing fire prevention and fire underwriting; principles and problems relating to fire prevention. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 122 **Codes/Ordinances I** 3.00

Prerequisite: None

Familiarization with national, state and local laws and ordinances which influence the field of fire protection. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 125 **Build Construction I** 3.00

Prerequisite: None

Fundamentals of building construction and design with emphasis on fire resistance of building materials, assemblies, exposures and related data focused on fire protection. The course will also deal with related codes and statutes and introduce basic blueprint reading. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 131 **Hazardous Materials** 3.00

Prerequisite: None

A review of basic properties of solids, liquids and gases and the storage, handling, law, standards and firefighting practices pertaining to hazardous materials. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 146 **Wildland Tactics and Strategy I** 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 160 **Rescue Awareness** 3.00

Prerequisite: None

This course will develop the student's 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 204 **Firefighter I** 6.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 206 **Firefighter II Academy** 10.00

Prerequisite: FT 106 or Firefighter I Certification.

This academy builds on the Firefighter I Academy and reinforces those basic skills. In addition this academy covers; fire department communications, foams, fireground operations (tactics and strategies), advanced rescue operations, firefighter survival, fire prevention, public education, advanced building construction, pre-planning, equipment operation, equipment maintenance, equipment and hose testing, basic hydraulics, intermediate wildland fire behavior (S-290), basic air operations (S-270), hydrant testing, and basic vehicle extrication. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 208 **Firefighter Safety and Survival** 1.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 212 **Fire and Ecology** 3.00

Prerequisite: None

Fire Ecology and Ecosystem Management studies the science of ecosystem management and the effects of fire on ecosystem. In addition the course studies the past and future of fire as a tool in ecosystem management as well as the social, economic, legal and political considerations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 243 **Firefighting Tactics and Strategy** 3.00

Prerequisite: None

Review of fire chemistry, equipment and manpower, basic firefighting tactics and strategy, methods of attack; preplanning fire problems; company firefighting capability. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FT 291 **Fire Administration** 3.00

Prerequisite: None

An in-depth study of the organization and management as related to a fire department, including budget, records and reports, utilization of manpower and equipment, interagency and public relations and leadership from a company officer's position. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FRENCH

FREN 111 **First Year French I** 4.00

Prerequisite: None

Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to French culture. This course transfers to UNR as FREN 111.

FREN 112 **First Year French II** 4.00

Prerequisite: FREN 111 or equivalent.

A continuation of French 111. This course transfers to UNR as FREN 112.

FREN 198 **Special Topics in French** 1.00 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

FREN 211 **Second Year French I** 3.00

Prerequisite: FREN 112 or equivalent.

Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 211.

FREN 212 **Second Year French II** 3.00

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.

GEOGRAPHIC INFORMATION SYSTEMS

GIS 102 **Fundamentals of GIS** 3.00

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 may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GEOGRAPHY

* 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** 3.00

Prerequisite: None

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** 1.00

Prerequisite: None

Lab portion of GEOG 103. See GEOG 103 for description. Must be taken concurrently with GEOG 103.

GEOG 106 **Introduction to Cultural Geography** 3.00

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 121 **Climate Change: the Science Basis** 4.00

Prerequisite: None

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** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GEOG 200 **World Regional Geography** 3.00

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** 3.00

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 210R **Introduction to Geotechnology** 3.00

Prerequisite: None

Provides fundamental map concepts including the origins of maps, types of maps and projections, mapping techniques, location reference systems, and interpreting topographic maps. The uses of Geographic Information Systems (GIS), Global Positioning Systems (GPS), and remote sensing for data analysis and assimilation are also introduced.

GEOG 290 **Internship in Geography** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GEOLOGY

GEOL 100 **Earthquakes, Volcanoes and Natural Disasters** 3.00

Prerequisite: MATH 120 or 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** 4.00

Prerequisite: ENG 98R and MATH 96 or qualifying Accuplacer, ACT, or SAT scores.

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 hour's lecture, three hour's lab per week. Transfers for four credits to UNR/UNLV. Satisfies UNR science 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.

GEOLOGY

GEOL 102 **Earth and Life Through Time** 4.00

Prerequisite: GEOL 101 or consent of instructor.

A lecture- and laboratory-based course examining the evolution of Earth through time including major events in the evolution of the crust, plate tectonics, and biosphere. Course will emphasis how fossils are used to interpret ancient environments, the relationships between organisms, and to sequence the physical and paleobiological history of the Earth. Designed as a second course in geology, the course will lead the student through a sequence of events from the beginning of the planet to today's diversified environments.

GEOL 105R **Introduction to Geology of National Park** 3.00

Prerequisite: None

A general survey course that examines basic geologic process of the rock cycle, geologic structures, geologic time, and plate tectonics using selected national parks as exemplars of those processes. The course consists of 3 hours of lecture per week and a total of two three-hour labs, and one full-day field study.

GEOL 206 **Geology of Geothermal Energy Resources** 3.00

Prerequisite: ENG 98R and MATH 96 or qualifying Accuplacer, ACT, or SAT scores.

This course surveys the characteristics, distribution and energy potential of geothermal resources, both worldwide and here in Nevada. Course content includes (1) geologic controls on distribution and nature of geothermal systems, (2) the main types of geothermal systems and how energy is harnessed using current technology, and (3) potential geothermal resources that may provide useful energy with emerging technology. The course consists of 3 hours of lecture, including guest speakers, per week and 4 three-hour-long labs that include opportunities to organize and assess field and laboratory data to interpret the type and potential of geothermal resources.

GEOL 260 **Introduction to Field Methods** 2.00

Prerequisite: GEOL 101 or instructor approval.

This course is a hands-on introduction to basic geologic map interpretation and field methods for geologic mapping. Students will learn how to interpret geologic features from aerial photos, measure strikes and dips of geologic structures and rock units, determine thickness of stratigraphic units, identify and map the distribution of different rock types and geologic structures, interpret geologic histories and potential hazards of different areas, and chronicle their findings in concise, well-written geologic reports.

GEOL 290 **Internship in Geology** 1.00 - 3.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for an application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GERMAN

GER 111 **First Year German I** 4.00

Prerequisite: None

Introduction to patterns of German through development of language skills and structural analysis. Includes an introduction to German culture. This course transfers to UNR as GER 101.

GER 112 **First Year German II** 4.00

Prerequisite: GER 111 or equivalent.

A continuation of GER 111. This course transfers to UNR as GER 102.

GER 198 **Special Topics in German** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GER 211 **Second Year German I** 3.00

Prerequisite: GER 112.

Structural review, conversation and writing, reading in modern literature.

GER 212 **Second Year German II** 3.00

Prerequisite: GER 211.

A continuation of GER 211. Structural review, conversation and writing, reading in modern literature.

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 98 **Macintosh Basics** 1.00

Prerequisite: None

Introduction to the basic functions of the Macintosh computer, including Macintosh Operating System, hardware, software and AppleWorks business/graphics suite. This class is designed for the computer novice interested in learning more about the Macintosh computer for personal use or for the entry into the graphic communications/digital media program. Grading is pass/withdraw.

GRC 107 **Design Fundamentals** 3.00 - 4.00

Prerequisite: None

Foundation course in the application and appreciation of the basic principles and elements of design, including form, shape, value and spatial relationships. Emphasis will be placed on developing creative skills and working with the design process. Challenge by portfolio is available.

GRC 109 **Color and Design** 3.00 - 4.00

Prerequisite: None

Color theories, color technologies and the applications of color in art and design. Intermediate, two-dimensional design problems focusing on the compositional, optical and psychological aspects of visual communication.

GRC 110 **Rendering and Illustration** 4.00

Prerequisite: None

Foundation course for developing basic skills and techniques in visualizing and rendering images in 2D and 3D presentations. Projects will focus on manual techniques and their applications in print and digital media. Challenge by portfolio is available. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 111 **History of Visual Communications** 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 118 **Computer Graphics/Print Media** 3.00 - 4.00

Prerequisite: GRC 107 and GRC 109, or approval of instructor.

Foundation course that introduces computer systems and applications as they relate to graphic communication for print media. Class will present a project-based overview of vector-draw, image manipulation, page layout and electronic publishing software. Challenge exam is available.

GRC 119 **Computer Graphics/Digital Media** 3.00 - 4.00

Prerequisite: GRC 107, GRC 109, and GRC 110 or approval of instructor.

Foundation course that introduces computer systems and applications as they relate to graphic communications for digital media. Class will present a project-based overview of content creation, Web design, Web animation, digital video and 3D modeling. Challenge exam is available.

GRC 120 **Software Applications-Beginning Photoshop** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on beginning techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 122 **Letterforms** 3.00

Prerequisite: GRC 107 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 123 **Software Applications-Advanced Photoshop** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on advanced techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 124 **Software Applications-Beginning Illustrator** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on beginning techniques and applications of the current version of Adobe Illustrator. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

* This course 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 125 **Graphic Software** 0.50 - 1.00

Prerequisite: None

A variety of short courses in software packages specific to graphic communications and digital media applications. Classes will include current software packages and upgrade-specific training. Verify type of software and level of instruction in current schedule of classes. Grading is pass/withdraw. This course may be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 126 **Software Applications-Advanced Illustrator** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on advanced techniques and applications of the current version of Adobe Illustrator. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 127 **Software Applications-Beginning InDesign** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on beginning techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 128 **Software Applications-Advanced InDesign** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on advanced techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 129 **Software Applications-Beginning Dreamweaver** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on beginning techniques and applications of the current version of Adobe Dreamweaver. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 130 **Software Applications-Beginning Flash** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on beginning techniques and applications of the current version of Adobe Flash. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 131 **Software Applications-Premiere/Soundbooth** 0.05 - 1.00

Prerequisite: None

Software workshop focusing on beginning techniques and applications of the current version of Adobe Premiere and Soundbooth. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree.

GRC 132 **Basic Principles of Animation** 3.00

Prerequisite: GRC 107 and GRC 110 or approval of instructor.

Introduction to the principles and techniques of 2D animation. Manual assignments will be completed for output to analog and digital formats for screening and portfolio. Course lectures and discussions will include professional production processes for TV, film, games and the Web, as well as potential strategies to gain employment in the field. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 135 **Storyboarding** 3.00

Prerequisite: GRC 107 and GRC 110 or approval of instructor.

Introduction to techniques and strategies for visual storytelling. Visual language and syntax for narrative, non-linear, alternative and experimental storytelling methodologies will be explored. Story structure, character development, style, premise, genre, and format (commercial ad, interstitial, PSA, short, feature, music video, Web, games, etc.) will be discussed. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 144 **Electronic Layout and Typography** 3.00

Prerequisite: GRC 118 or approval of instructor.

Introduction to typography and page layout software. Typographic theory, copy acquisition, proofreading and fundamentals of typographical layout and design. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 153 **Commercial Printing Processes** 4.00

Prerequisite: GRC 118 or approval of instructor.

An intermediate course in commercial printing processes including screen printing and offset lithography. Hands-on class will focus on electronic pre-press and printing methods used in commercial printing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 156 **Computer Illustration** 3.00

Prerequisite: GRC 110 and GRC 118, or approval of instructor.

An introductory/intermediate class in the creation and execution of designs and illustrations in the digital environment. Class will focus on vector-draw software, including the tools and techniques required to produce professional-level artwork.

GRC 175 **Web Design and Publishing I** 1.00 - 3.00

Prerequisite: GRC 119 or approval of instructor.

Introduction to authoring for the World Wide Web using industry standard software applications. Topics covered include planning, designing and building a Web site, aesthetics, creating and optimizing computer graphics for Web, information architecture, navigation and interactivity, Web publishing, Web hosting and site management.

GRC 181 **Digital Video I** 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 182 **Digital Video Production** 3.00

Prerequisite: GRC 119 and GRC 135 or instructor approval.

Introduction to the basic principles and practices of digital video production. The course covers every phase of introductory digital video preproduction, production and post-production processes from "concept to final output", including story and concept development, lighting, recording and capturing footage, importing and managing clips, editing methods, transitions, special effects, titles, and credits, sound design and output to different formats. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 183 **Electronic Imaging** 3.00

Prerequisite: GRC 118 or approval of instructor.

An intermediate course in the application of graphics software to create pixel based images using industry standard pixels based software. Class will cover digital camera and scanner operation and emphasize image manipulation and optimization processes for pixel images.

GRC 184 **3D Modeling I** 3.00

Prerequisite: GRC 110 and GRC 119, 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 188 **Web Animation and Interactivity I** 3.00

Prerequisite: GRC 118 and GRC 119, or approval of instructor.

Introduction to animation and interactivity for use in CD-ROM, DVD or Web based interactive documents using industry standard software applications. Course content focuses on planning, design and building animated and interactive digital content. Topics include information architecture, interface design and navigation, introductory programming, drawing, audio, video, and publishing options.

GRC 198 **Special Topics in Graphic Communications** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 200 **Electronic Production** 2.00

Prerequisite: GRC 144 and GRC 153, or approval of instructor.

Preparation of line and tone copy for reproduction. Applications of single and multi-color production art. Computer production processes and preparation of files for proofing and output.

GRC 244 **Electronic Layout and Typography II** 3.00

Prerequisite: GRC 144 and 156 or approval of instructor.

Advanced studio covering typography, graphic design and advertising theories and techniques for print media. Class will focus on creativity and the creative process and how these principles affect communication of ideas. Topics include image/copy interaction, production techniques and the use of type in complex compositions as well as multipage documents. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 256 **Computer Illustration II** 3.00

Prerequisite: GRC 122 and 156, or approval of instructor.

An intermediate/advanced class in the creation and execution of designs and illustrations in the electronic environment. Class will focus on vector-draw software and more advanced principles of design to produce artwork for print and digital media. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 275 **Web Design and Publishing II** 3.00

Prerequisite: GRC 175 and GRC 183, or approval of instructor.

Advanced Web page design using industry-standard applications. Topics include planning and design, programming, interactivity, behaviors, animation, page weighting, meta tags, databases, Web hosting and site management. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 281R **Digital Video II** 3.00

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 may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 282 **Motion Graphics for Video** 3.00

Prerequisite: GRC 132 and GRC 182 or instructor approval.

The principles of animation and motion design applied to graphics production for use in time-based and interactive scenarios. An exploration of animated title sequences, time-based image composing, and audio design principles for applications in entertainment and advertising content creation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 283 **Electronic Imaging II** 3.00

Prerequisite: GRC 183 or approval of instructor.

An advanced course in the application of graphics software to create pixel based imagery using industry standard pixel based software. Class will cover advanced image manipulation and optimization processes for pixel images as well as simple based animation and video manipulation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 284 **3D Modeling and Animation** 3.00

Prerequisite: GRC 119 and GRC 132 or approval of instructor.

Introduction to basic 3 dimensional modeling and animation techniques and production processes. Topics include 3D modeling, texturing, lighting, animation and rendering using industry-standard 3D software. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 287 **3D Animation II** 3.00

Prerequisite: GRC 284 or approval of instructor.

Second class in 3D animation will develop more advanced techniques in character modeling and animation. Topics include character motion, rigging, application of animation controls, kinematics, hierarchies from GRC 284, scene layout and control, and production/export processes for video and multimedia distribution. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 288 **Web Animation and Interactivity II** 3.00

Prerequisite: GRC 188 or approval of instructor. GRC 135 recommended.

Advanced animation and interactivity for the Web and CD-ROM using Macromedia Flash. The course extends the skills acquired in GRC 188: Web Animation and Interactivity I, and emphasizes methodology and problem solving. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 290 **Internship in Graphic Communications** 1.00 - 8.00

Prerequisite: None

Supervised work experience with a selected graphic communications business, dependent upon students selected major emphasis. Course is designed to apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor. Available to students entering their last semester of instruction for the GRC associates degree. Contact the department advisor for application, screening and required skills evaluation. 75 hours on the job per credit. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 294 **Portfolio Workshop** 1.00 - 3.00

PR: Minimum 24 credits of GRC classes or approval of instructor.

Development of a portfolio for employment in the graphic communications or digital media or transfer to a four-year program. Class will deal with the professional and legal requirements of working in the graphic communications or digital media industry. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 298 **Special Problems in Graphic Communications** 0.50 - 6.00

Prerequisite: None

Selected advanced topics and workshops relating to specific areas of graphic communications. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

GRC 299 **Independent Study** 1.00 - 6.00

Prerequisite: None

This course is designed for advanced students to pursue work in a specific area of graphic communications. Students must submit a written proposal which becomes a contract for the course of study. Students must meet with a faculty advisor on a regular basis. Course may be repeated up to 6 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

HEBREW

HEB 113 **Hebrew I** 4.00

Prerequisite: None

Development of language skills in listening, speaking, reading, writing and structural analysis. Emphasis placed on speaking.

HEB 114 **Hebrew II** 4.00

Prerequisite: HEB 113.

The object of this course is to develop a basic proficiency in Hebrew through practice in the use of basic language skills and acquisition of vocabulary.

HEB 198 **Special Topics in Hebrew** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

HEB 221 **Intermediate Hebrew I** 3.00

Prerequisite: HEB 114.

Structural review, conversation, reading, and writing in Modern Hebrew.

HEB 222 **Intermediate Hebrew II** 3.00

Prerequisite: HEB 221.

Structural review, conversation, reading, and writing in Modern Hebrew.

HISTORY

HIST 101 **US History I (to 1865)** 3.00

Prerequisite: ENG 101 or equivalency 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)** 3.00

Prerequisite: ENG 101 or equivalency 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** 3.00

Prerequisite: ENG 101 equivalency or 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 non-degree status at UNR are not considered to have matriculated and are eligible to take the equivalency courses. Please direct your questions to the Transfer Center at UNR, 784-6230.

HIST 106 **European Civilization II** 3.00

Prerequisite: ENG 101 or equivalency 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 non-degree status at UNR are not considered to have matriculated and are eligible to take the equivalency courses. Please direct your questions to the Transfer Center at UNR, 784-6230.

HIST 208 **World History I** 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600.

* 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.

HISTORY

HIST 209 **World History II** 3.00

Prerequisite: ENG 101 or equivalency 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.

HIST 217 **Nevada History** 3.00

Prerequisite: ENG 101 or equivalency 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** 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

The United States involvement in Vietnam beginning during WW II. Decisions made by seven U.S. presidents and their impact and retrospective views of the disastrous ending of the war will be examined.

HIST 227 **Introduction to Latin American History & Culture I** 3.00

Prerequisite: None

An overview of Hispanic history including language, literature, geography, religion, music and politics from the pre-Columbian era to 1826.

HIST 228 **Intro to Latin American History and Culture II** 3.00

Prerequisite: None

An overview of Hispanic history including language, literature, geography, religion, music and politics from 1826 to the present.

HIST 247 **Introduction to the History of Mexico** 3.00

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.

HIST 248 **Introduction to the American Civil War** 3.00

Prerequisite: None

Era of the Civil War from the events immediately preceding the national conflict to its conclusion. Topics covered include: strategy, tactics, battles, generals, politics, economics, why the North won, why the South lost, technology and European diplomatic relations.

HIST 273 **Introduction to the History and Culture of the Cold War** 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

This course examines the history and culture of the Cold War (from 1945 through the Vietnam conflict) and its lasting legacy. In particular, the course addresses the Cold War's influence on politics, economics, diplomacy, national identity, popular culture, and notions of race, class and gender.

HIST 288 **Hitler & Stalin: Studies in Tyranny** 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

This class explores the dramatic impact both Hitler and Stalin had on the shaping of the 20th Century. This class will analyze the Empires of Continental Europe and connect the weaknesses and collapse of these empires with the emergence of Fascism and Communism. The rise to power of Hitler and Stalin will be analyzed, as will be their ability to consolidate and maintain power. The class will explore uneasy alliances, military decisions and their outcomes, persecution of populations and the Cold War.

HIST 289 **Introduction to the History of the Middle East** 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

History of the Middle East from antiquity through the fifteenth centuries with special emphasis on Islam in both the religious and cultural senses and upon its institutional, political, and economic development; from the sixteenth to the twentieth century with emphasis upon the Ottoman system, the economic, cultural, and political impact of imperialism and the emergence of the modern state systems. Includes cross-cultural comparisons across the region and places Middle Eastern culture within the context of the world community.

HIST 291 **Intro to Women's History and Literature in the Us** 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

This interdisciplinary survey course examines women's history and gender relations in the United States from the colonial period to the present. It explores the dynamics and cultural construction of race, ethnicity, class, and gender in women's historical experience. In addition, it examines the portrayal of women in literature and, to a lesser extent, in art, music and film. Multi-cultural perspectives will be included through examination of African American, Native American and Latina writers.

HIST 294 **Introduction to African American History II** 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

A survey of African American history from emancipation to the present. Topics include the meaning of emancipation; the emergence of legal racial segregation; strategies of accommodation and resistance in the early 20th century; the emergence and decline of the modern civil rights movement; and contemporary issues in African American studies.

* 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.

HISTORY

HIST 295 **Special Topics in History** 1.00 - 3.00

Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.

Provides students with the opportunity to explore the significance and historical origins of world issues and events requiring special focus. This course allows faculty the flexibility to address issues and concepts of immediate relevance in global society. Students may repeat this course to a maximum of nine credits.

HUMAN DEV. AND FAMILY STUDIES

HDFS 201 **Lifespan Human Development** 3.00

Prerequisite: None

Overview of growth and development from prenatal period through adulthood.

HDFS 202 **Introduction to Families** 3.00

Prerequisite: None

Dynamics of development, interaction and intimacy of primary relationships in contextual and theoretical frameworks. Societal issues and choices facing diverse family systems.

HDFS 232 **Diversity in Young Children** 3.00

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.

HUMANITIES

HUM 101 **Introduction to Humanities I** 3.00

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** 3.00

Prerequisite: None

A continuation of Humanities 101 from the Baroque to the modern era. Satisfies UNR core curriculum.

HUM 105 **Art in Film** 3.00

Prerequisite: Completion or concurrent enrollment of ENG 101 or equivalent.

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** 3.00

Prerequisite: Completion or concurrent enrollment of ENG 101 or equivalent.

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** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

HUM 201 **History of the Built Environment** 3.00

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.

HUM 211 **Survey of Chinese Culture** 3.00

Prerequisite: None

Survey of Chinese Culture will introduce the student to key events and concepts from China's cultural development from roughly the time of the ancient Shang dynasty to the People's Republic of China. China's contributions to philosophy, literature and art will be stressed.

* 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 214 **Survey of Middle East Culture** 3.00

Prerequisite: ENG 101 completed or concurrent.

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.

HUM 225 **A Cultural Perspective: Spain...New Mexico** 3.00

Prerequisite: None

A perspective of cultural diversity in Spain and the American Southwest. This course will introduce the differing cultures of Spain within a historical context. Students will look closely at the intertwining of art, religion and history during the Middle Ages, focusing on the Camino de Santiago, the St. James pilgrimage route across northern Spain that is still traveled today. The course will include a study of the influence of the Moors upon the language, art and philosophy of Spain. It will trace the first Spanish explorers as they brought the traditions of the Old World into New Mexico, before the founding of Jamestown. This blending of the Spanish and Pueblo cultures has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same as Spanish 225.

HUM 260 **American Indian Literature and Culture** 3.00

Prerequisite: None

This course explores the continuity between oral traditions of American Indian culture and literary works of contemporary American Indian authors. Participants will gain knowledge of tribal creation accounts, trickster cycles, and traditions of illness and curing.

HUM 271 **Film and Literature** 3.00

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** 3.00

Prerequisite: None

This course introduces students to the plays of Shakespeare through reading the plays, viewing film versions of the plays and exploring Shakespeare's art through discussion and writing. The critical emphasis will evaluate the film presentations as an interpretation of Shakespeare's text.

HUM 295 **Issues in Humanities** 1.00 - 9.00

Prerequisite: None

Explores ideas, issues, and movements worthy of special focus for their significant impact on the cultural, social, political, or spiritual values of human civilization.

INFORMATION SYSTEMS

IS 101 **Introduction to Information Systems** 3.00

Prerequisite: None

Prerequisite: Highly recommend ACCUPLACER reading placement score of 50 or higher. An introduction to computer terminology, hardware and application programs for management information systems. Students are introduced to business, industry and education applications of popular software using spreadsheets, word processors, and data bases. "Hands on" experience is provided through student use of open lab.

IS 201 **Computer Applications** 3.00

Prerequisite: IS 101 or equivalent.

Advanced topics in spreadsheets, microcomputer-based database management systems and macro-programming.

ITALIAN

ITAL 113 **Elementary Italian I** 4.00

Prerequisite: None

Introduction to fundamentals of Italian grammar. Spoken communication and listening skills with considerable emphasis on written communication and reading skills. Prior knowledge of the Italian language is not required.

ITAL 114 **Elementary Italian II** 4.00

Prerequisite: ITAL 113 or equivalent course or instructor's approval.

Continuation course to Italian 113. It introduces more advanced and complex forms of Italian grammar. Spoken communication and listening skills and a more detailed emphasis on written communication and reading skills.

* 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** 3.00

Prerequisite: ITAL 114 or equivalent course or instructor's approval.

Structural review. This course introduces intermediate forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Italian films.

ITAL 214 **Intermediate Italian II** 3.00

Prerequisite: ITAL 213 or equivalent course or instructor's approval.

Structural review. This course is a continuation of Italian 103. It introduces intermediate/advanced forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussion of Italian films.

JAPANESE

JPN 101 **Conversational Japanese I** 3.00

Prerequisite: None

A course emphasizing spoken communication. Writing, listening and reading skills will be explored. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

JPN 102 **Conversational Japanese II** 3.00

Prerequisite: JPN 101 or instructor approval.

A continuation of Japanese 101. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

JPN 198 **Special Topics in Japanese** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

JOURNALISM

JOUR 101 **Critical Analysis of Mass Media** 3.00

Prerequisite: None

Survey of the role of newspapers, radio, television, advertising and public relations organizations. Interpretation of the day's news and analysis of media performance.

JOUR 105 **News Production I** 3.00

Prerequisite: None

Introduction to news and features gathering, writing and presentation with practical application demonstrated in production of a campus print publications, Web pages, and electronic programming (e.g., podcasts).

JOUR 106 **News Production II** 3.00

Prerequisite: JOUR 105.

Student write and edit more complex news and feature materials as staff members for campus newspaper, Web pages, podcasts, and other student journalistic vehicles.

JOUR 107 **Multimedia News Reporting and Writing I** 3.00

Prerequisite: ENG 101 and Co-enroll in Jour 108.

Introduction to collecting, analyzing and presenting information across contemporary news media platforms. Emphasizes writing in journalistic styles with clarity.

JOUR 108 **Media Production I** 2.00

Prerequisite: ENG 101 and Co-enroll in JOUR 107.

Introduction to media production tools and computer interfaces; emphasis on visual literacy, imaging, video and audio editing.

JOUR 115 **Photojournalism Basics** 3.00

Prerequisite: ART 141 or permission of instructor.

Course emphasis practical and technical considerations of print and Web photographic publishing. Students must already possess background in film and digital photography.

JOUR 118 **Web Page Basics** 3.00

Prerequisite: JOUR 101.

Course introduces basic Web design and emphasizes factors typical to journalistic dissemination, such as posting timely material, legal, and other considerations.

JOUR 119 **Digital Audio Basics** 3.00

Prerequisite: JOUR 101.

Course introduces beginning digital audio capture and editing for both traditional radio and new media such as podcasts.

* 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 130 **Digital Video Basics** 3.00

Prerequisite: JOUR 101.

Course introduces beginning digital video capture and editing for short journalistic television segments, commercials, and Internet clips with a journalistic emphasis.

JOUR 198 **Special Topics in Journalism** 1.00 - 3.00

Prerequisite: None

In-depth project assignments such as what makes news in a changing technological environment or how news is obtained and reported are studied and applied in reporting news for traditional and new media.

JOUR 199 **Literary Magazine Journalism** 3.00

Prerequisite: JOUR 101.

A hands-on practicum in the preparation and production of a literary journal, The Meadows.

JOUR 207 **Multimedia News Reporting and Writing II** 3.00

Prerequisite: ENG 102; JOUR 107 with a "C" or better; JOUR 108 with a "C" or better. Co-enroll JOUR 208.

Additional methods of collecting, analyzing and presenting information across contemporary news media platforms. Builds an understanding of public information sources. Emphasizes writing in journalistic styles.

JOUR 208 **Media Production II** 1.00

Prerequisite: ENG 102; JOUR 107 with a "C" or better; JOUR 108 with a "C" or better. Co-enroll JOUR 207.

Practice in using media production tools and computer interfaces; additional development of visual literacy, imaging, video and audio editing.

JOUR 210 **Introduction to Public Relations** 3.00

Prerequisite: JOUR 101.

Not recommended for students seeking a journalism degree. Study of practice of public relations including media, employee, consumer, community, shareholder, and customer relations. Emphasis is on history of public relations, its role, and impact on today's society.

JOUR 212 **Principles of Advertising** 3.00

Prerequisite: JOUR 101.

Not recommended for students seeking a journalism degree. Examination of the purpose, function, and role of advertising in society. Emphasis is on the practical application of advertising as part of the marketing mix including customer identification, branding, message development, and media selection.

JOUR 215 **Photojournalism Practicum** 1.00 - 3.00

Prerequisite: JOUR 115 or instructor approval.

Students work independently on assigned and personal photojournalism projects. Output could be used for campus print and Web vehicles, such as The Echo and Journalism program Web pages. Course will emphasize portfolio building for students.

JOUR 218 **Web Pages Workshop** 1.00 - 3.00

Prerequisite: JOUR 118 or instructor approval.

Course for students to work independently on assigned and personal Web page projects. Output could be used for campus Web vehicles, such as Journalism Web Pages, parallel to The Echo. Course would emphasis portfolio-building for students.

JOUR 219 **Digital Audio Practicum** 1.00 - 3.00

Prerequisite: JOUR 119 or instructor approval.

Course for students to work independently on assigned and personal digital audio projects. Output could be used for campus Web and other vehicles, such as a TMCC radio station or podcasts. Course would emphasize portfolio building for students.

JOUR 225 **News Production III** 3.00

Prerequisite: JOUR 102 and JOUR 106.

