

# TRUCKEE MEADOWS COMMUNITY COLLEGE

## 2015-2016 COLLEGE CATALOG

»»» View the most current catalog online.

[CATALOG.TMCC.EDU](http://CATALOG.TMCC.EDU)



**Truckee Meadows Community College**

7000 Dandini Boulevard

Reno, Nevada 89512

775-673-7111

# GENERAL INFORMATION



# ACADEMIC CALENDAR

## FALL SEMESTER - FALL 2015

Academic Semester Begins .....	Aug. 13, 2015
Instruction Begins.....	Aug. 22, 2015
Labor Day (Holiday) .....	Sept. 5-7, 2015
Nevada Day (Holiday) .....	Oct. 30, 2015
Veterans Day (Holiday) .....	Nov. 11, 2015
Thanksgiving Break (Holiday) .....	Nov. 26-29, 2015
Instruction Ends.....	Dec. 13, 2015
Final Grades Due – Fall Semester Ends .....	Dec. 15, 2015
Number Instructional Days* .....	75
Number Academic Days* .....	84

## WINTER SESSION - WINTER 2016

Session Dates.....	Dec. 21, 2015 - Jan. 22, 2016
--------------------	-------------------------------

## SPRING SEMESTER - SPRING 2016

Academic Semester Begins .....	Jan. 11, 2016
Martin Luther King, Jr. Day (Holiday).....	Jan. 16-18, 2016
Instruction Begins.....	Jan. 23, 2016
Presidents Day (Holiday) .....	Feb. 13-15, 2016
Spring Break .....	Mar. 19-25, 2016
Instruction Ends.....	May 15, 2016
Final Grades Due .....	May 17, 2016
Graduation – Spring Semester Ends.....	May 20, 2016
Number of Instructional Days* .....	74
Number of Academic Days* .....	88

## SUMMER SESSION - SUMMER 2016

First Term.....	May 31-July 1, 2016
Second Term .....	July 5-Aug. 5, 2016

\*Does not include Saturdays, Sundays or Holidays

## 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.



# WELCOME TO TMCC!

I am pleased to welcome you to Truckee Meadows Community College. At TMCC, you will find many outstanding academic programs designed to prepare you for a successful career, transfer to a baccalaureate program, or explore lifelong learning opportunities. Our faculty and staff strive to provide the best possible learning experience for you, our student. Here you will find a welcoming and supportive college environment conducive to sharing, appreciating and respecting a wide range of ideas, backgrounds and cultures.

Our instructors provide a personal touch, whether it is in small classes that allow discussion and interaction, or in online courses to accommodate your job schedule and family needs. I also want to challenge you as a student to become an active member of our college community. Get to know the faculty and staff. They have a wealth of knowledge, and their experiences will undoubtedly enrich your time with us. We are all here to help, and we welcome the opportunity to assist you in every way possible.

We are very proud of our college, which includes five beautiful campuses and educational centers. We work continually to update our equipment and facilities to provide top notch learning tools and technology.

We hope you'll contact the College through our many online resources to get more information. If you need any further assistance, please contact us at 775-673-7111.

Sincerely,

Dr. Maria Sheehan  
TMCC President

## TABLE OF CONTENTS

<b>GENERAL INFORMATION</b>		<b>1</b>	
Academic Calendar.....	2	Adding Classes.....	12
Disclaimer.....	2	Satisfactory/Unsatisfactory Registration Option.....	12
Welcome to TMCC!.....	3	Auditing Classes.....	13
Student Responsibilities.....	5	Withdrawing from Classes.....	13
TMCC Privacy Notice for Printed Materials.....	5	Cancellation of Classes.....	13
About TMCC.....	6	Concurrent Registration.....	13
Core Themes.....	6	Semester System.....	13
Accreditation.....	6	Credit Load.....	13
Nevada System of Higher Education.....	7	Classification of Students.....	13
TMCC Officers.....	7	Enrollment Classification.....	13
College Locations.....	7	Full-Time, Part-Time Students.....	14
Nondiscrimination Statement.....	7	Date of Matriculation.....	14
Admissions, Transferring in Credit and Credit by Exam.....	8	Attendance.....	14
Students Who Do Not Qualify for Degree- seeking Status.....	8	Enrollment Certification.....	14
Changing From Non-degree Seeking to Degree-seeking.....	8		
Time Limitation for Degree-Seeking Undeclared/Undecided.....	9	<b>RECORDS, GRADING AND GRADUATION</b>	<b>14</b>
Admission to Health Science Programs.....	9	Change of Name, Address or Degree, Emphasis, Certificate.....	14
Immunization Requirements.....	9	Grading Scale.....	15
Transferring in Credits (Advanced Standing).....	9	Incomplete Grades.....	15
Credit by Exam.....	9	Challenge Examinations.....	15
		Retaking a Course.....	16
		Grade Appeal.....	16
		Grade Replacement.....	16
		Grade Reports.....	16
		Normal Degree Progress.....	16
		Satisfactory Academic Progress.....	16
		Requirements.....	17
		Academic Forgiveness.....	17
<b>ENROLLMENT / REGISTRATION</b>	<b>10</b>	<b>GRADUATION</b>	<b>17</b>
Academic Advisement.....	10	Preparation for Graduation.....	17
Academic Advisement Report.....	10		
Advisement for International Students.....	10		
Student Placement Testing (ACCUPLACER).....	10		
NSHE Policy on Developmental or Remedial Credit.....	11		
Developmental Courses.....	11		
Course Registration.....	12		

Requirements for Graduation .....	17
Dual Degrees .....	18
Commencement .....	18
Graduation Rates .....	18
<b>APPEAL OF TMCC POLICY</b> .....	<b>18</b>
<b>FINANCIAL AID, SCHOLARSHIPS AND STUDENT EMPLOYMENT</b> .....	<b>19</b>
Financial Aid Application Deadlines .....	19
Types of Financial Aid.....	20
Governor Guinn Millennium Scholarship .....	20
Grants.....	20
Loans.....	21
Student Employment.....	21
Financial Aid Student Rights.....	21
Financial Aid Student Responsibilities .....	22
Financial Aid Refund Policy.....	22
Scholarships .....	22
Additional Information .....	23
<b>TUITION AND FEES</b> .....	<b>23</b>
Fees, Tuition and Other Charges Subject to Change Without Further Notice.....	23
Tuition and Fee Schedule.....	23
Mandatory Fees and Tuition.....	23
Optional Fees.....	24
Methods of Payment.....	24
TMCC Payment Plans.....	24
Credit, Debit Card and E-Check Payments .....	24
Payment by Personal Check.....	24
Payment by Mail .....	24
Payment in Person.....	25
Unpaid Fees and Delinquent Accounts .....	25
Federal/State/Employer Paid Programs .....	25
<b>REFUND POLICY</b> .....	<b>25</b>
Refunds for Exceptional Circumstances .....	25
<b>CAMPUS SERVICES</b> .....	<b>26</b>
Bookstore .....	26
Child Care .....	26
Fitness Center .....	26
Food Services.....	27
Computer and Network Access .....	27
Housing.....	27
Library.....	27
Phi Theta Kappa International.....	28
Recreational Facilities.....	28
Student Publications .....	28
Transportation .....	28
Equity and Inclusion Office .....	28
<b>STUDENT SERVICES</b> .....	<b>28</b>
Developing Academic Skills .....	29
Adult Basic Education and English as a Second Language.....	29
Adult Literacy Program .....	29
ESL Program (Basic Level).....	29
ESL Program (College Level).....	29
ESL Students .....	29
ESL Testing.....	29
High School Equivalency (HSE) Program .....	30
Math Skills Center.....	30
Tutoring and Learning Center .....	30
The Certification Testing and Online Training Center at TMCC .....	30
Academic Advisement Center.....	31
Counseling and Career Services.....	31
Disability Resource Center (DRC) .....	31
Job Preparation Center.....	31
Re-Entry Center.....	32
Services for Adults Re-Entering School.....	32
Transfer Center .....	32
Veterans Education Benefits .....	32
Veterans Upward Bound Program .....	33
Student Government Association (SGA) of TMCC .....	33
Student Clubs and Organizations.....	33
<b>DEGREES AND CERTIFICATES</b> .....	<b>34</b>
<b>PROGRAM WORKSHEETS</b> .....	<b>58</b>
<b>COURSE PLANNING GUIDE</b> .....	<b>253</b>

<b>COURSE DESCRIPTIONS</b> .....	<b>267</b>
<b>FACULTY AND STAFF</b> .....	<b>404</b>
<b>APPENDICES</b> .....	<b>415</b>
<b>APPENDIX A</b> .....	<b>416</b>
Admission to the College.....	416
<b>APPENDIX B</b> .....	<b>417</b>
Regulations for Determining Residency and Tuition Charges.....	417
Definitions.....	417
Tuition Charges.....	418
Excess Credit Fee (Effective Fall 2014) .....	419
Resident Students.....	419
Reclassification of Nonresident Status .....	420
Administration of the Regulations .....	421
Administration of the Regulations .....	422
Effective Date of Regulations.....	422
Audits of Residency Determinations.....	422
<b>APPENDIX C</b> .....	<b>422</b>
Transfer Credit Policy on the Evaluation of Previous Training and Education .....	422
<b>APPENDIX D</b> .....	<b>428</b>
Satisfactory Academic Progress Policy .....	428
Requirements.....	428
Progression Standards for Millennium Scholarship .....	428
Progression Standards for Financial Aid Students .....	428
<b>APPENDIX E</b> .....	<b>428</b>
Progression Standards for Students Receiving Veterans Education Benefits .....	428
<b>APPENDIX F</b> .....	<b>429</b>
Progression Standards for F-1 International Students on TMCC's I-20.....	429
<b>APPENDIX G</b> .....	<b>429</b>
Statement of Policy in Accordance with the FERPA Act.....	429
Retention and Disposition of Student Records .....	432
<b>APPENDIX H</b> .....	<b>432</b>
Truckee Meadows Community College Library Policies.....	432
<b>APPENDIX I</b> .....	<b>432</b>
Traffic and Parking Regulations .....	432
<b>APPENDIX J</b> .....	<b>433</b>
Regulations Concerning Student Sponsored Events.....	433
<b>APPENDIX K</b> .....	<b>434</b>
Regulations Concerning Off-Campus Organizations .....	434
<b>APPENDIX L</b> .....	<b>435</b>
Rules and Disciplinary Procedures for Students.....	435
<b>APPENDIX M</b> .....	<b>439</b>
Grievance Procedures Relating to Equal Opportunity.....	439
<b>APPENDIX N</b> .....	<b>441</b>
NSHE Policy Against Sexual Harassment and Complaint Procedure .....	441
<b>APPENDIX O</b> .....	<b>444</b>
Drug, Alcohol and Tobacco Prevention Policy.....	444
<b>APPENDIX P</b> .....	<b>444</b>
College Annual Security Report.....	444
<b>APPENDIX Q</b> .....	<b>445</b>
Religious Holiday Observations .....	445
<b>APPENDIX R</b> .....	<b>445</b>
Policy on Unsupervised Children .....	445
<b>APPENDIX S</b> .....	<b>445</b>
Student Bill of Rights .....	445
PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS.....	448
<b>APPENDIX T</b> .....	<b>449</b>
Policy for Implementation and Awarding of the Continuing Education Unit.....	449

## STUDENT RESPONSIBILITIES

- » Read and understand the contents of the course catalog;
- » Become familiar with college policies and procedures;
- » Be aware of college deadlines, including dates for registration, fee payments, dropping classes and registration changes;
- » Keep the College informed of changes in name, address, phone number, enrollment changes which could affect financial aid awards and/or any other circumstances which could affect satisfactory progress toward a degree/emphasis/certificate;
- » Attend class and complete all assignments in accordance with the expectations established by the instructor; and
- » Behave in a manner which contributes to a positive learning environment for all in the classroom and on the campus. (See Appendix L or contact the student conduct officer to address any conduct concerns.);
- » Use the catalog program worksheet to plan which courses to take each semester and utilize the Academic Advisor Report (AAR) to track your program progress;
- » Schedule an appointment with a faculty member in your chosen program of study to discuss your time line and pathway to program completion.
- » Physically or learning disabled students may call 775-673-7277 to receive a copy of this course catalog in a more accessible form.

## TMCC PRIVACY NOTICE FOR PRINTED MATERIALS

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

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

- » Administrative offices will use the photographs as an additional safeguard in verifying a student’s identity.
- » Faculty and staff members will have access to student photos for class rosters, testing, and academic advising.
- » Student photos CANNOT be released to third parties without consent of the student. Photos are for internal use only by College Officials.

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

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

If, after due consideration, you wish to restrict the release of directory information, access the FERPA restriction component of your [My.TMCC.edu](http://My.TMCC.edu) portal, navigate to Demographic Data > Security > Edit FERPA / DIRECTORY Restrictions and select from the following choices:

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

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

## ABOUT TMCC

Truckee Meadows Community College is a public, 2-year institution located in Reno, Nevada. The College serves more than 28,000 students each year in credit and non-credit programs at five college sites and more than 20 community locations.

## 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.

## ACCREDITATION

Truckee Meadows Community College is accredited by the Northwest Commission on Colleges and Universities.

Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on Colleges and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding an institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to:

- » Lance Bowen, Ph.D.  
Accreditation Liaison Officer  
RDMT 324A  
775-674-7552

Individuals may also contact:

- » Northwest Commission on Colleges and Universities  
8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052  
425-558-4224  
[www.nwccu.org](http://www.nwccu.org)

## NEVADA SYSTEM OF HIGHER EDUCATION

TMCC is part of the Nevada System of Higher Education, governed by the Board of Regents:

Kevin J. Page, Chairman

Rick Trachok, Vice Chairman

Dr. Andrea Anderson

Cedric Crear

Robert Davidson

Mark W. Doubrava

Jason Geddes, Ph.D.

Trevor Hayes

James Dean Leavitt

Sam Lieberman

Kevin C. Melcher

Allison Stephens

Michael B. Wixom

## TMCC OFFICERS

Dr. Maria Sheehan, Ed.D., President

Dr. Barbara Buchanan, Ph.D., Vice President of Academic Affairs

Dr. Rachel Solemsaas, Ed.D., Vice President of Finance and Administrative Services

Ms. Estella LeVario-Gutierrez, M.S., Vice President of Student Services

## COLLEGE LOCATIONS

TMCC serves the residents of Washoe County at five college sites located in the Reno area, in addition to partnership locations.

### DANDINI CAMPUS | 775-673-7000

Located at 7000 Dandini Boulevard in north Reno, the campus opened in 1976 as a comprehensive campus and offers instruction in general education, science and liberal arts, including regionally and nationally ranked allied health programs.

### IGT APPLIED TECHNOLOGY CENTER (EDSN) |

775-856-5300

Located at 475 Edison Way in east Reno, this center opened in 1999 and offers occupational courses and ongoing training in industrial and manufacturing systems, renewable energy, automotive, construction, diesel, electronic, environmental control technology and welding technology.

### MEADOWOOD CENTER (MDWS) 775-829-9004

Located at 5270 Neil Road in central Reno and opening in 2003, this center provides academic courses, professional certification programs, and workshops, adult basic education, English as a Second Language, customized training and personal enrichment courses.

### NELL J. REDFIELD FOUNDATION PERFORMING ARTS CENTER (RPAC) 775-789-5671

Located at 505 Keystone Avenue in west Reno and opened in 2003, this center houses the College's performing arts classes, including dance, music and theater.

### HEALTH SCIENCES CENTER (HSC) | 775-850-4000

Located at 18600 Wedge Parkway off Mount Rose Highway in south Reno, this center opened in 2005 as a joint campus with the University of Nevada, Reno, and houses nursing, veterinary technology and general education courses.

### TMCC HIGH SCHOOL | 775-674-7660

TMCC is one of several hundred early college high schools on a college campus for degree-seeking 10th, 11th, and 12th graders throughout the country. Students attend college classes along with select high school classes, then graduate high school with 30 or more transferrable college credits or an Associate's degree. The high school is a partnership between TMCC and Washoe County School District and students enroll after a rigorous application process. Visit the [website](#) or call 775-674-7660.

## NONDISCRIMINATION STATEMENT

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



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

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

Contact the Title IX/504 Coordinator: 775-673-7123, 7000 Dandini Blvd., RDMT 208, Reno, NV 89512.

## **ADMISSIONS, TRANSFERRING IN CREDIT AND CREDIT BY EXAM**

### **ADMISSION TO THE COLLEGE**

TMCC follows the Community College Admission – General Policy outlined in the NSHE Board of Regents Handbook, Title 4, Chapter 16, Section 19. Students wishing to enroll at TMCC must complete an Application for Admission, which includes a non-refundable \$10 fee, and follow the Steps to Enroll on the TMCC website based on student type:

- » New Degree Seeking Student – You are seeking a degree and have never been to college, including TMCC.
- » New Transfer Student – You have never been to TMCC, but have completed credits at another college or university.
- » Returning Student – You are a previous TMCC student who stopped taking classes for at least two years and are returning.
- » Non Degree Seeking Student – You are not seeking a degree but are interested in taking classes for personal enrichment or career skills enhancement; you will not be eligible for financial aid, veterans education benefits, and some scholarships.
- » Military/Veteran Student – You are a new or returning TMCC student, currently or previously active in the armed forces.
- » High School Student – You are currently enrolled in high school and wish to enroll in one of TMCC’s signature programs for high school students.

- » International Student – You are a new student from any country besides the United States and will have an F-1 visa. International Students with F1 visas who are on TMCC I-20s must satisfy the conditions outlined in the NSHE Board of Regents Handbook, Title 4, Chapter 16, Section 20.

To be admitted to TMCC 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.

## **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.

## **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, Natural Science, Social Science or Humanities/Fine Arts, Communications, Constitution, or Human Relations; 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 one of the three state approved HSE exams and present evidence of official HSE transcript showing successful completion.

## TIME LIMITATION FOR DEGREE-SEEKING UNDECLARED/UNDECIDED

Students are limited to “Degree-Seeking Undeclared/Undecided” for two semesters, after which they must declare a degree or certificate. Fall, Spring and Summer each count as one semester. Those who do not declare a degree or certificate will be placed into Non-Degree status. Students who are non-degree seeking are not eligible to receive financial aid, veterans education benefits, and some scholarships.

Students who are unsure of their career path should contact Career Services in the Counseling department for assistance, at 775-673-7060.

## ADMISSION TO HEALTH SCIENCE PROGRAMS

The health science programs include:

- » Certified Nursing Assistant (CNA) and Nursing, 673-7115
- » Dental Assisting and Dental Hygiene, 674-4845
- » Emergency Medical Service(EMS) and Paramedic, 789-5511
- » Radiologic Technology, 674-7657
- » Veterinary Technician, 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 within this catalog. Specific information about admission to these programs may be obtained on the program’s website or from the listed department. Information sessions are held. Call departments for dates and times.

## IMMUNIZATION REQUIREMENTS

The following programs may have specific immunization requirements:

- » Certified Nursing Assistant Program, 673-7115
- » Dental Assisting and Dental Hygiene, 674-4845
- » Early Childhood Education, 673-7185
- » Emergency Medical Services (EMS) , 789-5511
- » Nursing, 673-7115
- » Phlebotomy and Clinical Lab Specialist, 673-7034
- » Radiologic Technology, 674-7657
- » Veterinary Technician, 850-4003

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

## TRANSFERRING IN 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.

## CREDIT BY EXAM

TMCC accepts the following examinations for students attempting to earn college-level credit. Please refer to Appendix C for more detail.

- » ACT-PREP (not a BOR Handbook approved Exam)
- » CBAPE (Advanced Placement)
- » CLEP
- » DANTES-Subject Standardized Tests
- » Challenge Examinations
- » Department Examinations
- » International Baccalaureate (IB)

# ENROLLMENT / REGISTRATION

## ACADEMIC ADVISEMENT

Academic Advisement assists new, continuing, transfer, and international students in identifying, planning for, and achieving educational and personal goals. In addition to meeting with an advisor during New Student Orientation, students will meet with an advisor during their first semester at an On-Track advising session where students learn how to use [My.TMCC.edu](http://My.TMCC.edu) and other campus systems to help plan future semesters and graduate. It is recommended that students seek academic advisement before registering each semester, before transferring to another college or university, and/or before graduation to assist in:

- » Creating an educational plan
- » Identifying courses needed towards graduation
- » Understanding transfer information and procedures
- » Navigating and understanding campus tools and resources

Visit [advisement.tmcc.edu](http://advisement.tmcc.edu) for more information on services provided and additional contact information.

## ACADEMIC ADVISEMENT REPORT

For help in schedule planning and course selection, degree-seeking students may request an academic advisement report (AAR) on [My.TMCC.edu](http://My.TMCC.edu).

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

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

## ADVISEMENT FOR INTERNATIONAL STUDENTS

F-1 visa students who are on TMCC I-20s must meet admission requirements listed in Appendix A.

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 International Student Services.

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.

For more information, please call 775-674-7627.

## STUDENT PLACEMENT TESTING (ACCUPLACER)

Students planning to enroll in math and/or English classes at TMCC and who do not have current ACT/SAT test scores (less than two years old), should take the ACCUPLACER placement exam unless they meet the alternate pathways requirements described below. Many courses at TMCC require specific ACCUPLACER math and/or English scores as prerequisites for registration. Students may waive the ACCUPLACER requirement with ACT and/or SAT scores that are less than two years old. Official ACT and/or SAT scores must be submitted to the Admissions and Records Office.

Alternatively, students can place into English or Math classes by completing an appropriate prerequisite class or by alternate pathways. Beginning Fall 2014, Washoe County School District (WCSD) high school graduates, or 2013 WCSD high school graduates that are new students at TMCC, can use alternate pathways for placement into entry-level college courses.

### ALTERNATE PATHWAYS:

- » WCSD graduates with an overall unweighted GPA  $\geq 3.0$  may enroll in ENG 101, Recommended READ 135 or ENG 113, Recommended Non-Native READ 135.
- » AP English course (passing with “C” or better) may enroll in ENG 101, Recommended READ 135 or ENG 113, Recommended READ 135.

- » WCSO graduates with an overall unweighted GPA  $\geq 3.0$  and complete Intermediate Algebra (Algebra 3-4 in WCSO) with a grade of B or higher may enroll in MATH 120 or MATH 126.

Students must have an active admission application and valid government-issued photo identification to take the ACCUPLACER exam at TMCC. ACCUPLACER testing is offered at Testing Services in Red Mountain 121 on a walk-in basis on Monday – Friday from 8:30 a.m. to 3:30 p.m.

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.

Please contact Testing Services at 775-673-8241 or visit [testing.tmcc.edu](http://testing.tmcc.edu) for more information.

## ACCOMMODATIONS FOR DOCUMENTED DISABILITIES

If you are a student with a documented disability and would like to receive accommodations for the ACCUPLACER/Placement test, please schedule an appointment with the Disability Resource Center (DRC) to present your documentation before you take the ACCUPLACER/Placement test. 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 within three weeks prior to the start of the term may not be possible to schedule.

## COURSE PLACEMENT SCORES

The highest valid score within the past twenty-four month period will determine course placement for students. TMCC's English and Math departments determine the ACCUPLACER cut score information for new and continuing students. Please see the respective English Department and Math Department web pages for course placement scores and policies. TMCC reserves the right to change course placement scores.

## NSHE POLICY ON DEVELOPMENTAL OR REMEDIAL CREDIT

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

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

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

## DEVELOPMENTAL COURSES

TMCC offers the following developmental courses. Course descriptions may be found in the appropriate section of the catalog.

### ENGLISH

ENG 98R – Preparatory Composition  
ENG 95 – Basic Writing II  
READ 95 – Reading and Improvement

### ENGLISH AS A SECOND LANGUAGE

ENG 81-C – ESL Reading/Writing  
ENG 88 – ESL Grammar  
ENG 112-A – Bridge ESL Listening Skills  
ENG 112-C – Bridge ESL Reading Skills  
ENG 112-D – Bridge ESL Composition

### MATHEMATICS

MATH 95 – Elementary Algebra  
MATH 96 – Intermediate Algebra

Students placing into ENG 101/ENG 113 or above but who place below standard in arithmetic must take the prescribed sequence of developmental courses until completed. Likewise, students placing into MATH 120 or above but who place below standard in reading must take the prescribed sequence of developmental courses until completed.

## ONLINE DEVELOPMENTAL ENGLISH CLASS REGISTRATION POLICY

Registration for online ENG 98R requires an ACCUPLACER score of 76-85.

## ONLINE DEVELOPMENTAL MATH CLASS REGISTRATION POLICY

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

1. The student has not dropped or failed the class before, or the student has a minimum GPA of 3.0.
2. The student has a grade of A or B in the prerequisite class, or a qualifying ACCUPLACER math, ACT math or SAT math score, taken within the past two years.
3. The student has a minimum ACCUPLACER Reading score of 86 and a minimum ACCUPLACER Essay Sample score of 5 (or a minimum score of 440 on both the SAT Reading and Writing tests, or a minimum score of 18 on both the ACT Reading and Writing tests), or a C or higher in English 98R, taken within the past two years.

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

## COURSE REGISTRATION

Any person wishing to enroll for courses taught by the College must register during the scheduled registration periods using [My.TMCC.edu](http://My.TMCC.edu). Each semester, the College will publish 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.

## ADDING CLASSES

Students may add classes using the [My.TMCC.edu](http://My.TMCC.edu) portal during the published registration periods. After the registration period, students may continue to add classes until the 100% refund period, but instructor permission may be required. After the 100% refund period and until the 50% refund period, a student must have instructor permission to enroll. Registration after the 50% refund period requires approval of the academic dean.

Students who add classes or register late become immediately responsible for these class fees. Students should be aware that they may not be eligible for any refunds if they drop these classes. Refunds are based on the times the class has met and not student attendance. See the Refund Policy in this catalog. It is important for students to verify the accuracy of their enrollment schedules and fees any time a change is made.

## 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 by the last day to withdraw from a class.

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).

## AUDITING CLASSES

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 must be completed by the 100% refund deadline. Changing from credit to audit must be completed by the withdrawal deadline. 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 Admissions and Records website.

## 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 MyTMCC.

## CANCELLATION OF CLASSES

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

## CONCURRENT REGISTRATION

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

## SEMESTER SYSTEM

Credits earned at TMCC are awarded on the basis of semester credits. A semester consists of 15 weeks.

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.

## 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.

## 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.*

## 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 9 but fewer than 12 credits.
- » Half-time: at least 6 but fewer than 9 credits.
- » Less than half-time: fewer than 6 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.

## 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 student's responsibility to withdraw from classes they are unable to attend. During the 100% refund period, an instructor may, but is not required to, drop a student for nonattendance and/or not meeting the prerequisites for a class. For policy governing religious obligations, please refer to Appendix Q.