Advanced news gathering, news writing and news presentation in print, Web and other electronic media, and introduction to media management, with practical application demonstrated by production of a campus journalistic media.

JOUR 226 **News Production IV** 3.00

Prerequisite: JOUR 225.

Advanced news gathering, writing and presentation with advanced publications management, with practical application demonstrated by applying efforts toward production of a campus publication.

JOUR 230 **Digital Video Practicum** 1.00 - 3.00

Prerequisite: JOUR 130 or instructor approval.

Course for students to work independently on assigned and personal digital video projects. Output could be used for campus Web and other vehicles, such as TMCC Journalism Web Pages, podcasts, and Public Information Office productions. Course would emphasize portfolio building for students.

JOUR 290 **Internship in Journalism** 3.00

Prerequisite: JOUR 203.

A course for advanced journalism students that provides credit for professional experience under appropriate supervision.

* 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 101 **Fundamentals of Law I** 3.00

Prerequisite: None

(Legal Specialty course) Relationship and delineation of the function and responsibility of the legal assistant, the attorney and the client; survey of substantive areas of the law; structure of the legal system; basic legal terminology; ethics and liability of the legal profession.

LAW 198 **Special Topics Legal Assistant** 0.50 - 6.00

Prerequisite: LAW 101.

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

LAW 203 **Real Property** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) Discussion of real property law, including landlord/tenant law, deeds of trust and foreclosures. The course will also cover the practical application of practice in these areas.

LAW 204 **Torts** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better.

(Legal Specialty course) This course is designed to take students through cases systematically, enabling them to identify the procedural history, critical facts, legal issues, court holdings, rationale and dicta. The student will also be able to assimilate these components into a brief or memo. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

LAW 231 **Procedure - Civil** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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.

LAW 255 **Probate Procedures** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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.

* 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 259 **Legal Writing** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, LAW 206 and 261.

(Legal Specialty course) In-depth study and development of legal writing skills. Emphasis is placed on writing assignments which assume a knowledge of basic legal research skills, development of memoranda of points and authorities and analyses of case facts. Also discussed will be office memoranda and appeal briefs.

LAW 261 **Legal Research I** 3.00

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** 1.00 - 3.00

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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 3.00

Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.

(Legal Specialty course) 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** 1.00 - 6.00

Prerequisite: None

LEAP is a portfolio program designed to assist learners in the process of preparing a portfolio to earn credit toward the award of a certificate or degree for prior learning experiences that can be shown, through various means of assessment, to be the equivalent of learning gained through formal collegiate instruction. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

LOGISTICS MANAGEMENT

LGM 201 **Essentials of Logistics Management** 3.00

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** 3.00

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** 3.00

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.

LGM 206 **Logistics Planning and Control Laboratory** 1.00

Corequisite: LGM 205

This course complements the Logistics Planning and Control lecture course. In this course, students will work on problems using Microsoft Excel and other appropriate technology for conducting analysis required in LGM 205. Highly recommended for all students, required for students who have no prior or little knowledge of Excel.

* 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** 3.00

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 **Logistics and Quality Management Tools I** 3.00

Prerequisite: LGM 201.

This course will introduce students to the concepts and tools that are utilized in improving and managing quality within logistics disciplines. The first part of the course will look at Theory of Constraints, Lean and Total Quality Management.

LGM 209 **Logistics and Quality Management Tools II** 3.00

Prerequisite: LGM 208

This is the second course in the Logistics and Quality Management Tools sequence. This course will focus upon Six Sigma and synthesis of the tools for maximum impact in creating continuous improvements.

LGM 210 **Studies in Procurement and Logistics** 3.00

Corequisite: LGM 201.

This course analyzes both the theory and applications of strategic issues in procurement and supply chain management process. Themes include the procurement cycle, purchasing research, relationships with suppliers, negotiation and commodity planning. Emphasis is placed on cost, price and value analysis.

LGM 212 **Transportation Management** 3.00

Prerequisite: None

This course analyzes carrier economics, regulation and rate making practices as well as evaluating the public policy issues related to carrier transportation; includes course work in the planning and design of logistically oriented urban service systems. Themes include customer service, distribution operations, purchasing and negotiation.

LGM 280 **Current Topics in Logistics** 3.00

Prerequisite: LGM 201.

This course will explore current topics in the logistics industry. Topics will change each semester. The course will be run as an exploratory course with students, instructors and guest lecturers each bringing their own concept of what's new and hot to the classroom.

LGM 285 **CPIM Prep** 3.00

Prerequisite: None

This course allows students to spend time focusing on the preparation for the APICS Certified Production Inventory Manager certification exams.

MACHINE TOOL TECHNOLOGY

MTT 101 **Introduction to Machine Shop** 3.00

Prerequisite: None

Introduces safety procedures, use of bench tools, layout tools, power saws, drill presses, precision measurement tools, rotary tables and indexing devices, lathe and mill cutting tools and tool holding, work holding and machining applications as well as the various hand tools related to the machine shop. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 105 **Machine Shop I** 3.00

Prerequisite or Corequisite: MTT 101

Introduces basic lathe applications which will consists of identifying lathe components and controls, understanding turning safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common lathe tooling. Students will perform basic lathe operations, which will consist of facing, turning, and drilling. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 110 **Machine Shop II** 3.00

Prerequisite or Corequisite: MTT 101

Introduces basic milling machine applications which will consist of identifying mill components and controls, understanding milling safety, calculating speeds and feeds, using various tools and tool holders, identifying basic tool geometry, and the use of common milling machine tooling. Students will perform basic milling operations consisting of facing, squaring, slotting, and drilling. Students will be required to produce specified parts to a tolerance of +/- .004 in. and perform competencies set by manufacturing standards. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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.

MACHINE TOOL TECHNOLOGY

MTT 140 **Inspection Techniques** 3.00

Prerequisite: None

Exposes the student to the principles of dimensional metrology and explores Geometric Dimensioning and Tolerancing (GD&T) concepts and applications. Students will learn how to use common measuring instruments relating to state-of-the-art manufacturing environments. Students will also learn the importance of Quality Control, TQM, and SPC processes as they relate to manufacturing environments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 198 **Special Topics in Manufacturing** 1.00 - 6.00

Prerequisite: None

This course introduces and discusses special topics related to Manufacturing Technology. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 230 **Computer Numerical Control I** 4.00

Prerequisite: None

Covers computer numerical control (CNC) lathe operations, program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. Students will program, set-up and produce a variety of CNC lathe projects. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 232 **Computer Numerical Control II** 4.00

Prerequisite: None

Covers computer numerical control (CNC) milling operations, program format, and machine setup. G & M codes, control functions, the letter address system, and math issues related to CNC are included. Students will program, set-up and produce a variety of CNC milling projects. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 250 **Machine Shop III** 3.00

Prerequisite: MTT 105. Course may be taken concurrently with MTT 105.

This course is a continuation of MTT 105 and teaches students to prepare single point external and internal unified screw threads, generate angles with the compound rest within one degree, ream holes concentric within .001 inches, determine cutting speeds, and perform facing, grooving, part-off, and tuning operations. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 260 **Machine Shop IV** 3.00

Prerequisite: MTT 110. Course may be taken concurrently with MTT 110.

This is a continuation of MTT 110 and prepares students to determine hole locations by coordinates and degrees, use a rotary table, boring head, form tools, angle work, and work within +/- .001 inch tolerance. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 292 **Computer-Aided Manufacturing I** 4.00

Prerequisite: None

This course provides the student with the essential concepts and techniques that are required for successful creation of two-dimensional part geometry, generation and verification of 2 1/2 axis tool path models, as well as post processing of 2 1/2 axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. Coursework will primarily focus on 2D geometry projects. Basic understanding of milling machine operations is recommended. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MTT 293 **Computer-Aided Manufacturing II** 4.00

Prerequisite: MTT 292 or instructor approval.

This course is a continuation of MTT 292 with the addition of simultaneous three axis motion control and provides the student with the essential concepts and techniques that are required for successful creation of three-dimensional part geometry, solids, and surfacing, generation and verification of three axis tool path models, as well as, post processing of three axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. A familiarly with Mastercam, CNC programming techniques, and CNC operations is recommended. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MANAGEMENT

* 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 103 **Small Business Management** 3.00

Prerequisite: ENG 101 or BUS 98 or qualifying Accuplacer scores.

Environment and management of the small business enterprise, problems in initiating the business, financial and administrative control, marketing programs and policies, management of business operations, legal and governmental relationships. Transfers as an elective to UNR. All MGT 103 students must take the English assessment test before enrolling. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.

MGT 171 **Supervision** 3.00

Prerequisite: None

Supervision provides a skill building approach to develop people and the conceptual skills necessary to successfully supervise employees. In addition, the functional supervisory skills of planning, organizing, staffing, leading and controlling will be developed.

MGT 201 **Principles of Management** 3.00

Prerequisite: None

Fundamentals and principles of management; administrative policies, objectives and procedures and problems of organization control and leadership. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.

MGT 212 **Leadership and Human Relations** 3.00

Prerequisite: None

The focus of the course is on understanding and managing human behavior in organizations. Central to the course is better understanding oneself as a leader and exploring some of the more effective ways of leading others. All MGT 212 students must take the English assessment test before enrolling. Students must bring their placement reports to the first class meeting. Attendance beyond the first class is subject to instructor approval.

MGT 235 **Organizational Behavior** 3.00

Prerequisite: MGT 201 or permission of the instructor.

Concepts, theories and case studies concerning the behavior of people in modern business organizations.

MGT 283 **Introduction to Human Resources Management** 3.00

Prerequisite: None

Designed to develop an understanding of the duties and responsibilities of personnel at the mid-management level. Areas covered include: employee needs, human relations, orienting and training employees, benefit programs and economics of supervision. All MGT 283 students must take the English assessment test before enrolling. Students must bring their assessment report to the first class meeting. Attendance beyond the first class is subject to instructor approval.

MGT 290 **Internship in Management** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge and skills to real on- the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have A 2.5 G.P.A. Contact the instructor for the application, screening, and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MANUFACT. AND PROD. TECH

MPT 110 **Automated Production Concepts I** 3.00

Prerequisite: None

This course introduces students to the concepts of production systems management and control. This course stresses materials resource planning and basic production line controls, to include robotic, conveyer, machine tool, and quality integration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MPT 120 **Automated Production Concepts II** 3.00

Prerequisite: MPT 110.

This course is a continuation of MTT 185 Automated Production Concepts I and introduces students to the advanced concepts of production system management and control. This course stresses materials resource planning and advanced complex production line controls, to include robotic, conveyer, machine tool, and quality integration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MPT 130 **Automated Production Concepts III** 3.00

Prerequisite: MPT 120.

This course is a continuation of MPT 110 and 120 (formerly MTT 185 and 285) Automated Production Concepts I & II and serves as the capstone course for the AAS Manufacturing Technology, Production Systems Emphasis. Students are required to combine concepts from all core courses to complete a comprehensive complex production system evolution. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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.

MANUFACT. AND PROD. TECH

MPT 140 **Quality Control** 3.00

Prerequisite: None

This course introduces students to the fundamental principles and practices of industrial quality control. Total Quality Management (TQM), Acceptance Sampling Systems are discussed in depth. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MPT 290 **Fabrication Capstone** 1.00

Prerequisite: MTT 292.

Students will work collaboratively to complete a comprehensive project combining the key concepts of the fabrication emphasis courses.

MARKETING

MKT 131 **Advertising** 3.00

Prerequisite: ENG 101 or BUS 098 or qualifying Accuplacer score.

This courses focus upon the development of a strategy for communicating the offerings of an organization. Emphasis will be placed upon understanding consumer behavior and understanding the social and ethical implications of marketing communication. Students will work in groups to create their own IMC plans for a brand of their choice.

MKT 210 **Marketing Principles** 3.00

Prerequisite: C or better in MATH 120/126 or BUS 117; ENG 101/113 or BUS 108; or equivalent Accuplacer, SAT or ACT test results.

Intense study of marketing philosophy including: segmenting and developing target markets, pricing, distribution and location analysis, promotion and product development. Upon completion of this course, the student will understand the marketing concept and be able to explain how an organization can develop an effective marketing strategy. Attendance beyond the first class is subject to instructor approval.

MKT 295 **Internship** 1.00 - 3.00

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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MATHEMATICS

MATH 90 **Continuing Studies in Math** 0.50 - 3.00

Prerequisite: A grade of C or better in MATH 182 or equivalent.

This developmental course is for assessment purposes. Developmental students may register for this course without taking Accuplacer.

MATH 91 **Basic Mathematics** 3.00

Prerequisite: Accuplacer test required.

A course covering the fundamental operations on whole numbers, fractions, mixed numbers and decimals; ratios; percentages; electronic calculators and consumer topics. The course is intended to provide a thorough review of basic skills needed in future mathematics courses and in applied fields.

MATH 92 **Algebra Review** 1.00

Prerequisite: None

Provides a review of algebra that will refresh previously taught concepts.

MATH 93 **Pre-Algebra** 3.00

Prerequisite: Qualifying grade in MATH 91 or equivalent or qualifying Accuplacer score.

This course prepares students for success in MATH 095. Topics include: properties of Real numbers, basic operations on signed numbers, common fractions, decimal fractions and percent's, estimation, algebraic expressions, operation precedence, linear equations, problem solving, measurement and elementary practical geometry.

MATH 95 **Elementary Algebra** 3.00

Prerequisite: A grade of C or better in Math 93 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A graphing calculator may be required for this course.

A first course in algebra. Topics covered include the fundamental operations on real numbers, first degree equations, inequalities in one variable, polynomials, integer exponents, solving quadratic equations by factoring.

* 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 96 **Intermediate Algebra** 3.00

Prerequisite: A grade of C or better in Math 95 or equivalent or qualifying ACCUPLACER, ACT/SAT test results. A graphing calculator may be required for this course.

A second course in algebra. Topics covered include: solving quadratic, rational and radical equations, simplifying rational and radical expressions and complex numbers, and solving application problems.

MATH 96L **Intermediate Algebra Success Skills** 1.00

Prerequisite: None

This course reinforces prerequisite material, provides assistance with current MATH 096 topics, and covers extra topics related to mathematics, study skills, math anxiety, and test taking skills through applications and group work. This course can only be taken concurrently with MATH 096.

MATH 97 **Elementary and Intermediate Algebra** 5.00

Prerequisite: Qualifying Accuplacer, ACT/SAT test results.

A one-semester course equivalent to the combination of MATH 095 and MATH 096. Topics include the fundamental operations on real numbers, first degree equations and inequalities in one and two variables, polynomials, integer exponents, solving quadratic equations by factoring, solving quadratic, rational and radical equations, simplifying rational and radical expressions, complex numbers, and solving application problems.

MATH 100 **Math for Allied Health Programs** 3.00

Prerequisite: None

A review of basic mathematics with emphasis on those mathematical skills needed for the dental assisting program. This course will include a review of arithmetic, material on the metric system, apothecary system, dosages and solutions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MATH 105R **Math for Radiologic Technicians** 3.00

Prerequisite: None

A programmed course including the following topics relevant to the study radiologic technology; review of arithmetic, algebra, geometry and graphical representation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MATH 106 **Geometry** 3.00

Prerequisite: MATH 95 or equivalent or qualifying Accuplacer, ACT/SAT test results.

This course is designed to provide a basic working knowledge of practical geometry for students who have never taken a course in geometry or who need a refresher course. Theory is not emphasized. Some of the topics covered are: area of plane figures, similarity, volume of solids, angle measure, and properties of special triangles. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MATH 107 **Real Estate Math** 3.00

Prerequisite: None

Review of basic arithmetic principles. A general mathematics course designed to assist the student who wishes to pass the state exam and the student who wants to be more proficient and knowledgeable in the real estate profession. Decimals, percentages, fractions, proration's, tax rate, interest, discount and depreciation are included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MATH 108 **Math for Technicians** 3.00

Prerequisite: MATH 93 or equivalent or qualifying Accuplacer score.

This applied mathematics course is designed to give the student math skills and knowledge as they are applied to specific career choice areas. Topics for all individual applied areas (transportation, metalworking, construction, etc.) will include (supply description of the level of trig, algebra, etc. to be covered) but the focus of the presentation and utilization will be specific to the industry area. The course will include demonstrations and hands-on exercises applying mathematics as it will be needed in the specific technical environment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MATH 120 **Fundamentals of College Mathematics** 3.00

Prerequisite: A grade of C or better in MATH 96 or 97 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.

MATH 122 **Number Concepts for Elementary School Teachers** 3.00

Prerequisite: A grade of C or better in MATH 120 or 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.

Mathematics needed by those teaching new-content mathematics courses at the elementary school level with emphasis on the structure of the real number system and its subsystems. Designed for students seeking a teaching certificate in elementary education. Open to others with approval of department chair.

* 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 123 **Statistical & Geometrical Concepts for Elementary School Teachers** 3.00

Prerequisite: A grade of C or better in MATH 120 or 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.

A continuation of MATH 122. Topics covered may include geometry, algebra, probability, statistics and computers.

MATH 126 **Pre-Calculus I** 3.00

Prerequisite: A grade of C or better in MATH 96 or 97 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** 3.00

Prerequisite: A grade of C or better in 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** 5.00

Prerequisite: A grade of C or better in MATH 96 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, 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 176 **Elements of Calculus** 3.00

Prerequisite: A grade of C or better in 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** 4.00

Prerequisite: A grade of C or better in MATH 127 or 128 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** 4.00

Prerequisite: A grade of C or better in 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** 3.00

Prerequisite: None

Because of the differing mathematical backgrounds of students enrolling in this course, the material is individualized with respect to content and rate of progress. Mastery of the material is obtained by the solution of math problems which arise in the study of electronics. Topics covered include powers of 10, an algebra review, graphs, exponents and radicals. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MATH 283 **Calculus III** 4.00

Prerequisite: A grade of C or better in MATH 182. A graphing calculator may be required for this course.

A continuation of Math 182. Topics covered include vectors, differentiating and integrating functions of many variables, optimization, parametric curves and surfaces, line integrals, flux integrals and vector fields. Throughout the course topics will be viewed geometrically, numerically and algebraically. This course is oriented toward students of mathematics, physical science and engineering.

MATH 285 **Differential Equations** 3.00

Prerequisite: A grade of C or better in MATH 182 or equivalent.

Theory and solving techniques for constant and variable coefficient linear equations and a variety of non-linear equations. Emphasis on those differential equations arising from real world phenomena.

SKC 1 **Skills Center** 0.00

Prerequisite: None

Prepares students to successfully place into MATH 095.

* 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

SKC 80 **Skills Center Mathematics Level I** 1.50 - 3.00

Prerequisite: None

The course is intended to provide a through review of basic skills needed in math and applied fields; such as time management, basic study skills, and basic arithmetic skills.

SKC 85 **Skills Center Mathematics Level II** 1.50 - 3.00

Prerequisite: None

The course prepares students for success in math 95. Includes time management and basic study skills, as well as pre-algebra skills.

STAT 152 **Introduction to Statistics** 3.00

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.

MECHANICAL ENGINEERING

ME 241 **Statics** 3.00

Prerequisites: PHYS 180 AND Corequisite: MATH 182.

Static force systems. Topics include resolution and composition of forces, equilibrium of force systems, friction, centroids, moments of inertia, cables, beams, fluid statics, work.

MECHANICAL TECHNOLOGY

MT 109 **Small Engine Operation and Maintenance** 3.00

Prerequisite: None

This course introduces students to the operation and maintenance of small engines used in a variety of technical settings. Students will operate, maintain, and repair two-cycle and four-cycle engines. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT 111 **Pneumatic Systems** 2.00

Prerequisite: None

An introduction to pneumatic power systems. Emphasis is on the theory, components, safety and troubleshooting of pneumatic systems. Topics include pneumatic system symbols and diagrams, compressors, air treatment, valves, actuators, maintenance and repair. Hands-on lab activities include assembly, testing and troubleshooting pneumatic systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT 150 **Material Science** 3.00 - 4.00

Prerequisite: None

Offers a study of metallurgical properties in an effort to understand both the behavior of metals and their service to industry. Characteristics during heating, cooling, shaping, forming, and the stresses related to their mechanical properties are covered. The theory behind the alloys, heat treatment processes, and the impact they have on strength, toughness, hardness, elasticity, ductility, malleability, wear resistance and fatigue resistance is investigated. This course fulfills the natural sciences degree requirement for nontransferable AAS degrees only and may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT 160 **Hydraulic Power** 3.00

Prerequisite: None

This course covers a review of hydraulic power mechanics with an emphasis on hydraulic circuit operation and design. Hydraulic components operation, diagnosis and repair will be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MT 290 **Internship in Mechanical Technology** 1.00 - 8.00

Prerequisite: None

This course provides the student with the opportunity to acquire real-world experience under the supervision of qualified industry personnel. This course is an extension supplemental to classroom/lab experiences. Student grades will be assigned as a cooperative effort between faculty and job supervisor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MENTAL HEALTH

MHDD 101 **Role of the Technician** 1.00

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.

MENTAL HEALTH

MHDD 102 **Medical Component** 1.00
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** 2.00
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** 1.00
Prerequisite: None

Defining "active treatment" and its necessary components. Implementing active treatment in a service context of dignity, respect, privacy, access to choices and participation in the therapeutic process with the use of effective teaching methods.

MHDD 107 **Medication Fundamentals** 2.00
Prerequisite: None

Study of major categories of psychotropic and seizure medications, rationale for use of medication, typical dosages, main effects, assessment of effectiveness and potential side effects.

MHDD 109 **Introduction to Therapeutic Interventions** 2.00
Prerequisite: None

Basic approaches to behavioral intervention including defining behavior, data collection, principles and applications of behavior change techniques and implementation of behavioral programs.

MHDD 126 **Understanding Developmental Disabilities** 2.00
Prerequisite: None

Definition, history, diagnosis and causes of developmental disabilities. Development and delivery of effective direct support services to persons with developmental disabilities.

MHDD 150 **Issues in Substance Abuse** 1.00
Prerequisite: None

Overview of substance abuse issues and study of basic treatment approaches. Includes biological and lifestyle factors as well as legal issues.

MHDD 153 **Life Span Development** 1.00
Prerequisite: None

Growth and development through the life span. Includes social learning theory, family dynamics and human relations and development as relating to mentally ill and developmentally disabled clients.

MHDD 154 **Advanced Therapeutic Interventions** 2.00
Prerequisite: MHDD 109.

A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client's treatment program.

MHDD 160 **Understanding Mental Illness** 2.00
Prerequisite: None

An in-depth analysis of major diagnostic categories encountered with the seriously mentally ill. Review of treatment plans which have proven useful in addressing these disorders.

MHDD 295 **Practicum in MH/DD** 3.00
Prerequisite: None

A career-related work experience, under qualified supervision. Work directly with mentally ill or developmentally disabled clients within a local service-provider agency. Preparation for occupation as MHT/MRT.

MILITARY OCCUPATIONS

MIL 101 **Leadership and Personal Development** 2.00
Prerequisite: None

MIL 101 introduces Cadets to the personal challenges and competencies that are critical for effective leadership. Cadets learn how the personal development of life skills such as critical thinking, goal setting, time management, and physical and mental fitness (resiliency training) relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions while gaining a big picture of understanding the ROTC program, its purpose in the Army, and its advantages for the student.

* 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.

MILITARY OCCUPATIONS

MIL 101L **Military Science Lab and Physical Training I** 1.00

Prerequisite: None

MIL 101L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

MIL 102 **Introduction to Tactical Leadership** 2.00

Prerequisite: None

MIL 102 introduces students to the personal challenges and competencies that are critical for effective leadership. Students will learn how the personal development of life skills such as land navigation, tactics, effective Army communication, and army leadership relate to leadership, officership, and the Army profession. The focus is on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining a big picture of understanding the ROTC program, its purpose in the Army, and its advantages for the student.

MIL 102L **Military Science Lab and Physical Training II** 1.00

Prerequisite: None

MIL 102L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

MIL 201 **Innovative Team Leadership** 2.00

Prerequisite: None

MIL 201 explores the dimensions of creative and innovative tactical leadership strategies and styles by examining team dynamics and two historical leadership theories that form the basis of the Army leadership framework. Aspects of personal motivation and team building are practiced planning, executing and assessing team exercises. While participation in the leadership labs is not mandatory during MSL II year, significant experience can be gained in a multitude of areas and participation in the labs is highly encouraged. The focus continues to build on developing knowledge of the leadership attributes and core leader competencies through the understanding of Army rank, structure, and duties as well as broadening knowledge of land navigation and squad tactics. Case studies will provide a tangible context for learning the Soldier's Creed and Warrior Ethos.

MIL 201L **Military Science Lab and Physical Training III** 1.00

Prerequisite: None

MIL 201L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

MIL 202 **Foundations of Tactical Leadership** 2.00

Prerequisite: None

MIL 202 examines the challenges of leading teams in the complex operational environment. The course highlights dimensions of terrain analysis, patrolling, and operation orders. Further study of the theoretical basis of the Army Leadership Requirements Model explores the dynamics of adaptive leadership in the context of military operations. MIL 202 prepares Cadets for MSL 301. Cadets develop greater self awareness as they assess their own leadership styles and practice communication and team building skills. Case studies give insight into the importance and practice of teamwork and tactics in real-world scenarios.

MIL 202L **Military Science Lab and Physical Training IV** 1.00

Prerequisite: None

MIL 202L introduces students to the personal challenges and competencies that are critical for effective leadership and the structure of the ROTC Basic courses. Students will learn basic tactical skills and how to successfully navigate using a compass and map. The focus is on developing basic knowledge and comprehension of basic tactics, physical fitness, and organizational skills that will allow students to achieve a team oriented goal. Students will also learn how to live a physically fit lifestyle. This will introduce students to time management skills that will help them develop and achieve different responsibilities.

MUSIC

MUS 101 **Music Fundamentals** 3.00

Prerequisite: None

Notation, terminology, intervals, scales and chords. Designed to furnish a foundation for musicianship and music 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.

MUS 105 **Vocal Techniques** 2.00
Prerequisite: None
Fundamentals of tone production, breath control, and practical techniques involved in reading and interpreting songs. May be repeated for a maximum of 4 credits.

MUS 107 **Guitar Class I** 2.00
Prerequisite: None
This course is geared toward the beginning level guitarist. Topics will include chording, music reading, melody playing, right hand technique and style.

MUS 108 **Guitar Class II** 2.00
Prerequisite: Successful completion of Guitar I (MUS 107) or instructor approval.
This course is geared toward the intermediate level guitarist. Emphasis is placed on improving individual performance on the guitar and will include playing chords and melodies, reading music and guitar technique.

MUS 111 **Piano Class I** 2.00 - 3.00
Prerequisite: None
Beginning piano class. Music reading and keyboard techniques from beginning through early intermediate levels. No previous musical training required.

MUS 112R **Piano Class II** 2.00 - 3.00
Prerequisite: MUS 111.
Continuation of beginning piano class. Music reading and keyboard techniques from early intermediate through intermediate levels.

MUS 113 **Fundamentals of Music Composition I** 2.00
Prerequisite: MUS 203 or instructor approval.
Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.

MUS 121 **Music Appreciation** 3.00
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** 3.00
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** 3.00
Prerequisite: None
Survey of Rock music from its origins in Blues through Contemporary Rock styles. Examples of various styles will be analyzed.

MUS 131 **Introduction to Music Literature** 3.00
Prerequisite: None
The purpose of MUS 131 is to introduce the student to deep aspects of musical experience and musical history in a formal manner through listening, score reading and study, and lectures.

MUS 166 **Introduction to Midi Sequencers and Synthesizers** 2.00
Prerequisite: None
This course is geared toward the beginning and intermediate level electronic musician. The course is an introduction to digital music synthesis, sampling and sequencing. Keyboard experience is useful but not required.

MUS 203 **Music Theory I** 3.00
Prerequisite: None
The study of basic materials of music including rhythm, pitch, and harmony. This class includes aural, sight-singing, and basic keyboard recognition components. Knowledge of music fundamentals is necessary for entrance into this class.

MUS 204 **Music Theory II** 3.00
Prerequisite: Successful completion of MUS 203.
A continuation of MUS 203. Beginning harmony and review of exotic scales and modes. Principles of voice leading between triads and seventh chords, chord progressions, and the analysis of common practice music.

MUS 207E **Music Theory III** 3.00
Prerequisite: None
A more in-depth study of the counterpoint and traditional harmonic practices of the eighteenth and nineteenth centuries through writing, analysis, and aural perception.

MUS 208E **Music Theory IV** 3.00
Prerequisite: Successful completion of MUS 207E.
A study of late nineteenth-century harmonic practices and twentieth-century idioms through writing, analysis, and aural perception.

* 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 211 **Sight-Singing and Dictation I** 1.00

Prerequisite: MUS 101 or instructor approval.

This course will teach the techniques of sight-singing, ear training and music dictation. This will include learning solfege, rhythmic-reading, melodic and harmonic dictation.

MUS 212 **Sight-Singing and Dictation II** 1.00

Prerequisite: MUS 211.

This course will teach the techniques of sight-singing, ear training and music dictation. This will include utilizing solfege, complex rhythm-reading, melodic and harmonic dictation.

MUS 213 **Fundamentals of Music Composition II** 2.00

Prerequisite: MUS 113.

Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.

MUS 225 **Introduction to Music History I** 3.00

Prerequisite: None

Chronological study of the composers and their work from the beginning through the Baroque period. Satisfies the UNR Fine Arts core curriculum.

MUS 226 **Introduction to Music History II** 3.00

Prerequisite: None

Chronological study of the composers and their work from the classical through romantic periods. Satisfies the UNR Fine Arts core curriculum.

MUS 235 **Finale: An Introduction** 1.00

Prerequisite: MUS 101 or instructor approval.

Introduction to computerized methods of music notation. Students use Finale to produce parts and scores according to professional standards in all fields of music. May be repeated to a maximum of two credits.