## 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](#) or contact them by phone at 703-742-4200.

## RECORDS, GRADING AND GRADUATION

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

## 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.

## 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/remedial, 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 (Withdraw): Student withdraws by the midpoint of the course. Date of last attendance is recorded in MyTMCC.*

*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

A temporary grade of incomplete (I) may be granted to a student at the end of the semester if the student is performing passing work in the course, and there are extenuating circumstances (beyond the student’s control) that prevent the student from completing the course requirements by the end of the instructional period. Non-attendance, poor performance or requests to repeat the course are unacceptable reasons for issuance of the “I” grade. A conference between the instructor and the student should be held prior to the due date for grades at the end of the semester and a detailed statement describing the work to be completed must be signed by the instructor and the student, and department chair or dean. Students have until the last day of the next regular semester in which to make up assignments or examinations for a course in which they receive an incomplete. (Summer and Winter sessions are not defined as a semester for this purpose.) Failure to do so will result in the incomplete grade being changed to an ‘F’ grade. Students must make arrangements with the instructor who originally issued the incomplete or, if the instructor is not available, the department chair or dean to complete the requirements.

## 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.



## 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.

## GRADE APPEAL

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

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

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

In a grade appeal, the presence of one or more of the following will be considered as the only legitimate grounds for an appeal: arbitrariness, prejudice, error or personal hardship. This policy does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Also excluded from this policy are grade appeals alleging discrimination, harassment or retaliation in violation of TMCC's Sexual Harassment Policy, which shall be referred to the appropriate office at TMCC.

A student who wishes to appeal the grade must do so within 90 days of the official ending date of class. Please contact the Vice President of Academic Affairs Office for instructions on grade appeal procedures 775-673-7090.

## GRADE REPLACEMENT

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

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

Students must complete the Grade Replacement form listed under documents and forms located on the Admissions and Records website. 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.

## GRADE REPORTS

At the end of each semester, students' grades will be available in their [My.TMCC.edu](http://My.TMCC.edu) 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 [My.TMCC.edu](http://My.TMCC.edu). To receive a complete summary of the academic history, students should request an official transcript.

## NORMAL DEGREE PROGRESS

Students progressing toward a degree, emphasis, or certificate must maintain a minimum cumulative grade point average of 2.0, which is equivalent to an average grade of C.

## SATISFACTORY ACADEMIC PROGRESS

Students progressing towards a degree, emphasis, or certificate at Truckee Meadows Community College must maintain a minimum cumulative grade point average of 2.0, which is equivalent to an average grade of C, to be considered making satisfactory academic progress and remain in "good standing". Students who meet the satisfactory academic progress requirements are considered to be in "good standing" status.

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

## REQUIREMENTS

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

To review the policy in its entirety, go [online](#).

## 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 website. 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.

## 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. Students with credits from other institutions should submit official transcripts to the Admissions and Records Office and request a transfer credit evaluation during their first semester. Students are urged to contact the Academic Advising Department for questions about course selection applicable to your selected program of study and progress towards graduation. For more information call 775-673-7062.

## REQUIREMENTS FOR GRADUATION

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

1. Filed an application for graduation. Each student seeking an associate degree or certificate of achievement is required to submit a completed application for graduation to the Admissions and Records Office. A separate application is required for each degree/certificate. The application must include the survey. Deadline dates for filing these applications are:
  - » Fall semester, November 1
  - » Spring semester, April 1
  - » Summer session, June 1

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

2. Completed 15 semester credits within TMCC; credits must be degree applicable. Developmental courses are non-degree applicable. All graduates must have a minimum of 15 credits in residence or through distance education at TMCC. Challenge examinations, nontraditional credit, etc., do not count as resident credit. This applies to all associate degrees and certificates of achievement. Residency credits must be degree applicable.

3. Maintained a minimum cumulative grade point average of 2.0. The grade point average for graduation must be at least 2.0. 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 2.0 for all coursework at TMCC.
4. Meet 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 Cashier'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 21 percent and 14 percent have transferred to another institution.

Since the majority of our students are not full time (only 28 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.

## APPEAL OF TMCC 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 months from the date of occurrence or six months from when it could be reasonably assumed that the student was aware of the occurrence.

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

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

- » Affirmative action appeal – contact the affirmative action officer or the Dean of Equity and Inclusion, and follow guidelines listed in the Board of Regents Handbook
- » Classroom or departmental procedures - contact the appropriate department
- » Disciplinary issues-contact Chief of Police/Public Safety Director's Office
- » Financial aid appeals - contact the Financial Aid Office
- » Grade change issues - contact the instructor or follow the procedures outlined in the TMCC catalog under Appeal of Class Grade

## **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 passed a state-approved high school equivalency exam.

- » Be accepted to or registered in a financial aid-eligible 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 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.

Note - Adjusted Diplomas and Certificates of Attendance are not considered equivalent and students are advised to take a high school equivalency exam.

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.

### **FINANCIAL AID 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**. The TMCC scholarship application has an annual due date.

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.

## FINANCIAL AID APPLICATION PROCESS

The student may apply using the Free Application for Federal Student Aid (FAFSA) available [online](#). A new application must be filed each year. Students and parents may apply online for a PIN 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 online. 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 Financial Aid's website 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 [My.TMCC.edu](#).

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 website 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 or call 702-486-3383. Check your Millennium status and award online via [My.TMCC.edu](#) or go to [financialaid.tmcc.edu](#) for more information.

## GRANTS

### FEDERAL PELL GRANT

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

The amount of Federal Pell Grant funds you may receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding you can receive each year is equal to 100%, the six-year equivalent is 600%.

## 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.

## INCENTIVE GRANTS

Students who commit to full-time enrollment and are on track to graduate may qualify for an incentive grant. Students must demonstrate financial need based on their FAFSA and meet other eligibility criteria.

## LOANS

Federal Stafford Loans (subsidized and unsubsidized): these are low-interest, need-based and non-need-based loans. 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 online exit counseling.

## FEDERAL PLUS LOAN

The PLUS loan is for the parents of dependent students. 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.

## STUDENT 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 [My.TMCC.edu](http://My.TMCC.edu) if they are eligible. Job listings are posted [online](#).

## 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 [online](#).

## 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 [online](#).

## FINANCIAL AID STUDENT RIGHTS

All consumer information is available on Financial Aid's website.

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 and continuing education classes are not considered part of the credit load nor in the completion rate.

- » FULL-TIME: If a student's award is based on full-time enrollment, the student must maintain 12 or more credits.
- » 3/4 TIME: If a student's award is based on three-quarter-time enrollment, the student must maintain 9-11 credits.
- » 1/2 TIME: If a student's award is based on half-time enrollment, the student must maintain 6-8 credits.
- » LESS THAN 1/2 TIME: If a student's award is based on less than half-time enrollment, the student must maintain 1-5 credits.

See Appendix D for a complete, detailed explanation of satisfactory 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 Financial Aid's website.

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 [My.TMCC.edu](http://My.TMCC.edu). This will ensure that the student receives all correspondence from the College and meets financial aid requirements.

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

### PROPER USE OF FUNDS

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

### FINANCIAL AID REFUND POLICY

Students receiving aid may have their financial aid adjusted if they withdraw, stop attending or receive outside financial assistance. This can result in an over payment and may require students to repay all or a portion of their financial aid funds. For more information, please go [online](#).

### 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.

### 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 or by phone at 775-673-7072.

## TUITION AND FEES

### FEES, TUITION AND OTHER CHARGES SUBJECT TO CHANGE WITHOUT FURTHER NOTICE

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

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

## TUITION AND FEE SCHEDULE

The following fees are in effect for the 2015-2016 school year.

- » Nevada residents: \$88.00/credit
- » Out-of-state students in fewer than seven credits: \$184.75/credit
- » Out-of-state student in seven or more credits: \$88.00/credit + \$3,322.50
- » Out-of-state students residing outside of Nevada and enrolled in only distance education: \$132.00/ credit
- » Summer school 2015, all students: \$91.00/credit

*NOTE: Auditors pay the same per-credit fees.*

## MANDATORY FEES AND TUITION

### TECHNOLOGY FEE

A \$5.50 per-credit technology fee is assessed in addition to the per-credit tuition listed above.

## APPLICATION FEE

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

## LAB AND SPECIAL FEES

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

## EXCESS CREDIT FEE (EFFECTIVE FALL 2014)

A 50% excess credit fee on the per-credit registration fee shall be charged to a student who has accrued attempted credits equal to 150% of the credits required for the student's program of study. The excess credit fee shall be imposed on registration fees charged in the current semester and in subsequent semesters, including Summer terms, where a student's cumulative credit hour total exceeds 150% of the credits required for the student's program of study.

## WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION COURSE FEES

Registration fees for each Workforce Development and Continuing Education course are variable to cover the cost of the instructor's salary, supplies, equipment and overhead. Fees are payable in full at the time of registration.

Workforce Development and Continuing Education courses are self-supporting and fees vary by course.

## 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 \$132.00 per credit. 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% 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.



## 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 described in the Board of Regents Handbook, Title 4, Chapter 15, Section 3 printed in Appendix B of this course catalog.

## OPTIONAL FEES

### TMCC FITNESS CENTER FEES

You can purchase a TMCC Fitness Center membership or day pass from the Cashier'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 775-784-1225 for more information.

### GOOD NEIGHBOR TUITION

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

## METHODS OF PAYMENT

To find out how much you owe, log in to [My.TMCC.edu](http://My.TMCC.edu). 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 plan to attend TMCC this year, go to [My.TMCC.edu](http://My.TMCC.edu) and drop the class(es) and print that screen for your records. If you do not, TMCC reserves the right to offer the seat in the class to the next eligible student.

## TMCC PAYMENT PLANS

TMCC offers a 4-pay and 5-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 four or five equal installments depending on which option is selected.

There is a \$10 fee for the payment plan that will be added to your first bill. Your enrollment may be cancelled or late fees may be charged if any payment is not made on time. Please log in to [My.TMCC.edu](http://My.TMCC.edu) 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 [My.TMCC.edu](http://My.TMCC.edu) 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

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

## PAYMENT IN PERSON

Bring your payment to the Cashier's Office or the TMCC drop box to avoid lines. The drop box is located on the Dandini Campus at: Cashier'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 for classes, receive a transcript, diploma or certificate, or enrollment verification certificate. Delinquent accounts may be forwarded to a collection agency.

## FEDERAL/STATE/EMPLOYER PAID PROGRAMS

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

## REFUND POLICY

If you do not attend your classes, or if you stop attending your 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% 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 (DYE)

- A. 100% 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% 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 (DYN)

- A. 100% refund if you drop online by 11:59 p.m. on the first official start date that the class meets.
- B. 50% 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 (DYI)

- A. 100% 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% refund if you officially drop online by 11:59 p.m. on the first official start date of classes.
- B. 50% 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% 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 [My.TMCC.edu](https://my.tmcc.edu), otherwise a check is issued. All check refunds are mailed to the student's current on-file address.

## REFUNDS FOR EXCEPTIONAL CIRCUMSTANCES

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

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

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

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

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

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

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

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

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

## 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 website. 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 "original" purchase condition with the plastic wrap unopened (if applicable). The last day for a full refund is one week after the start of classes. After that, you will have two business days from the date of purchase to return your text. Software is not returnable if the plastic wrap or package has been opened. For more information on refunds or exchanges, contact the bookstore at 775-673-7172

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

### CHILD CARE

The E.L. Cord Child Care Center is your partner in the care and education of your child. Our center is conveniently located on TMCC's Dandini Campus. To enroll your child in care, or our licensed and NAC Accredited program, please stop in the Center and fill out a wait-list card. The Center offers extended care (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.

Extended Care requires first and last week's enrollment payment due upon your child's registration, as well as a \$50 per child enrollment fee. Semester-Care requires a \$25 deposit and 50% of tuition before care begins. The remaining 50% is due within 20 business days during Fall and Spring semesters and within 5 business days for Summer sessions. The Center is open weekdays from 7 a.m. to 6 p.m. Call 775-674-7515 for details and rates or stop in and pick up a brochure. Please visit the Child Care Center's [website](#) for detailed information.

### FITNESS CENTER

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

The TMCC Fitness Center provides a welcoming environment for students, faculty and staff for physical activity and general wellness. The center also promotes educational opportunities and an overall health awareness environment. To join the Fitness Center, purchase a membership or day pass at the Cashier'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 machines 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 website or stop by the center in RDMT 101.

## FOOD SERVICES

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

## COMPUTER AND NETWORK ACCESS

TMCC Information Technology (IT) maintains and supports all computer labs and wireless networks on all TMCC campuses. All systems, including wireless access, require a username and password to log on.

Students use the same username and password to log on to computers, TMCC Google mail, Canvas, and [My.TMCC.edu](http://My.TMCC.edu). IT Customer Service/Student Support can assist with passwords or access problems. The support desk can be reached at 674-7576.

Further assistance with passwords or mobile device configurations is available in the Student Center in the Red Mountain Building on the Dandini Campus. Additionally, students can reset their password [online](#).

Besides classroom computer labs, TMCC offers Computer Labs that are available to TMCC students for research and studying. These Computer Labs are located on the Dandini Campus (SIER 109), Meadowood Center (MDWS 124), IGT Applied Technology Center (EDSN 108) and the Health Science Center at Redfield Campus (HSC 100). The Computer Labs are equipped with computers, printers and the most commonly-used software. For operating hours and available services, call 775-674-7695 or visit the IT website at [tmcc.edu/IT/](http://tmcc.edu/IT/).