MUS 290 **Internship in Music** 1.00 - 8.00

Prerequisite: None

A course wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MUS 299 **Special Topics in Music** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

MUSA 101 **Bass-Lower Division** 1.00 - 2.00

Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in bass. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 103 **Bassoon-Lower Division** 1.00 - 2.00

Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in bassoon. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 105 **Cello-Lower Division** 1.00 - 2.00

Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in cello. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 107 **Clarinet-Lower Division** 1.00 - 2.00

Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in clarinet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 109 **Drum Set-Lower Division** 1.00 - 2.00

Corequisite: Must also be enrolled in a music ensemble class (MUSE).

Private instruction in drum set. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

* 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 113 **Flute-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in flute. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 115 **Guitar-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in guitar. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 121 **Horn-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in horn. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 123 **Oboe-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in oboe. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 127 **Percussion-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in percussion. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 129 **Piano-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in piano. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 131 **Saxophone-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in saxophone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 135 **Trombone-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Change description to read: Private instruction in trombone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 137 **Trumpet-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in trumpet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 139 **Tuba-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in tuba. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 141 **Viola-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in viola. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 143 **Violin-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in violin. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 145 **Voice-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in voice (classical). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

MUSA 147 **Voice for Musical Theater Major-Lower Division** 1.00 - 2.00
Corequisite: Must also be enrolled in a music ensemble class (MUSE).
Private instruction in voice (music theater). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.

* 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 101 **Concert Choir** 1.00

Prerequisite: None

Choral presentations of various periods.

MUSE 111 **Concert Band** 1.00

Prerequisite: None

Concert Band is a performance ensemble made up of woodwind, brass and percussion players. The Concert Band will study, rehearse and perform music of several styles and historical periods. Students should have the equivalent of high school level experience in a concert band program.

MUSE 123 **Orchestra** 1.00

Prerequisite: None

The TMCC Orchestra is a musical performance ensemble consisting of orchestral string, woodwind, brass and percussion performers. The orchestra will rehearse and perform music of several historical periods and styles. Musical experience equivalent to high school orchestra is required for admission.

MUSE 131 **Jazz Ensemble** 1.00

Prerequisite: None

Performing ensemble specializing in traditional and contemporary big band jazz literature. Experience equivalent to high school jazz ensemble is expected.

MUSE 135 **Jazz Vocal Ensemble** 1.00

Prerequisite: None

Intensive study of jazz singing and playing, including differing styles, improvisation, interpretation, vocal, technique, and ensemble/solo singing with microphones. Required performances each semester.

MUSE 153 **Guitar Ensemble** 1.00

Prerequisite: MUS 107 or instructor approval.

Students rehearse and perform chamber music for instrumental combinations including guitar(s). Music literature from a variety of styles, periods, and ethnic origins will be selected to create the course repertoire.

NURSING

NURS 102 **Professional Behaviors** 2.00

Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.

This introductory course provides the student with an understanding of the professional nurse's role within the health care system. Emphasis is placed on ethics, professional obligations, values, expectations of the profession and accountability for lifelong learning. Students will learn the methods of communicating professionally and effectively with individuals, significant support persons, and as members of the interdisciplinary heath care team. The impact of family will be included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NURS 130 **Nursing Assistant** 3.00 - 6.00

Prerequisite: None

The nursing assistant course prepares students to assist the professional nurse in direct client care, undertaking those tasks which are supportive to the care of clients. This course takes place in the classroom, skills laboratory, and various clinical agencies. This course meets the Nevada State Board of Nursing requirements to prepare nursing assistants to be eligible to take the written and manual skills nursing assistant exams. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NURS 138 **Nursing Care I** 8.00

Prerequisite: Acceptance to the Nursing program.

This introductory course provides the students with the foundations of the arts and science of nursing. Students are exposed to the core competencies that define the roles and responsibilities of an associate degree nurse. Focus is placed on acquiring proficiency to carry out basic independent and interdependent nursing actions that assist clients across the lifespan in meeting their health-care needs. Each student identifies care planning activities and develops an individualized care plan and assessment focusing on unique client/patient needs. Emphasis is on assessment, teaching and learning, and communication in health and wellness. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NURS 140 **Medical Terminology** 3.00

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.

* 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 152 **Foundations of Pharmacology in Nursing I** 1.00

Prerequisite: Acceptance to the Nursing program.

Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, psycho/social, cultural, and spiritual needs of the patients. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized.

NURS 153 **Foundations of Pharmacology in Nursing II** 1.00

Prerequisite: NURS 102, 138, 152, and 212 and admitted to the nursing program.

Provides a continuation of study of pharmacological principles and practices to achieve safe administration of medications. Selected drug classifications are presented, with an emphasis on understanding intended and unintended effects of drugs on body systems. Provides an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs.

NURS 170 **Nursing Care 2** 9.00

Prerequisite: Acceptance into the Nursing Program.

The focus of this course is on nursing care and management of the individual across the health wellness illness continuum using the nursing process. Student will integrate knowledge of the diverse and holistic needs of the individual. Students will apply and implement communication strategies through collaboration, and teaching and learning; topics include stress and coping and grief and loss. The childbearing and child rearing family are also included as a population.

NURS 202 **Nursing Care 3** 8.00

Prerequisite: BIOL 223, BIOL 224, BIOL 251, NURS 102, 138, 170 and 212.

The focus of this course is a continuation of the nursing care and management of patients/clients with an altered health status that affects both individuals and families across the lifespan. The child-bearing and child rearing family are also included as a population. The course applies the concepts of clinical pharmacology, psychopathology, pathophysiology, health maintenance, promotion and restoration to the care of patients/clients. The lab/clinical portion of this course include selected observation, clinical assignments and the use of computer simulation and skills laboratory. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NURS 209 **Principles of Pathophysiology** 3.00

Prerequisite: BIOL 190, 223, 224 and 251.

This course is designed to offer students the opportunity to explore and apply the principles of Pathophysiology gained in this course to future nursing courses. The concepts of physiology and pathophysiology, dealing with disease caused by alteration of function, across the life span will be the focus of the course. This theory course will utilize the body systems approach in the presentation of the principles of pathophysiology. Emphasis is placed on the integration of physiological and developmental variables as they relate to client scenarios with altered body systems across the life span.

NURS 212 **Cultural Aspects of Nursing Care** 3.00

Prerequisite: Restricted to enrolled Nursing students only.

Nurse-client encounters involve the interaction of three cultural subsystems: the culture of the nurse, the culture of the client and the culture of the setting. This course explores the influence of culturally diverse backgrounds within the health care system of the United States. The weaving of gender, age, race, ethnic and religious diversities of the nurse and client will be emphasized. This course fulfills the diversity requirement at TMCC. This course is offered online only and is open only to students admitted to the nursing program.

NURS 240 **RN Refresher-Theory** 2.00

Prerequisite: None

The RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their licenses and return to active nursing practice. This theory portion is an on-line program that spans one semester. Students who successfully complete this course can then take NURS 242 which includes 135 hours of clinical practice with an RN preceptor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NURS 242 **RN Refresher - Clinical** 3.00

Prerequisite: None

This RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their nursing licenses and return to active nursing practice. NURS 240 must be taken prior to this course. This program includes 135 hours of clinical with an RN preceptor. This is a Pass/Withdraw class. Students must have a temporary nursing license from the Nevada State Board of Nursing and have taken NURS 240 (RN Refresher Course-Theory). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NURS 274 **Nursing Care 4** 8.00

Prerequisite: BIOL 223, BIOL 224, BIOL 251, NURS 102, 138, 170, 202 AND 212.

The focus of this course is the culmination of the care and management of the holistic, diverse, acutely-ill adult client. Emphasis is on the refinement of clinical decision making skills, achievement of clinical competence, and demonstration of professional nursing practice. The capstone experience of this course provides opportunities to incorporate informatics, to explore quality improvement opportunities using the National Patient Safety Goals. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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.

NURSING

NURS 285 **Selected Topics in Nursing** 0.50 - 6.00

Prerequisite: None

This course is restricted to students who have approval from the Director of Nursing. The course will present an individually selected variety of topics intended to bring the student to current knowledge in the subject area assigned. Students who are returning to the nursing program after an absence, or who may need to repeat certain content for either theory or clinical nursing courses will be assigned the appropriate number of credits. Other students referred by the Nevada State Board of Nursing for refreshing in certain topics may also take this variable credit course. The course may be repeated for up to six credits.

NUTRITION

NUTR 100 **Introduction to Dietetic Technician Program** 0.50

Prerequisite: None

This course is designed for those students who have an interest in becoming a Dietetic Technician Registered (DTR). It is an introductory directed study course designed to give the student a greater knowledge of what a DTR does and what career opportunities are open in the field. The goal of this course is to help the student in making an appropriate career choice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NUTR 121 **Human Nutrition** 3.00

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.

NUTR 220 **Food Service Systems Management** 3.00

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** 3.00

Prerequisite: None

Food purchasing for food service systems, understanding cost factors, food laws, quality standards and basic manufacturing processes.

NUTR 223 **Principles of Nutrition** 3.00

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.

NUTR 233 **Community and Lifecycle Nutrition** 3.00

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** 3.00

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** 3.00

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 Nutrition and Health Care** 3.00

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.

* 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.

NUTRITION

NUTR 291 **Nutrition Internship-Food Service** 3.00

Prerequisite: None

Supervised experience in a food service setting. Application of classroom theories to actual operations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Food Service Management. The student will interact and apply appropriate assistance and leadership based on the mission of the facility where placed. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NUTR 292 **Nutrition Internship-Community** 3.00

Prerequisites: NUTR 223, NUTR 233 and approval of the instructor.

Supervised experience in a Community Nutrition setting. Application of classroom theories to actual situations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Community Nutrition. The student will interact and apply appropriate nutrition assistance based on the age, health, cultural background and medical needs of the patients/clients. Experience sites may include: senior residence facilities, senior centers, WIC offices, or public feeding programs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NUTR 293 **Nutrition Internship-Clinical** 3.00

Prerequisite: None

Supervised experience in a variety of health care and nutrition settings. Application of classroom theories to actual operations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Clinical Nutrition. The student will interact and apply appropriate nutrition assistance based on the age, health, cultural background and medical needs of the patients/clients. Experience sites may include hospitals or the practice of a Consulting Registered Dietitian. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

NUTR 298 **Special Topics in Nutrition** 1.00 - 3.00

Prerequisite: None

Covers selected topics of interest to students enrolled in the Dietetic Technician program or other Allied Health programs. May be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

OCCUPATIONAL SAFETY AND HEALTH

OSH 101 **Intro to Safety and Health** 3.00

Prerequisite: None

An overview of elements included in a comprehensive accident prevention program. Skill development in accident investigation, record keeping systems, development and presentation of safety training topics and safety awareness programs. OSHA, EPA and workers compensation issues are addressed.

PHILOSOPHY

PHIL 101 **Introduction to Philosophy** 3.00

Prerequisite: None

Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology. Transfers to UNR as a humanities course.

PHIL 102 **Critical Thinking and Reasoning** 3.00

Prerequisite: None

Non-symbolic introduction to logical thinking and everyday life, law, politics, science, advertising; common fallacies; the uses of language, including techniques of persuasion.

PHIL 114 **Introduction to Symbolic Logic** 3.00

Prerequisite: None

Methods and principles of correct reasoning and argumentation with application to the various sciences.

PHIL 119 **Introduction to the Old Testament** 3.00

Prerequisite: None

This course will teach students to appreciate, interpret and respond to the Old Testament as a secular, literary, narrative text. We will examine the different genres, literary forms, and historical contexts of a wide variety of biblical texts in the Old Testament. By applying the methods of modern literary criticism such as form, function and genre to the Old Testament, students will learn how to analyze and interpret this ancient text through modern eyes. Furthermore, they will learn how the Old Testament, as a complex narrative of human drama, functions as a continuing source for modern authors (such as Milton or Faulkner) and will find the introduction of the terms, concepts and purposes of literary theory and literary criticism applicable to other literature courses at TMCC or UNR.

* 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.

PHILOSOPHY

PHIL 135 **Introduction to Ethics** 3.00

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.

PHIL 198 **Special Topics in Philosophy** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

PHIL 200 **The Judeo-Christian Tradition** 3.00

Prerequisite: None

The major religious/philosophic beliefs found in the Old and New Testaments will be studied along with the way these concepts were modified in post-Biblical through modern times. Concepts that will be surveyed include: Biblical cosmology, the nature of deity, salvation, worship, the authority of scripture, the authority of the religious instruction, life after death, etc. Satisfies UNR CH 201.

PHIL 201 **Philosophy Goes to the Movies** 3.00

Prerequisite: None

This course introduces participants to philosophical problems dramatized through the medium of film. Participants will experience complex philosophical problems underlying many of the films produced for popular consumption or regarded as classic films. The films will function as case studies allowing analysis of ethical issues and aesthetic values. The films or film clips presented will follow background readings and discussion of the philosophical contexts important to understanding the issues involved.

PHIL 203 **Introduction to Existentialism** 3.00

Prerequisite: None

Readings from Kierkegaard, Nietzsche, Jaspers, Sartre, Heidegger. An examination of the existentialist concepts 'being' and 'nonbeing', 'estrangement', 'dread', 'anxiety' and 'freedom.'

PHIL 204 **Introduction to Contemporary Philosophy** 3.00

Prerequisite: None

Introduces current philosophical thought from several areas of study, including postmodern philosophy, science, theology, art, psychology, and the social sciences. Introduces major movements of twentieth century thought: neo-Kantianism, dialectical materialism, phenomenology, existentialism, neo-positivism, and American pragmatism.

PHIL 207 **Introduction to Social and Political Philosophy** 3.00

Prerequisite: None

Major political philosophers, e.g. Plato, Aristotle, Macchiavelli, Hobbes, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics. Co-listed with Political Science 227.

PHIL 210 **World Religions** 3.00

Prerequisite: None

The main moral and religious views of world religions are discussed. Judaism, Christianity, Islam, Hinduism, Buddhism, Confucianism and Taoism.

PHIL 224 **Introduction to the Philosophy of Science** 3.00

Prerequisite: None

Philosophical problems and implications of historical and contemporary scientific inquiry, e.g., the nature of laws, theories, explanations, scientific revolutions, values, relations of science and society.

PHIL 225 **Introduction to Indian Philosophy** 3.00

Prerequisite: None

In this course students will survey the remarkable unfolding of Indian religion and philosophy from 500 B.C. to modern times. Readings include translations of original works or commentaries on Hinduism, Buddhism, Jainism, and Vedantism, as well as a historical survey that puts the readings in context. Students will explore consciousness, meditation, reincarnation and parallels between Eastern and Western thought.

PHIL 244 **Bioethics** 3.00

Prerequisite: None

This course provides a balanced systematic, unbiased ethical framework designed to help students understand and analyze a wide range of issues currently controversial in medicine or that are likely to arise in the future. Treatment of such issues as abortion and euthanasia, cloning, genetic screening, just health care, patients' rights, the use of human and animal subjects in research.

* 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.

PHILOSOPHY

PHIL 295 **Topical Issues in Philosophy** 1.00 - 3.00

Prerequisite: None

This course offering allows faculty response to community and student interest in ethical, aesthetic and cultural issues through learning activities focused on a specific topic not included in regular offerings. Examples of such topics include ethics and the media, environmental aesthetics, the culture and values of the sixties or other topics utilizing faculty expertise or specialized knowledge of an adjunct faculty. These course offerings will demonstrate the viability and relevance of a humanistic perspective on contemporary issues. The course may be repeated for up to 6 credits as topics vary.

PHYSICAL EDUCATION

PEX 117 **Golf** 1.00

Prerequisite: None

Beginners will learn how to grip the club, proper stance and basic fundamentals of the golf swing when putting, chipping and driving. Students will also learn the rules and golf etiquette. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 117A **Golf, Intermediate** 1.00

Prerequisite: None

Intermediate students will perfect their golf skills used in putting, chipping and driving. Students will apply the rules and golf etiquette as they begin play on the golf course. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 129 **Volleyball** 1.00

Prerequisite: None

Beginners will learn the fundamentals of the game: passing, digging, setting, blocking and serving. The rules, as well as, offensive and defensive play will also be covered. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 129A **Volleyball, Intermediate/Advanced** 1.00

Prerequisite: None

Intermediate/advanced players will increase skills in passing, setting and serving. Offensive and defensive play will be used by the students as strategy becomes an important part of the game. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 143 **Karate** 1.00

Prerequisite: None

Students will learn to perform basic karate techniques such as blocks, strikes and kicks, and how to utilize basic stances while performing these skills. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 143A **Karate, Intermediate/Advanced** 1.00

Prerequisite: PEX 143 or an understanding of elementary Karate techniques.

Students will learn to perfect basic karate skills with emphasis on sparing techniques. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 155 **Fencing** 1.00

Prerequisite: None

An introduction to the sport and art of foil fencing. Students will learn the fundamental skills of the sport to include offensive, defensive and counteroffensive techniques along with the international rules governing fencing. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

* 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.

PHYSICAL EDUCATION

PEX 155A **Fencing, Intermediate/Advanced** 1.00

Prerequisite: PEX 155.

Students will learn intermediate/advanced fencing skills and they will learn to apply these skills to strategy, tactics and techniques for bouting. Electric fencing will be included. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 169 **Yoga** 1.00

Prerequisite: None

A maximum of three credits from 100-199 may be taken during any one semester or summer session unless permission given by director. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll.

PEX 169A **Yoga, Intermediate/Advanced** 1.00 - 2.00

Prerequisite: None

This course is designed for students with previous yoga experience. Students will expand on basic knowledge incorporating more difficult yoga postures (asana) and introducing various breathing (pranayama) techniques. Postures include standing, inverted, back bend, forward bend and twists and all physical movements are adapted to various physical limitations.

A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 170 **Aerobics** 1.00

Prerequisite: None

Students will work toward gaining cardiovascular endurance and come to understand the benefits of cardiovascular exercise. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 172 **Body Contouring and Conditioning** 1.00

Prerequisite: None

This class is designed to give the student a total body workout through cardiovascular conditioning and body toning. Students will also be introduced to strength training techniques. A maximum of three classes/1-6 credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 174 **Fitness Principles and Practices** 2.00 - 3.00

Prerequisite: None

This course is designed for individuals pursuing a certificate in Personal Training and those with an interest in overall Health and Wellness. There will be an overview of the body systems and functions as related to physical activity. The course will cover components of health related fitness and principles of physical fitness. Other topics that will be discussed in relation to health and wellness are nutrition, weight management, stress management techniques and special populations.

PEX 183 **Weight Training** 1.00

Prerequisite: None

This course is designed for novice lifters who have limited knowledge of strength training principles and fundamentals. The object of this course is to increase knowledge about weight room safety, muscle groups, strength training routines, spotting techniques, nutrition, modes of resistance training and proper workout structure. A maximum of three credits from 100-199 may be taken during any one semester or summer session except for special programs listed in the class schedule. When beginning, intermediate or advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll. A student may enroll in the same class four times for credit.

PEX 199 **Special Topics** 1.00

Prerequisite: None

A maximum of three credits from 100-199 may be taken during any one semester or summer session unless permission given by director. When beginning, intermediate and advanced classes are scheduled in an activity, the student should consult the department to determine in which level to enroll.

PEX 207 **Slimnastics and Weight Control** 2.00

Prerequisite: None

This class is designed to give students the tools and information they need to make educated decisions concerning fitness, nutrition and weight control. Topics will cover the principles of fitness, cardiorespiratory endurance, muscular strength and endurance, body composition, nutrition and behavior modification. Class includes both exercise and lecture.

* 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 100 **Introductory Physics** 3.00

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.

PHYS 117 **Introduction to Space Science and Engineering** 3.00

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** 4.00

Prerequisite: Completion of MATH 127 or MATH 128.

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** 4.00

Dual Requisite: 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** 3.00

Prerequisite: MATH 181 and Corequisite: PHYS 180L

Covers vectors, rectilinear motion, particle dynamics, work and energy, momentum, rotational mechanics, oscillations, gravitation, fluids, wave properties and sound. Satisfies UNR science core curriculum requirements.

PHYS 180L **Physics for Scientists/Engineers Lab I** 1.00

Prerequisite: MATH 181 and Corequisite: PHYS 180

Laboratory experiments to accompany PHYS 180.

PHYS 181 **Physics for Scientists and Engineers II** 3.00

Prerequisite: PHYS 180

Covers thermodynamics, kinetic gas theory, electric fields and potentials, capacitors, dielectrics, DC and AC currents, resistance, magnetic fields, induction and electromagnetic waves. Satisfies UNR science core curriculum requirements.

PHYS 181L **Physics for Scientists/Engineers Lab II** 1.00

Requisite: PHYS 180

Laboratory experiments to accompany PHYS 181.

PHYS 182 **Physics for Scientists and Engineers III** 3.00

Prerequisite: PHYS 181 and 181L.

Covers Physical and Geometric Optics, Relativity, Quantum Physics, Atomic and Molecular theory, Nuclear Physics and Radioactivity, and the Standard Model and Elementary Particles.

PHYS 182L **Physics for Scientists and Engineers Lab III** 1.00

Corequisite: PHYS 182.

Laboratory experiments to accompany PHYS 182.

PHYS 198 **Special Topics in Physics** 1.00 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

POLITICAL SCIENCE

PSC 100 **Nevada Constitution** 1.00

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** 3.00

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.

* 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 208 **Survey of State and Local Government** 3.00

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** 3.00

Prerequisite: None

Analysis of the interplay of forces involved in policy-making at all levels of American government. Study of the impact of policy on individuals and institutions.

PSC 211 **Introduction to Comparative Politics** 3.00

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 227 **Introduction to Political Philosophy** 3.00

Prerequisite: None

Major political philosophers, e.g. Plato, Aristotle, Macchiavelli, Hobbes, Rousseau, Mill, Marx, on topics such as justice, freedom, equality, tyranny, war, racism, sexism, power, consent and economics. Co-listed with Philosophy 207.

PSC 231 **Introduction to International Relations** 3.00

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** 3.00

Prerequisite: None

An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.

PSC 250 **The Politics of International Terrorism** 3.00

Prerequisite: None

The course will examine the definition of international terrorism, its underlying social, political and economic classes, its use as a political tool, its manifestations in the world and the measures to be taken for its prevention.

PSC 285 **Selected Readings on the Presidency** 3.00

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.

PSC 290 **Internship in Political Science** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for eight credit. The course may be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

PSC 295 **Special Topics in Political Science** 3.00

Prerequisite: PSC 103 or approval of the instructor.

The course will focus on a contemporary issue or concern of topical interest within the field of Political Science. The issue may be domestic, comparative and/or international in scope. Examples include: Middle East and African government and politics, international organizations, the Nevada Legislature and the politics of nationalized healthcare. May be repeated one time for three credits (maximum six credits total). Repeated course title must be different.

PSC 299 **Government Internship** 3.00 - 6.00

Prerequisite: PSC 101 plus one Political Science three-credit elective and consent of instructor.

Provides students the opportunity to be selected to serve in federal, state, or local government offices normally within the TMCC service area. If more students apply than there are positions available, students must submit resumes and will be selected by a review committee.

PORTUGUESE

* 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.

PORTUGUESE

PORT 111 **First-Year Portuguese I** 4.00

Prerequisite: None

This is a first course in Portuguese for those with no previous knowledge of the language. Student acquire basic speaking, reading, and writing skills, including the Portuguese alphabet and phonetic system, while learning about Portuguese and Brazilian cultures. Class activities include interactive exercises and role-playing. Principles of grammar and syntax are introduced as students become more comfortable with the spoken language.

PORT 112 **First-Year Portuguese II** 4.00

Prerequisite: PORT 111 or instructors approval.

For students with an elementary knowledge of Portuguese, this course reviews simple elements of grammar and introduces more advanced and complex grammatical and syntactical elements. Portuguese 112 is a continuation course to Portuguese 111. Students expand their language proficiency and knowledge of Portuguese and Brazilian cultures in a classroom setting that emphasizes communication skills.

PORT 211 **Second-Year Portuguese I** 3.00

Prerequisite: PORT 112 or instructors approval.

This third course is an intermediate-level course for students familiar with basic structures of the Portuguese language. Portuguese 211 is a continuation course to Portuguese 112. Students synthesize more advanced and complex forms of Portuguese grammar. More detailed emphasis is given to oral communication, listening skills, written communication, and the reading of more complex texts. Special attention is paid to improving students' ability to understand spoken Portuguese and converse on a number of topics pertaining to different times and places. Through a variety of sources, students continue to become more familiar with the cultures of Portugal and Brazil.

PORT 212 **Second-Year Portuguese II** 3.00

Prerequisite: PORT 211

This fourth course advances students toward high-intermediate fluency. Portuguese 212 is a continuation course to Portuguese 211. Through communicative activities and content-based materials, students improve their oral and written expression in areas such as proposing hypotheses, supporting opinions, and engaging in sustained dialogue. A systematic review of grammar is combined with literacy and cultural readings. Students continue to become familiar with Portuguese and Brazilian cultures.

PSYCHOLOGY

PSY 101 **General Psychology** 3.00

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** 3.00

Prerequisite: PSY 101 or approval of instructor.

Personality adjustment in normal persons; adjustment techniques and reactions to frustration and conflict in the context of various social groups.

PSY 130 **Human Sexuality** 3.00

Prerequisite: None

A study of basic information about human sexuality with emphasis on biological and psychological aspects including gender identity, the role of communication, intimacy, sexual variation and dysfunction.

PSY 198 **Special Topics in Psychology** 1.00 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

PSY 210 **Introduction to Statistical Methods** 4.00

Prerequisite: PSY 101 or SOC 101; MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data, includes elementary computer application.

PSY 228 **Psychology of Dreams** 3.00

Prerequisite: None

An introduction to the study of dreams through psychological theory, covering etiology and interpretation.

PSY 233 **Child Psychology** 3.00

Prerequisite: PSY 101 or approval of instructor.

A study of the growth and development of the child with special consideration given to theories of learning and personality formation.

PSY 240 **Introduction to Research Methods** 3.00

Prerequisite: None

An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.

* 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.

PSYCHOLOGY

PSY 241 **Introduction to Abnormal Psychology** 3.00
Prerequisite: None
An overview of abnormal psychology with emphasis on symptom logy, etiology, diagnosis, treatment and prevention.

PSY 261 **Introduction to Social Psychology** 3.00
Prerequisite: None
Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as SOC 261.

PSY 275 **Undergraduate Research** 3.00
Prerequisite: None
Undergraduate Research.

PSY 276 **Aging in Modern American Society** 3.00
Prerequisite: None
The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy, and perspectives on death and dying. Same as SOC 276. Satisfies TMCC and UNR Diversity core curriculum.

PSY 299 **Special Topics** 1.00
Prerequisite: None
Research from any field of psychology in which the student is adequately prepared. May be repeated with study of a new problem.

RADIOLOGIC TECHNOLOGY

RAD 101 **Exploration of Radiology** 0.50
Prerequisite: None
This course is designed for those students who have an interest in becoming a radiological technologist. It is an introductory directed study course designed to give the student a greater knowledge of what a radiological technologist does and what career opportunities are open in this field. The goal of this course is to aid students in making a career choice that is right for them.

RAD 103 **Medical Ethics** 1.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.
This course is an introduction to the medical profession, the patient and paramedical personnel, regarding professional ethics and medical-legal responsibilities. This course will also provide the student with respect for interpersonal relationships, along with moral and ethical responsibilities to increase effective communication and empathy for the patient. One (1) hour of class time per week required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 110 **Fundamentals of Clinical Radiography I** 1.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.
A planned clinical experience is provided which gives the student the opportunity to observe and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus). This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 112 **Patient Care and Medical Terminology** 2.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.
This course covers nursing procedures and practices relative to radiological technology with emphasis on patient handling, safety, comfort and communications as employed by the radiological technologist. Aseptic techniques and procedures used to maintain a sterile field are explained. Etymology of disease terms, nomenclature of surgical procedures and use of prefixes, suffixes, roots, combining forms and plurals of medical terms are covered. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 116 **Radiography I** 3.00
Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.
Radiological positioning, related anatomy, considerations for the various problems encountered during positioning and pediatric radiography are discussed. This course covers chest, abdomen, upper extremities to include shoulder girdle and lower extremities to include hip; the study and identification of anatomical structures on X-ray film. Radiation safety measures concerning both patient and technologist are covered. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 118 **Radiology Physics and Circuitry** 3.00

Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.

Course will establish a knowledge base of atomic structure and terminology, x-ray unit circuitry, radiation production, the nature and characteristics of radiation, and the photon interactions with matter. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 124 **Radiographic Photo and Techniques** 3.00

Prerequisite: Successful completion of all semester I courses.

Fundamentals of photographic processes, darkroom equipment, darkroom chemistry, processing solutions and their functions. Types and uses of X-ray film and film holders. Manipulation of exposure factors, principles and practices in technique chart construction and appropriate radiation safety measures. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 125 **Clinical Radiography I** 2.00

Prerequisite: Successful completion of all semester I Radiological Technology Program and support courses.

A planned clinical experience is provided which gives the student the opportunity to build upon previous clinical experience and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 126 **Radiography II** 3.00

Prerequisite: Successful completion of all semester I courses.

Advanced radiographic positioning of vertebral column and skull, demonstration and practice of these more complicated radiographic positions; topographical anatomy, pediatric radiography and film critique are integrated into the specific studies. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 128 **Imaging Equipment** 3.00

Prerequisite: Successful completion of all semester I courses.

This course will investigate the evolution of radiographic equipment and provide a knowledge base of routine equipment utilized in modern imaging departments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 198 **Special Topics Radiologic Technology** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 220 **Clinical Radiography II** 3.00

Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student the opportunity to improve and perfect clinical skills while applying theoretical principles to radiographic procedures being performed under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 230 **Clinical Radiography III** 3.00

Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student the opportunity to incorporate the theory presented in RAD 236 (formerly RT 236) and other pertinent courses and expand clinical skills while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 236 **Radiographic Contrast-Routine Exams** 2.00

Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A study of different types of contrast media and how each is used to delineate specific anatomic parts or organs; common radiographic procedures using contrast media; indications; contradictions; patient preparation, care and positions are explained. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 238 **Radiation Safety and Protection** 2.00

Prerequisite: Successful completion of all previous Radiological Technology Program courses.

Accent on radiation health and safety; definitions and significance of various terms employed in radiation protection; biological effects of radiation; methods and instruments used in monitoring: national and state requirements regarding diagnostic radiation are discussed in detail. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 242 **Radiography Quality Management** 1.00

Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.

A study of health care communications, customer service, quality improvement, team building, health care systems, accreditation issues and present and future health care trends as each relates to the Radiology department's quality assurance programs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 244 **Diagnostic and Therapeutic Radiation** 2.00

Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A survey of medical and surgical diseases employing special radiographic procedures with an introduction to the therapeutic uses of radiation, radium and isotopes; overview of medical pathology selected on the basis of relevance to radiological exams. These lectures are presented by radiologists and other specialists from the affiliated hospitals. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 245 **Clinical Radiography IV** 3.00

Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student increased responsibility to function more independently under direct and/or indirect supervision while performing radiographic procedures. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 247 **Radiography Quality Control** 1.00

Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.

A study of quality control methods are examined and discussed pertaining to the equipment and usage within a radiography department. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 250 **Clinical Radiography V** 3.00

Prerequisite: Successful completion of all previous Radiological Technology Program courses.

A planned clinical experience is provided which gives the student the opportunity to demonstrate clinical skills in performing competency and continued competency evaluation examinations. These skills should include analysis, synthesis and evaluation of the examinations performed. These experiences will facilitate the transition from student technologist to graduate technologist. At the end of this course, the student will have met all radiographic competency requirements. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 259 **Seminar in Radiography** 2.00

Prerequisite: Current successful completion of all previous Radiological Technology Program courses or instructor approval.

A general review and integration of all aspects of medical radiological technology is obtained through the use of simulated registry examination and the use of computer review programs. Preparation for the national A.R.R.T. examination. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RAD 290 **Internship in Radiologic Technology** 1.00 - 6.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 12 semester credit hours may be earned on the basis of 100 hours of internship for one credit. The course may be repeated for up to 12 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

READING

READ 93 **Reading Improvement** 3.00

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.

* 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.

READING

READ 135 **College Reading Strategies** 1.00 - 3.00

Prerequisite: None

Improvement of reading comprehension, critical thinking skills, vocabulary, reading rate and study-reading techniques through reading and analyzing a variety of texts, including book-length works and textbook selections from various areas.

REAL ESTATE

RE 101 **Real Estate Principles** 3.00

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 103 **Real Estate Law and Practice** 3.00

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 198 **Special Topics in Real Estate** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

RUSSIAN

RUS 111 **First-Year Russian I** 4.00

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** 4.00

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** 3.00

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** 3.00

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 80 **Digital Camera** 2.00

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.

* 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 81 **Photoshop Elements** 2.00
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.

SENR 82 **Digital Camera, Intermediate** 2.00
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 83 **Photoshop Elements, Intermediate** 2.00
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 85 **Life Stories** 2.00
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 87 **Creative Writing** 2.00
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 91 **Computer Basics for Beginners** 2.00
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.

SENR 92 **Computer Applications Basics** 2.00
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.

SENR 93 **Publisher: Create Cards, Calendars, Etc.** 2.00
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.

SENR 95 **Internet for Beginners** 2.00
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.

SENR 96 **Internet Exploration** 2.00
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.

SENR 97 **Word: Fun Features** 2.00
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.

SENR 98 **File Management: Get Organized** 2.00
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.

SENR 99 **Special Topics** 0.50 - 6.00
Prerequisite: None
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.

* 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.

SOCIAL WORK

SW 220 **Introduction to Social Work** 3.00

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** 3.00

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** 3.00

Prerequisite: None

This course examines selected problems of contemporary society and provides practice in the application of relevant sociological perspectives and theory. The course has two main objectives: (1) to acquaint the student with critical thinking skills and sociological concepts, theories, methods and knowledge; and (2) to apply these so that we better understand our society.

SOC 110 **Conflict Resolution** 3.00

Prerequisite: None

This course will explore a variety of theories and frameworks for analyzing conflict and the techniques, process models, and third-party roles used to constructively intervene in conflict. The course will be an excellent introduction should students decide to pursue further training or credentialing to be fully trained as mediators or facilitators.

SOC 120 **Human Violence: Individual to Global-Level Conflict** 3.00

Prerequisite: None

Conflict and the need for peace occur in all human arenas. This course will examine such disparate forms of direct violence as personal assault; domestic violence; school shootings; group and mass violence, including ethno-political conflict, genocide, terrorism, and war. Concepts and strategies of peace, effective conflict resolution skills, and reconciliation and reconstruction following conflict will be addressed. This course will examine the key concepts, themes, theories, and practices involved in the study of direct violence. Students will be introduced to the issues of peace and violence across a wide range of interpersonal, community, national and international contexts. The course will focus on multiple levels of analysis from micro to macro, and multidisciplinary perspectives.

SOC 130 **Structural Violence** 3.00

Prerequisite: None

This course will focus on the structural aspects of peace, conflict and violence. This refers to a form of violence based on the systematic ways in which social structures or social institutions of society harm people by preventing them from meeting their basic needs. The arrangements are structural because they are embedded in the political and economic organizations of our social world; they are violent because they cause injury to people. Examples include hunger, preventable diseases, and extreme poverty caused by unjust structures of society and by ethnic conflict and oppressive regimes, as well as ecological degradation. Based on an understanding of these threats to human security, we will examine and evaluate various strategies which contribute to peace building and conflict resolution, human rights and self-determination, reconciliation and reconstruction, nonviolence, transformation of a hierarchical social order, and promoting ecological balance.

SOC 140 **Cultures Of Peace** 3.00

Prerequisite: None

This course will focus on historical examples of peace cultures and on the efforts to establish peace by upholding human rights and the dignity of all persons as ideals, and through resisting the legitimization of violence in education, literature, and the mass media. Philosophies and methods practiced in different societies to build communities of peace will be featured.

SOC 198 **Special Topics in Sociology** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

SOC 201 **Peace and Conflict** 3.00

Prerequisite: None

This introductory course is a survey of the field of Peace and Conflict Studies. The course will examine the problem of violence in human affairs from the micro to the global level. Alternative approaches to understanding and resolving conflict will be explored.

SOC 205 **Ethnic Groups in Contemporary Societies** 3.00

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.

* 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 210 **Introduction to Statistical Methods** 4.00

Prerequisite: SOC 101 or PSY 101; MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.

Same as PSY 210. Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data. Includes elementary computer application.

SOC 240 **Social Science Research Methods** 3.00

Prerequisite: None

An overview of the methods and analytical techniques used in the research of social phenomena. Emphasis will be on the design and execution of research.

SOC 261 **Introduction to Social Psychology** 3.00

Prerequisite: None

Nature of the person and interpersonal relationships, their formation and maintenance and their institutional, ideological and societal contexts; empirical examination of beliefs, attitudes, influence. Same as PSY 261.

SOC 275 **Introduction to Marriage and the Family** 3.00

Prerequisite: None

Sex roles, dating patterns, mate selection, marital interaction; alternative forms of marriage and family life.

SOC 276 **Aging in Modern American Society** 3.00

Prerequisite: None

The psychological and sociological development and the changes attendant to the process of aging in society; theory and research in the field, implications for social policy and perspectives on death and dying. Same as PSY 276.

SPANISH

SPAN 101 **Basics of Spanish I** 3.00

Prerequisite: None

A basic course emphasizing spoken communication. Course assumes that students have had no prior formal training. Writing, listening and reading skills will be explored. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

SPAN 102 **Basics of Spanish II** 3.00

Prerequisite: SPAN 101.

A continuation of Spanish 101. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

SPAN 111 **First Year Spanish I** 4.00

Prerequisite: None

Introduction to the language through the development of language skills and through structural analysis. Includes an introduction to Spanish and Latin American cultures. This course transfers to UNR as SPAN 111.

SPAN 112 **First Year Spanish II** 4.00

Prerequisite: SPAN 111 or equivalent.

A continuation of Spanish 111. This course transfers to UNR as SPAN 112.

SPAN 198 **Special Topics in Spanish** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

SPAN 211 **Second Year Spanish I** 3.00

Prerequisite: SPAN 112.

Structural review, conversation and writing, readings in modern literature. This course transfers to UNR as SPAN 211.

SPAN 212 **Second Year Spanish II** 3.00

Prerequisite: SPAN 211.

A continuation of Spanish 211. This course transfers to UNR as SPAN 212.

SPAN 225 **A Cultural Perspective: Spain...New Mexico** 3.00

Prerequisite: None

A perspective of cultural diversity in Spain and the American Southwest. This course will introduce the differing cultures of Spain within a historical context. Students will look closely at the intertwining of art, religion and history during the Middle Ages, focusing on the Camino de Santiago, the St. James pilgrimage route across northern Spain that is still traveled today. The course will include a study of the influence of the Moors upon the language, art and philosophy of Spain. It will trace the first Spanish explorers as they brought the traditions of the Old World into New Mexico, before the founding of Jamestown. This blending of the Spanish and Pueblo culture has resulted in the uniqueness of the Southwest today. The course will be taught in English and is the same as Humanities 225.

* 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 226 **Spanish for Heritage Speakers I** 3.00

Prerequisite: None

This is a course designed for native Spanish speaking students who want to improve their literacy in the language. Students will study and practice basic Spanish grammar for improving and developing written and oral communication and reading skills.

SPAN 227 **Spanish for Heritage Speakers II** 3.00

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.

STUDY SKILLS

SSK 109 **College Study Techniques** 1.00 - 3.00

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

SUR 161 **Elementary Surveying** 4.00

Prerequisite: Math 126 or instructor's approval.

A basic course designed to impart basic knowledge of the surveying discipline, plus training in the use of traditional and basic surveying equipment (tape, level and transit).

THEATER

THTR 100 **Introduction to Theater** 3.00

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.

THTR 105 **Introduction to Acting I** 3.00

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.

THTR 116 **Dance Styles: Musical Theater** 1.00 - 2.00

Prerequisite: None

Specialized study in the various dance forms encompassed in musical theater. Special emphasis is placed on the fundamentals of movement and dance techniques to achieve a solid movement base. The course may be repeated for a maximum of four credits.

THTR 133 **Fundamentals of Directing** 3.00

Prerequisite: None

The course is designed for theater students or for persons within the community who have a desire to learn about the overall role and function of the stage director and to apply this knowledge in a practical manner. The course includes a study of the history, theory and conceptualization matrixes of directing and the practical experience in selecting and casting a play, planning rehearsals, blocking, script analysis and working with actors. Also included are scenery, lighting, costume, properties and stage management concepts and coordination.

THTR 160 **Television Production I** 3.00

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.

* 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 161 **Television Production II** 3.00

Prerequisite: THTR 160 or equivalent.

Television Production II is an intermediate study and practice of the knowledge, procedures and skills developed in THTR 160. The course is designed as a field production class. The students' job will include shooting, editing, producing, directing, lighting, writing, presenting and all other skills required to produce high quality materials in the field. Multiple deadlines will be faced which will require diligent work outside of class.

THTR 175 **Musical Theater** 3.00

Prerequisite: None

This course examines the development of the genre from its operatic roots in Europe to the present day. It will focus on the social and political influences on the art, the influence of composers on each other and landmark productions, which changed the direction of this developing form. The students will also have practical experiences in the prime performance areas of musical theatre (acting, singing and dancing), that will culminate in a mock audition and/or a scene performance.

THTR 176 **Musical Theater Workshop I** 1.00 - 3.00

Prerequisite: None

Performance of Musical Theater Production.

THTR 180 **Cinema as Art and Communication** 3.00

Prerequisite: Completion or concurrent enrollment of ENG 101 or equivalent.

This course will teach students to appreciate, interpret and respond to selected films from particular genres, directors or actors and to recognize the human values these films depict. It will also introduce students to some of the techniques of filmmaking in general. (same as HUM 105).

THTR 198 **Special Topics Speech and Theater** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

THTR 204 **Theater Technology I** 3.00

Prerequisite: None

This course consists of a three-hour-a-week lecture/discussion/demonstration plus 25 hours of lab during the semester. The course focuses on safety, functions of scenery, costuming, tools and material, scene painting, stage draperies, color in theater, lighting and electricity, stage sound and specialized theater equipment.

THTR 205 **Introduction to Acting II** 3.00

Prerequisite: THTR 105 or approval of instructor.

Continued work on scenes and on principles of auditioning, role analysis, play rehearsal and problems related to sustaining a stage performance.

THTR 206 **Theater Workshop: Acting III** 3.00

Prerequisite: THTR 105 and THTR 205.

A continuation of THTR 105 (formerly SPTH 130) and THTR 205 (formerly SPTH 131) with emphasis on internal work, auditioning, script analysis, characterizations and performance.

THTR 207 **Laboratory Theater: Acting IV** 3.00

Prerequisite: THTR 105, THTR 205 and THTR 206 or comparative experience with instructor's approval

Intensive and individualized work for advanced acting students. Advanced application of actor training using techniques and philosophies of Stanislavski, Grotowski, Meisner, and Suzuki.

THTR 209 **Theater Practicum** 1.00 - 6.00

Prerequisite: None

An advanced course for serious students of theater who want to pursue acting, directing and play production in depth. The course culminates with a public performance. Rehearsal hours are arranged and announced at the beginning of the semester.

THTR 210 **Theater: a Cultural Context** 3.00

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.

THTR 231 **Children's Theater** 3.00

Prerequisite: None

Produce plays for child audiences; application of concepts of child development to aesthetic problems of theatre for young audiences through reading, discussion and participation.

THTR 235 **Acting for the Camera** 3.00

Prerequisite: None

Introduction to performance in television and film. Basic performance techniques will be explored, culminating in a final project.

* 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 258 **Theater Experience and Travel** 1.00 - 2.00

Prerequisite: None

A field study class in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance.

THTR 276 **Musical Theater Workshop II** 1.00 - 3.00

Prerequisite: THTR 176 plus audition and/or approval of instructor.

Continuation of Performance of Musical Theater Production.

THTR 290 **Internship in Speech and Theater** 1.00 - 8.00

Prerequisite: None

A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 100 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

THTR 295 **Independent Study: Theater** 1.00 - 3.00

Prerequisite: None

Tutorial study of special projects in theater. A student submits a detailed project description and the objectives and learning outcomes specific to the project are formulated by the instructor and the student.

VETERINARY TECHNOLOGY

VETT 101 **Introduction to Animal Health Technology** 4.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

An introductory course in veterinary technology. Including but not limited to the various roles of veterinary technicians in the veterinary profession. The laws and ethics of veterinary medicine. The behavior of various animal species with regard to humane restraint and handling. Breed classifications of common domestic animals. Proper cleaning techniques of a veterinary facility. Proper medical record keeping techniques. Principles of general animal care including but not limited to physical exams and basic sampling techniques. Three hours of lecture and three hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 105 **Veterinary Medical Terminology** 1.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is an introduction to medical terms, laymen's terms, and abbreviations utilized by veterinarians and their clients. It includes canine and feline breed identification. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 110 **Comparative Animal Anatomy and Physiology I** 4.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in food animal and companion animal practice. Topics include cell anatomy, cell metabolism and basic histology. Body systems include: integument, skeletal, muscular, nervous, and special senses. All information will be comparative with each species including canine, feline, equine, porcine, ruminants and avian. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 112 **Comparative Animal Anatomy and Physiology II** 4.00

Prerequisite: Must be admitted to the Veterinary Technician Program and successful completion of VETT 110

This course is designed to provide the student with the understanding of anatomy and physiology of domestic species that are most often encountered in food animal and companion animal practice. Body systems include: Cardiac, lymphatic, digestive, reproductive, urinary, respiratory and endocrine. All information will be comparative with each species including canine, felines, equine, porcine, ruminants and avian. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 125 **Veterinary Office Procedures** 1.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is designed to introduce to the veterinary technician student the roles and responsibilities of the receptionist, office manager, and hospital managers with regard to the veterinary facility. The course will introduce basic management procedures common in a veterinary clinic with respect to a veterinary technician. Topics covered include: basic communication techniques, record keeping, filing, computer software, resume construction and interviewing techniques. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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** 4.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

A course that highlights basic and advanced nursing procedures, including but not limited to restraint, behavior awareness, physical exams, reproduction, necropsy, specimen collection, euthanasia, companion animal diseases, emergency and critical care, laws and ethics, and practice management skills for veterinary technicians. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 203 **Clinical and General Pathology** 4.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

The course includes information in hematology, clinical chemistry, urinalysis and microbiology. The student will learn collection, handling, and transporting of biological samples. Students will learn laboratory procedures to assist in the diagnostic process. Two hours of lecture and six hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 205 **Veterinary Diagnostic Imaging** 2.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

A course that deals with the principles of diagnostic imaging. Topics include: radiographic theory, equipment, positioning, safety regulations, safety equipment, film processing, radiographic technique evaluation, and an introduction to alternative imaging techniques. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 208 **Laboratory Animal Science** 2.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

This course includes the principles involved with breed recognition, restraint, husbandry, nutrition, breeding, health conditions, disease recognition, and zoonotic potential of laboratory animals, reptiles and birds. The course also includes the technician's role in a research facility, zoological facility and a general veterinary practice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 209 **Parasitology** 2.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

This course includes the study of internal and external parasites of domestic animals. The student will learn identification, life cycles, routes of transmission, prevention and treatment protocols for the various parasites. Laboratory techniques used for identification will be covered in detail. The student will also learn the importance of public health safety, including procedures and protocols. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 211 **Animal Nutrition** 2.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

A course in the normal and therapeutic nutritional needs of various species of animals. Topics include, components of food, calculating energy requirements, digestion, and life stage needs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 225 **Pharmacology and Toxicology** 2.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

This course is designed to instruct veterinary technician students on the pharmacology and physiology of drugs, rules on filling prescriptions, and handling, storing, and documentation of controlled substances. Emphasis will be placed on classification of drugs, route and methods of administration of drugs, calculating dosages, and physiological action on the systems of the body. This course is worth 2.0 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 227 **Advanced Animal Nursing** 4.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

A course in small animal diseases and management. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 235 **Anesthesia, Surgical Nursing & Dental Procedures** 4.00

Prerequisite: VETT 110 and VETT 112. Corequisite: VETT 225. Must be admitted to the Veterinary Technician Program.

This course consists of three sections: anesthesia, surgical nursing and dental procedures. The anesthesia section includes an overview of pharmacology, the use and application of anesthetic agents, the physiological effects of anesthetic agents, monitoring procedures, pain management, and basic anesthetic protocol. The surgical nursing section includes the understanding of sterile techniques including the methods, by which sterilization is achieved, appropriate behavior in a surgical setting, care of equipment and instruments, and the roles of the operating room staff. The dental section includes a basic understanding of dental anatomy, instrument identification and function, dental exams and cleaning, personnel safety and client education. Three hours of lecture and three hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 240 **Large Animal Medicine** 4.00

Prerequisite: VETT 110 and must be admitted to the Veterinary Technician Program.

This course includes large animal husbandry, restraint techniques, diseases, nursing and herd health management. The student will acquire the knowledge and skills through lecture and laboratory. Special topics include anatomy, reproduction and nutrition will also be discussed as they relate to each species. Three hours of lecture and three hours of lab per week. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 250 **Small Animal Critical Care** 3.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

A course in procedures, nursing and diseases with respect to the critically ill patient. Prerequisite: Admission to the veterinary technician program and successful completion of the first semester of the veterinary technician program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 266 **Directed Clinical Practices** 2.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

An externship allowing students to observe companion, food and equine practices. Students will observe all aspects of a working clinic. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stales. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

VETT 267 **Advanced Clinical Practices** 2.00

Prerequisite: Must be admitted to the Veterinary Technician Program.

An externship allowing students to participate in every aspect of a companion animal, food animal and equine practices. Students will participate in all aspects of a working clinic, under direct supervision. Externships will allow valuable exposure to the reception area, treatment and surgical areas, radiology, laboratory, kennel and stales. Prerequisite: Completion of all required courses in the veterinary technician program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELDING

WELD 101 **Basic Metals** 3.00

Prerequisite: None

Basic techniques of metal forming and fabrication using drill press, lathe, milling machine; soldering; brazing; oxyacetylene and electric arc welding. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 111 **Beginning Welding for Art** 3.00

Prerequisite: None

Basic techniques of design and fabrication of metal sculpture, with oxy-fuel, arc welding, various hand tools. Use copper, brass, and steel to build sculptures. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 114 **Metal Shaping Techniques** 2.00

Prerequisite or Corequisite: WELD 111.

This course will expand on the concepts of metal forming for the use in welded metal sculpture. The use of specialized tools and tooling will further the students' ability to produce two and three-dimensional sculpture. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 121 **Advanced Welding for Art** 4.00

Prerequisite: WELD 111

This course is a continuation of WELD 111, Beginning Welding for Art. Improving techniques learned in Welding for Art I and learning the use of new equipment and processes. The student will continue to develop skills necessary to produce metal sculpture. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 198 **Special Topics in Welding** 0.50 - 6.00

Prerequisite: None

Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 211 **Welding I** 3.00

Corequisite: WELD 212. 20/20 vision (corrected), good hand-eye coordination, general good health.

This course introduces the learner to the world of welding. The course includes general shop safety and environmental issues; introduction to oxygen/fuel gas supply systems, the oxyfuel cutting process, and the SMAW (Shielded Metal Arc-Welding) process; and an introduction to interpreting basic welding symbols.

* 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 212 **Welding I Practice** 2.00

Prerequisite: WELD 211. May also be taken concurrently with 211.

The oxyfuel section will develop the student's manual skills necessary to produce high quality flame cuts using manual operated flame cutting equipment and accessories. The student learns and practices the set up processes for the equipment for all phases of oxyfuel cutting. The shielded metal-arc welding (SMAW) section develops entry-level skills for welders. This course specifically develops basic SMAW skills as striking the arc, maintaining proper arc length, adjusting equipment and manipulating the electrode. WELD 212 is required concurrently with WELD 211, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 221 **Welding II** 3.00

Prerequisite: WELD 101 or 212 or instructor approval. Corequisite: WELD 222.

This course is a continuation of Welding I and emphasizes SMAW vertical and overhead positions and machine oxyfuel gas cutting. In addition, the course introduces GMAS (gas metal arc welding) and air carbon arc cutting.

WELD 222 **Welding II Practice** 2.00

Prerequisite: WELD 221. May be taken concurrently with WELD 221.

This course is designed to give learners the opportunity to hone their skills in oxyfuel machine cutting, SMAW vertical and overhead positions, GMAW basic skills and air carbon arc cutting processes. Ample practice time is allocated to perfect skills and complete lab assignments. WELD 222 is required concurrently with WELD 221, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 225 **Independent Study** 1.00 - 6.00

Prerequisite: None

This course is designed for the student who has a particular interest in welding and wants to concentrate in that area. This is a contractual course. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 231 **Welding III** 3.00

Prerequisite: WELD 222 or instructor approval. Corequisite: WELD 232.

This course is a continuation of Welding II and focuses on the GMAW and the FCAW processes. The Air Carbon Arc Cutting section will further develop skills in the process. The student will develop skills required to make fillet and groove welds in all positions using GMAW and FCAW processes. The student will be introduced to the Plasma Arc Cutting Process. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 232 **Welding III Practice** 2.00

Prerequisite: WELD 231. May be taken concurrently with WELD 231.

This course is designed to give learners the opportunity to hone their skills in the GMAW and FCAW processes in all positions by providing them with hands-on time and individual instruction. The learner will also practice Air Carbon Arc Cutting and Plasma Arc Cutting on ferrous and nonferrous materials. Ample practice time is allocated to perfect skills and complete lab assignments. WELD 232 is required concurrently with WELD 231, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 241 **Welding IV** 3.00

Prerequisite: WELD 222 or 232 or instructor approval. Corequisite: WELD 242

This course is a continuation of WELD 231 and places an emphasis on the GTAW process in all positions on ferrous and nonferrous materials. This course also covers the advanced FCAW process and concentrates on the skills needed to pass the AWS certification test in all positions using the FCAW process. The Student at this level of training may opt to develop skills in the welding of pipe using the SMAW or FCAW processes. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 242 **Welding IV Practice** 2.00

Prerequisite: WELD 241. May be taken concurrently with WELD 241.

This course is designed to give learners the opportunity to work on their skills in the GTAW process, perfect their skills in the FCAW process by providing them with individualized instruction and full hands-on practice in preparation and welding of ferrous and nonferrous materials. At this point in training students may also start developing skills necessary to weld pipe using the SMAW or FCAW processes. Ample practice time is allocated to perfect skills and complete lab assignments. WELD 242 is required concurrently with WELD 241, but may be taken as a separate course. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

* 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 250 **Welding Certification Preparation** 1.00 - 12.00

Prerequisite: WELD 241 or instructor approval.

This course is a contractual course designed for the advanced student who is pursuing AWS (American Welding Society), ASME (American Society of Mechanical Engineers), or API (American Petroleum Institute) certification(s). This course is also beneficial to the student requiring additional hands-on practice in order to better their individual skill in a selected process or processes. Instruction will be given on an individual basis. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WELD 290 **Internship in Welding** 1.00 - 8.00

Prerequisite: None

This course is designed for the student who wants to get practical on-the-job training in welding with a local company. 200 working hours per credit. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WILDLAND FIRE SCIENCE

WF 205 **Fire Operations in the Urban Interface** 3.00

Prerequisite: None

This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WF 244 **Field Observer** 2.00

Prerequisite: None

Field Observer is designed to provide the skills needed to perform tasks seven through 21 in the field Observers Job Task Book. Topics covered are: mapping from aircraft, observing field conditions, reporting hazardous situations, maintaining field maps, calculating, measuring, identifying and estimating fire behavior, safety in field observations, transmitting field data and collecting and analyzing data. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

WOMEN'S STUDIES

WMST 101 **Introduction to Women's Studies** 3.00

Prerequisite: None

Interdisciplinary analysis of women in culture and society from historical and cross-cultural perspectives.

WMST 250 **Introduction to Feminist Theory** 3.00

Dual Requisite: ENG 101 completed or concurrently enrolled.

Introduces theory and methods in feminist research and issues from traditional and contemporary perspective.

WMST 255 **The American Women's Movement** 3.00

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.

* 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.

FACULTY AND STAFF

Faculty and Staff

A

ABERASTURI, PAUL
Community College Professor, Visual and Performing Arts, 2001
University of Nevada, Reno, NV, B.A.
San Diego State University, San Diego, CA, M.A.

ADAMS, DAN
Community College Professor, Counseling, 1978
University of Nevada, Reno, NV, B.S., M.Ed.

ADLISH, ANGELA
Community College Professor, ESL, 2007
University of California, Santa Cruz, CA, B.A.
University of Nevada, Reno, NV, M.A.

ADLISH, JOHN
Community College Professor, Biology, 1991
University of Nevada, Reno, NV, B.S., Ph.D.

ALBRECHT, JOHN
General Counsel, Presidents Office, 2008
University of Wisconsin, Milwaukee, WI, B.S.
University of Wisconsin, Madison, WI, J.D.

ALEXANDER, THOMAS
Network Support Specialist, Information Technology Operations, 2001
Truckee Meadows Community College, Reno, NV, A.A.S.

ALLEN, SCOTT
Community College Professor, Automotive Technology, 1999
Cadillac Certified Master Technician
ASE Certified Master Technician
General Motors Certified Master Technician

ALQUIST, SCOTT
Program Manager, Workforce Development and Continue Education, 2003
Certified Environmental Inspector
Certified Hazardous Materials Responder/Trainer
Certified FEMA Instructor
OSHA Authorized Instructor

ALVERSON, JOY
Community College Professor, Nursing, 2007
California State University, Long Beach, CA, B.S.N.
University of Nevada, Reno, NV, M.S.N.

ANDERSON, CAL
Webmaster, Web Services, 2000
Las Positas College, Livermore, CA, A.A.
University of Nevada, Reno, NV, B.S.

ARMBRECHT, JULIE
Community College Instructor, Reading, 2011
California Polytechnic State University, San Luis Obispo, CA, B.S.
Arizona State University, Tempe, AZ, M.Ed.

ARRIGOTTI, MARIA
Community College Professor, Mathematics, 2005
University of Nevada, Reno, NV, B.A.

AULSTON, EARL
Controller, Finance and Administrative Services, 1990
Fort Lewis College, Durango, CO, B.A.
State of Nevada, C.P.A.

B

BADER, DEBORAH
Community College Professor, Nursing, 2006
University of Nevada, Reno, NV, B.S.N., M.S.N

BAINES, ELIZABETH
Community College Professor, English, 2002
University of Nevada, Reno, NV, B.A., M.A.

BAKER, CARL
Programmer, Application Services, 2003

BAKER, DEBORAH
Community College Professor, Radiologic Technology, 1982
Northern Arizona University, Flagstaff, AZ, B.S., M.R.
McKennan Hospital School of Radiologic Tech., Sioux Falls, SD, Cert.

BALE, STEVEN
Community College Professor, Computer Technologies, 2000
Ricks College, Rexburg, ID, AAS, ALE
Brigham Young University, Provo, UT, B.S., M.P.A., J.D.
CISSP – Computer Information Systems Security Professional
MCT - Microsoft Certified Trainer
CTT+ - Certified Technical Trainer
MCSA – Microsoft Certified Systems Administrator: (2000 & 2003)
MCSAM – Microsoft Certified Systems Administrator: Messaging (2000)
MCSAS – Microsoft Certified Systems Administrator: Security (2000 & 2003)
MCSE - Microsoft Certified Systems Engineer (2000 & 2003)
MCSES - Microsoft Certified Systems Engineer: Security (2000 & 2003)
MCDBA – Microsoft Certified Database Administrator
MCDST – Microsoft Certified Desktop Support Technician
CCNA - Cisco Certified Network Associate
CCDA - Cisco Certified Design Associate
A+ - PC Technician Certification
Network+ - Certified Network Technician
Security+ - Certified Security Technician
Server+ - Certified Server Technician
CNA - Novell Certified Network Administrator Netware 3.11

BARTL, CLIFFORD
Community College Instructor, Diesel Technology, 2006
University of Nevada, Reno, NV, B.S.