## 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.

## LIBRARY

### ELIZABETH STURM LIBRARY, MEADOWOOD LIBRARY, HEALTH SCIENCE CENTER 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](#).

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.

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

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

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

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

## PHI THETA KAPPA INTERNATIONAL

### HONOR SOCIETY FOR THE TWO-YEAR COLLEGE

The TMCC Alpha Pi Gamma Chapter of Phi Theta Kappa was chartered in 1989. The purpose of Phi Theta Kappa is to recognize and encourage scholarship among associate degree students. To achieve this purpose, Phi Theta Kappa provides opportunity for the development of leadership and service, creates an intellectual climate to exchange ideas and ideals, enhances lively fellowship for scholars and stimulates interest in continuing academic excellence. Phi Theta Kappa has been recognizing academic achievement in two-year colleges since 1918.

Invitation to membership in Phi Theta Kappa can be extended by the chapter to students enrolled in an associate degree program. The student must have completed at least 12 hours of course work, above the 100-level, leading to an associate degree and have a minimum grade point average of 3.5.

Qualified students will receive a letter of invitation to become members, then periodic emails about chapter meetings and events.

Additional information is available on the Phi Theta Kappa website.

## RECREATIONAL FACILITIES

Students enrolled in any TMCC class are entitled to use the TMCC Fitness Center. Fitness Center membership is free for the semester when registered in some PEX and PT classes. Personal training is also available; please inquire within the Fitness Center.

Check with the Fitness Center for current semester fees and hours, call 775-674-7974 or stop by RDMT 101.

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

## STUDENT PUBLICATIONS

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

## TRANSPORTATION

RTC RIDE, the public transportation system of the Reno/Sparks area is available to and from TMCC campuses and education center. For route and schedule information, call RTC Ride customer service at 775-348-RIDE (775-348-7433) or visit [www.rtcwashoe.com](http://www.rtcwashoe.com). Each individual student is responsible for transportation to the College. RTC-Washoe and TMCC's Student Government Association have partnered to offer discounted bus passes to TMCC students, available at the TMCC Cashier's Office in RDMT 318.

## EQUITY AND INCLUSION OFFICE

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

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

The Equity and Inclusion Office is located at 7000 Dandini Blvd., Red Mountain Building, room 209. The office hours are 8 a.m. to 5 p.m. Monday through Friday. Please call 775-673-7027 for more information.

## 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 division are the following:

- » Admissions and Records
- » New Student Services and Testing Services
- » Academic Advisement, Transfer, and International Student Advisement Center
- » Access, Outreach and Recruitment
- » Counseling and Career Services
- » Financial Aid
- » Disability Resource Center
- » Job Preparation Center
- » Re-Entry Center
- » Student Activities and Leadership/SGA
- » Veterans Upward Bound

## 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 Nevada Adult Education, provides basic literacy education for adults 18 years old or older. Instruction in basic reading, writing and mathematics is offered. Competency and curriculum levels of instruction range from elementary through high school for adults.

Individualized and group instruction is provided for no cost to students who have the ability to benefit.

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

## ADULT LITERACY PROGRAM

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

## ESL PROGRAM (BASIC LEVEL)

The College offers noncredit courses in English as a Second Language for adults who need training in listening, speaking, reading and writing English. Instruction is geared towards working adults.

Consequently, the program uses a workplace literacy approach through the Comprehensive Adult Student Assessment System (CASAS). TMCC's ESL program is a nationally-renowned model. There are multiple 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 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. For assessment information, call 775-673-8241.

## ESL TESTING

Non-native 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.

## HIGH SCHOOL EQUIVALENCY (HSE) PROGRAM

TMCC's High School Equivalency (HSE) preparation courses prepare students 18 years and older to pass the state-approved HSE examinations. Courses cover the five HSE sub-sections.

1. Language Arts-Reading
2. Language Arts-Writing
3. Science
4. Social studies
5. Mathematics

Orientation for the HSE preparation classes is held several times throughout the semester at TMCC's Meadowood Center. For more information, call 775-829-9044.

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 HSE preparation courses upon completion of the preliminary skills analysis assessment. Call for class and individual advisement times.

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

- » Pre-testing
- » Books and materials
- » Practice HSE tests
- » Instruction in all subjects covered by the HSE exams
- » Post-HSE guidance
- » On-site HSE testing (standard testing fee applies)

For details on HSE preparation courses or to schedule an orientation, call 775-829-9044. For questions about the HSE exams, visit TMCC's HSE testing website or call 775-824-3838.

## MATH SKILLS CENTER

The TMCC Math Skills Center provides foundation level mathematics education for entering students whose math placement scores indicate preparation levels below Math 95 (elementary algebra). The primary goal of the Skills Center program is to prepare students to place into Math 95/96 and to develop the mathematical foundation necessary to succeed in this and other college-level mathematics courses. Additionally, the Skills Center also provides training in basic mathematics skills for students taking occupational courses and others who want to develop these skills for other purposes.

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

## TUTORING AND LEARNING CENTER

TMCC's Tutoring and Learning Center provides free tutoring to TMCC students in several subject areas including: biology, chemistry, economics, anthropology, psychology, 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 go [online](#).

## THE CERTIFICATION TESTING AND ONLINE TRAINING CENTER AT TMCC

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

For more information, call 775-824-3838 or go [online](#).

## ACADEMIC ADVISEMENT CENTER

Academic Advisors assists new, continuing, transfer and international students in identifying, planning for, and achieving educational and personal goals. In addition, to meeting with an advisor during New Student Orientation, students will meet with an advisor during their first semester at an On-Track advising session where students learn how to use [My.TMCC.edu](http://My.TMCC.edu) and other campus systems to help plan future semesters and graduate. It is recommended that students seek academic advisement before registering each semester, before transferring to another college or university, and/or before graduation to assist in:

- » Creating an educational plan
- » Identifying courses needed towards graduation
- » Understanding transfer information and procedures
- » Navigating and understanding campus tools and resources

Visit [advisement.tmcc.edu](http://advisement.tmcc.edu) for more information on services provided and additional contact information.

## COUNSELING AND CAREER SERVICES

The Counseling Center offers personal counseling to enrolled students to assist with issues that interfere with normal day-to-day life, academic difficulties, anxiety, crises/emergencies and suicide prevention. Other offerings include career services, instruction in the EPY 101 course which focuses on college and life skills, diversity support, and resources/referrals. Student success initiatives encompass the ASK Workshop 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 go [online](#).

## 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.

## JOB PREPARATION CENTER

A TMCC job preparation 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 job preparation specialist also works with students to locate suitable positions for internships. Call 775-673-7170.



## RE-ENTRY CENTER

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

### PERKINS EDUCATIONAL PARTNERSHIP PROGRAM

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

### DISPLACED HOMEMAKER PROGRAM OF WASHOE COUNTY

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

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

## SERVICES FOR ADULTS RE-ENTERING SCHOOL

A high proportion of students at TMCC are men and women who have been out of school for a number of years and now want to explore new directions and interests in their lives. Students considering returning to school to update or acquire new skills will find an individual appointment with a counselor helpful.

Support groups, classes and personal counseling are available. Self-exploration, educational planning, self-concept development, job search skills and family adjustment are emphasized. More information can be obtained from the Counseling Center. Call 775-673-7060 or go [online](#).

## TRANSFER CENTER

The Transfer Center provides services to assist students through the process of transferring college credits to TMCC, as well as assisting with the transition of transferring from TMCC to another college or university.

Transfer services include:

- » Unofficial transcript evaluation for incoming transfer students.
- » Review of transfer agreements and Co-Admissions with participating institutions.
- » Opportunities to meet with representatives from colleges and universities.
- » College and university resources and exploration.

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. For more information go [online](#) or to schedule an appointment, contact the Academic Advising Office at 775-673-7062.

## VETERANS EDUCATION BENEFITS

The veterans certifying official is available to assist 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% disabled veterans may also apply for VA Education Benefits. The Veterans Education Benefits Office is located in Financial Aid, RDMT 315-C.

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

Per Executive Order 13607, all students using VA Education Benefits must attend a "veteran new student" workshop. Call 775-673-5612 to schedule the workshop. After the completion of 6 credits, all students using VA Education Benefits must also attend a "veteran on-track" workshop. Call 775-673-5612 to schedule the "on-track" workshop.

Detailed instructions regarding the application process for all chapters of VA Education Benefits are available [online](#).

## 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 HSE 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.

## CAMPUS ORGANIZATIONS

### STUDENT GOVERNMENT ASSOCIATION (SGA) OF TMCC

The SGA is comprised of a President, Vice President, Treasurer, Secretary and seven 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;
- » 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 at 775-673-7203 for additional information.

### STUDENT CLUBS AND ORGANIZATIONS

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

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

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

# DEGREES AND CERTIFICATES

# TMCC ACADEMIC DIVISIONS

---

## BUSINESS DIVISION

**DR. MARIE MURGOLO-POORE, DEAN, 337-5608**

*Adult Basic Education (ABE)/Community English as Second Language (ESL), Accounting, Administrative Professional, Business, Business Plan Competition, Customized Training Programs, Economics, Entrepreneurship, Fitness Center, High School Equivalency (HSE), Internship Scholarship Program, Nevada Local Technical Assistance Program, (LTAP), Logistics, Management, Marketing, Massage Therapy, Non-credit Professional Success Courses, Personal Trainer, Physical Education, Real Estate, Silver College, Summer School*

## LIBERAL ARTS DIVISION

**DR. ARMIDA FRUZZETTI, DEAN, 674-4836**

*American Sign Language, Anthropology, Art, Communications, Counseling and Personal Development, Dance, Early Childhood Education, Education, Educational Leadership and Psychology, E.L. Cord Child Care Center, English, English as Second Language (ESL), Foreign Languages, Graphic Communications, History, Human Development and Family Studies, Humanities, Humanities (Core), Journalism, Legal Assistant/Law, Mental Health, Music, Philosophy, Political Science, Psychology, Reading, Sociology, Social Work, Theater, Women's Studies*

## SCIENCES DIVISION

**DR. LANCE BOWEN, DEAN, 673-7182**

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

## TECHNICAL SCIENCES DIVISION

**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, Wildland Fire*

## TMCC DEGREES, EMPHASES, CERTIFICATES AND SKILLS CERTIFICATES

	DEGREE	EMPHASIS	CERTIFICATE OF ACHIEVEMENT	SKILLS CERTIFICATE
Administrative Professional	•		•	
Anthropology		•		
Apprenticeship Program (see specific area of interest)	•		•	
Bricklayer Apprentice		•	•	•
Carpentry Apprentice		•	•	•
Cement Mason Apprentice		•	•	•
Electrician Apprentice		•	•	•
Ironworker Apprentice		•	•	•
Natural Gas Pipe Fitters			•	
Natural Gas Pressure Operator			•	
Natural Gas Serviceman			•	
Operating Engineers Apprentice		•	•	•
Painter/Decorator Apprentice		•	•	•
Pipe Fitter/Plumber Apprentice		•	•	•
Plasterers Apprentice		•	•	•
Refrigeration Apprentice		•	•	•
Sheetmetal Worker Apprentice		•	•	•
Tilesetter Apprentice		•	•	•
Architectural Design Technology	•			
Architecture	•			
Art History		•		
Automotive ASE Technician			•	
Automotive Certified Technician		•		
Automotive General Service Technician			•	
Automotive Service Excellence (ASE)-Basic				•
Automotive Service Excellence (ASE)-Diesel Technician: Heavy Duty Power Trains				•
Automotive Service Excellence (ASE)-Diesel Technician: Light and Heavy Duty (HD) Diesel Engines				•
Automotive Service Excellence (ASE)-General Service				•
Automotive Service Excellence (ASE)-Master				•
Baking and Pastry			•	
Biology		•		
Bookkeeping			•	
Business	•	•	•	
Chemistry		•		
Cisco Certification: Cisco Certified Network Associate (CCNA) Routing and Switching Preparation				•
Cisco Certification: Cisco Certified Network Associate (CCNA) Security Preparation				•
Civil Engineering Practitioner	•			
Commercial Refrigeration				•
Community Health Science		•		
CompTIA Certification Preparation				•
Computer Information Technology	•			
Computer Numeric Controlled (CNC) Machining			•	
Computer Programming		•		
Computer Science		•		
Computer Technologies			•	

# TMCC DEGREES, EMPHASES, CERTIFICATES AND SKILLS CERTIFICATES

	DEGREE	EMPHASIS	CERTIFICATE OF ACHIEVEMENT	SKILLS CERTIFICATE
Construction Management		.		
Construction Technologies	.			
Criminal Justice	.			
Culinary Arts	.		.	
Dance		.		
Dental Assisting	.		.	
Dental Hygiene	.			
Diesel General Service Technician			.	
Diesel Technician		.		
Dietetic	.			
Dietetic Technician	.			.
Drafting		.		
Drafting Technology			.	
Early Childhood Education	.			
Early Childhood Education, Administration of Early Care and Education Programs		.		
Early Childhood Education, Infant/Toddler		.		
Early Childhood Education, Preschool		.		
Early Childhood Educator 1				.
Early Childhood Educator 2				.
Early Childhood Educator 3				.
Early Childhood Educator 4				.
Education, Integrated Elementary Education with Specializations		.		
Education, Secondary		.		
Emergency Medical Technician				.
Emergency Medical Technician Advanced				.
Emergency Medical Technician Instructor Training				.
Energy Technologies	.			
Engineering		.		
English		.		
Entrepreneurship		.	.	
Environmental Science	.			
Fine Arts	.			
Fire Science Technology	.		.	
Food Processing Technology		.		
General Studies	.		.	
Geoscience		.		
Geothermal Energy		.		
Power Plant Operator			.	
Graphic Communications	.		.	
Health Sciences			.	
Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)		.	.	.
History		.		
Law Enforcement		.		
Linux Profesional				
Logistics			.	