BAVARO, BEVERLY
Web Support Assistant, Web Services, 2011

BEIN, ERIKA
Community College Professor, English, 2004
University of Nevada, Reno, NV, B.A., M.A.
University of Louisville, KY, M.A.

BERRY, KATHLEEN
Marketing Manager, Workforce Development and Continue Education, 1996
University of Nevada, Reno, NV, B.A.
Accredited in Public Relations

BIANCA, CLAUDIA
Manager, ABE/ESL, 2002
College of Marin, Kentfield, CA, A.A.
Sonoma State University, Rohnert Park, CA, B.S.
Dominican College, San Rafael, CA, M.S.

BLAQUE, BRIDGETT
Community College Professor, English, 1984
University of Nevada, Las Vegas, NV, B.A., M.A.

BLUHM, SUSAN
Community College Professor, Nursing Assistant, 2005
Massacoit Community College, Brockton, MA, A.D.N.
New England College, Henniker, NH, B.A.

BODEN, DAVID
Community College Professor, Geography/ Geology, 2004
University of California, Davis, CA, B.A.
Colorado School of Mines, Golden, CO, M.A.
Stanford University, Stanford, CA, Ph.D.

BOSCHERT, NICHOLAS
Coordinator, Financial Aid, 2011
Cuesta College, San Luis Obispo, CA, A.A.
California State University, Chico, CA, B.A.

BOUWERAERTS, DANIEL
Community College Professor, Graphic Arts, 1989
Santa Monica College, Santa Monica, CA, A.A.
California Polytechnic State University, San Luis Obispo, CA, B.S.
University of Nevada, Reno, NV, M.A.

BOWEN, LANCE
Interim Associate Dean, Assessment and Planning, 2004
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

BRADY, KAYLENE
Coordinator, Public Safety and Police, 1998
University of Nevada, Reno, NV, B.A.

BRASEL, JEFFREY
Community College Instructor, Environmental Science, 2010
California State University, Fresno, CA, B.S., M.S.
University of Nevada, Reno, NV, Ph.D.

Faculty and Staff

BREWSTER, CATHY
Manager, Professional Development, 2004
Texas A&M University, College Station, TX, B.A., M.A.
University of Texas at Austin, Austin, TX, M.L.S.

BREWSTER-MEREDITH, NANCY
Community College Professor, Nursing, 2004
Texas A&M University, College Station, TX, B.A., M.A.

BRIGGS, LAURA
Lab Coordinator, Biology, 2006
University of Nevada, Reno, NV, B.S., Ph.D.

BROUCHU, GABRIELA
Community College Instructor, Foreign Languages, 2009
National University of Cordoba, Cordoba, Argentina, Ph.D.

BROCK, ARNOLD
Community College Professor, Criminal Justice, 1991
University of California, Sacramento, CA, B.A.
University of the Pacific, McGeorge School of Law, Sacramento, CA, J.D.

BUBNOVA, ELENA
Director, Institutional Research and Assessment, 1999
University of Kazakhstan, Kazakhstan, B.S.
University of Nevada, Reno, NV, M.A.

BUCKHEART, MONA
Interim Director, Admissions and Records, 1989
University of Nevada, Reno, NV, B.A., M.Ed.

BURINGRUD, DEBRA
Student Loan Coordinator, Financial Aid, 2004
Regents College of New York (Excelsior College), Albany, NY, B.A.

BURKE, EDMUND
Community College Professor, Biology, 2002
Ulster Polytechnic, Belfast, Northern Ireland, B.S.
University of Ulster, Belfast, Northern Ireland, M.S.
University of Nevada, Reno, NV, Ph.D.

BURTON, DEAN
Community College Professor, Visual Arts, 2005
University of Arizona, Tucson, AZ, B.A.
San Jose State University, San Jose, CA, M.A.

BYINGTON, SAM
Community College Instructor, Automotive Technology, 2010
ASE Certified Master Technician

C

CAMPBELL, JAMIE
Community College Professor, Biology, 1997
University of Cincinnati, Cincinnati, OH, B.A.
College of Medicine, University of Cincinnati, Cincinnati, OH, Ph.D.

CANNAN, KAREN
Community College Professor, Culinary Arts, 2000
Certified Executive Pastry Chief
Certified Food Protection Manager Instructor
Truckee Meadows Community College, Reno, NV, A.A.S.

CARDOZA, CHERYL
Community College Professor, English, 2002
Chico State University, Chico, CA, B.A.
Purdue University, West Lafayette, IN, M.A.

CARDOZA, THOMAS
Community College Professor, Humanities, 2003
California State University, Chico, CA, B.A.
Purdue University, West Lafayette, IN, M.A.
University of California, Santa Barbara, CA, Ph.D.

CARONE, SARAH
Master Teacher, Child Care Center, 2002
University of Nevada, Reno, NV, B.S.

CHAI, QUAN-PING
Community College Professor, Mathematics, 1999
National Taiwan University, Republic of China, B.S.
University of Nevada, Reno, NV, Ph.D.

CHESELDINE, DIANNE
Community College Professor, Foreign Language, 1989
University of Colorado, Boulder, CO, B.A.
University of Oklahoma, Norman, OK, M.A.

CHIN, IVY OY WAI
Academic Advisor, Academic Advisement and Career Services, 2005
Bowling Green State University, Bowling Green, OH, B.S.J.
Ohio University, Athens, OH, M.Ed.

COLES, JOHN
Community College Professor, Psychology, 1984
Arizona State University, Phoenix, AZ, M.C., B.S.
Oregon State University, Corvallis, OR, Ph.D.

COLLIER, JAMES
Community College Professor, Biology, 1989
Carleton College, Northfield, MN, B.A.
University of Denver, Denver, CO, M.S.
Idaho State University, Pocatello, ID, D.A.

COTTER, JAMES
Community College Professor, Mathematics, 1995
St. Louis University, St. Louis, MO, B.A. (cum laude)
Regis College, Toronto, Ontario, Canada, B.S.T.
Regis College, Toronto, Ontario, Canada, M.Div.
University of Nevada, Reno, NV, Ph.D.

COVERT, JODY
Interim Director, Nursing, 2005
University of Nevada, Las Vegas, NV, B.S.N.
University of Phoenix, Reno, NV, M.S.N.

COX, CHARLOTTE
Community College Professor, Reading, 1987
California State University, Sacramento, CA, B.A.
University of Nevada, Reno, NV, M.A.

CROYSDILL, CONSOLACIAN
Community College Professor, Nursing, 2004
San Bernadino Valley College, San Bernadino, CA, A.D.N.
Orvis School of Nursing, University of Nevada, Reno, NV, B.S.N., M.S.N.

CSEPELYI, TUNDE
Coordinator, ABE/ESL, 2010
Eotvos Lorand University, Budapest, Hungary, B.A.
University of Nevada, Reno, NV, M.A., M.Ed.

CULLINAN, PATRICIA
Community College Professor, English, 1998
Yuba College, Marysville, CA, A.A.
California State University, Chico, CA, B.A., M.A.

D

DALPE, KYLE
Director, Institutional Advancement, 2002
University of Connecticut, CT, B.A.
University of Texas-Tyler, TX, M.A.
University of Nevada, Reno, NV, Ph.D.

DAVIS, PAUL
Community College Professor, Political Science, 1976
Santa Monica College, Santa Monica, CA, A.A.
Long Beach State College, Long Beach, CA, B.A.
San Diego State University, San Diego, CA, M.A.
University of Utah, Salt Lake City, UT, Ph.D.

DEADMOND, JEREMY
Technical Support Supervisor, Information Technology Operations, 2001
University of Nevada, Reno, NV, B.S.

DEADMOND, MELISSA
Community College Professor, Biology, 2005
Albertson College of Idaho, Caldwell, ID, B.S.
University of Nevada, Reno, NV, Ph.D.
DEBOY, KENNETH
Specialist, Information Technology Operations, 2000
Truckee Meadows Community College, Reno, NV, A.A.S.

DELANEY, ANDREW
Community College Professor, Marketing, 1989
Nassau Community College, Garden City, NY, A.A.
Adelphi University, Garden City, NY, B.A.
City University, Bellevue, WA, M.B.A.

DEMAY, KRISTEN
Counselor, Counseling, 2006
California Polytechnic State University, San Luis Obispo, CA, B.S.
University of Nevada, Reno, NV, M.A.

DOBBERT, THOMAS
Interim Technical Support Manager, Information Technology Operations, 2001
Truckee Meadows Community College, Reno, NV, A.G.S.
University of Phoenix, Reno, NV, B.S.
University of Nevada, Reno, NV, M.S.

DOBYNS, FINI
Coordinator, Student Activities Leadership, 2008
Truckee Meadows Community College, Reno, NV, A.S., A.A.
Sierra Nevada College, Reno, NV, B.S.

DOHERTY, WILLIAM
Community College Professor, Computer Technologies, 1990
University of Nevada, Reno, NV, B.S., M.B.A., Ph.D.

DOUGLASS, ANA
Community College Professor, English, 1997
University of California, Santa Cruz, CA, B.A.
Rutgers University, New Brunswick, NJ, M.A., Ph.D.

DUDASH, CHRISTOPHER
Student Services Specialist, Student Outreach, 2010
University of Nevada, Reno, NV, B.A.

DUGAN, KEVIN
Community College Professor, Psychology, 1989
California State University, Stanislaus, CA, B.A.
California State University, Chico, CA, M.A.
University of Nevada, Reno, NV, Ph.D.

DURHAM-TAYLOR, PATRICIA
Community College Professor, Nursing, 1984
University of Rhode Island, Kingston, RI, B.S.N.
University of Nevada, Reno, NV, M.S.N., Ed. Sp, Ph.D.

DWYER, KATHARINE
Budget Analyst, Budget and Planning, 2003
Old Dominion University, Norfolk, VA, B.S.
University of Virginia, Charlottesville, VA, M.B.A.

E

EHLERS, KURT
Community College Professor, Mathematics, 1999
United States Naval Academy, Annapolis, MD, B.S.
California State University, Hayward, CA, M.S.
University of California, Santa Cruz, CA, Ph.D.

ELBE, SUSAN
Coordinator, Financial Aid, 2011
University of Nevada, Reno, NV, B.A.
Santa Clara University, Santa Clara, CA, M.A.

ELLIS, GREGORY
Community College Professor, Computer Technologies, 2006
Brigham Young University, Provo, UT, B.A.
University of Phoenix, Reno, NV, M.S.

ELLSWORTH, JULIE
Community College Professor, Biology, 2002
University of Michigan, Ann Arbor, MI, B.S.
University of Nevada, Reno, NV, Ph.D.

ENNIS, DAMIEN
Community College Instructor, Mathematics, 2009
University of Nevada, Reno, NV, B.S., M.S.

EVANS, WES
Community College Professor, Environmental Control-HVAC, 1999
Southeast Community College, Milford, NE, A.A.
University of Phoenix, Reno, NV, B.S.B.

F

FAIRES, NANCY
Community College Professor, Foreign Languages, 2004
University of Houston, Houston, TX, B.A.
Rice University, Houston, TX, M.A.
University of Nevada, Reno, NV, Ph.D.

FARRENKOPF, PAULA
Community College Professor, Mathematics, 2006
Montclair State College, Upper Montclair, NJ, B.S., M.S.

FERGUSON-MCINTYRE, CARLO
Community College Professor, Foreign Languages, 1997
Foothill College, Los Altos, CA, A.A.
Universidad de San Carlos, Guatemala, B.A.
University of Nevada, Reno, NV, B.A., M.A.
University of Studies in Rome 'La Sapienza'

FERNANDEZ, RYAN
Research Analyst, Institutional Research, 2011
University of Nevada, Reno, NV, B.S.
University of Nevada, Las Vegas, NV, M.P.H.

FERRELL, GAIL
Community College Professor, Mathematics, 1991
San Diego State University, San Diego, CA, B.A.
University of Nevada, Reno, NV, M.A.

FITZSIMMONS, JOHN
Librarian, Elizabeth Sturm Library, 1999
San Diego State University, San Diego, CA, B.A.
University of Pittsburgh, Pittsburgh, PA, M.L.S.

FLESHER, ANNE
Community College Instructor, Mathematics, 2005
University of Virginia, Charlottesville, VA, B.A.
University of Colorado, Boulder, CO, M.A.

FLETCHER, BRIAN
Community College Professor, Political Science, 2000
University of California, Los Angeles, CA, B.A.
University of Wisconsin, Madison, WI, M.A., Ph.D.

FLETCHER, ROBERT
Community College Professor, Psychology, 1995
California State University, Chico, CA, B.A., M.A.

FLOCCHINI, RANDY
Chief of Police and Director of Public Safety, Public Safety and Police,1996
University of Nevada, Reno, NV, B.A.
University of Phoenix, Reno, NV, M.A.

FONTAINE, KAREN
Community College Instructor, Nursing, 2002
Los Medanos College, Pittsburg, CA, A.S.
California State University, Sacramento, CA, B.S.N.
California State University, Dominguez Hills, Carson, CA, M.S.N.

FRASER, HUGH
Community College Professor, English, 1996
Santa Clara University, Santa Clara, CA, B.S.
San Francisco State University, San Francisco, CA, M.A.

FREDERICKSON, JOEL
Community College Instructor, Computer Technologies, 2011
University of Nevada, Reno, NV, B.S., M.S.
Florida State University, Tallahassee, FL, M.S.

FREDERICKSON, JUDITH
Community College Professor, Computer Technologies, 2007
Florida State University, Tallahassee, FL, M.S.
University of Nevada, Reno, NV, B.S., Ph.D.

FROCK, ERIN
Counselor, Counseling, 2007
University of Nevada, Reno, NV, B.A., M.A.

FRUZZETTI, ARMIDA
Dean, Division of Liberal Arts, 1999
Radford University, Radford, VA, B.A.
College of William and Mary, Williamsburg, VA, M.A.
University of Nevada, Reno, NV, Ph.D.

G

GALLEGOS, WILLIAM
Community College Professor, Mathematics, 1999
Adams State College, Alamosa, CO, B.A.
New Mexico State University, Las Cruces, NM, M.S.

GARAND, WILLIAM
Programmer, Application Services, 2001
Phoenix Institute of Technology, Electronic Technician
Microsoft Certified NT and SQL Administrator

GIFFORD, TELL
Community College Professor, Humanities, 1998
University of Nevada, Las Vegas, NV, B.A.
Sonoma State University, Rohnert Park, CA, M.A.
University of Nevada, Reno, NV, M.A., Ph.D.

GOLDEN, TERESA
Manager, Facilities, 2006
University of Nevada, Reno, NV, B.S.

GONZALEZ, JOSEPH
Community College Professor, History, 2007
University of California, Santa Barbara, CA, B.A., M.A., Ph.D.

GRAHAM-WILLIAMS, HEATHER
Community College Professor, Nutrition, 2005
University of California, Davis, CA, B.S., M.S., Ph.D.

GRIFFIN, ROBIN
Community College Professor, English, 2001
East Carolina University, Greenville, NC, B.A.
University of Nevada, Reno, NV, M.A.

GROVER, JANICE
Community College Professor, Nutrition, 1999
Fontbonne College, St. Louis, MO, B.S.
Texas Woman's University, Houston, TX, M.S.

GUY, TOMMIE
Computer Technician, Application Services, 1998
Texas A&M University, College Station, TX, B.A.

H

HALL, KURT
Counselor, Counseling, 1995
Chico State University, Chico, CA, B.A.
University of Nevada, Reno, NV, M.A.

HALL, PRECIOUS
Community College Instructor, Political Science, 2012
High Point University, High Point, NC, B.A.
Georgia State University, Atlanta, GA, M.A., Ph.D.

HAMM, BERNARD
Documentation Technical Assistant, Controller's Office, 2009
Southern Oregon University, Ashland, OR, B.S.
Loyola College, Columbia, MD, M.Ed.

HAMMETT, JULIA
Community College Professor, Anthropology, 1999
San Jose State University, San Jose, CA, B.A.
University of North Carolina, Chapel Hill, NC, M.A., Ph.D.

HAMPTON, WADE
Community College Professor, Humanities, 2005
University of California, Santa Barbara, CA, B.A.
California State University, Chico, CA, M.A.
University of Nevada, Reno, NV, M.A.

HARDER, KELSIE
Community College Professor, Visual Arts, 1978
University of Nevada, Reno, NV, B.A.
USAF Certified Illustrator Technician, Willow Grove, PA

HARTMAN, MICHAEL
Associate Dean, Instructional Support, 2011
Indiana State University, Terre Haute, ID, B.S.
Iliff School of Theology, Denver, CO, M.A.
University of Denver, Denver, CO, Ph.D.

HAUGLAND, BRONWEN
Community College Professor, Physical Science, 2006
Humboldt State University, Arcata, CA, B.A.
Portland State University, Portland, OR, M.A.
University of Colorado, Denver, CO, Ph.D.

HEJNY, WARREN
Community College Professor, Radiologic Technology, 1995
University of Southern Colorado, CO, A.A.S.
College of St. Francis, Joliet, IL, B.S.

HENDERSON, PHYLLIS
Community College Professor, Education, 1984
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

HERNANDEZ, ANGIE
Program Manager, Academic Advisement and Career Services, 2002
Carroll College, Helena, MT, B.A.

HERNANDEZ, HUMBERTO
Academic Advisor, Academic Advisement and Career Services, 1989
Truckee Meadows Community College, Reno, NV, A.A.S., A.G.S.

HERNANDEZ, ROBERT
Director, Veterans Upward Bound, 1989
University of Nevada, Reno, NV, B.A., M.P.A.

HESTIYAS, BLISIN
Community College Instructor, Mathematics, 2007
Madurai Kamaraj University, Tamil Nadu, India, B.S.
Manonmaniam Sundaranar University, Tamil Nadu, India, M.S.

HINMAN, ANA
Analyst, Budget and Planning, 2007
College of the Sequoias, Visalia, CA, A.A.
University of the Pacific, Stockton, CA, B.A.
Creighton University, Omaha, NE, M.A.
University of Washington, Seattle, Washington, M.L.S.
Hastings College of Law, San Francisco, CA, J.D.

HOBSON, PAULA LEE
Executive Director, Institutional Advancement and Foundation, 1998
University of Oregon, Eugene, OR, B.A.
University of Nevada, Reno, NV, M.A.

HOCH, MARCIA
Acting Program Director, Advisement, 2005
Portland State University, Portland, OR, B.S., M.S., Ed.D.

HOLCOMB, SCOTT
Community College Instructor, Welding, 1999
AWS Welding Certificates

HOLMES, MICHAEL
Community College Professor, Construction, 2006
University of Florida, Gainesville, FL, B.A.
Saint Mary's College, Moraga, CA, M.B.A.

HOUSE, CATHY
Community College Professor, Computer Technologies, 1999
Truckee Meadows Community College, Reno, NV, A.A.
University of Nevada, Reno, NV, B.A., M.A.

HOUSE, ELLEN
Community College Professor, Nursing, 1995
Palomar College, San Marcos, CA, A.A.
University of San Diego, San Diego, CA, B.S.N.
University of California, Los Angeles, CA, M.N.
University of San Diego, San Diego, CA, D.N.Sc.

HUBER, SCOTT
Community College Professor, Biology, 1996
University of Idaho, Moscow, ID, B.S.
Idaho State University, Pocatello, ID, M.S.

HUME, BLAKELY
Community College Instructor, Humanities, 2008
University of California, Santa Barbara, CA, B.A.
University of Nevada, Reno, NV, M.A.

HUNTLEY, JENNIFER
Community College Instructor, Humanities, 2012
Lewis and Clark College, Portland, OR, B.A., M.A.T.
University of Nevada, Reno, NV, M.A., Ph.D.

HUTCHINSON, KATHY
Manager, Central Services, 1988

I

ILL, TIMOTHY
Videographer, Publications and Public Information Office, 2006
North Dakota State University, Fargo, ND, B.A.

J

JAKUS, CYNDI
Academic Advisor, Academic Advisement and Career Services, 2004
Bradley University, Peoria, IL, B.A.
University of North Texas, Dallas, TX, M.A.

JENSEN, LARS
Community College Professor, Mathematics, 1996
University of Copenhagen, Copenhagen, Denmark, M.S.
University of Pennsylvania, Philadelphia, PA, Ph.D.

JOHNSON, TAMMY
Information Technician/AV Operations, Media Services, 2007

JORGENSON, JAY
Academic Advisor, Disability Resource Center, 2007
Illinois Valley Community College, Oglesby, IL, A.A.
University of Maryland, Heidelberg, Germany, B.A.
Assumption College, Worcester, MA, M.A.

K

KEARNS, THOMAS
Assistive Technician, Disability Resource Center, 2004
Truckee Meadows Community College, Reno, NV, A.A.

KEMP, JOHN
Community College Professor, History, 2003
University of New Mexico, Albuquerque, NM, B.A., M.A.

KIES, THOMAS
Community College Professor, Anthropology, 2007
Sheldon Jackson College, Sitka, AK, B.A.
Western Washington University, Bellingham, WA, M.A.
University of New Mexico, Albuquerque, NM, Ph.D.

KIRKPATRICK, KATHLEEN
Manager, Institutional Advancement, 2012
University of Nevada, Reno, NV, B.A.
Saint Mary's University of Minnesota, Winona, MN, M.A.

KOLBET, KATHLEEN
Community College Professor, Chemistry, 2005
Gonzaga University, Spokane, WA, B.S.
University of Illinois Champaign, Urbana, IL, Ph.D.

L

LAMBERT, TED
Community College Professor, Mathematics, 2004
University of Nevada, Reno, NV, B.S., M.S.
University of Michigan, Ann Arbor, MI, M.S., Ph.D.

LANDIS, T.W.
Information Technician/AV Operator, Media Services, 2006

LAWLER, MELANIE
Community College Instructor, Business, 2009
Portland State University, Portland, OR, B.S.
University of South Carolina, Columbia, SC, M.B.A.
Colorado Technical University, Colorado Springs, CO, Ph.D.

LAWSON, LOUIS
Server Operations Supervisor, Network Support, 1999
Microsoft Certified 2001

LEBARON, DAVID
Community College Instructor, Public Safety, 2007

LESHENDOK, MAUREEN
Librarian, Elizabeth Sturm Library, 2008
State University of New York, Binghamton, NY, B.A.
University of Nevada, Reno, NV, B.S., M.S.
University of Maryland, College Park, MD, M.L.S.

LEVARIO, ESTELA
Interim Dean, Student Services, 1992
California State University, Fresno, CA, B.A.
National University, San Diego, CA, M.S.

LICATA, RIC
Community College Professor, Architecture, 1998
Lawrence Institute of Technology, Detroit, MI, B.S.
The New School of Architecture and Design, San Diego, CA, M.A.

LINGENFELTER, MOLLY
Community College Instructor, English, 2010
West Valley College, Saratoga, CA, A.A.
San Jose State University, San Jose, CA, B.A., M.A.

LOKKEN, FRED
Dean, Web College, 1991
Wisconsin State University, La Crosse, WI, B.S.
Washington State University, Pullman, WA, M.A.

LOPEZ, ADRIANA
Student Services Specialist, Student Outreach, 2010
University of San Francisco, San Francisco, CA, B.A.
Oklahoma State University, Stillwater, OK, M.S.

LORANZ, DANIEL
Community College Professor, Chemistry, 1999
Beloit College, Beloit, WI, B.S.
Michigan State University, East Lansing, MI, M.S.
Montana State University, Bozeman, MT, Ph.D.

LOUSTALET, JOAN
Director, Disability Resource Center, 2012
California State University, Chico, CA, B.A., M.A.
Georgia Fox University, Newberg, OR, Ph.D.

LOWE, SHARON
Community College Professor, History, 1997
University of California, San Diego, CA, B.A.
University of Nevada, Reno, NV, M.A.

LUNDAHL, SUSAN
Computer Support Specialist, Information Technology Operations, 2005
Truckee Meadows Community College, Reno, NV, A.A.S.

M

MAGSTADT, KAREN
Manager, Redfield Center, 1991
Mile-Hi Court Reporting College, Lakewood, CO, Business Degree

MANIPON, CATHERINE
Executive Assistant, Finance and Administrative Services, 2012

MARSALA, PAUL
Director, ABE/ESL, 2001
Glendale Community College, Glendale, CA, A.A.
California State University, Los Angeles, CA, B.S.
University of Nevada, Reno, NV, M.A.

MARSTON, RON
Community College Professor, Graphic Arts, 1999
University of Nevada, Reno, NV, B.G.S.
Lesley University, Cambridge, MA, M.Ed.

MARTINEZ, SANDRA
Community College Instructor, Dental Assisting, 2010
Truckee Meadows Community College, Reno, NV, A.G.S.

MAYNARD, MARK
Community College Instructor, English, 2010
University of San Diego, San Diego, CA, B.A.
Antioch University, Los Angeles, Culver City, CA, M.F.A.

MCCOOL, SHANNON
Community College Instructor, Mathematics, 2007
University of Nevada, Reno, NV, B.S., M.S., M.Ed.

MCCOY, DIANA
Community College Professor, Economics, 1982
University of California, Santa Barbara, CA, B.A.
University of California, Berkeley, CA, M.A.

MCDONALD, LORI
Community College Instructor, Dental Hygiene, 2011
Shasta Community College, Redding, CA, A.A.
Oregon Health Sciences University, Portland, OR, B.S.
University of Nevada, Reno, NV, M.A.

MCGILLICUDDY, LINDA
Community College Professor, Dental Assisting, 2003
University of Nevada, Reno, NV, B.S., C.D.A.
University of Nevada, Reno, NV, M.P.H.

MCMURRAY, MAI AHN
Community College Professor, English, 2002
St. Mary's College, Moraga, CA, B.A.
University of Nevada, Reno, NV, M.A.

MEADOR, MICHELE
Chief Human Resources Officer, Human Resources, 2005
University of Nevada, Reno, NV, B.A., M.A.

MEBUST, KREG
Community College Instructor, Architecture, 2010
Kansas State University, Manhattan, KA, B.A.

MELA, KENNETH
Specialist, Veterans Upward Bound, 1993
University of Nevada, Reno, NV, B.S.

MENTZER, ALAN
Community College Professor, Criminal Justice, 1993
University of Nevada, Reno, NV, B.S., M.P.A.

MERANDA, KERI
Master Teacher, Child Care Center, 2012
University of Nevada, Reno, NV, A.A., B.S.
Nova University, Ft. Lauderdale, FL, M.S.

MILLER, PETER
Program Director, Financial Aid, 2007

MILLER, RANDY
Network Manager, Network Support, 2001
Cisco Certified Network Associate, CCNA
Cisco Certified Design Associate, CCDA
Foundry Certified Network Engineer, FCNE
TCP/IP Network Analyst

MOLT, JOHN
Programmer, Application Services, 2001

MORTENSON, CINDY
Community College Professor, Computer Technologies, 1999
University of Nevada, Reno, NV, B.S.
Lesley College, Cambridge, MA, M.Ed.

MUHLE, JULIE
Community College Professor, Dental Assisting, 1999
Truckee Meadows Community College, Reno, NV, A.G.S., A.A.S. C.D.A.

MURGOLO-POORE, MARIE
Dean, Division of Business, 2007
California State University, Fullerton, CA, B.A.
Curtin University of Technology, Bentley, West Australia, Australia, M.A., Ph.D.

N

NEW, JIM
Dean, Applied Industrial Technologies, 1998
College of Eastern Utah, Price, UT, A.A.S.
Utah State University, Logan, UT, B.S., M.S.

NEWHALL, WILLIAM
Community College Professor, Mathematics 1979
University of California, Davis, CA, B.S.

NICHOLS, JAMES
Community College Instructor, Applied Industrial Technology, 2006
University of Kansas, Lawrence, KS, B.S., B.A.
University of Texas, Austin, TX, M.S.

NICOL, CANDACE
Community College Instructor, Visual Arts, 2012
University of Nevada, Reno, NV, B.A.
Boise State University, Boise, UT, M.F.A.

NICOLET, DIANE
Director, E.L. Cord Child Care Center, 1996
University of Northern Colorado, Greeley, CO, B.A.
Webster University, St. Louis, MO, M.A.T.

NOEL, MICHELLE
Director, Elizabeth Sturm Library, 2007
David Lipscomb University, Nashville, TN, B.A.
University of Tennessee, Knoxville, TN, M.L.S

NOREEN, MICHELE
Veterinarian Instructor, Veterinary Technology, 2010
Drexel University, Philadelphia, PA, B.S.
North Carolina State University, Raleigh, NC, D.V.M.

NYSWONGER, NEVIN
Community College Instructor, Diesel Technology, 2005
American River College, Sacramento, CA, A.A.

O

O'GORMAN, DEB
Director, Workforce Development and Continuing Education, 1998
University of Wyoming, Laramie, WY, B.S., M.B.A.

OGILVIE, KELLY
Information Technician/User Support, Application Services, 2007
Truckee Meadows Community College, Reno, NV, A.S.

OLSEN, JEFF
Community College Professor, Mathematics, 2003
Humboldt State University, Arcata, CA, B.S.
University of California, Davis, CA, M.S.
University of Oregon, Eugene, OR, M.S.

ORGANEK, CRAIG
Coordinator, Financial Aid, 2011
Adirondack Community College, Queensbury, NY, A.A.
State University of New York, Albany, NY, B.A.
University of Massachusetts, Lowell, MA, M.Ed.

OSTRANDER, JANE
Director, Experiential Learning, 2011
The American University, Washington, DC, B.A.
California State University, Hayward, CA, M.S.

OSWALD, KELLY
Community College Professor, Manufacturing Technologies, 2005
Pikes Peak Community College, Colorado Springs, CO, A.A.S.

OWENS, THEODORE
Community College Professor, Music, 2004
University of Oklahoma, Norma, OK, B.M., M.M.

OZBEK, KAREN
Community College Instructor, ESL,1984
Illinois Valley Community College, Oglesby, IL, A.A.
Southern Illinois University, Carbondale, IL, B.A., M.A.

P

PAINTER, BARBARA
Executive Assistant, Academic Affairs/Student Services, 2012
Wayland Baptist University, Plainview, TX, B.S.
Central Michigan University, Mount Pleasant, MI, M.S.