## TMCC DEGREES, EMPHASES, CERTIFICATES AND SKILLS CERTIFICATES

	DEGREE	EMPHASIS	CERTIFICATE OF ACHIEVEMENT	SKILLS CERTIFICATE
Logistics Management	•	•		
Logistics Technician			•	
Machining		•		
Machining Level 1-CNC Milling: Operations and Programming				•
Machining Level 1-CNC Turning: Operations and Programming				•
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		•		
Phlebotomy				•
Physics		•		
Production Systems		•		
Production Technician			•	
Psychology		•		
Radiologic Technology	•			
Real Estate Salesperson				•
Residential Design		•		
Solar Energy		•		
Solar Energy Technician				•
Spanish		•		
Theater		•	•	
Transfer Degrees -Associate of Arts, Associate of Science	•			
Transportation Technologies	•			
Unmanned Aerial Systems			•	
Veterinary Technology	•			
Web Design Fast-Track			•	
Web Development		•		
Welding		•		
Welding: Flux-Cored Arc Welding (FCAW) and Gas Tungsten Arc Welding (GTAW)				•
Welding: Shielded Metal Arc-Welding (SMAW) and Gas Metal Arc-Welding (GMAW)				•
Welding Technology			•	
Wind Energy		•		
Wind Energy Technician				•

## INSTRUCTIONAL PROGRAMS

---

### 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/CAREER AND TECHNICAL 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.

## GENERAL EDUCATION MISSION STATEMENT

---

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

### GENERAL EDUCATION OBJECTIVES:

The competencies associated with General Education curriculum are:

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

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

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

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

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

## GENERAL EDUCATION REQUIREMENTS BY DEGREE

---

General Education requirements reflect a classification of courses, by discipline, designed to meet the General Education Objectives. The requirements below correspond to the requirements established in Title 4, Chapters 14 and 16 of the NSHE Board of Regents Handbook.



# COMMUNITY COLLEGE DEGREE AND CERTIFICATE REQUIREMENTS

## ASSOCIATE OF ARTS

English                      Fine Arts  
 Humanities                Mathematics  
 Science (lab required)    Social Science

### *Additional Degree Requirements:*

Diversity                    Science  
 U. S. and Nevada Constitutions

## ASSOCIATE OF SCIENCE

English                      Fine Arts  
 Humanities                Mathematics  
 Science (lab required)    Social Science

### *Additional Degree Requirements:*

Diversity                    Science  
 U. S. and Nevada Constitutions

## ASSOCIATE OF APPLIED SCIENCE

Communications            English  
 Human Relations         Mathematics  
 Science (lab required)    U. S. and Nevada Constitutions  
 Fine Arts/Humanities/Social Science

### *Additional Degree Requirements:*

Diversity

## CERTIFICATE OF ACHIEVEMENT

Communications  
 Human Relations  
 Mathematics

## ASSOCIATE OF GENERAL STUDIES

Communications            Humanities  
 Mathematics                Science (lab required)  
 Social Science              U. S. and Nevada Constitutions

### *Additional Degree Requirements:*

Computer Science         Diversity  
 English                      Fine Arts  
 Human Relations

## CERTIFICATE OF GENERAL STUDIES

Communications            Computer Science/Mathematics/Science  
 Human Relations

### *Additional Degree Requirements:*

English                      Fine Arts/Humanities  
 Social Science

## DIVERSITY COURSE LIST

COURSE	TITLE	CR.
AAD 201*/HUM 201*	HISTORY OF THE BUILT ENVIRONMENT	3
ANTH 201	PEOPLE AND CULTURES OF THE WORLD	3
ANTH 205/ SOC 205	ETHNIC GROUPS IN CONTEMPORARY SOCIETIES	3
ANTH 208	FUNDAMENTALS OF CULTURAL DIVERSITY	3
ANTH 229*	FUNDAMENTALS OF APPLIED ANTHROPOLOGY	3
ART 263*	SURVEY OF AFRICAN, OCEANIC & NATIVE AMERICAN ART	3
ART 270*	WOMEN IN ART	3
COM 285	COMMUNICATION DISABILITIES IN FILM	3
DAN 101	DANCE APPRECIATION	3
EDU 203	INTRODUCTION TO SPECIAL EDUCATION	3
ENG 231*	WORLD LITERATURE I	3
ENG 232*	WORLD LITERATURE II	3
ENG 267*	INTRODUCTION TO WOMEN AND LITERATURE	3
ENG 288*	MULTICULTURAL LITERATURE	3
ENG 294*	INTRO TO WOMEN'S HISTORY AND LITERATURE IN THE US	3
ENT 220*	INTERNATIONAL WOMEN'S ENTREPRENEURSHIP	3
GEOG 200*	WORLD REGIONAL GEOGRAPHY	3
HDFS 232	DIVERSITY IN CHILDREN	3
HIST 208*	WORLD HISTORY I	3
HIST209*	WORLD HISTORY II	3
HIST 227	INTRODUCTION TO LATIN AMERICAN HISTORY & CULTURE I	3
HIST 228	INTRODUCTION TO LATIN AMERICAN HISTORY & CULTURE II	3
HIST 289*	INTRODUCTION TO THE HISTORY OF THE MIDDLE EAST	3
HIST 291*	INTRO TO WOMEN'S HISTORY AND LITERATURE IN THE US	3
HIST 294*	INTRODUCTION TO AFRICAN AMERICAN HISTORY II	3
HUM 201/ADD 201	HISTORY OF THE BUILT ENVIRONMENT	3
HUM 211	SURVEY OF CHINESE CULTURE	3
HUM 214*	SURVEY OF MIDDLE EAST CULTURE	3
HUM 225/ SPAN 225	A CULTURAL PERSPECTIVE: SPAIN . . . NEW MEXICO	3
HUM 260	AMERICAN INDIAN LITERATURE AND CULTURE	3
LGM 202	INTERNATIONAL LOGISTICS MANAGEMENT	3
NRES 211	CONSERVATION, HUMANS, AND BIODIVERSITY	3
NURS 212*	CULTURAL ASPECTS OF NURSING CARE	3
NUTR 253	CULTURAL CONSIDERATIONS IN NUTRITION AND HEALTH CARE	3
PHIL 210*	WORLD RELIGIONS	3
PSY 276/ SOC 276	AGING IN MODERN AMERICAN SOCIETY	3
SPAN 221*	IBERIA & ITS CULTURES	3
SPAN 222*	HISPANIC-AMERICA AND ITS CULTURES	3
THTR 210	THEATER: A CULTURAL CONTEXT	3
WMST 101*	INTRODUCTION TO WOMEN'S STUDIES	3
WMST 250*	INTRODUCTION TO FEMINIST THEORY	3
WMST 255*	THE AMERICAN WOMEN'S MOVEMENT	3

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

COURSE	TITLE	CR.
CH 203*	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
HIST 111*	SURVEY OF U.S. CONSTITUTIONAL HISTORY (US/NV)	3
PSC 101	INTRODUCTION TO AMERICAN POLITICS (US/NV)	3
HIST 101* &	US HISTORY I (TO 1865)	3
HIST 102*	US HISTORY II (SINCE 1865)	3
HIST 101* &	US HISTORY I (TO 1865)	3
HIST 217*	NEVADA HISTORY	3
HIST 101* &	US HISTORY I (TO 1865)	3
PSC 100	NEVADA CONSTITUTION	1
HIST 101* &	US HISTORY I (TO 1865)	3
PSC 208	SURVEY OF STATE AND LOCAL GOVERNMENT	3

## 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).

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.

## GENERAL EDUCATION REQUIREMENTS

### ENGLISH (3-6 CREDITS) INCLUDING ENG 102 OR ENG 114

COURSE	TITLE	CR.
ENG 101	COMPOSITION I	3
ENG 102	COMPOSITION II	3
ENG 113	COMPOSITION I FOR INTERNATIONAL STUDENTS	3
ENG 114*	COMPOSITION II FOR INTERNATIONAL STUDENTS	3

### FINE ARTS (3 CREDITS)

COURSE	TITLE	CR.
ART 100	VISUAL FOUNDATIONS	3-5
ART 160	ART APPRECIATION	3
ART 260	SURVEY OF ART HISTORY I	3
ART 261	SURVEY OF ART HISTORY II	3
ART 263*	SURVEY OF AFRICAN, OCEANIC, & NATIVE AMERICAN ART (DV)	3
ART 265	INTRODUCTION TO CONTEMPORARY ART	3
DAN 101	DANCE APPRECIATION (DV)	3
ENG 205	INTRODUCTION TO CREATIVE WRITING	3
ENG 220	WRITING POETRY	3
ENG 221	WRITING FICTION	3
MUS 101	MUSIC FUNDAMENTALS	3
MUS 121	MUSIC APPRECIATION	3
MUS 122	SURVEY OF JAZZ	3
MUS 125	HISTORY OF ROCK MUSIC	3
MUS 225	INTRODUCTION TO MUSIC HISTORY I	3
MUS 226	INTRODUCTION TO MUSIC HISTORY II	3
THTR 100	INTRODUCTION TO THEATER	3
THTR 105	INTRODUCTION TO ACTING I	3
THTR 180/HUM 105	THE ART OF FILM	3
THTR 210	THEATER: A CULTURAL CONTEXT (DV)	3

### HUMANITIES (3 CREDITS)

COURSE	TITLE	CR.
AAD 201*/HUM 201	HISTORY OF THE BUILT ENVIRONMENT (DV)	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
ENG 205	INTRODUCTION TO CREATIVE WRITING: FICTION AND POETRY	3
ENG 220*	WRITING POETRY	3
ENG 221*	WRITING FICTION	3
ENG 231*	WORLD LITERATURE I (DV)	3
ENG 232*	WORLD LITERATURE II (DV)	3
ENG 267*	INTRODUCTION TO WOMEN AND LITERATURE	3
HIST 105*	EUROPEAN CIVILIZATION I	3
HIST 106*	EUROPEAN CIVILIZATION II	3
HIST 208*	WORLD HISTORY I (DV)	3
HIST 209*	WORLD HISTORY II (DV)	3
HUM 101*	INTRODUCTION TO HUMANITIES I	3
HUM 102*	INTRODUCTION TO HUMANITIES II	3
HUM 105*	ART OF FILM	3
HUM 106*	INTRO TO THE AMERICAN MOTION PICTURE	3
HUM 201	HISTORY OF THE BUILT ENVIRONMENT	3
HUM 271*	FILM AND LITERATURE	3
MUS 121	MUSIC APPRECIATION	3
MUS 122	SURVEY OF JAZZ	3
PHIL 101	INTRODUCTION TO PHILOSOPHY	3
PHIL 135*	INTRODUCTION TO ETHICS	3
PHIL 210*	WORLD RELIGIONS (DV)	3
THTR 100	INTRODUCTION TO THEATER	3
THTR 180*	CINEMA AS ART AND COMMUNICATION	3
THTR 210	THEATER: A CULTURAL CONTEXT (DV)	3

### MATHEMATICS (3 CREDITS)

COURSE	TITLE	CR.
MATH 120*	FUNDAMENTALS OF COLLEGE MATH	3
MATH 126*	PRE-CALCULUS I	3
MATH 127*	PRE-CALCULUS II	3
MATH 176*	ELEMENTS OF CALCULUS	3
MATH 181*	CALCULUS I	4

## MATHEMATICS (3 CREDITS)

COURSE	TITLE	CR.
MATH 182*	CALCULUS II	4
STAT 152*	INTRODUCTION TO STATISTICS	3

## SCIENCE (LAB REQUIRED) (3 CREDITS)

COURSE	TITLE	CR.
ANTH 102*	INTRODUCTION TO PHYSICAL ANTHROPOLOGY	3
ANTH 110L*	PHYSICAL ANTHROPOLOGY LAB	1
AST 104*	INTRODUCTORY ASTRONOMY: STARS AND GALAXIES	3
BIOL 100*	GENERAL BIOLOGY FOR NON-MAJORS	3
BIOL 106*	INTRODUCTION TO EVOLUTION AND ADAPTATION	3
BIOL 190*	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY	3
BIOL 190L*	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY LAB	1
BIOL 191*	INTRO TO ORGANISMAL BIOLOGY	3
BIOL 191L*	INTRO TO ORGANISMAL BIOLOGY LAB	1
BIOL 251*	GENERAL MICROBIOLOGY	4
CHEM 100*	MOLECULES AND LIFE IN THE MODERN WORLD	3
CHEM 121*	GENERAL CHEMISTRY I	4
CHEM 122*	GENERAL CHEMISTRY II	4
CHEM 201*	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS	4
CHEM 202*	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS II	4
ENV 100*	HUMANS AND THE ENVIRONMENT	3
GEOG 103*	PHYSICAL GEOGRAPHY	3
GEOG 104*	PHYSICAL GEOGRAPHY LAB	1
GEOG 106	INTRODUCTION TO CULTURAL GEOGRAPHY	3
GEOG 121*	CLIMATE CHANGE: THE SCIENCE BASIS	4
GEOL 100*	EARTHQUAKES, VOLCANOES AND NATURAL DISASTERS	3
GEOL 101*	GEOLOGY: EXPLORING PLANET EARTH	4
GEOL 102	EARTH AND LIFE THROUGH TIME	4
GEOL 105R*	INTRODUCTION TO GEOLOGY OF NATIONAL PARKS	3
NUTR 121	HUMAN NUTRITION	3
PHYS 100*	INTRODUCTORY PHYSICS	3
PHYS 117	INTRODUCTION TO SPACE SCIENCE AND ENGINEERING	3
PHYS 151*	GENERAL PHYSICS I	4
PHYS 152*	GENERAL PHYSICS II	4
PHYS 180*	PHYSICS FOR SCIENTISTS AND ENGINEERS I	3
PHYS 180L*	PHYSICS FOR SCIENTISTS AND ENGINEERS I LAB	1
PHYS 181*	PHYSICS FOR SCIENTISTS AND ENGINEERS II	3
PHYS 181L*	PHYSICS FOR SCIENTISTS AND ENGINEERS II LAB	1