PETERS, PAULA
Community College Instructor, Psychology, 2009
University of Sao Paulo, Botucatu, Brazil, B.A.
University of Sao Paulo, San Paulo, Brazil, M.A., Ph.D.

PIERCY, EARL
Community College Professor, Sociology, 1992
Sonoma State College, Rohnert Park, CA, B.A.
San Francisco State University, San Francisco, CA, M.A.

PLAGGEMEYER, TED
Dean, Division of Sciences, 2005
University of Great Falls, Great Falls, MT, B.S.
Montana State University, Bozeman, MT, M.S.

PORTER, PATRICIA
Program Director, Counseling, 2003
University of Nevada, Las Vegas, NV, B.A.
University of Nevada, Reno, NV, M.A.

PORTER, REBECCA
Community College Professor, Mathematics, 1983
University of Nevada, Reno, NV, B.S., M.S.

POVEY, PHILIP
Deputy Director, Public Safety and Police, 2010
University of San Francisco, San Francisco, CA, B.A., M.A.

PURDY, MELANIE
Counselor, Counseling, 2007
University of Nevada, Reno, B.A, M.A, Ph.D.

R

RAHMING, SHANNON
Information Technician/Business Analyst, Information Technology Services, 2009
University, of Nevada, Reno, NV, B.S.

REES, JOSEPH
Information Technician/User Support, Media Services, 2006
California College of Arts, Oakland, CA, B.F.A., M.F.A.

REID, JOHN
Community College Professor, History, 1999
University of Nevada, Reno, NV, B.A., M.A.
Michigan State University, East Lansing, MI, Ph.D.

RINALDI, ROSEMARY
Community College Professor, Nursing, 1991
Illinois Valley Community College, Olgesby, IL, A.S.
Bradley University, Peoria, IL, B.S.N.
University of Nevada, Las Vegas, NV, M.S.N.

ROBERTS, DAVID
Director, Facilities, 2006
University of Florida, Gainesville, FL, B.S.
Troy State University, Tampa, FL, M.S.

RODERICK, JAMES
Community College Professor, English, 1995
California State University, Northridge, CA, B.A.
San Francisco State University, San Francisco, CA, M.A.

RODRIGUE, CRAIG
Community College Instructor, Culinary, 2010
California Culinary Academy, San Francisco, CA, Certificate

RUBALCAVA, MICAELA
Community College Professor, Education, 1999
Stanford University, Stanford, CA, M.A.
University of California, Berkeley, CA, B.A., Ph.D.

RUF, BRIAN
Community College Professor, Drafting, 1996
University of Nevada, Reno, NV, B.S.

RUSSELL, NATALIE
Community College Professor, English, 2006
University of Nevada, Reno, NV, B.A.
San Francisco State University, San Francisco, CA, M.A.

S

SANCHEZ, VICTOR
Network Administration Specialist, Information Technology Operations, 2006
University of Phoenix, Seattle, WA, B.S.

SANDERS, BARBARA
Dean, Equity and Inclusion, 2001
Youngstown State University, B.A., M.A.
University of San Francisco, San Francisco, CA, Ed.D.

SANFORD, PATTI
Community College Professor, Dental Hygiene, 2004
University of Southern California School of Dentistry, Los Angeles, CA, B.A.
San Jose State University, San Jose, CA, M.A.

SCALLY, CHRISTINA
Community College Professor, ESL, 2001
University of Oregon, Eugene, OR, B.A.
University of Idaho, Moscow, ID, M.A.

SCALLY, JOHN
Community College Professor, Humanities, 1990
University of Portland, Portland, OR, B.A.
University of Oregon, Eugene, OR, D.A.

SCARNATI, BRANDY
Web College Support Specialist, Web College, 1994
Truckee Meadows Community College, Reno, NV, A.A.
University of Phoenix, Reno, NV, B.S.

SCHEIBLE, BEN
Community College Professor, Real Estate, 1998
Stanford University, Stanford, CA, A.B.
University of the Pacific, McGeorge School of Law, Sacramento, CA, J.D.

SCOTT, CHERYL
Assistant Director, Institutional Research and Assessment, 2003
Houghton College, Houghton, NY, B.S.
Indiana University, Indianapolis, IN, M.S.

SCOTT, CRAIG
Director, Budget and Planning, 2000
Central Michigan University, Mt. Pleasant, MI, B.S.

SCOW, SR., RAYMOND
Community College Instructor, Automotive Technology, 1997
ASE Certified Master Technician
ASE Certified Advanced Engine Performance L1
ASE Certified Air Conditioning Recovery/Recycling
Chrysler Corporation Master Technician 25 years
Nevada Smog License G1 and G2

SEPTIEN, JOHN
Community College Professor, Welding, 1982
American Welding Society, Certified
American Society of Mechanical Engineers, Certified
Journeyman Pipefitter, Local Union 191
Apprenticeship Program Local Union 192
Bechtel Corp., Certified
Stearns and Rogers Corp., Certified Welder
Management Training Corp., Certified Welding Instructor

SIEGEL, NEIL
Librarian, Elizabeth Sturm Library, 1996
State University of New York, Albany, NY, B.A.
Queens College of the City University of New York, New York, NY, M.L.S.

SKEANS, DEBOARH
Community College Instructor, Nursing, 2012
Spring Arbor University, Spring Arbor, MI, B.S.N.
Walden University, Baltimore, MD, M.S.N.

SLAVIN, PATRICIA
Associate Dean, Presidents Office, 1983
Cabrillo Junior College, Aptos, CA, A.A.
San Jose State College, San Jose, CA, B.A.

SMILANICK, PHILLIP
Community College Professor, Accounting, 1991
University of Nevada, Reno, NV, B.S., M.B.A.

SOLEMSAAS, RACHEL
Vice President, Finance and Administrative Services, 2011
De La Salle University, Manila, NA, B.S.
University of Washington, Seattle, WA, M.S.
Washington State University, Pullman, WA, Ed.D.

SORENSEN, RICHARD
Program Specialist, Workforce Development and Continuing Education, 2012
University of Nevada, Reno, NV B.A.

SOSNOWSKI, HENRY
Community College Professor, English, 2006
University of Nevada, Reno, NV, B.A., M.Ed.

SOTELO, HENRY
Community College Instructor, Paralegal/Law, 2001
University of Nevada, Reno, NV, B.A.
University of the Pacific, McGeorge School of Law, Sacramento, CA, J.D.

SOUZA, TRAVIS
Coordinator, Web College, 2001
Truckee Meadows Community College, Reno, NV, A.A.

STAGE, JULIE
Community College Professor, Dental Hygiene, 1999
Northern Arizona University, Flagstaff, AZ, B.S.

STONE, CINDY
Community College Instructor, Nursing, 2010
Maysville Community College, Mayville, KY, A.D.N.
University of Wyoming, Laramie, WY, B.S.N., M.S.N.

STREEPER, STEVEN
Community College Professor, Economics, 1990
University of Wyoming, Laramie, WY, B.A., M.S., M.A.

SULLIVAN, SIDNEY
Employment Specialist, Re-Entry Center, 2004
University of Montana, Missoula, MT, B.A.

SUMMERHILL, BRAD
Community College Professor, English, 2003
University of Virginia, Charlottesville, VA, B.A.
University of Arkansas, Fayetteville, AR, M.F.A.

SWANK, CRYSTAL
Community College Professor, Early Childhood Education, 2004
Truckee Meadows Community College, Reno, NV, A.A.
University of Nevada, Reno, NV, B.S., M.S.

T

TEIRUMNIKS, MARIA
Community College Professor, Sociology, 1979
Indiana University, Bloomington, IN, B.A., M.A.
State University of New York, Albany, NY, Ph.D.

TESTA, FRANK
Information Technician/AV Operations, Media Services, 2007

THEISEN, PETER
Community College Instructor, Chemistry, 2008
Montana State University, Bozeman, MT, B.S.
University of California, Berkeley, CA, Ph.D.

THOMASSON, SUSAN
Counselor, Veterans Upward Bound, 1993
San Jose State University, San Jose, CA, B.S.
California Poly State University, San Luis Obispo, CA, M.A. Ed.

TRIANO, CAROLYN
Learning Disability and Transition Specialist, Disability Resource Center, 2010
Lake Tahoe Community College, South Lake Tahoe, CA, A.A.
Sierra Nevada College, Incline Village, NV, B.A.
University of Nevada, Reno, NV, M.Ed.

TURBOW, SUSAN
Community College Professor, Early Childhood Education, 1986
University of Cincinnati, OH, B.S.
Michigan State University, East Lansing, MI, M.A.

TUTHILL, JOHN G.
Vice President, Academic Affairs/Student Services, 2011
University of Michigan, Ann Arbor, MI, B.A.
Columbia University, New York, NY, M.A.
University of California, Berkeley, CA, Ph.D.

V

VELASQUEZ-BRYANT, NORMA
Community College Instructor, Applied Industrial Technology, 2010
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

VOLLSTEDT, ANN-MARIE
Community College Instructor, Engineering, 2010
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

W

WALKER, WILLIAM
Community College Instructor, Renewable Energy, 2010
Weber State University, Ogden, UT, B.S., M.B.A.

WALLACE, JEFF
Community College Professor, Computer Technologies, 2003
University of Michigan, Ann Arbor, MI, B.S.C.S.
University of Southern California, Los Angeles, CA, M.F.A.
Santa Clara University, Santa Clara, CA, M.B.A.

WALSH, TINA
Lab Coordinator, Nursing, 2011
Truckee Meadows Community College, Reno, NV, A.A.
University of Phoenix, Reno, NV, B.S., M.B.A.

WANG, JIAN
Community College Instructor, Chemistry, 2008
Nanjing University of Chemical Technology, Nanjing, China, B.S., M.S.
University of Nevada, Reno, NV, Ph.D.

WEBB, JASON
Network Administration Specialist, Information Technology Operation, 2005
Truckee Meadows Community College, Reno, NV, A.A.S.

WELLS, BRIAN
Community College Professor, Graphic Arts, 2007
Portland State University, Portland, OR, B.S.
University of California, Los Angeles, CA, M.A.

WHITEHURST, NEIL
Community College Professor, English, 1999
San Jose State University, San Jose, CA, B.A., M.S.

WILLIAMS, AMY
Program Director, Workforce Development and Continuing Education, 2005
William Jewell College, Liberty, MO, B.A.
University of Nevada, Reno, NV, M.S.

WILLIAMS, DANIEL
Community College Professor, Biology, 2003
Arizona State University, Tempe, AZ, B.S., B.A.Ed.
University of Alabama, Auburn, AL, M.S.

WILLIAMS, RICHARD
Program Director, Accounting Services, 2010
California State University, Chico, CA, B.S.

WILSON, LINDSAY
Community College Professor, English, 2006
University of Idaho, Moscow, ID, M.F.A.
University of Wyoming, Laramie, WY, B.A., M.A.

WINSLOW, CHRIS
Executive Director, Information Technology Operations, 1998
University of Nevada, Reno, NV, B.A.
University of Maryland, College Park, MD, M.G.A.
WINSLOW, NADINE
Executive Assistant, Presidents Office, 2005
California State University, Sacramento, CA, B.A.
Westminster College of Salt Lake City, Salt Lake City, UT, Paralegal Certificate

WINSTON, JAMES
Community College Professor, Mathematics, 1986
University of California, Berkeley, CA, B.A.
San Jose State, San Jose, CA, M.S.

WITZLEBEN, ANNE
Community College Professor, ESL, 2005
Santa Clara University, Santa Clara, CA, B.A.
University of Nevada, Reno, NV, M.A.

WOEHR, CHERYL
Counselor, Counseling, 1985
California State University, Chico, CA, B.A., M.A.

WONDER, DOLORES
Community College Professor, Nursing Assistant, 2008
Loyola University, Chicago, IL, B.S.

WRAY, CAROLYN
Community College Professor, Theater, 1991
Cal State University, Fullerton, CA, B.A., M.A.
University of Nevada, Reno, NV, M.A.

WURM, SHANRON
Director, Financial Aid, 2011
University of Nevada, Reno, NV, B.S., M.S.

Z

ZAHEDNI, MITRA
Technical Assistant, ABE/ESL, 2006

ZIDECK, STEPHEN
Director, Information Technology Services, 1983
University of Nevada, Reno, NV, B.S.

ZIMMERMAN, JOY
Coordinator, ABE/ESL, 2011
University of Vermont, Burlington, VT, B.A.
Sierra Nevada College, Incline Village, NV, M.A.

2012-2013

Faculty Emeritus

ALVES, AMY
Executive Assistant, Academic Affairs, 1991

ANTUNEZ, ELLIS
Community College Professor, Architecture, 1988

ASHTON, MARJORIE
Community College Professor, Accounting, 1995

AYARBE, JOSEPH
Director, Financial Aid and Student Employment, 1969

BAINES, WILLAIM
Community College Professor, Humanities, 1976

BARNES, FRANK ✞
Department Chair, Public Service, 1977

BENNETT, ANNE-LOUISE
Executive Director, Foundation & Institutional Advancement, 1981

BOARDMAN, DAVID
Community College Professor, Environmental Control Technology, 1985

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
Community College Professor, English, 1980

BURNHAM, FRANK
Director, Planning and Administrative Services, 1972

BUTTON, DOROTHY
Community College Instructor, Nursing, 1978

CASERTA, JOHN ✞
Dean, Adult and Community Education, 1974

CHALMERS, ESTHER
Community College Instructor, Nursing, 1973

CHISM, BARBARA
Community College Professor, Business, 1983

CHISM, JOHN
Community College Professor, Management, 1978

CHRYSANTHOU, JUANITA
Vice President, Student Services, 2004

CLAYBROOK, JAMES ✞✞
Counselor, Counseling 1974

CLEVENGER, JOHN
Community College Professor, Chemistry, 1980

COFFMAN, SIGRUN
Community College Professor, Humanities, 1984

CONKEY, JAMES
Community College Professor, Biology, 1973

COONEY, MATA-MARIE
Reference Supervisor, Library, 1977

CORTEZ, AURORA
Community College Professor, English, 1979

DAIN, JO ANNE
Community College Professor, Word Processing, 1973

DAVIS, CYNTHIA
Community College Professor, Mathematics, 1984

DENHAM, RENA
Community College Professor, Humanities, 1995

DONATHAN, DALE ✞
Community College Professor, History, 1973

DOSER, ELSIE
Assistant Vice-President, Institutional Effectiveness and Research, 1982

DOSER, JOSEPH
Department Chair, Accounting/Business, 1974

DULGAR, LAURA
Director, Outreach and Recruitment, 1988

EARDLEY, V. JAMES ✞
TMCC President, 1973

EMBRY, CHARLTON RAY
Community College Professor, English, 1973

FRANDSEN, JERALD ✞
Community College Professor, Real Estate, 1977

FUNKHOUSER, PAULA
Dean, Business & Computer Technologies, 1983

GARAVANTA, LES
Community College Professor, Diesel Technology, 1989

GARNER, KAREN
Executive Director, Development, 1978

GLAZIER, PATRICIA MICHELE
Director, Education Centers' Student Services, 1984

GOFF, MARJORIE ✞
Community College Instructor, Nursing, 1973

GREEN, BONNIE
Placement Specialist, Academic Advisement and Career Services, 1997

GRIMM, BARBARA
Community College Professor, Computer and Office Technology, 1989

GROSHONG, JIMM ✞✞
Director, Plants & Facilities, 1997

GWALTNEY, JOHN
Community College Professor, Economics, 1986

HANCOCK, EDWARD
Community College Professor, Communications, 1974

HARPER, BRENT
Community College Professor, Fire Science, 1995

HENNINGS, DENNIS
Community College Professor, Architecture, Drafting and Engineering, 1980

HOLDERMAN, ORVILLE
Divisional Chairman, Industrial/Technical, and Public Service, 1973

HOUSDEN, THERESA ✞✞
Community College Professor, Mathematics, 1998

HUNEYCUTT, RITA
Senior Vice President, 1980

HURLEY, PAIGE
Financial Aid Officer, Financial Aid, 1996

JAEGER, DEANN ✞✞
Community College Professor, Dental Assisting, 2000

JIMENEZ-ANDERSON, SUSAN
Librarian, Elizabeth Sturm Library, 2000

JOHNSON, KENNETH
Director, Admissions and Records Management Information Systems, 1973

JOHNSON, MAX ✞
Executive Assistant, 1972

KLEINE, CARROYL ✞
Director, Personnel, 1987

LAUGERRE, JOWEL
Vice President, Academic Affairs, 2003

LAURITZEN, ERIK ✞
Community College Professor, Fine Arts, 1991

LEFEBVRE, ERNESTINE ✞
Community College Instructor, Radiological Technology, 1971

LEWIS, ALLEN
Community College Professor, Computer and Office Technology, 1978

LINDEKEN, MARSHA
Director, Human Resources, 1991

LOVE, MARY
Community College Professor, Nursing, 1982

LOVETT, L.D.
Counselor, Education Centers' Student Services, 1973

Faculty Emeritus

LUCCHESI, KATHLEEN
Dean, Student Services, 1987

LUCCHESI, LEON
Community College Professor, Electronics, 1987

MACDONALD, SCOTT
Director, Advanced Technology, 1985

MARBLE, WILLIAM
Manager, Information Technology Operations, 1991

MARGERUM, DONNA
Acting Director, Community Services/General Studies, 1991

MARTIN-MATHEWS, BERNICE
Director, Nursing and Health Sciences, 1971

MATHISEN, JACQUELINE
Counselor, Counseling, 1983

MCCLURE, DANIEL ✞
Counselor, Counseling, 1987

METCALF, CAROL ✞
Community College Professor, Nursing, 1989

MIDDLEBROOKS, DELORIS
Community College Professor, Nursing, 1973

MULDER, HELEN
Cooperative Education, 1973

MUNSON, BERT ✞✞
Dean of Instruction, 1972

OAKLEY, CHAUNCEY ✞
Community College Instructor, Mathematics, 1971

ODYNSKI, KATHERINE
Assistant Dean, Workforce Development and Continuing Education Division, 1983

PERRY, GABE
Community College Professor, Automotive Technology, 1979

PHINNEY, NADINE
Librarian, Elizabeth Sturm Library, 1983

PONTRELLI, N. JEAN
Community College Professor, English, 1971

PREECE, NOLAN
Community College Professor, Visual Arts, 2003

RAINEY, MICHAEL
Dean, Workforce Development and Continuing Education, 1987

RAY, JOCELYN
Counselor, Counseling, 1983

REED, THOMAS
Assistant Director, Financial Aid, 1996

REINHARDT, ELSI
Community College Professor, Mathematics, 1985

RICHTER, DEBORAH
Community College Professor, Workforce Development and Continue Education, 1989

RIEL, MARYJEAN ✞
Community College Instructor, Mathematics, 1979

RINGKOB, PAULA
Community College Professor, Accounting, 1982

RIVERS, VIRGINIA
Community College Professor, Environmental Science, 1985

ROBERTSON, JUDY CHILCOTT
Community College Professor, Mathematics, 1998

ROSE, ROBERT
Community College Professor, Mathematics, 1973

ROSSETTI, CINDY
Director, Budget, 1983

SALABER, STEPHEN
Controller, Controller's Office, 2000

SANFORD, DELORES
Vice President, Finance and Administrative Services, 2003

SAUNDERS, LINDA
Community College Professor, Nursing, 1986

SKIVOFILAKAS, GEORGE ✞✞
Community College Professor, Food Service, 1980

SMITH, LAURIE
Special Projects Liaison, Workforce Development and Continuing Education, 1987

STROUB, DEE ✞
Division Chair, Social Sciences, 1972

STUBBS, MARY
Community College Professor, Nursing Assistant, 1997

STURM, ELIZABETH ✞
Director, Learning Resource Center, 1976

SUSSMAN, JENNIFER
Specialist, Human Resources, 1992

SWINNEY, KERRY
Community College Professor, Emergency Medical Services, 1977

TAVERNIA, GEORGE
Director, Administrative Services, 1972

TOOKE, THOMAS
Counselor, Counseling, 1989

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, ANNA
Counselor, Counseling, 1984

WALKER, LLOYD
Community College Professor, Architectural Design, 1985

WEBB, LAURA
Director, Dental Hygiene, 1998

WILKINS, DAVID ✞
Community College Professor, Mathematics, 1978

WOOD, CORA FAYE ✞
Community College Professor, Sociology, 1979

WOOD, KAREN ✞
Community College Professor, Nursing, 1982

YARNEVICH, JOHN
Community College Professor, History, 1991

✞ Deceased

✞✞ Posthumously

APPENDICES

Appendix A

Admission to the College

Community College Admission-General Policy

1. In the admission of students, community colleges shall not discriminate on the basis of a person's age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.

2. All applicants must qualify for admission by satisfying at least one of the following:

a. a graduate of a high school or its equivalent; or

b. a qualified international student.

3. A student who does not meet the community college requirements for admission established in subsection 2 may apply to be admitted under alternate criteria or test scores that demonstrate college readiness. Each college shall establish procedures and requirements for such alternate admission.

4. When admitting a student, the institution may consider the student's standing at a previously attended institution, including, but not limited to, records of disciplinary action.

5. All applicants for admission shall complete such tests, furnish such information, and meet such deadlines as required by the regulations published in the admissions sections of the catalog governing the semester of initial enrollment. The initial semester of enrollment shall be considered the date of matriculation except where otherwise defined by the institution.

6. Admission to an NSHE community college implies general admission to the college only and does not constitute admission to a specific curriculum or courses that may require additional admission criteria, as published in the college catalog governing the semester of initial enrollment.

7. Programs designed as limited entry require fulfillment of selective admissions criteria as contained in the institutional catalog and other appropriate college documents. Continuation in selective admissions programs is likewise contingent upon fulfillment of conditions specified by the institution and contained in official institutional documents.

Admission Criteria for Students Less Than 18 Years Old

1. Student under 18 years old can be considered for special admission.

2. Admission is for one semester only.

3. Students must reapply each semester until they graduate from high school or turn 18.

4. Registrations are processed through the Admissions and Records office, 7000 Dandini Blvd., RDMT 319, Phone 775-673-7042, Fax: 775-673-7028.

Early Admission for Juniors and Seniors

1. Juniors with a 3.0 GPA and seniors with a 2.5 GPA can take any class for which they meet the prerequisites.

2. Juniors and seniors who do not meet the minimum GPA requirements may only take occupational or community service classes.

TMCC or WCSD Dual Credit Program

1. Students requesting dual credit should indicate dual credit by marking the box.

2. Credits apply as high school electives only.

3. Student's signature on application form allows TMCC to release transcript to home high school at the end of the term.

4. Students must be eligible high school juniors (GPA 3.0) or seniors (GPA 2.5).

5. Student must meet all course prerequisites.

6. Students pay for all costs of college enrollment, including the application fee, class fees and textbook costs.

Students Below Junior Level

1. Students below the junior level may register in workforce development classes for audit.

2. Academically talented students below junior level may take academic classes on a case-by-case basis upon review of transcripts, ACT/SAT scores, grade reports or other evidence of academic aptitude. Evidence is reviewed and student is interviewed by the director of advising for approval.

Students Excused from Compulsory Attendance (Home Schooled)

1. Students provide a letter from the school district stating they have been excused from compulsory attendance and proof of level of education (grade level).

2. Students below junior level follow same criteria as listed above. See "Students Below Junior Level."

Special Admissions

1. Students who do not qualify for any of the above programs or who have special circumstances can be considered for admission on a case-by-case basis by presenting grades, test scores, courses taken, recommendations, etc. to the director of Admissions and Records and director of advising.

TMCC High School

1. TMCC High School students must follow the admissions procedure and complete the admission form at http://www.tmcc.edu/highschool/about/admission/process/. For more information, contact TMCC High school at 775-674-7660.

Community College Admission of International Students

To qualify for admission to a community college, an international student must satisfy the following conditions:

1. Official evidence of an educational level equivalent to graduation from an accredited United States high school;

a. Official evidence of an educational level equivalent to graduation from an accredited United States high school. Official transcripts of permanent academic records (must be in English). For prospective students, one copy each of the secondary school record and all post-secondary study is required. Applicants should have their transcripts certified or notarized by an appropriate official prior to submitting them for evaluation.

2. Competency in the English language as defined in the college catalog governing the semester of initial enrollment; and

a. Students who speak English as a second language should be able to demonstrate English preparedness for college classes by having completed one of the following.

i. Minimum score of 500 (paper-based test) or 61 (internet-based test) on the International TOEFL examination. The official score report must be sent directly to TMCC from ETS (Educational Testing Service). Copies are not acceptable.

ii. Receive recommendation for academic study from the Intensive English Language Center (IELC) at UNR.

iii. Completion of Freshman Composition (ENG 101, 113 or equivalent) at a U.S. school.

iv. International students who graduate from a U.S. high school may provide official high school proficiency examination passing English scores in reading and writing. Proof must be provided by either the Nevada High School Proficiency Examination Program or the equivalent counterpart from any other state as mandated by the federal No Child Left Behind requirements. Scores recorded on official high school transcripts will be acceptable.

b. International students admitted into the country on an I-20 from TMCC must be enrolled in the college as a full-time student (a minimum of 12 credit hours) until they complete their full course of study or transfer to another institution and meet the progression standards outlined in Appendix F.

3. Evidence of sufficient financial support as defined in the college catalog governing the semester of initial enrollment.

Admission to TMCC implies general admission to the college only and does not constitute admission to a specific curriculum or courses which may require additional admission criteria.

Students may apply for admission by completing the online application. Applicants should come to the college well before registration begins so all requirements for admission, including required signatures, may be satisfied.

Appendix B

Regulations for Determining Residency and Tuition Charges

These regulations have been enacted to provide uniform rules throughout the Nevada System of Higher Education (the "System") and all member institutions thereof, for the purpose of determining whether students shall be classified as resident students or nonresident students for tuition charges.

Definitions

For the purposes of these regulations, the terms stated below shall have the following meanings.

1. "Alien" means a person who is not a citizen of the United States of America.

2. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard on active duty and does not include the National Guard or other reserve force.

3. "Clear and convincing evidence" means evidence that is clear in the sense that it is not ambiguous, equivocal or contradictory and convincing in the sense that it is of such credible, reliable, authentic and relevant nature as to evoke confidence in the truth of it.

4. "Continuously enrolled" means enrollment within a normal academic year for which continuous enrollment is claimed. A person need not attend summer sessions or other between-semester sessions in order to be continuously enrolled.

5. "Date of matriculation" means the first day of instruction in the semester or term in which enrollment of student first occurs, except that at the University of Nevada School of Medicine it means the date that a notice of admittance is sent to a student, and at the community colleges it excludes correspondence courses and community service courses which are not state funded. A person who enrolled in an institution of the Nevada System of Higher Education but withdrew enrollment during the 100% refund period, may for the purposes of these regulations, be deemed not to have matriculated and any determination concerning residency status shall be voided until such time as the person again enrolls at a System institution.

6. "Dependent" means a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person for the most recent tax year.

7. "Family" means the natural or legally adoptive parent or parents of a dependent person, or if one parent has legal custody of a dependent person, that parent.

8. "Financially independent" means a person who has not been and will not be claimed as an exemption, for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person, except his or her spouse, for the most recent tax year.

9. "Most recent tax year" means the income tax return submitted for the prior income year.

10. "Legal guardian" means a court appointed guardian of a dependent person, who was appointed guardian at least twelve (12) months immediately prior to the dependent person's date of matriculation and for purposes other than establishing the dependent person's residence.

11. "Nonresident" means a person who is not a resident.

12. "Objective evidence" means evidence that is verifiable by means other than a person's own statements.

13. "Relocated" means evidence of permanent, full-time employment or establishment of a business in Nevada prior to the date of matriculation.

14. "Residence" is a term which for the purposes of these regulations is synonymous with the legal term "domicile," and means that location in which a person is considered to have the most settled and permanent connection, intends to remain and intends to return after any temporary absences. Residence results from the union of a person's physical presence in the location with objective evidence of an intent to remain at that location for other than a temporary purpose.

15. "Resident" means a person who has established a bona fide residence in the State of Nevada with the intent of making Nevada the person's true, fixed and permanent home and place of habitation, having clearly abandoned any former residence and having no intent to make any other location outside of Nevada the person's home and habitation. The term also includes a member of the Armed Forces of the United States who has previously established a bona fide residence in the State of Nevada, but who has been transferred to a military posting outside of Nevada while continuing to maintain a bona fide residence in Nevada. When residence for a particular period is required under these regulations, this shall mean that the person claiming residence for the period must be physically present and residing in Nevada during all of the period required, excluding temporary, short-term absences for business or pleasure.

16. "Returning student" means a student who reenrolls after a break in enrollment of one or more semesters. A "returning student" retains prior resident status, if any, as long as there is no indication that the student has established residency elsewhere.

17. "Student" means a person who is enrolled at an institution of the Nevada System of Higher Education.

18. "Spouse" means a person's partner in legal marriage or a person's domestic partner if the domestic partnership is registered with the Office of the Nevada Secretary of State.

19. "Tuition" means a monetary charge assessed against nonresident students which is in addition to registration fees or other fees assessed against all students.

Tuition Charges

1. Tuition shall not be charged to current enrollees or graduates of a Nevada high school.

2. Tuition shall not be charged to returning students who had established an exemption from charges at any NSHE institution in their prior enrollment period.

2012-2013

3. Tuition shall be charged to nonresident students, except that at the community colleges no tuition shall be charged for registration in community service courses which are not state funded.

4. Tuition shall not be charged to a professional employee, classified employee, postdoctoral fellow, resident physician or resident dentist of the Nevada System of Higher Education currently employed at least half time, or the spouse or dependent child of such an employee.

5. Tuition shall not be charged to a graduate student enrolled in the Nevada System of Higher Education and employed by the System in support of its instructional or research programs, only during the period of time of such employment.

6. Tuition shall not be charged to a member of the Armed Forces of the United States on active duty, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or to a person whose spouse, family or legal guardian is a member of the Armed Forces of the United States stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, including a Marine currently stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, California, or domiciled in Nevada. The spouse, child or legal guardian of the member shall not be charged tuition. If the spouse, child or legal guardian of the member was enrolled prior to the reassignment and remains continuously enrolled at an NSHE institution.

7. Tuition shall not be charged to a veteran of the Armed Forces of the United States who was honorably discharged and who on the date of discharge was on active duty stationed in Nevada, including a marine stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, California pursuant to military orders.

8. 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.

9. 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 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)

2012-2013

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

The NSHE Board of Regents eliminated the Good Neighbor Nonresident Tuition Policy effective Fall 2011. All students receiving the discount at the time the Good Neighbor Policy was eliminated are grand fathered and may continue to receive the discount so long as they are continually enrolled. (B/R 6/11)

Audits of Residency Determinations

Per NSHE Board of Regents policy, institutions shall determine procedures to ensure that resident determinations are accurate on the basis of information reported on the application for admission pursuant to the Board policy. If documentation is not required for each student during the admission process, every fall and spring the institution shall conduct random audits by selecting at least 10 percent of the applicant population and collecting the appropriate documentation from each student confirming residency status as originally reported on the student's application for admission. (B/R 6/10)

Appendix C

Transfer Credit Policy on the Evaluation of Previous Training and Education

1. Advanced Standing from Other Colleges and Universities

A. Applicants must submit an official transcript from all colleges and universities previously attended.

B. The accreditation of the institution by one of the eight regional accrediting organizations and the listing published in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices of Designated Educational Institutions governs the acceptance of transfer credit. The eight regional accrediting organizations includes: Middle States Association of Colleges and Schools Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE), New England Association of Schools and Colleges Commission on Technical and Career Institutions (NEASC-CTCI), North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools (SACS) Commission on Colleges, Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC), Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU).

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 division offering the degree. Transfer credit may be disallowed and may not apply toward degree, emphasis, or certificate requirements if the course was taken so long ago that the student would not possess current knowledge and/or skills. Courses in this category may still be applied as elective credit. Students who believe they have current skills and knowledge in the subject area should contact the appropriate department chair for information on validation or verification. Acceptance of credit for qualification into the health sciences special selection programs requires a grade of C or better.

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. Only currently admitted students may seek credit by examination.

H. No examination may be taken or repeated for additional credit.

I. Credit may not be earned for an examination that covers, at an elementary level, the subject matter of a more advanced course for which the student has already received credit or is currently enrolled in. Decisions about the hierarchy of classes shall be made by the appropriate academic division.

J. Credit will be granted as general elective credit only, unless specific examinations have been placed on the college's Challenge List, and therefore have been determined to be equivalent to specific general education or departmental core requirements. If an additional satisfactory essay or demonstration is required in addition to an exam on the challenge list, credit will not be granted unless the additional requirement is fulfilled.

K. Specific Examinations and Limitations

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. See following page for complete CBAPE table.

c. CLEP (College Level Examination Program): Three or more credits may be granted for subject exams with a score of 50 or more which meets the ACE recommendations for credit. Some exams may require an essay in addition to the objective test.

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.

f. International Baccalaureate (IB) Examination

The college grants credit and assigns a grade of "S" for IB higher level examinations passed with scores of 5, 6, or 7. Credit is not granted for the standard level examinations. A maximum of 24 credits may be granted for examinations completed through the IB diploma program. Evaluation is on a course by course basis with a maximum of eight semester credits in any one discipline. The following examinations have been determined to have TMCC course equivalence.

IB Examination	Score Required	University Course Equivalent
Anthropology	5, 6, 7	ANTH 101 (3 credits)
Biology	5	BIOL 190 (3 credits)
	6, 7	BIOL 190, BIOL 191 (6 credits)
Chemistry	5	CHEM LELC (3 credits)
	6, 7	CHEM LELC (6 credits)
English (Lang A1)	5, 6 or 7	ENG 101, ENG 297 (6 credits)
French Language	5, 6 or 7	FREN 211, FREN 212 (6 credits)
Mathematics	5, 6, or 7 on Math w/ Option 8: Statistics and Probability	MATH 181 and STAT 152 (7 credits)
	5, 6, or 7 on Math w/ Option 9 or 11	MATH 181 (4 credits)
	5, 6, or 7 on Math w/ Option 10: Series and Differential Equations - Topic 10	MATH 181 and MATH 182 (8 credits)
Physics	5	PHYS 151 (3 credits)
	6, 7	PHYS 151, PHYS 152 (6 credits)
Spanish Language	5, 6, 7	SPAN 211, SPAN 212 (6 credits)

3. Advanced Standing from Nontraditional Sources (Military training and schools; United States Armed Forces Institute (USAFI); Defense Activity for Nontraditional Education Support (DANTES); correspondence; extension; certificate; and proprietary schools.)

A. Applicants must submit all official documents and specific information on the length, content, and other pertinent documentation before an evaluation will be completed.

B. A maximum of 25 percent of the credits required for the degree/emphasis/certificate may be accepted in this category (except as noted below).

C. Credit granted in this category may be used for the associate of applied science and associate of general studies degrees. These credits consist of those designated by ACE guide as lower division baccalaureate credits. Upper division baccalaureate credits, as defined by ACE, may be used in Associate of Arts or Associate of Science degrees.

D. Credit is granted on the basis of the policy below and is posted on the transcript.

E. Credit earned from nontraditional sources may not apply toward satisfying the minimum fifteen credits in residence required for graduation purposes.

2012-2013

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[2]
Computer Science				
	Computer Science A		CS 135 R	3
	Computer Science AB		CS 135 R, CS 202	3 or 6[3]
Economics				
	Macroeconomics		ECON 103	3
	Microeconomics		ECON 102	3
English				
	English Language and Composition		ENG 101, 102	3 or 6[4]
	English Literature and Composition		ENG 101, 297	3 or 6[5]
Environmental Science			None	3
Foreign Languages				
	(French, German, Spanish)			
		Language	111, 112	8[6]
		Literature	111, 112, 211, 212	14[6]
	Latin			
		Vergil	None	6[6]
		Literature	None	6[6]
History				
	U.S.		HIST 101, HIST Elective	6[6]
	European		HIST 105, 106	6[6]
	Human Geography		GEOG 106	3[6]
	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 of BIOL LELC are granted; with an objective score of 4 or 5, three credits of BIOL 190 and three credits of BIOL 191 are granted.

[2] With an objective test score of 3, three credits are granted. With an objective score of 4 or 5, six credits are granted.

[3] 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.

[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 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.

[5] 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.

[6] Course equivalence with an objective score of 4 or 5 only.

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 department chair. Other courses may be acceptable as elective credit. A maximum of 30 credits may be accepted and applied toward the occupational requirements of the associate of applied science degree in military occupations; (4) The college may require the student to take a test to validate skills in certain areas before credit is granted.

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 and student services.

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 and student services.

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 and student services. Any certificate training completed after May 1, 1992 may be awarded a maximum of six credits applied towards the fire science technology certificate of achievement or associate of applied science fire science technology degree.

Non-traditional education credit can only be applied toward an associate of applied science, and associate of general studies or a certificate of achievement. The student must have at least 15 semester credits at TMCC before non-traditional credit is considered.

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 and student services. Skill courses may be accepted for occupational credit requirements for the associate of applied science degree. Students must provide course descriptions, instructor name and qualifications, syllabi or catalogs along with an official transcript. Approval is dependent upon instructor qualifications and similar course equivalency. Applicability of credit toward the associate of applied science degree is a decision of the vice president for academic affairs and student services. 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 and student services.
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, emphasis, or certificate to remain in good standing. Students who meet the satisfactory academic progress requirements are considered to be in "good standing" status.

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

Requirements

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

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

To review the policy in its entirety visit: 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/policies/ and click on "Financial Aid Academic Progress Appeal Policy" for additional information.

Appendix E

Progression Standards for Students Receiving Veterans' Education Benefits

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

To be eligible for veterans' assistance, veterans must meet the following grade point average, credit completion and attendance requirements in order to maintain eligibility. These progression standards may affect a student's eligibility to continue to use veterans' education benefits.

Veteran students who feel, because of extenuating circumstances, they have not been able to meet their progression standards, may submit an appeal to the Financial Aid Academic Progress Appeals Committee. Satisfactory progress is defined as follows.

1. Grade Point Average — Students must maintain a minimum cumulative grade point average of 2.00. As the "W" grade has no impact in determining the grade point average, it is interpreted as no credit, as if the class were never taken. An amended certification will be submitted to the Veterans Administration for any veteran student who receives a "W" grade. This may result with the veteran student having to pay back a portion of their veterans' benefits received for that semester.

2. Credit Completion — Veteran students must carefully review their courses and degree program to assure that

A. no more than the number of credits required for the degree have been earned; and

B. all such credits are directly applicable to the degree objective.

To ensure that all courses are applicable, veterans must report all previous education and training to the college. It is the student's responsibility to order transcripts from institutions previously attended. After two semesters of enrollment, the Department of Veterans Affairs will be notified if the student has failed to order transcripts. This may result in a delay or cessation of veterans' education benefits. This includes any credits awarded before the student began using veterans' education benefits. Veterans may be denied benefits or asked to reimburse benefits received for credit earned in excess of their degree requirements.

Persons having questions regarding withdrawal from courses are encouraged to visit the Financial Aid Office to contact the TMCC VA Certifying Official.

3. Attendance — Students are expected to attend all classes for which they have registered.

"F" for Non-Attendance-An amended certification will be submitted to Veterans Administration for any veteran student who receives an "F" for "non-attendance." This may result with the veteran student having to pay back a portion of their veterans' education benefit received for that semester.

Appendix F

Progression Standards for F-1 International Students on TMCC's I-20

In order to maintain full-time student status, International students with F-I 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. Progress reports are required each semester to verify attendance and progress in each course.

Appendix G

Statement of Policy in Accordance with the Family Educational Rights and Privacy Act

Each semester, TMCC publishes information in the class schedule for students concerning the Family Educational Rights and Privacy Act of 1974, as amended. This act was designed to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is not a means for challenging the fairness of a grade. A student wishing to challenge the fairness of a grade should read the section on Appeal of Grade in the Appeals Procedures section of this course catalog.

No one shall have access to, nor will the campus disclose any information from a student's educational records without the written consent of the student except to personnel within the institution and college work study students performing an assigned college function; the Nevada System of Higher Education; Police performing an assigned System function; the Controller General of the United States; the Secretary of the United States Department of Health, Education and Welfare; the United States Commissioner of Education; the Assistant Secretary of Education; the Nevada State Education Department; officials of other institutions in which the student is seeking to enroll; to accrediting agencies carrying out their accreditation function; to persons in compliance with a judicial order; to parents who have established the student's dependency as defined by the Internal Revenue Code of 1954, Section 152; to officials providing student financial aid; to the Veterans Administration, Social Security Administration, the Guaranteed Student Loan program, Wells Fargo Bank, Bank of America, Chase Manhattan Bank, City Bank Corporation of New York and the United Student Aid Fund; to organizations conducting studies for or on behalf of educational agencies and to persons in an emergency in order to protect the health and safety of students or other persons. Students may authorize the release of non-directory

2012-2013

information to specific individuals by accessing the Third Party Release link in their online Student Center.

At the registrar's discretion, the campus may provide directory information to agencies, businesses and individuals with legitimate interest in the educational or career goals of the student, in accordance with the provisions of the Act to include: student name, address, telephone number, email address(es), semesters of enrollment, full-time/part-time status, honors and awards, degree(s) awarded, emphasis field(s), certificate field(s), and date(s) of graduation.

Under the provisions of FERPA, school officials may release directory information at their discretion without prior consent of the student. A "school official" is any person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement units and student workers); a person of a company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; a person assisting another school official in performing his or her tasks.

Students may have directory information withheld by changing their security settings in their online Student Center. TMCC assumes that failure to specifically request the withholding of directory information indicates individual approval for disclosure. TMCC maintains records of requests and disclosures of personally identifiable information with the exception of the information disclosed to parties described above in the performance of their duties. The records of request, whether granted or not, shall include the names of the persons who requested the information and their legitimate interests in the information.

The law provides students with the right to inspect and review information in their educational records, to challenge the content of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they feel the decision of the hearing panel to be unacceptable.

Students wishing to review their educational records must file a written request with the custodian of the records listing the item or items of interest. Records covered by the Act will be made available for inspection within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of academic records for which a financial hold exists, or a transcript of an original or source document which exists elsewhere. Copies would be made at the students' expense of one dollar per page. Educational records do not include records of instructional, administrative and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; employment records or alumni records. Persons who have not enrolled may not review their educational records.

Educational records may be located in the following offices of TMCC.

- Administration: may include disciplinary hearing records, and student appeal documents. The custodian of these records is the division administrator. This office may also have records of disciplinary investigations. The custodian of these records is the associate dean of instructional support.
- Admissions and Records office: may include application for admission, transcripts of previous training, resident fee application, applications for change in tuition status, letters of recommendation, academic records, registration materials, veteran certification records. The custodian of these records is the director of admissions and registrar.
- Business office: may include registration payments, student loan files and miscellaneous fee records. Custodian of the records is the controller.
- Institutional Research and Assessment office: may include test scores. The custodian of these records is the 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 and student services.
- Special Training Projects: may include records of students under Adult Basic Education (ABE) and English as a Second Language (ESL). The custodian of these records is the coordinator of adult basic education/English as a second language.

Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the campus will permit access only to that part of the record which pertains to the inquiring student. The campus is not required to permit a student to inspect and review confidential letters and recommendations placed in the student's file prior to January 1, 1975 provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problem informally with the custodian of that record. If the decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the record will not be amended, and will be informed by the custodian of the record of any right to a formal hearing before the student appeals board, except in the case of a grade appeal. The policy on grade appeals is printed in the paragraph "Appeal of Grade" in the Appeals Procedures section of this course catalog. Student requests for a formal hearing must be made in writing to the associate dean of institutional support. A student may present, at the student's expense, evidence relevant to the issues raised and may be assisted or represented at the hearing by choosing one or more persons, including attorneys.

Recommendations of the student appeals board will be based solely on the evidence presented at the hearing and will be presented to the president for approval or disapproval. Decisions of the president or designee will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the board if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the educational records a statement setting forth any reason for disagreeing with the decision of the Board. The statement will be placed in the educational records, maintained as a part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenge was unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the president of TMCC. Further, students who believe their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act office, Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failure of TMCC

to comply with the Act. Revisions and clarifications of college policies will be published as experience with the law warrants.

USE OF SOCIAL SECURITY NUMBERS: The Privacy Act of 1974 requires that when any federal, state or local government agency requests disclosure of an individual's social security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what use will be made of it.

Accordingly, students are advised that disclosure of their social security number is not required as a condition of registration at TMCC. Students desiring to register who do not wish to disclose their social security number may be assigned a special 10-digit student identifier number by the Admissions and Records office. Students are responsible for utilizing the same identifier number throughout their attendance at TMCC to ensure accurate and complete records.

The social security number is used to verify the identity of the applicant. The assigned 10-digit student identifier will be used as an identifier on student records throughout the enrollment periods of the student in order to accurately record all necessary data. All permanent academic records maintained by the college utilize the assigned 10-digit student identifier as the unique identifier for a student.

As an identifier the assigned 10-digit student identifier is used in program activities such as determining enrollment, recording grades, certifying school attendance, generating student transcripts and student fees.

Authority is granted under the law for requesting disclosure of a student's social security number for the Nevada System of Higher Education, Student Accounting system.

Retention and Disposition of Student Records

ADMISSIONS

Applications for admission
- Retain five years after last date of attendance and destroy

Application for resident fees
- (same)

Admission files for no shows
- No retention

Incomplete admission files
- No retention

Transcripts from other colleges
- Retain five years after last date of attendance and destroy

Military service documents
- Retain 3 years

Correspondence
- Retain one year

Advanced standing admission evaluation
- Retain five years after last date of attendance and destroy

REGISTRATION AND RECORDS

Student permanent academic record (transcript)
- Retain permanently

Final grade sheets
- Retain permanently

Special examinations
- Retain permanently

Registration source documents
- Retain two years

Change of registration
- Retain two years

Correspondence
- Retain two years

Refund exceptions
- Retain two years

Transcript requests
- Retain six months and destroy

Enrollment certifications
- Retain one year and destroy

Class lists
- Retain one year and destroy

Appendix H

Truckee Meadows Community College Libraries

Library resources are available at the following locations:

1. The Elizabeth Sturm Library is the main library branch. It is located in the western half of the Sierra Building on the Dandini Campus at 7000 Dandini Blvd.

2. The Neil J. Redfield is located at 475 Edison Way in the TMCC IGT Applied Technology Center.

3. The Meadowood Center Library is located at 5720 Neil Road on the third floor of the Meadowood Center.

4. The High Tech Center at Redfield is located at 18600 Wedge Parkway, Building B.

5. The Digital Branch is located online at http://library.tmcc.edu.

Materials Circulation

LOAN PERIODS

The following individuals are eligible to use library material under the guidelines outlined below: TMCC students, faculty, and staff; NSHE faculty and students; and residents of the state of Nevada.

1. General library materials
   - A. TMCC students; NSHE *faculty* and students; residents of the state of Nevada: 21 days
   - B. Full and part-time TMCC faculty and staff: for the semester
2. Periodicals: in-library use only
3. Non-reserve videos
   - A. TMCC students and NSHE students: 3 days
   - B. Full and part-time TMCC faculty and staff; NSHE faculty: 7 days
   - C. State of Nevada residents: in-library use only
4. Feature films and AV collections
   - A. TMCC students and NSHE students: in-library use only
   - B. Full and part-time TMCC faculty and staff; NSHE faculty: 7 days
   - C. State of Nevada residents: in-library use only

RESERVE MATERIAL

Reserves are material that instructors have placed in the library for student use. They are usually related to a particular course. With few exceptions, reserves are for in-house use only and may not be removed from the library. Reserve material that is not returned or is returned damaged will result in a replacement fine being charged to the patron's account. Unreturned or damaged books, videos and other material will result in a fee equivalent to the replacement cost of that item.

RENEWALS

General library materials may be renewed once for a period of time equal to the original loan period, unless the material has

2012-2013

been requested by another patron. Patrons may renew materials online, in person, or by phone by calling in with their TMCC ID barcode number.

RETURNING MATERIAL

- All material must be returned to the branch from which it was originally borrowed. There is no guaranteed return of material to the original branch by the library.
- Patrons with library materials that are ten days overdue will receive a letter requesting that the material be returned. Material that is not returned or is returned damaged will result in a replacement fine.
- Replacement fines for lost or damaged items must be paid by bringing a copy of the fine letter to the Controller's Office in RDMT 318. The patron must bring a receipt showing payment in full back to the library in order for his or her account with the library to be cleared.

Appendix I

Traffic and Parking Regulations

Introduction

1. The provisions of the TMCC Parking Code, hereinafter referred to as the Code, are adopted for the purpose of promoting safe and orderly parking within the boundaries of the Truckee Meadows Community College main campus, its satellite centers; or grounds and properties owned, operated, or controlled by TMCC.

2. All parking provisions of Nevada Revised Statutes and Reno Municipal Code are expressly applicable on the College except for those provisions, which by their very nature have no application.

3. Parking of motor vehicles on the College is limited to specially designated areas set forth in the articles of this code. Vehicle registration is required. Vehicles parked in violation of this code are subject to fines, booting, and towing.

4. All persons who enter the College are charged with knowing the provisions of the Code and are subject to the penalties for violations of such provisions.

5. All current provisions of the TMCC Parking Code shall be maintained for public inspection at all times at the TMCC Police Department, the President's Office, and the Academic Affairs and Student Affairs Office.

Purpose Statement

The following parking rules and regulations are adopted by the College to facilitate parking and to provide for the safety of all persons at Truckee Meadows Community College. These rules and regulations are in effect at all times.

Article I - Enforcement

101: AUTHORITY

NRS 289.350 – Members of Police Department of University and Community College System of Nevada grants TMCC police officers powers within the confines and along the perimeter of College property. TMCC authorizes TMCC Police Department to issue parking citations within its boundaries. All duly sworn officers of the TMCC Police Department may enforce the provisions of these articles, or other such persons as assigned by the Chief of Police. Said citations may be issued for violations of:

1. Regulations set forth by TMCC.

2. All applicable provisions of Nevada Revised Statutes and Reno Municipal Code relating to the parking of vehicles.

All TMCC Parking citations shall include a warning, which states: "Repeated violations may result in the immobilizing or towing of the vehicle."

Article II - Parking Regulations

201: CURB COLORS - DEFINED

Painted curbs are an indication of restricted parking and the color of the curb denotes the type of parking allowed. The following color code is adopted:

Red Zone: Indicates no parking or stopping at any time whether the vehicle is attended or not.

Yellow Zone: Indicates an area for the loading and unloading of vehicles and the parking of service vehicles.

Blue Zone: Indicates parking spaces designed to enable access to persons with disabilities. These spaces are hereinafter referred to as "Handicapped Parking Spaces." These spaces are marked pursuant to NRS 484.408 - Parking space designated for handicapped: Signs; Required plates, stickers or placards for parking.

201A: RED ZONE

No person shall park or stop any vehicle, whether attended or not, in any area where the curb is painted red.

201B: YELLOW ZONE

No person shall park, stop, or leave unattended any vehicle in a yellow zone, unless the person is actively engaged in loading or unloading activities. Any person who engages in loading or unloading activities in a loading zone must have the vehicle emergency flashers operating and shall not leave the vehicle unattended for more than 30 minutes.

201C: BLUE ZONE

No person shall park, stop, or leave unattended any vehicle in a Handicapped Parking Space without displaying valid placard, disabled person's, or disabled veteran's license plate issued by the Nevada Department of Motor Vehicles.

202: BLOCKING TRAFFIC LANE

No person shall park or leave standing a motor vehicle blocking traffic lanes on any campus roadway or parking lot.

203: PARKING IN AREAS NOT DESIGNED FOR PARKING

No person shall park or leave standing a motor vehicle anywhere on the campus that is not designed for parking (e.g., sidewalk, pathway, unimproved land, or landscaped area).

204: "NO PARKING" ZONE

No person shall park or leave standing a motor vehicle whether attended or unattended in any area posted or marked "No Parking."

205: DUTY TO OBEY SIGNS

When signs or markings prohibiting or limiting parking are erected on any road, street, or area, no person shall park or leave standing any vehicle upon such street, road, or area in violation of such sign or marking.

206: BLOCKING GATE OR DRIVE

No person shall park or leave standing a motor vehicle in front of, or in any way blocking any access gate or driveway on campus.

207: MOTORCYCLE PARKING

Motorcycles, motor-driven cycles, and bicycles shall be parked in designated motorcycle and bicycle parking areas only.

208: PARKING WITHIN LANE

All vehicles shall be parked within a designated parking stall.

A designated parking stall shall have two painted white lines – one on either side of the parked vehicle.

Article III - Meter Parking Regulations

301: METER PAYMENT REQUIRED / EXPIRED METER

Meter payment is required for parking in metered spaces. No vehicle shall be parked in a metered parking space while the meter indicates that time has expired.

Vehicles displaying a valid Department of Motor Vehicle issued handicapped placard or license plate shall be exempt from this section.

302: FEEDING THE METER PROHIBITED

No vehicle shall be parked in any metered parking space for any period of time in excess of the limit posted. Each consecutive instance of parking beyond the maximum time posted shall constitute a separate violation, whether or not additional coins have been inserted.

Article IV - Immobilization of Vehicle

401: IMMOBILIZATION

401A: (5 UNPAID CITATIONS)

Whenever a vehicle has received (5) five or more unpaid parking citations, the vehicle may be immobilized until that person furnishes TMCC Police Department evidence of his/her identity and an address in the state at which he or she can be located, and satisfactory evidence that bail has been deposited for all notices of parking violations issued for the vehicle.

401B: (HABITUAL OFFENDER)

Whenever a vehicle has received (5) five or more unpaid parking citations during any semester, the vehicle may be immobilized or towed for each subsequent violation.

402: OWNER RESPONSIBILITY

The registered owner of a vehicle immobilized on TMCC properties shall be responsible for all immobilization charges.

Article V - Removal of Vehicle

501: AUTHORITY TO TOW

Any duly sworn officer of the TMCC Police Department, or any person who is engaged in enforcing parking regulations and laws, is authorized to remove or cause the removal of any vehicle from the College as follows:

1. The vehicle is obstructing traffic.
2. The vehicle creates an immediate danger to public safety (i.e., leaking gasoline, blocking fire zone or hydrant, etc.).
3. The vehicle's location violates established parking regulations (i.e., red zone, yellow zone, handicapped, etc.).
4. The officer has probable cause to believe the vehicle is stolen.
5. The officer has probable cause to believe the vehicle constitutes evidence of a crime and impoundment is reasonably necessary to obtain or preserve such evidence.
6. The officer has probable cause to believe the vehicle contains evidence of a crime and impoundment is reasonably necessary to obtain or preserve such evidence.
7. The driver of the vehicle is under arrest.
8. The vehicle is abandoned.
9. Whenever a vehicle is parked on campus and it has been determined that the vehicle has (5) five or more unpaid parking citations during any semester.
10. In accordance with NRS 487.038 - Removal of vehicles parked in unauthorized manner on private property; Conditions; Notice; Liability for costs.
11. In accordance with NRS 484.397 – Police officer authority to remove certain vehicles.

502: OWNER RESPONSIBILITY

The registered owner of a vehicle towed from TMCC properties shall be responsible for all towing and storage charges.

Article VI - Abandoned Vehicles

601: ABANDONED VEHICLE - DEFINED

No person shall abandon, or leave standing, any vehicle on campus for more than 72 consecutive hours. All such vehicles will be towed and stored.

602: OWNER RESPONSIBILITY

The registered owner of a vehicle abandoned on TMCC properties shall be responsible for all towing and storage charges.

Article VII - Parking Fees

701: METER FEES

Monies collected from meters are retained by the Foundation.

702: PARKING CITATIONS FEES

Monies collected from citations are used to administer the parking program.

703: RENO MUNICIPAL CODE / NRS CITATION FEES

Monies collected for citations for Reno Municipal Code and Nevada Revised Statutes violations are subject to policies, procedures, bail, and fine schedules created by the jurisdiction. TMCC receives no revenue from these fines.

Article VIII - Appeals Process

801: APPEALS

TMCC parking citations may be appealed.

802: INITIATING AN APPEAL

The appellant must file to have his/her citation dismissed within (15) fifteen days of the citation issue date and must pay the full bail amount for the violation cited. The appellant must fully complete a Citation Appeals Form, submit the form to TMCCPD during normal business hours at the police department desk, and pay the bail amount before the appeal will be accepted.

803: ADDITIONAL WITNESSES

If the appellant wishes to present additional witness testimony, the appellant must secure a Witness Declaration Form from the witness. The Witness Declaration Form must be submitted together with the Citations Appeals Form and bail when the appeal is filed. Declaration forms are available at the TMCCPD desk. Witness declaration forms will not be accepted after the appeal has been filed.

804: HEARING DATES - PROCEDURE

Upon receipt of the Citation Appeals Form, TMCCPD will advise the appellant of a hearing date, location, and time. The hearing will usually be scheduled within 30 days after the Citation Appeals Form is submitted. The appellant does not have to appear at the hearing. Attendance is optional.

805: INITIAL APPEAL REVIEW

Upon receipt of an appeal, TMCCPD shall perform an initial appeals review. This review will occur within two business days after receipt.

A TMCCPD supervisor has the authority to take two courses of action. The supervisor may:

1. Immediately dismiss a citation for a valid reason or
2. Forward the appeal to the Hearing Officer for adjudication.

If the supervisor dismisses the citation, the appellant will

2012-2013

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.

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

2012-2013

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 Student Government Association of TMCC;

b. use of the campus building, equipment and services of the college when available and officially scheduled; and

c. publicity for 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 dean of student 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 dean of student 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 dean of student 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 dean of student 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 dean of student 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 dean of student 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 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 dean of student 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 dean of student 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 dean of student 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 dean of student 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 dean of student 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

2012-2013

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 dean of student 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 academic affairs and 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 dean of student services.

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 dean of student 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 dean of student 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.

2012-2013

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.

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.

2012-2013

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 EEO/AA (equal opportunity/affirmative action) institution and does not discriminate on the basis of sex, age, race, color, religion, physical or mental disability, creed, national origin, veteran status, sexual orientation, genetic information, gender identity, or gender expression in the programs or activities which it operates.

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 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 officer, 775-673-7123.

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.

2012-2013

3. Training.

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an on- going sexual harassment training program for employees.

4. Sexual Harassment Defined.

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;

B. submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or

C. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms-subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct-may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- physical assault;
- sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- remarks of a sexual nature about a person's clothing or body;
- use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- sexual advances, whether or not they involve physical touching;
- requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

5. Procedure.

The Chancellor and each president shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources Officer at the institution; (2) the Affirmative Action Program Officer; or (3) any other officer designated by the president. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the president, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Human Resources Officer or the Affirmative Action Program Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

Supervisors' Responsibilities: Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

2012-2013

Complaints of sexual harassment must be filed within one hundred eighty (180) calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including sexual harassment, filed with an institution's administrative officer pursuant to NSHE Code Chapter 6, Section 6.8.1, are not subject to this 180 day filing requirement.

1. Employees.

A. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.

B. The employee may also choose to file a complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.

C. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.

D. After receiving any employee's complaint of an incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

2. Students.

A. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged-but it is neither necessary nor required-to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.

B. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.

C. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or to report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

3. Non-Employees and Non-Students.

A. Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to sexual harassment by a NSHE employee during the employee's work hours or by a NSHE student on campus or at a NSHE sponsored event may utilize any of the complaint processes set forth above in this section.

4. Investigation and Resolution.

A. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.

B. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.

C. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.

D. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or NAC Chapter 284 shall remain confidential.

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;

2012-2013

- 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 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."

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

Appendix P

Safety and Security

This annual security report information is being provided as part of the TMCC commitment to safety and security on campus and is in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as amended by the *Higher Education Opportunity Act of 2008 (HEOA)*.

TMCC is a state-supported institution of higher education within the Nevada System of Higher Education (NSHE). The Dandini Campus is located approximately 10 minutes north of downtown Reno in the foothills of Red Peak. The High Tech Center at Redfield is located at 18600 Wedge Parkway, Building B. The Meadowood Center is located at 5270 Neil Road. The IGT Applied Technology Center is located at Edison Way and Energy Way. The Nell J. Redfield Foundation Performing Arts Center is located on Keystone Avenue.