## SOCIAL SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
ANTH 101	INTRODUCTION TO CULTURAL ANTHROPOLOGY	3
ANTH 201	PEOPLE AND CULTURES OF THE WORLD (DV)	3
ANTH 202	ARCHAEOLOGY	3
ANTH 205/ SOC 205	ETHNIC GROUPS IN CONTEMPORARY SOCIETIES (DV)	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
ECON 102*	PRINCIPLES OF MICROECONOMICS	3
ECON 103*	PRINCIPLES OF MACROECONOMICS	3
GEOG 106*	INTRODUCTION TO CULTURAL GEOGRAPHY	3
GEOG 200*	WORLD REGIONAL GEOGRAPHY (DV)	3
HIST 101*	US HISTORY I (TO 1865) (US)	3
HIST 102*	US HISTORY II (SINCE 1865) (US)	3
HIST 105*	EUROPEAN CIVILIZATION I	3
HIST 106*	EUROPEAN CIVILIZATION II	3
HIST 111	SURVEY OF U.S. CONSTITUTIONAL HISTORY	3
HIST 208*	WORLD HISTORY I (DV)	3
HIST 209*	WORLD HISTORY II (DV)	3
HIST 217*	NEVADA HISTORY (NV)	3
PSC 101	INTRODUCTION TO AMERICAN POLITICS (US/NV)	3
PSC 211	INTRODUCTION TO COMPARATIVE POLITICS	3
PSC 231	INTRODUCTION TO INTERNATIONAL RELATIONS	3
PSY 101	GENERAL PSYCHOLOGY	3
SOC 101	PRINCIPLES OF SOCIOLOGY	3
WMST 101*	INTRODUCTION TO WOMEN'S STUDIES (DV)	3

» **TOTAL GENERAL EDUCATION REQUIREMENTS**

**21-24 CREDITS**

## ADDITIONAL DEGREE REQUIREMENTS

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

Three credits of diversity course work are required to satisfy all associate degrees granted. A course used to satisfy the diversity requirement may also apply to an additional degree requirement. See the complete diversity list on page 38 and refer to your specific program worksheet for more details.

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

A course used to satisfy the U.S. & Nevada constitution requirement may also apply to an additional degree requirement. See the complete list on page 38 and refer to your specific program worksheet for details.

## FOREIGN LANGUAGE (0-14 CREDITS)

SEE TABLE AND OPTIONS BELOW THE TABLE FOR COMPLETE INFORMATION.

COURSE	TITLE	CR.
AM 148*	AMERICAN SIGN LANGUAGE IV	3-4
FREN 212*	SECOND YEAR FRENCH II	3
GER 212*	SECOND YEAR GERMAN II	3
HEB 113	HEBREW I	4
HEB 114	HEBREW II	4
HEB 222*	INTERMEDIATE HEBREW II	3
ITAL 214*	INTERMEDIATE ITALIAN II	3
PORT 212*	SECOND YEAR PORTUGUESE II	3
RUS 212*	SECOND YEAR RUSSIAN II	3
SPAN 227*	SPANISH FOR HERITAGE SPEAKERS II	3

### OPTIONS TO COMPLETE THE FOREIGN LANGUAGE REQUIREMENT:

- » Complete a fourth-semester transferable college course in a foreign language.
- » Complete a fourth-semester transferable college course in ASL.
- » Demonstrate proficiency through placement examination or other means. Students interested in taking a placement examination should contact the **TMCC Testing Center** at 775-673-8241 for information.
- » Complete four years of high school foreign language.
- » Students who have proficiency in a foreign language that is equivalent to that of students who have completed four semesters of college-level foreign language may be eligible to waive this requirement. Students will be required to provide appropriate documentation to the department to support this claim. Contact the Humanities department at 775-674-7945 or TMCC Academic Advising at 775-673-7062 for information.

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

» **ADDITIONAL DEGREE REQUIREMENTS** **0-20 CREDITS**

» **TOTAL ELECTIVES** **16-39 CREDITS**

» **TOTAL DEGREE REQUIREMENTS** **60 CREDITS**

See the following degree outcomes table for the Associate of Arts degree.

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	2012-2013 484	2011-2012 525	Continuous improvement
	Number of actual transfers	2012-2013 306	2011-2012 445	Continuous improvement
	Graduate Outcomes Survey	2013-2014 95% of graduates reported being well prepared to further their education	5 year average = 93%	Continuous improvement
2. Enable students to complete TMCC's general education transfer requirements.	Number of courses offered fulfilling General Education criteria	Fall 2014 151+ CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2013-2014 93% of graduates reported being satisfied with the variety of courses offered	5 year average = 92%	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 2014 569 transferable courses offered (100+ level)	Fall 2014 Total number of courses offered 582	Continuous improvement
	Graduate Outcomes Survey	2013-2014 90 % of graduates reported being able to register for classes required for their emphasis	2012-2013 86% of graduates reported being able to register for classes required for their emphasis	Continuous improvement
4. Enable students to acquire the knowledge, skills and values consistent with a liberal arts education.	Completion of AA degree/emphasis outcomes	2012-2103 43% of all degrees awarded were AA (484)	2012-13 Other NSHE Institutions GBC 15% AA (72) WNC 45% AA (256) CSN 43% AA (1,186)	Degree/emphasis outcomes assessment underway (CAR and PUR)

Note: Currency of data varies across outcomes.

CAP = Faculty Senate Curriculum, Assessment and Programs committee.

CAR = Course Assessment Report

PUR = Program Unit Review

# ASSOCIATE OF SCIENCE DEGREE

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

Students may choose from the following options:

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

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

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.

## GENERAL EDUCATION REQUIREMENTS

### ENGLISH (3-6 CREDITS) INCLUDING ENG 102 OR ENG 114

COURSE	TITLE	CR.
ENG 101*	COMPOSITION I	3
ENG 102*	COMPOSITION II	3
ENG 113*	COMPOSITION I FOR INTERNATIONAL STUDENTS	3
ENG 114*	COMPOSITION II FOR INTERNATIONAL STUDENTS	3

### FINE ARTS (3 CREDITS)

COURSE	TITLE	CR.
ART 100	VISUAL FOUNDATIONS	3-5
ART 160	ART APPRECIATION	3
ART 260	SURVEY OF ART HISTORY I	3
ART 261	SURVEY OF ART HISTORY II	3
ART 263*	SURVEY OF AFRICAN, OCEANIC, & NATIVE AMERICAN ART (DV)	3
ART 265	INTRODUCTION TO CONTEMPORARY ART	3
DAN 101	DANCE APPRECIATION (DV)	3
ENG 205	INTRODUCTION TO CREATIVE WRITING: FICTION AND POETRY	3
ENG 220	WRITING POETRY	3
ENG 221*	WRITING FICTION	3
HUM 105	THE ART OF FILM	3
HUM 106	INTRODUCTION TO THE AMERICAN MOTION PICTURE	3
MUS 101	MUSIC FUNDAMENTALS	3
MUS 121	MUSIC APPRECIATION	3
MUS 122	SURVEY OF JAZZ	3
MUS 125	HISTORY OF ROCK MUSIC	3
MUS 225	INTRODUCTION TO MUSIC HISTORY I	3
MUS 226	INTRODUCTION TO MUSIC HISTORY II	3
THTR 100	INTRODUCTION TO THEATER	3
THTR 105	INTRODUCTION TO ACTING I	3
THTR 180	THE ART OF FILM	3
THTR 210	THEATER: A CULTURAL CONTEXT (DV)	3

### HUMANITIES (3 CREDITS)

COURSE	TITLE	CR.
AAD 201* / HUM 201	HISTORY OF THE BUILT ENVIRONMENT (DV)	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
ENG 205	INTRODUCTION TO CREATIVE WRITING: FICTION AND POETRY	3
ENG 220*	WRITING POETRY	3
ENG 221*	WRITING FICTION	3
ENG 231*	WORLD LITERATURE I (DV)	3
ENG 232*	WORLD LITERATURE II (DV)	3
ENG 267*	INTRODUCTION TO WOMEN AND LITERATURE	3
HIST 105*	EUROPEAN CIVILIZATION I	3
HIST 106*	EUROPEAN CIVILIZATION II	3
HIST 208*	WORLD HISTORY I (DV)	3
HIST 209*	WORLD HISTORY II (DV)	3
HUM 101*	INTRODUCTION TO HUMANITIES I	3
HUM 102*	INTRODUCTION TO HUMANITIES II	3
HUM 105/THTR 180	ART IN FILM	3
HUM 106*	INTRO TO THE AMERICAN MOTION PICTURE	3
HUM 271*	FILM AND LITERATURE	3
MUS 121	MUSIC APPRECIATION	3
MUS 122	SURVEY OF JAZZ	3
PHIL 101	INTRODUCTION TO PHILOSOPHY	3
PHIL 135*	INTRODUCTION TO ETHICS	3
PHIL 210*	WORLD RELIGIONS (DV)	3
THTR 100	INTRODUCTION TO THEATER	3
THTR 210	THEATER: A CULTURAL CONTEXT (DV)	3

## MATHEMATICS (3 CREDITS)

COURSE	TITLE	CR.
MATH 120	FUNDAMENTALS OF COLLEGE MATHEMATICS	3
MATH 126*	PRE-CALCULUS I	3
MATH 127*	PRE-CALCULUS II	3
MATH 176*	ELEMENTS OF CALCULUS	3
MATH 181*	CALCULUS I	4
MATH 182*	CALCULUS II	4
STAT 152*	INTRODUCTION TO STATISTICS	3

## SCIENCE (LAB REQUIRED) (6 CREDITS)

COURSE	TITLE	CR.
ANTH 102*	INTRODUCTION TO PHYSICAL ANTHROPOLOGY	3
ANTH 110L*	PHYSICAL ANTHROPOLOGY LAB	1
AST 104*	INTRODUCTORY ASTRONOMY: STARS AND GALAXIES	3
BIOL 100*	GENERAL BIOLOGY FOR NON-MAJORS	3
BIOL 106*	INTRODUCTION TO EVOLUTION AND ADAPTATION	3
BIOL 190*	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY	3
BIOL 190L*	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY LAB	1
BIOL 191*	INTRODUCTION TO ORGANISMAL BIOLOGY	3
BIOL 191L*	INTRODUCTION TO ORGANISMAL BIOLOGY LAB	1
BIOL 251*	GENERAL MICROBIOLOGY	4
CHEM 100*	MOLECULES AND LIFE IN THE MODERN WORLD	3
CHEM 121*	GENERAL CHEMISTRY I	4
CHEM 122*	GENERAL CHEMISTRY II	4
CHEM 201*	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS	4
CHEM 202*	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS II	4
ENV 100*	HUMANS AND THE ENVIRONMENT	3
GEOG 103*	PHYSICAL GEOGRAPHY	3
GEOG 104*	PHYSICAL GEOGRAPHY LAB	1
GEOG 121*	CLIMATE CHANGE: THE SCIENCE BASIS	4
GEO 100*	EARTHQUAKES, VOLCANOES AND NATURAL DISASTERS	3
GEO 101*	GEOLOGY: EXPLORING PLANET EARTH	4
GEO 102	EARTH AND LIFE THROUGH TIME	4
GEO 105R*	INTRODUCTION TO GEOLOGY OF NATIONAL PARKS	3
GEO 206*	GEOLOGY OF GEOTHERMAL ENERGY RESOURCES	3
NUTR 121	HUMAN NUTRITION	3
PHYS 100*	INTRODUCTORY PHYSICS	3
PHYS 117	INTRODUCTION TO SPACE SCIENCE AND ENGINEERING	3
PHYS 151*	GENERAL PHYSICS I	4
PHYS 152*	GENERAL PHYSICS II	4
PHYS 180*	PHYSICS FOR SCIENTISTS AND ENGINEERS I	3
PHYS 180L*	PHYSICS FOR SCIENTISTS AND ENGINEERS I LAB	1
PHYS 181*	PHYSICS FOR SCIENTISTS AND ENGINEERS II	3
PHYS 181L*	PHYSICS FOR SCIENTISTS AND ENGINEERS II LAB	1

## SOCIAL SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
ANTH 101	INTRODUCTION TO CULTURAL ANTHROPOLOGY	3
ANTH 201	PEOPLE AND CULTURES OF THE WORLD (DV)	3
ANTH 202	ARCHAEOLOGY	3
ANTH 205/ SOC 205	ETHNIC GROUPS IN CONTEMPORARY SOCIETIES (DV)	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
ECON 102*	PRINCIPLES OF MICROECONOMICS	3
ECON 103*	PRINCIPLES OF MACROECONOMICS	3
GEOG 106*	INTRODUCTION TO CULTURAL GEOGRAPHY	3
GEOG 200*	WORLD REGIONAL GEOGRAPHY (DV)	3
HIST 101*	US HISTORY I (TO 1865) (US)	3
HIST 102*	US HISTORY II (SINCE 1865) (US)	3
HIST 105*	EUROPEAN CIVILIZATION I	3
HIST 106*	EUROPEAN CIVILIZATION II	3
HIST 208*	WORLD HISTORY I (DV)	3
HIST 209*	WORLD HISTORY II (DV)	3
HIST 111	SURVEY OF U.S. CONSTITUTION	3
HIST 217*	NEVADA HISTORY (NV)	3
PSC 101	INTRODUCTION TO AMERICAN POLITICS (US/NV)	3
PSC 211	INTRODUCTION TO COMPARATIVE POLITICS	3
PSC 231	INTRODUCTION TO INTERNATIONAL RELATIONS	3
PSY 101	GENERAL PSYCHOLOGY	3
SOC 101	PRINCIPLES OF SOCIOLOGY	3
WMST 101*	INTRODUCTION TO WOMEN'S STUDIES (DV)	3

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **21-24 CREDITS**

## ADDITIONAL DEGREE REQUIREMENTS

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

Three credits of diversity course work are required to satisfy all associate degrees granted. A course used to satisfy the diversity requirement may also apply to an additional degree requirement. See the complete diversity list on 38 and refer to your specific program worksheet for more details.