Reporting of Criminal Actions, Emergencies or Secret Witness

To report a crime in progress or an emergency, dial 9-1-1. Non-emergency crimes or incidents should be made to the TMCC Police Department at 775-674-7900. Fire, police and emergency medical personnel are available through dialing 9-1-1.

To make an anonymous report of a crime you have seen or to report information related to a crime, contact the Secret Witness hotline at 322-4900.

TMCC Police Department is responsible for coordination of law enforcement, safety and emergency response at TMCC. The police department is located on the Dandini Campus in room 241 of the Red Mountain Building, 7000 Dandini Blvd., Reno, NV 89512.

There are exterior emergency phones housed in blue metal poles located at the following locations throughout the campus grounds:

Dandini Campus

- At the front entrance to the E.L. Cord Child Care Facility
- On the north side of the Sierra Building near parking lot "I"
- On the south side of the Vista Building near parking lot "AA" and the CitiLift doors
- On the north side of the Red Mountain Building near the Citifare bus stop
- On the west side of the Redt Mountain Building near the mailroom
- On the south side of the E.L. Cord Child Care Facility near parking lot "BB"
- At the main south side entrance to the Sierra Building
- On the north side of the Sierra Building in parking lot "G"

IGT Applied Technology Center (Edison Way)

- On the southeast corner of the campus next to the parking lot

Meadowood Center

- On the northeast corner of the campus next to the parking lot
- On the southeast corner of the center next to the parking lot

All Blue Pole phones dial direct to the regional 9-1-1 operators and should be used for emergencies only.

Access to Campus Facilities

Campus buildings and facilities are accessible to members of the campus community and both guests and visitors during normal hours of business, Monday-Friday and limited hours on Saturdays. The campus is closed on Sundays and state holidays.

Safety of Campus Facilities

The college maintains a very strong commitment to campus safety and security. Exterior lighting is an important part of this commitment. Motor vehicle parking lots, pedestrian walkways and building exteriors are well lighted. A comprehensive survey of all exterior lighting is conducted by the Facilities Services Department representatives at least once a year. Members of the campus community are encouraged to report any exterior lighting deficiencies to the Facilities Services Department at 775-673-7100.

The Facilities Services Department periodically conducts a comprehensive survey of every exterior door on campus. The purpose of this survey is to ensure that each exterior door and its locking mechanisms are working properly.

Exterior doors on campus buildings are locked and secured each evening by the Facilities Services Department. Door and security hardware operating deficiencies are also reported by the police officers when observed.

Shrubbery, trees and other vegetation on campuses are trimmed on a regular basis. Shrubbery is routinely trimmed at a height of no more than 24" from the ground. Trees are routinely trimmed so that their limbs are no less than six feet from the ground. The Facilities Services Department periodically surveys the grounds of the campus to ensure that shrubbery, trees and other vegetation have been properly trimmed.

Parking lots, buildings and grounds areas are actively patrolled by police officers. TMCC Police Department personnel work with Facilities Services to ensure timely repairs are made to noted deficiencies.

Law Enforcement Authority and Interagency Relationships

TMCC is policed by the department of public safety. TMCC police officers have the same training and authority as other municipal, county and state peace officers. All police officer training exceeds the standards set by the Nevada Peace Officers Standards and Training division.

The TMCC Police Department maintains close working relationships with Federal law enforcement agencies, State enforcement agencies, the Washoe County Sheriff's office and the Reno and Sparks Police departments. The TMCC Police Department coordinates police services at other TMCC locations, such as the Meadowood Center, the IGT Applied Technology Center, the Nell J. Redfield Performing Arts Center and TMCC High School.

TMCC Police Department

MISSION STATEMENT

The mission of the TMCC Police Department is to provide quality law enforcement services founded in community-oriented policing and problem solving principles to effectively meet the demands and unique needs of a regional community college population.

2012-2013

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. Presentations are designed to meet the needs of your individual group or department.

4. **New Employee Orientation**—Campus safety policies are made available to new employees.

5. **Self Defense Education for Women**—The Rape Aggression Defense Systems (RAD) program is a realistic self-defense course empowering women to take action in order to reduce their risk of victimization. This program is open to any female 13 years or older.

6. **Printed Crime Prevention Materials**—Printed crime prevention brochures, posters and bookmarks related to motor vehicle security, bicycle security, the escort service, employee security and library security are distributed at crime prevention presentations. Sexual assault and domestic violence prevention/ informational brochures are also available at the TMCC police department office, room 241 of the Red Mountain Building and outside the Student Services office, room 120 of the Red Mountain Building.

7. **Electronic Alarm Systems**—An electronic monitoring system monitors a comprehensive network of intrusion detection and duress alarm systems.

8. **Architectural Design**—Technical and crime prevention specialists make significant input into the design of all new and renovated campus facilities as it relates to physical and electronic security systems.

9. **Safety Surveys**—Safety surveys or audits are made periodically for a number of campus facilities each year.

10. **Facilities Surveys**—Comprehensive surveys of exterior lighting, exterior doors and grounds are conducted each year.

11. **Crime Prevention Publicity**—Crime prevention articles and material are published in the student newspaper and the online employee newsletter.

12. **"Victim of Crime" notifications**—TMCC police officers patrol parking lots and proactively look for potential crimes that could occur as a result of persons leaving car doors unlocked, valuables in plain view, etc. A notice is left on the windshield advising the vehicle owner of the officer's observations.

13. **Emergency Plan**—The Campus Emergency Plan has been revised and updated as of 2011. This plan provides information and direction to the college community in cases of:

a) Fire Emergencies
b) Medical Emergencies
c) Hazardous Material Incidents
d) Transportation Accidents
e) Evacuation and Shelter-in-Place
f) Weather Emergencies
g) Threats of Violence and Acts of Terrorism

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. **Crime Log**— A daily crime log is available for review at the TMCC Police Department, Red Mountain Building, Room 241.

3. **Student Newspaper**—If a serious or unique crime(s) has occurred, a special article is usually printed in the student newspaper.

4. **Special Alerts**—If circumstances warrant it, timely warning notices are prepared and distributed selectively or throughout campus via email announcements, posted flyers on campus and TMCC homepage message (www.tmcc.edu).

5. **Emergency Plan**—The Campus Emergency Plan has been revised and updated as of 2011. Emergency Procedures are posted in every room of the college. The plan provides basic procedural information and direction to the college community in cases of:

a) Fire Emergencies
b) Medical Emergencies
c) Hazardous Material Incidents
d) Transportation Accidents
e) Evacuation and Shelter-in-Place
f) Weather Emergencies
g) Threats of Violence and Acts of Terrorism

6. **Crime Statistics**—The college believes that an informed public is a safety-conscious public. Campus crime statistics are published annually by TMCC in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in the TMCC course catalog and are distributed via e-newsletter to faculty, staff and students. TMCC crime statistics are also available on the TMCC police department Web page at police.tmcc.edu. If you have any questions, contact the department of public safety at 775-674-7900.

7. **Registered Sex Offenders**—Campus Sex Crime Prevention Act, Section 1601 of Public Law 106-386 requires all sex offenders who are employees of, students of, or visitors to the Truckee Meadows Community College to register with TMCC Police Department. This includes employees of private contractors or other public entities who work at the college.

Offenders must comply with the registration requirements of NRS 179D. Pursuant to NRS 179D.240, offenders must register if they are a resident of the state or are present for 48 hours or more in any jurisdiction in which they will have a presence.

Additional information is available at the TMCC Police Department, 775-674-7900.

2012-2013

TIMELY WARNING NOTICES

The TMCC police department (TMCCPD) is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. 1092(f). Timely warnings will be issued in response to reported crimes committed either on campus or, in some cases, off campus that, in the judgment of the College, constitute an ongoing or continuing threat to students and employees. Anyone with information believed to warrant a timely warning should promptly report circumstances to:

Truckee Meadows Community College Police Dept.
7000 Dandini Blvd., RDMT 241
Reno, NV 89512
775-674-7900

TMCCPD will consult, as appropriate and necessary, with other college officials regarding whether a timely warning should be issued. The decision to issue a timely warning shall be made on a case-by-case basis after consideration of the available facts, including factors such as the nature of the crime, the continuing danger or risk to the campus community, and the possible risk of compromising law enforcement efforts. Timely warnings are considered for the following classifications of reported crimes:

- Criminal homicide
- Sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Timely warnings may also be issued for other reported crimes as deemed appropriate under the circumstances. The decision will be made in compliance with the Clery Act and in an effort to prevent similar crimes from occuring. When a determination is made that a timely warning should be issued, TMCCPD will take appropriate steps to ensure timely notification of the campus community. Options for notification include, but are not necessarily limited to, the College's mass notification system (phone, text and email), physical postings on doors and bulletin boards, www.tmcc.edu, or the TMCCPD website.

Warnings will include some or all of the following information: the date, time and location of the reported crime; a summary of the incident; a description of the suspect and/or vehicle, if available; and any other special instructions or incident specific safety tips.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

TMCC developed the following procedures to facilitate notification and evacuation responses in an emergency:

Upon the confirmation of an emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occuring on campus, TMCC will immediately notify the campus community using a systemized emergency communication procedure. The college has developed an integrated procedure, which includes all of the following: voicemail messaging, text messaging, emails to computers, outdoor mass notification system announcements using handheld siren/voice alert devices, indoor notifications using public address systems and website notifications via the TMCC home page and select social media outlets (e.g., Facebook, Twitter, MySpace). The content of the message will vary depending on the situation. TMCC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgement of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification
- Compilation of the content of the emergency alert message
- Activation of the TMCC Emergency Alert Notification System
- Broadcasting of evacuation procedures, methods and means

The following TMCC individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- President or designee
- Vice President of Finance and Administration or designee
- Vice President of Academic Affairs and Student Services or designee
- Chief of Police or designee
- Environmental Health and Safety Coordinator or designee
- Public Information Officer or designee

The Public Information Officer will, working on conjunction with the above listed individuals, be responsible for disseminating the emergency information to the larger community using the TMCC Emergency Alert Notification System (voicemail messaging, text messaging, emails, Timely Warning Notice, press releases, and/or webpage alert messages).

TMCC's Emergency Alert Notification System equipment is tested at least annually to ensure it is working properly. At least once per calendar year, the college will conduct a full activation of the TMCC Emergency Alert Notification System, which will be advertised beforehand to the Reno/Sparks community.

MISSING STUDENT OR PERSON

For purposes of personal safety concerns of TMCC students, a person may be considered to be a '*missing person*' if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances may include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare. If such circumstances exist, a "Missing Person" report may be taken by the TMCC Police Department and an investigation begun to locate the person of interest. This investigation may include notification of other law enforcement agencies, entering the missing person and vehicle into NCIC.

SAFETY TIPS

- Avoid working or studying alone at night.
- Stay in well-lit areas, walk mid-point between curbs and buildings, away from alleys and bushes.
- Don't carry extra credit cards or money.
- Walk with someone whenever possible; use the buddy system.
- Use TMCC's Dandini Campus escort service after dark.
- If your purse or wallet is snatched, don't fight back. Turn it over rather than risk personal injury and report the incident immediately.
- Do not place purses, portable radios, stereos, TV sets or other valuables near windows, which can be smashed by a tempted burglar.

2012-2013

- Carry a whistle. This can serve as a reminder to exercise caution and can alert anyone in the area that you need help.
- Keep an inventory of valuable possessions.
- Keep doors locked, even if you are only away for a few moments.
- Do not mark your key chain with your name, address or license number; lost keys lead to theft.
- Get to know your neighbors. Establish a neighborhood watch system and share information on suspicious circumstances.
- Call the department of public safety with any safety concerns.

TIPS FOR SAFE BIKING

Bicycling is an enjoyable and practical means of transportation on TMCC campuses. However, bike theft accounts for the largest percentage of theft on college campuses. Most problems can be avoided, however, if simple safety and security rules are followed.

- Photograph your bike, write down the make, model and serial number and keep that information available in case your bike is lost or stolen.
- Use bicycle racks and high security locks.
- Report suspicious activity around bike racks.
- Perform routine bike maintenance.
- Walk your bike across the busy intersections.
- Ride defensively and with caution.

SAFETY IN THE WORKPLACE

Here are some suggestions for ensuring safety in the office or laboratory.

- When working late, make sure doors are locked.
- Keep your purse in a locked cabinet or drawer. Never leave it on or underneath a desk.
- Contact TMCCPD (when available) for an escort when traveling to and from your car on the Dandini Campus.
- Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.
- Do not hold the door open for strangers after normal business hours.

Sexual Assault Information

If you have been sexually assaulted, the first priority is your immediate safety.

WHAT IS SEXUAL ASSAULT?

Sexual assault is a violation of Nevada state law. Sexual assault is an act in which a person subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his conduct (NRS 200.366).

Sexual Assault violates not only a person's body, but also their sense of safety and control over their life. No one deserves to be sexually assaulted!

WHO ARE THE VICTIMS OF SEXUAL ASSAULT?

Anyone can be a victim of sexual assault, regardless of age, race, socioeconomic status, cultural background, religion, marital status, physical or mental ability, gender or sexual orientation. A person can be assaulted by their spouse. One out of every three women will be assaulted at least once in their lifetime. One out of every four girls and one out of every six boys will be assaulted before their 18th birthday (Retrieved on January 2012 from 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

  School counselors, staff service providers, and staff members of the offices of Student Services will assist any student in reporting to law enforcement authorities.

COMMUNITY SERVICES

- Sexual Assault Support Services and the Crisis Call Center (24-hour), 775-784-8090 or 1-800-992-5757, 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/investigations/html

Individuals who have been sexually assaulted or the recipient of sexual misconduct are *strongly* encouraged to seek professional support and to report the incident to a campus security authority.

ADDITIONAL SEX OFFENSE INFORMATION

Cases at TMCC involving alleged sexual offenses are subject to the procedures and definitions outlined in the following NSHE Codes:

DISCIPLINARY PROCEDURES

Title 2, Chapter 6 (Read Source)

- 6.5.1 President to Order Administrative Leave.

  The president of each System institution may order any member of the System community to be placed on administrative leave for the interim period pending a disciplinary hearing whenever the president determines that administrative leave is required in order: (B/R 5/92)

  1. To protect life, limb or property;
  2. To ensure the maintenance of order; or

2012-2013

3. To remove a person from the University of Nevada System community when an act of sexual harassment has been alleged against such person and the accuser or the accused person cannot be assigned to other duties or classes or placed elsewhere in the System institution apart from each other pending the completion of an investigation and/or disciplinary hearing into the allegation. (B/R 5/92)

- 6.9.6 Advisors, Attorneys.

1. The person charged may be accompanied by one advisor of the person's choice, who may represent and advise the person and may present the evidence on the person's behalf. The person charged must give written notice of the name and address of the advisor, and whether the advisor is an attorney, to the administrative officer no later than 5 college working days before the time set for the hearing. An advisor will not be permitted at the hearing without such notice. (B/R 1/06)
2. Should a person charged advise that the person will be accompanied by an attorney as advisor, the administrative officer shall advise the Executive Vice Chancellor & Chief Counsel so that an attorney will be present at the hearing to represent and advise the administrative officer and to present the evidence on behalf of the administrative officer. (B/R 1/06)

Title 4, Chapter 8, Section 13, E (Read Source)

"...An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit...."

"...4.d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or Nevada Administrative Code , Chapter 284 shall remain confidential..."

SANCTIONS

Title 2, Chapter 6 (Read Source)

- Section 6.3 Disciplinary Sanctions

  The following sanctions are applicable to members of the community of the Nevada System of Higher Education for conduct prohibited by Section 6.2 of the Nevada System of Higher Education Code . Depending on the seriousness of the misconduct, these sanctions may be imposed in any order. 6.3.1 Warning; 6.3.2 Reprimand; 6.3.3 Restitution; 6.3.4 Probation; 6.3.5 Reduction in Pay; 6.3.6 Suspension; 6.3.7 Expulsion or Termination.

Title 4, Chapter 8, Section 13, E4c (Read Source)

"After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, Nevada Administrative Code , Chapter 284. Other appropriate actions will be taken to correct problems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation."

DRUG AND ALCOHOL PREVENTION

The TMCC drug and alcohol policy may be found online.

Drug and alcohol abuse information may be found online.

CRIME STATISTICS

How the Information is Obtained.

In compliance with all aspects of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act the collection of statistical criminal information is requested from both law enforcement and Campus Security Authorities (CSA's). The resulting statistics of criminal activities in or on the geographic area of responsibility of TMCC is then compiled and disclosed as the "TMCC Crime Statistics" which are found on the below listed active link.

CSA's include:

- Human Resources
- Student Services
- High Tech Center at Redfield manager
- Meadowood Center manager
- IGT Applied Technology Center manager
- Neil J. Redfield Foundation Performing Arts Center manager
- Instructional Deans

Law Enforcement agencies queried are:

- Reno Police Department
- Washoe County School District Police Department
- University of Nevada, Reno Police Department

Appendix Q

Religious Holiday Observations

It is the policy of NSHE to be sensitive to the religious obligations of its students. Religion is one area of diversity recognized by TMCC. Any student missing class, quizzes, examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in writing, on the first day of class or no later than 10 days in advance, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. Examples of such holidays are Rosh Hashanah and Yom Kippur.

If the student has notified the instructor in a timely manner, and the instructor will not provide an opportunity to make up the work, the student shall have the right to appeal the decision. This appeal shall be directed to the dean of the instructional division or other appropriate administrative officer, who will be the final authority for determining whether a make-up is feasible.

Appendix R

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.

2012-2013

Campus Crime Statistics 2010

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		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
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	1	0	0	0	0	0	0	0	0	1	0
Aggravated Assault	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Burglary	1	7	1	0	0	0	0	0	0	0	0	0	1	7	1
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	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	2	0	0	0	0	0	0	0	0	0	1	0	2
Liquor Law Violations	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1
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	4

* Redfield Performing Arts Center (RPAC) and the High Tech Center at Redfield (HTC) statistics are reported in this category. RPAC reports one robbery in 2009. HTC reports zero in all crime categories.

** TMCC does not have dorm/residential housing on any of the campuses

Data reported by calendar year.

2012-2013

Campus Crime Statistics 2010

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		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
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	1	0	0	0	0	0	1
Burglary	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	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	1	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
												Grand Totals:	0	2	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.

2012-2013

Campus Crime Statistics 2010

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		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
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	2	0	0	0	0	0	0	0	0	0	0	3	2
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0
Hate Crimes															
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	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	3	2

* 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.

2012-2013

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

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.

2012-2013

STUDENT RECORDS

See also: Appendix G

1. The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by full-time members of the institution staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, general educational records, records of discipline proceedings, medical and psychiatric records, and financial aid records.

2. No entry may be made on a student's academic record and no document may be placed in his file without actual notice to the student. Publication of grades and announcement honors constitute notice.

3. Access to his records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision. The student may waive this right of access in respect to confidential evaluations and references in the graduate and other placement offices, which may be required for the purpose of securing placement in business, industry, government, or education. Exceptions to this right of access are:

A. Financial records of parents.

B. Confidential letters and statements of recommendation placed in the file before January 1, 1975.

C. Records which the student has waived the right to inspect.

D. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and which are not accessible or revealed to any other person except a regular replacement for that record holder. An example would be a professor's grade book.

E. Record of law enforcement agencies which are kept separate from educational records, maintained only for law enforcement purposes, and available only to law enforcement officials of the same jurisdiction.

F. Privileged records of physicians, psychiatrists, and other professionals or para-professionals concerned with the treatment of a student and available only to other professionals and para-professionals providing treatment. (Students may designate a physician or other appropriate professional to view the records.)

4. No record may be made in relation to any of the following matters except upon the express written request of the student: (a) race, (b) religion, (c) political or social view, and (d) membership in any organization other than honorary and professional organizations directly related to the educational process.

5. No information in any student file may be released to anyone except with the prior written consent of the student concerned or as stated below:

A. Members of the faculty with administrative assignments may have access for internal administrative and statistical purposes.

B. The following data may be given any inquirer at the Registrar's discretion: division of enrollment, periods of enrollment and degree, emphasis, or certificate awarded, honors, local and permanent address, and local telephone number.

C. Educational records and personally identifiable information contained within may be released to other officials, legally authorized governmental agencies or officials, accrediting agencies, or other schools in which the student seeks to enroll.

D. Records requested in compliance with judicial order or in an emergency involving the health or safety of a student or other person.

E. Students may request in writing to withhold the release of information defined in paragraph 5.b above. Requests should be made to the Office of Admissions and Records.

F. Provision shall also be made for periodic destruction of noncurrent disciplinary files, except those cases of expulsion.

STUDENT AFFAIRS

FREEDOM OF ASSOCIATION

See also: Appendices J AND K

1. For any legal purpose students shall be free to organize and join associations to promote their common interests and shall be free to determine their own membership, policies, and actions.

2. Affiliation with an extramural organization shall not in itself affect recognition of a student organization.

3. Campus organizations which include students, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin. They shall not be required to submit a membership list as a condition of institutional recognition.

FREEDOM OF INQUIRY AND EXPRESSION

See also: Appendices J AND K

1. Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by legal and orderly means which do not interfere with the operation of the college or of its educational objectives.

2. Freedom to speak and to hear will be maintained for students, faculty, and staff and college policies and procedures will be used to provide a full and frank exchange of ideas. An effort should be made to allow a balanced program of speakers and ideas.

3. An invitation to speak at Truckee Meadows Community College does not imply that the college endorses the philosophy or ideas presented by the speaker.

Student Participation in College Government — As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of college policy affective academic and student affairs. The roles of the student government and both its general and specific responsibilities shall be made explicit, and the actions of the student government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures. Student Publications — Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the administration and of formulating student opinion on various issues on the campus and in the world at large. In the delegation of editorial responsibility to students, the college shall provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity or purpose as vehicles for free inquiry and free expression in the academic community. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.

2012-2013

2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrator, or public disapproval of editorial policy or content (Board of Regents, 7/76).

3. All student publications shall explicitly state that the opinions expressed therein are not necessarily those of the college or student body. The editorial freedom of student editors and managers shall entail corollary responsibilities to be governed by the canons of responsible journalism, as prescribed by the Student Publications Board and approved by the Board of Regents, and offer reasonable opportunities for rejoinder to the same audience.

OFF-CAMPUS FREEDOM OF STUDENTS

See also: Appendix K

Exercise of Rights of Citizenship — Truckee Meadows Community College students are both citizens and members of the academic community. As citizens, students have the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership.

Institutional Authority and Civil Penalties — The college has no legal authority over a student when he is outside college property unless engaged in official college activities, except as provided elsewhere. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used merely to duplicate the function of general laws. Only where institutional interests as an academic community are distinct from those of the general community may disciplinary proceedings be invoked by the institution. Institutional action shall be independent of community pressure.

PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

See also: Appendix L

The authorities of educational institutions have the inherent power and responsibility to protect the educational purpose through the regulation of the use of their facilities and through the establishing of standards of conduct and scholarship for the students who attend. Disciplinary action plays a role substantially secondary to example, counseling, guidance, and admonition. When warranted, disciplinary proceedings shall be enforced, and when they are, proper procedural safeguards shall be observed to protect the student from the unfair imposition of penalties.

The administration of discipline shall guarantee procedural fairness to an accused student. The jurisdictions of faculty and/or student judicial bodies or other regularly established judicial bodies, the disciplinary responsibilities of college officials, and the regular disciplinary procedures, including the student's right to appeal a decision, shall be clearly formulated and communicated in advance. In all situations, procedural fair play shall require that the student be informed of the nature of the charges against him/her, and that he/she shall be given a fair opportunity to refute them, that the college shall not be arbitrary in its actions, and that there shall be provision for appeal of a decision.

Standards of Conduct Expected of Students — The college has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. Offenses shall be clearly defined and interpreted in a manner consistent with the aforementioned principles. Disciplinary proceedings shall be instituted only for violations of existing standards of conduct and those which will be formulated with student participation and published in advance.

It shall be the student's obligation to become aware of college rules and regulations and to conduct himself/herself as a responsible citizen, to abide by the college's stated rules and regulations, and to express either assenting or dissenting opinions in an orderly manner.

INVESTIGATION OF STUDENT CONDUCT

1. Premises occupied by students, whether college controlled or not, and the personal possessions of students shall not be searched without permission or without legal authority. Such legal authority includes that which arises from the college-student relationship.

2. Students accused of serious violations of college regulations shall be informed of their rights by the college official in charge of student discipline. 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.

2012-2013

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 of Academic Affairs and Student Services. 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.

Appendix U

Policy for Implementation and Awarding of the Continuing Education Unit

I. Authorization

TMCC's division of Workforce Development & Continuing Education (WDCE) is authorized to develop and implement policies and procedures for non-credit activities utilizing the Continuing Education Unit as the standard unit of measurement of individual participation.

II. Definition of Continuing Education Unit

A. The Continuing Education Unit (CEU) is a unit that certifies participation in non-credit continuing education courses and programs. The primary purpose of the CEU is to provide a permanent record of educational accomplishments of an individual who has completed one or more significant educational experiences.

B. TMCC follows the International Association of Continuing Education and Training (IACET) guidelines for the recording of Continuing Education Units (CEUs). One CEU is ten (10) contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

III. Course and Program Qualifications

Non-credit courses and programs for which individuals may be awarded Continuing Education Units shall satisfy the following criteria:

A. The course or program shall be planned to meet the educational needs of a specific target population of individuals.

B. The following elements shall be determined during the planning stages and prior to the time the program is approved for implementation: purposes and objectives; student performance requirements; evaluation procedures suitable for measuring the effectiveness of design and operation; and the number of contact hours to be recommended for satisfactory completion of performance requirements.

C. The course or program shall be of an instructional nature approved by the division of Workforce Development & Continuing Education which will determine the quality of course or program content and resource personnel.

D. WDCE shall provide for student registration which will include the gathering of sufficient information from the student to ensure a permanent record of individual participation.

IV. Course and Program Review and Approval Procedure

A. Course and program review and approval shall be the responsibility of Workforce Development & Continuing Education, within the division of Business.

B. Upon receiving the request for course or program approval form including appropriate supporting documents, the dean of the division of Business, or his/her designate, will review the proposed course or program to determine compliance with CEU policy.

C. Courses and programs must be submitted for review and approval no later than two weeks prior to the start date. A decision to award the CEUs cannot be made after the program has been offered.

V. Administration

A. Only one TMCC unit/department will be responsible for the administration of the continuing education unit process. The administrative responsibility for awarding CEUs shall rest with the Division of Workforce Development & Continuing Education.

B. The Division of Workforce Development & Continuing Education shall maintain records of all CEUs awarded for no less than seven (7) years, along with a complete listing of all approved CEU courses and programs. The form and content of these records should be consistent with nationally recognized standards for the maintenance of Continuing Education Unit records for students and programs. Procedures for recording CEUs shall be established by the Division of Workforce Development & Continuing Education. Transcripts will be made available upon request to individuals who have been awarded CEUs by TMCC.

VI. Calculating CEUs

A. In computing the number of Continuing Education Units to be awarded, only the number of completed instructional hours, or the equivalent, shall be considered. CEU credit may be awarded in a class by using the following criteria as a guideline: 75% attendance along with demonstrated competency by testing and/or demonstrated competency by practicum. If attendance by itself is sole criterion, then the student must attend 90% of the class. When appropriate, a decimal fractional part of a Continuing Education Unit may be awarded but not less than 0.1 CEU per program. Instructional hours do not include time involved in coffee or refreshment breaks, meals, or social activities.

B. Activities for which CEUs may not be awarded are:

- Credit programs carrying academic credit, either secondary or collegiate.

- Orientation programs that deal with such internal topics.

- Committee meetings or other business activities.

- Policy assignments, conferences, delegate assemblies, or similar meetings for policy-making purposes.

- Attendance at entertainment or recreational lecture series, cultural performances, and social activities.

- Work experience, on-the-job training or apprenticeships do not qualify for the award of CEUs, unless structured as part of a planned educational experience that fulfills these program criteria.

- Study, assigned readings, reports, written assignments, and other related activities outside of the class or meeting schedule.

VII. Awarding of CEUs

A. A completed Continuing Education Unit Approval Form must be submitted to Workforce Development & Continuing Education two weeks before the course or program begins.

B. Within ten days after the course or program completion, a typed alphabetical registration list giving activity title, location, date of activity, name of program director, and number of CEUs awarded as the heading must be submitted. The list should include every participant's name. This list must be signed by the qualified person certifying that attendees met the minimum requirements for satisfactorily completing the program.

C. Course or program evaluation forms must be submitted with registration list.

D. All material must be submitted to Workforce Development & Continuing Education before CEUs can be awarded. Materials must be submitted within ten (10) business days of the non-credit course/program's conclusion.

VIII. CEU Fees

A. All fees for Continuing Education Units (CEUs) shall be determined by Workforce Development & Continuing Education.

B. Fees for CEUs shall include all administrative costs.

SUMMARY OF REQUIRED DOCUMENTS AND PAYMENT FOR AWARDING CEUs

Before the program:

At least two weeks before the course or program begins, these documents should be submitted to Workforce Development & Continuing Education (WDCE):

- Completed request for course or program approval form
- Program outline or agenda, with schedule
- A copy of program brochure or flyer
- Instructor's vita or description
- Sample evaluation form to be used in the program

During the program, these items need to be completed:

- Participant sign-in (sign-in sheet format available at WDCE)
- Evaluation of the course (evaluation form developed by the entity offering course or program)
- CEU Registration Form
- CEU payments, to be made by the entity or participants requesting CEUs

After the program:

No later than 10 business days after the course or program's conclusion, the following should be submitted to WDCE:

- Alphabetical list of participants receiving CEUs. The course or program title, location, date of activity, name of instructor or responsible person, and number of CEUs awarded should be on the heading of the sheet. This list must be signed by the qualified person certifying that attendees met the minimum requirements for satisfactorily completing the program.
- Program evaluations
- CEU payments, if not paid during the program

2012-2013