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

A course used to satisfy the U.S. & Nevada constitution requirement may also apply to an additional degree requirement. See the complete list on page 38 and refer to your specific program worksheet for details.

» **ADDITIONAL DEGREE REQUIREMENTS** **6-12 CREDITS**

» **TOTAL ELECTIVE REQUIREMENTS** **24-33 CREDITS**

» **TOTAL DEGREE REQUIREMENTS** **60 CREDITS**

*See the following degree outcomes table for the Associate of Science degree.*

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	2011-2012 121	2010-2011 140	Continuous improvement
	Number of actual transfers	2011-2012 102	2010-2011 124	Continuous improvement
	Graduate Outcomes Survey	2012-2013 95% of graduates reported being well prepared to further their education	5 year average = 93%	Continuous improvement
2. Enable students to complete TMCC's general education transfer requirements.	Number of courses offered fulfilling General Education criteria	Fall 2013 98 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2012-2013 86% of graduates reported being satisfied with the variety of courses offered	5 year average = 91%	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 2013 564 transferable courses offered (100+ level)	Fall 2013 Total number of courses offered 576	Continuous improvement
	Graduate Outcomes Survey	2012-2013 88% of graduates reported being satisfied with the availability of classes	2011-2012 91% of graduates reported being satisfied with the availability of classes	Continuous improvement • Graduate Outcomes Survey was modified to reflect the student's perception of course availability
4. Enable students to acquire the knowledge, skills and values consistent with a science, technology, engineering or math education.	Completion of degree/emphasis outcomes	2011-2012 11% of all degrees awarded were AS (121)	2011-2012 Other NSHE Institutions GBC 11% AS (39) WNC 8% AS (39) CSN 9% AS (200)	Degree/emphasis outcomes assessment underway (CAR and PUR)
<p>Note: Currency of data varies across outcomes.  CAP = Faculty Senate Curriculum, Assessment and Programs committee.  CAR = Course Assessment Report  PUR = Program Unit Review</p>				

# CAREER AND TECHNICAL 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.

### GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS (3 CREDITS)

COURSE	TITLE	CR.
BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
COM 215	INTRODUCTION TO GROUP COMMUNICATION	3
COM 285	COMMUNICATION DISABILITIES AND FILM (DV)	3
ENG 101*	COMPOSITION I	3
ENG 102*	COMPOSITION II	3
ENG 107*	TECHNICAL COMMUNICATIONS I	3
ENG 108*	TECHNICAL COMMUNICATIONS II	3
ENG 113*	COMPOSITION I FOR INTERNATIONAL STUDENTS	3
ENG 114*	COMPOSITION II FOR INTERNATIONAL STUDENTS	3
ENG 220*	WRITING POETRY	3
ENG 221*	WRITING FICTION	3
THTR 160	TELEVISION PRODUCTION I	3
THTR 161*	TELEVISION PRODUCTION II	3

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

Three credits of diversity course work are required to satisfy all associate degrees granted. A course used to satisfy the diversity requirement may also apply to an additional degree requirement. See the complete diversity list on page 38 and refer to your specific program worksheet for more details.

#### ENGLISH, (3 CREDITS)

COURSE	TITLE	CR.
BUS 106*	BUSINESS ENGLISH	3
BUS 108*	BUSINESS LETTERS AND REPORTS	3
ENG 101*	COMPOSITION I	3
ENG 102*	COMPOSITION II	3
ENG 107*	TECHNICAL COMMUNICATIONS I	3
ENG 108*	TECHNICAL COMMUNICATIONS II	3
ENG 113*	COMPOSITION I FOR INTERNATIONAL STUDENTS	3
ENG 114*	COMPOSITION II FOR INTERNATIONAL STUDENTS	3
ENG 181	VOCABULARY AND MEANING	3

## ADDITIONAL DEGREE REQUIREMENTS

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

#### FINE ARTS

COURSE	TITLE	CR.
DAN 101	DANCE APPRECIATION (DV)	3
DAN 138	MODERN DANCE, BEGINNING	3
DAN 139*	MODERN DANCE, BEGINNING/INTERMEDIATE	3
MUS 101	MUSIC FUNDAMENTALS	3
MUS 122	SURVEY OF JAZZ	3
MUS 125	HISTORY OF ROCK MUSIC	3
MUS 225	INTRODUCTION TO MUSIC HISTORY I	3
THTR 105	INTRODUCTION TO ACTING I	3
THTR 205*	INTRODUCTION TO ACTING II	3
THTR 206*	THEATER WORKSHOP: ACTING II	3
THTR 210	THEATER: A CULTURAL CONTEXT (DV)	3
THTR 235	ACTING FOR THE CAMERA	3
THTR 258	THEATER EXPERIENCE AND TRAVEL	1.0-2.0

#### HUMANITIES

COURSE	TITLE	CR.
AM	ANY 100-LEVEL OR ABOVE	3
ART	ANY 100-LEVEL OR ABOVE	3
ENG	ANY 100-LEVEL OR ABOVE (EXCEPT 101,102,107,108,112D,113,114)	3
FL	ANY 100-LEVEL OR ABOVE (INCLUDING AM. SIGN LANG)	3
HUM	ANY 100-LEVEL OR ABOVE	3
PHIL	ANY 100-LEVEL OR ABOVE	3
AAD 201*	HISTORY OF THE BUILT ENVIRONMENT (DV)	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXP. AND CONST. CHANGE (US/NV)	3
HIST 105*	EUROPEAN CIVILIZATION I	3
HIST 106*	EUROPEAN CIVILIZATION II	3
HIST 208*	WORLD HISTORY I (DV)	3
HIST 209*	WORLD HISTORY II (DV)	3
HIST 227	INTRO TO LATIN AMERICAN HISTORY & CULTURE I (DV)	3
HIST 248	INTRODUCTION TO THE AMERICAN CIVIL WAR	3
MUS 121	MUSIC APPRECIATION	3
MUS 125	HISTORY OF ROCK MUSIC	3
MUS 225	INTRODUCTION TO MUSIC HISTORY I	3
MUS 226	INTRODUCTION TO MUSIC HISTORY II	3
THTR 100	INTRODUCTION TO THEATER	3
THTR 209	THEATER PRACTICUM	3
THTR 231	CHILDREN'S THEATER	3

#### SOCIAL SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
ANTH	EXCEPT 102,110L	3
CRJ	ANY 100-LEVEL OR ABOVE	3
ECON	ANY 100-LEVEL OR ABOVE	3
GEOG	ANY 100-LEVEL OR ABOVE	3
HIST	ANY 100-LEVEL OR ABOVE	3
PHYS	ANY 100-LEVEL OR ABOVE	3
PSC	ANY 100-LEVEL OR ABOVE	3
SOC	ANY 100-LEVEL OR ABOVE	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
EDU 201	INTRODUCTION TO ELEMENTARY EDUCATION	3
EDU 202	INTRODUCTION TO SECONDARY EDUCATION	3
EDU 203	INTRODUCTION TO SPECIAL EDUCATION (DV)	3
HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
HDFS 202	INTRODUCTION TO FAMILIES	3
JOUR 101	CRITICAL ANALYSIS OF MASS MEDIA	3
WMST 101*	INTRODUCTION TO WOMEN'S STUDIES (DV)	3
WMST 250*	INTRODUCTION TO FEMINIST THEORY (DV)	3
WMST 255*	THE AMERICAN WOMEN'S MOVEMENT (DV)	3



## HUMAN RELATIONS (3 CREDITS)

COURSE	TITLE	CR.
CE 201	WORKPLACE READINESS	3
+DA 110*	ORIENTATION TO DENTAL ASSISTING	1.0-3.0
+DA 112*	DENTAL/HEAD AND NECK ANATOMY	3
+DA 125*	SUPERVISED CLINICAL I	4
EPY 101	EDUCATIONAL, CAREER AND PERSONAL DEVELOPMENT	3
MGT 171	SUPERVISION	3
MGT 201	PRINCIPLES OF MANAGEMENT	3
MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
MGT 235*	ORGANIZATIONAL BEHAVIOR	3
PSY 102*	PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT	3

\* Only accepted program students may take the DA options.

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

## MATHEMATICS (3 CREDITS)

COURSE	TITLE	CR.
BUS 117*	APPLIED BUSINESS MATH	3
COT 110	BUSINESS MACHINES	1.0-3.0
CUL 245*	THE BUSINESS CHEF	3
ECON 261*	PRINCIPLES OF STATISTICS I	3
ECON 262*	PRINCIPLES OF STATISTICS II	3
MATH*	MATHEMATICS (100-LEVEL OR ABOVE)	3
PSY 210*	INTRODUCTION TO STATISTICAL METHODS	4
SOC 210*	INTRODUCTION TO STATISTICAL METHODS	4
STAT 152*	INTRODUCTION TO STATISTICS	3

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

## SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
AST	ANY 100-LEVEL OR ABOVE	3
BIOL	ANY 100-LEVEL OR ABOVE	3
CHEM	ANY 100-LEVEL OR ABOVE	3
ENV	ANY 100-LEVEL OR ABOVE	3
GEOL	ANY 100-LEVEL OR ABOVE	3
PHYS	ANY 100-LEVEL OR ABOVE	3
ANTH 102*	INTRODUCTION TO PHYSICAL ANTHROPOLOGY	3
ANTH 110L*	PHYSICAL ANTHROPOLOGY LAB	1
GEOG 103*/GEOG 104*	PHYSICAL GEOGRAPHY / PHYSICAL GEOGRAPHY LAB	4
MT 150	MATERIAL SCIENCE	3.0-4.0
NUTR 121	HUMAN NUTRITION	3
NUTR 223*	COMMUNITY AND LIFECYCLE NUTRITION	3

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

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

A course used to satisfy the U.S. & Nevada constitution requirement may also apply to an additional degree requirement. See the complete list on page 38 and refer to your specific program worksheet for details.

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **12-21 CREDITS**

» **CORE AND/OR EMPHASIS REQUIREMENTS** **48-39 CREDITS**

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

» **TOTAL DEGREE REQUIREMENTS** **60 CREDITS**

*See the following page for the degree outcomes table for the Associate of Applied Science degree.*

Associate of Applied Science Degree Outcomes	Outcomes Measurements Used	Results	Comparison Data	Improvement Measures
1. Prepare students for employment and certification in their chosen academic and/or career emphasis.	Number of AAS degrees awarded	2012-2013 258	2011-2012 269	Continuous improvement
	Graduate Outcomes Survey	2013-2014 95% of graduates reported being well prepared to further their education	5 year average = 93%	Continuous improvement
2. Enable students to complete TMCC's general education requirements.	Number of courses offered fulfilling TMCC's General Education criteria	Fall 2011 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE and TMCC requirements
	Graduate Outcomes Survey	2013-2014 93% of graduates reported being satisfied with the variety of courses offered	5 year average = 92%	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 career field.	Graduate Outcomes Survey	2013-2014 90 % of graduates reported being able to register for classes required for their emphasis	2012-2013 86% of graduates reported being able to register for classes required for their emphasis	Continuous improvement • Graduate Outcomes Survey was modified to reflect the student's perception of course availability
4. Enable students to acquire the knowledge, skills and values consistent with their academic interests and/or chosen career field.	Completion of degree/emphasis outcomes	2012-2013 23% of all degrees awarded were AAS (258)	2012-13 Other NSHE Institutions GBC 29% AAS (136) WNC 25% AAS (139) CSN 30% AAS (824)	Degree/emphasis outcomes assessment underway (CAR and PUR)
<p>Note: Currency of data varies across outcomes.  CAP = Faculty Senate Curriculum, Assessment and Programs committee.  CAR = Course Assessment Report  PUR = Program Unit Review</p>				

# GENERAL STUDIES DEGREE

## ASSOCIATE OF GENERAL STUDIES

The Associate of General Studies (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.

### GENERAL EDUCATION REQUIREMENTS

#### COMMUNICATIONS (6 CREDITS)

CHOOSE FROM THE FOLLOWING LIST; NOTE THAT AT LEAST SIX CREDITS MUST BE FROM COMMUNICATIONS.

COURSE	TITLE	CR.
BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
COM 215	INTRODUCTION TO GROUP COMMUNICATION	3
COM 285	COMMUNICATION DISABILITIES AND FILM (DV)	3
ENG 101*	COMPOSITION I	3
ENG 102*	COMPOSITION II	3
ENG 107*	TECHNICAL COMMUNICATIONS I	3
ENG 108*	TECHNICAL COMMUNICATIONS II	3
ENG 113*	COMPOSITION I FOR INTERNATIONAL STUDENTS	3
ENG 114*	COMPOSITION II FOR INTERNATIONAL STUDENTS	3
ENG 220*	WRITING POETRY	3
ENG 221*	WRITING FICTION	3
THTR 160	TELEVISION PRODUCTION I	3
THTR 161*	TELEVISION PRODUCTION II	3

#### COMPUTER SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
IS 101	INTRODUCTON TO INFORMATION SYSTEMS	3

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

Three credits of diversity course work are required to satisfy all associate degrees granted. A course used to satisfy the diversity requirement may also apply to an additional degree requirement. See the complete diversity list on page 38 and refer to your specific program worksheet for more details.

#### ENGLISH (3 CREDITS)

COURSE	TITLE	CR.
BUS 106*	BUSINESS ENGLISH	3
BUS 108*	BUSINESS LETTERS AND REPORTS	3
ENG 101*	COMPOSITION I	3
ENG 102*	COMPOSITION II	3
ENG 107*	TECHNICAL COMMUNICATIONS I	3
ENG 108*	TECHNICAL COMMUNICATIONS II	3
ENG 113*	COMPOSITION I FOR INTERNATIONAL STUDENTS	3
ENG 114*	COMPOSITION II FOR INTERNATIONAL STUDENTS	3
ENG 181	VOCABULARY AND MEANING	3

#### FINE ARTS (3 CREDITS)

COURSE	TITLE	CR.
ART	ANY 100-LEVEL OR ABOVE	3
DAN 138	MODERN DANCE, BEGINNING	3
DAN 139*	MODERN DANCE, BEGINNING/INTERMEDIATE	3
ENG 220	WRITING POETRY	3
ENG 221	WRITING FICTION	3
HUM 101	INTRODUCTION TO HUMANITIES I	3
HUM 102	INTRODUCTION TO HUMANITIES II	3
HUM 105/THTR 180	THE ART OF FILM	3
HUM 106	INTRO TO THE AMERICAN MOTION PICTURE	3
MUS 101	MUSIC FUNDAMENTALS	3
MUS 121	MUSIC APPRECIATION	3
MUS 225	INTRODUCTION TO MUSIC HISTORY I	3
MUS 226	INTRODUCTION TO MUSIC HISTORY II	3
THTR 100	INTRODUCTION TO ACTING I	3
THTR 105	INTRODUCTION TO ACTING II	3
THTR 205	INTRODUCTIN TO ACTING	3
THTR 206*	THEATER WORKSHOP: ACTING II	3
THTR 209	THEATER PRACTICUM	3
THTR 210	THEATER: A CULTURAL CONTEXT (DV)	3
THTR 235	ACTING FOR THE CAMERA	3
THTR 258	THEATER EXPERIENCE AND TRAVEL	1.0-2.0

#### HUMANITIES (3 CREDITS)

COURSE	TITLE	CR.
AM	ANY 100-LEVEL OR ABOVE	3
ART	ANY 100-LEVEL OR ABOVE	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXP. AND CONST. CHANGE (US/NV)	3
DAN 138	MODERN DANCE, BEGINNING	3
DAN 139*	MODERN DANCE, BEGINNING/INTERMEDIATE	3
ENG	ENGLISH (EXCEPT 101,102,107,108,112D,113,114)	3
FL	ANY 100-LEVEL OR ABOVE	3
HIST 105*	EUROPEAN CIVILIZATION I	3
HIST 106*	EUROPEAN CIVILIZATION II	3
HIST 208*	WORLD HISTORY I (DV)	3
HIST 209*	WORLD HISTORY II (DV)	3
HIST 227	INTRO TO LATIN AMERICAN HISTORY & CULTURE I (DV)	3
MUS 121	MUSIC APPRECIATION	3
MUS 125	HISTORY OF ROCK MUSIC	3
MUS 225	INTRODUCTON TO MUSIC HISTORY I	3
MUS 226	INTRODUCTON TO MUSIC HISTORY II	3
THTR 100	INTRODUCTON TO THEATER	3
THTR 209	THEATER PRACTICUM	3
THTR 210	THEATER: A CULTURAL CONTEXT	3
THTR 231	CHILDRENS THEATER	3
THTR 258	THEATER EXPERIENCE AND TRAVEL	3
MUS 121	MUSIC APPRECIATION	3
MUS 125	HISTORY OF ROCK MUSIC	3
MUS 225	INTRODUCTION TO MUSIC HISTORY I	3
MUS 226	INTRODUCTION TO MUSIC HISTORY II	3
THTR 100	INTRODUCTION TO THEATER	3
THTR 209	THEATER PRACTICUM	3
THTR 231	CHILDREN'S THEATER	3

#### HUMAN RELATIONS (3 CREDITS)

COURSE	TITLE	CR.
CE 201	WORKPLACE READINESS	3
EPY 101	EDUCATIONAL, CAREER, AND PERSONAL DEVELOPMENT	3
MGT 171	SUPERVISION	3
MGT 201	PRINCIPLES OF MANAGMENT	3
MGT 212	LEADERSHIP AND HUMAN RESOURCES	3
MGT 235	ORGANIZATIONAL BEHAVIOR	3
PSY 102	PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT	3

## MATHEMATICS (3 CREDITS)

COURSE	TITLE	CR.
BUS 117*	APPLIED BUSINESS MATH	3
COT 110	BUSINESS MACHINES	1.0-3.0
CUL 245*	THE BUSINESS CHEF	3
ECON 261*	PRINCIPLES OF STATISTICS I	3
ECON 262*	PRINCIPLES OF STATISTICS II	3
MATH*	MATHEMATICS (100-LEVEL OR ABOVE)	
PSY 210*	INTRODUCTION TO STATISTICAL METHODS	4
SOC 210*	INTRODUCTION TO STATISTICAL METHODS	4
STAT 152*	INTRODUCTION TO STATISTICS	3

## SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
ANTH 102*	INTRODUCTION TO PHYSICAL ANTHROPOLOGY	3
ANTH 110L*	PHYSICAL ANTHROPOLOGY LAB	1
AST 104*	INTRODUCTORY ASTRONOMY: STARS AND GALAXIES	3
BIOL 100*	GENERAL BIOLOGY FOR NON-MAJORS	3
BIOL 106*	INTRODUCTION TO EVOLUTION AND ADAPTATION	3
BIOL 190*	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY	3
BIOL 190L*	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY LAB	1
BIOL 191*	INTRODUCTION TO ORGANISMAL BIOLOGY	3
BIOL 191L*	INTRODUCTION TO ORGANISMAL BIOLOGY LAB	1
BIOL 251*	GENERAL MICROBIOLOGY	4
CHEM 100*	MOLECULES AND LIFE IN THE MODERN WORLD	3
CHEM 121*	GENERAL CHEMISTRY I	4
CHEM 122*	GENERAL CHEMISTRY II	4
CHEM 201*	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS	4
CHEM 202*	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS II	4
ENV 100*	HUMANS AND THE ENVIRONMENT	3
GEOG 103*	PHYSICAL GEOGRAPHY	3
GEOG 104*	PHYSICAL GEOGRAPHY LAB	1
GEOG 121*	CLIMATE CHANGE: THE SCIENCE BASIS	4
GEOL 100*	EARTHQUAKES, VOLCANOES AND NATURAL DISASTERS	3
GEOL 101*	GEOLOGY: EXPLORING PLANET EARTH	4
GEOL 102	EARTH AND LIFE THROUGH TIME	4
GEOL 105R*	INTRODUCTION TO GEOLOGY OF NATIONAL PARKS	3
GEOL 206*	GEOLOGY OF GEOTHERMAL ENERGY RESOURCES	3
NUTR 121	HUMAN NUTRITION	3
PHYS 100*	INTRODUCTORY PHYSICS	3
PHYS 117	INTRODUCTION TO SPACE SCIENCE AND ENGINEERING	3
PHYS 151*	GENERAL PHYSICS I	4
PHYS 152*	GENERAL PHYSICS II	4
PHYS 180*	PHYSICS FOR SCIENTISTS AND ENGINEERS I	3
PHYS 180L*	PHYSICS FOR SCIENTISTS AND ENGINEERS I LAB	1
PHYS 181*	PHYSICS FOR SCIENTISTS AND ENGINEERS II	3
PHYS 181L*	PHYSICS FOR SCIENTISTS AND ENGINEERS II LAB	1

## SOCIAL SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
ANTH 101	INTRODUCTION TO CULTURAL ANTHROPOLOGY	3
ANTH 201	PEOPLE AND CULTURES OF THE WORLD (DV)	3
ANTH 202	ARCHAEOLOGY	3
ANTH 205/ SOC 205	ETHNIC GROUPS IN CONTEMPORARY SOCIETIES (DV)	3
CH 201*	ANCIENT AND MEDIEVAL CULTURES	3
CH 202*	THE MODERN WORLD	3
CH 203*	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
CJ	ANY 100-LEVEL OR ABOVE	3
ECON	ANY 100-LEVEL OR ABOVE	3
EDU 201	INTRODUCTION TO ELEMENTARY EDUCATION	3
EDU 202	INTRODUCTION TO SECONDARY EDUCATION	3
EDU 203	INTRODUCTION TO SPECIAL EDUCATION	3
GEOG	ANY 100-LEVEL OR ABOVE	3
HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
HDFS 202	INTRODUCTION TO FAMILIES	3
HIST	ANY 100-LEVEL OR ABOVE	3
JOUR 101	CRITICAL ANALYSIS OF MASS MEDIA	3
PSC	ANY 100-LEVEL OR ABOVE	3
SOC	ANY 100-LEVEL OR ABOVE	3
WMST 250*	INTRODUCTION TO WOMEN'S STUDIES (DV)	3
WMST 255	THE AMERICAN WOMEN'S MOVEMENT	3

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

A course used to satisfy the U.S. & Nevada constitution requirement may also apply to an additional degree requirement. See the complete list on page 38 and refer to your specific program worksheet for details.

» **TOTAL GENERAL EDUCATION REQUIREMENTS 30-33 CREDITS**

» **TOTAL ELECTIVE REQUIREMENTS 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 career, technical or general courses. Developmental courses (numbered less than 100) cannot be applied to any degree or certificate. Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to the Associate of General Studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

» **TOTAL DEGREE REQUIREMENTS 60 CREDITS**

*See the following pages for the degree outcomes table for the Associate of General Studies degree.*

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	2012-2013 97	2011-2012 71	Continuous improvement
	Graduate Outcomes Survey	2013-2014 95% of graduates reported being well prepared to further their education  2013-2014 92% of graduates reported being well prepared for a future career	5 year average = 93%  5 year average = 89%	Continuous improvement
2. Enable students to complete TMCC's general education requirements.	Number of courses offered fulfilling General Education criteria	Fall 2013 CAP approved courses	NSHE requirements	Additional courses being examined for general education status within NSHE requirements
	Graduate Outcomes Survey	2013-2014 93% of graduates reported being satisfied with the variety of courses offered	5 year average = 92%	Continuous improvement
3. Provide a diverse menu of transferable course offerings that allows students to select the combination of courses that best suits their broad academic interests.	Total number of transferable courses offered	Fall 2014 569 transferable courses offered (100+ level)	Fall 2014 Total number of courses offered 582	Continuous improvement
	Graduate Outcomes Survey	2013-2014 90 % of graduates reported being able to register for classes required for their emphasis	2012-2013 86% of graduates reported being able to register for classes required for their emphasis	Continuous improvement • Graduate Outcomes Survey was modified to reflect the student's perception of course availability
4. Enable students to acquire the knowledge, skills and values of their broad academic focus.	Completion of degree outcomes	2012-2013 9% of all degrees awarded were AGS (97)	2012-13 Other NSHE Institutions GBC 3% AGS (15) WNC 10% AGS (55) CSN 8% AGS (228)	Degree/emphasis outcomes assessment underway (CAR and PUR)
<p>Note: Currency of data varies across outcomes.  CAP = Faculty Senate Curriculum, Assessment and Programs committee.  CAR = Course Assessment Report  PUR = Program Unit Review</p>				

# CERTIFICATE OF ACHIEVEMENT GENERAL STUDIES

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

## GENERAL EDUCATION REQUIREMENTS

### COMMUNICATIONS/ENGLISH (6 CREDITS)

COURSE	TITLE	CR.
BUS 106*	BUSINESS ENGLISH	3
BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
BUS 108*	BUSINESS LETTERS AND REPORTS	3
COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
COM 215	INTRODUCTION TO GROUP COMMUNICATION	3
COM 285	COMMUNICATION DISABILITIES AND FILM (DV)	3
ENG 101*	COMPOSITION I	3
ENG 102*	COMPOSITION II	3
ENG 107*	TECHNICAL COMMUNICATIONS I	3
ENG 108*	TECHNICAL COMMUNICATIONS II	3
ENG 113*	COMPOSITION I FOR INTERNATIONAL STUDENTS	3
ENG 114*	COMPOSITION II FOR INTERNATIONAL STUDENTS	3
ENG 181	VOCABULARY AND MEANING	3
ENG 220	WRITING POETRY	3
ENG 221	WRITING FICTION	3
THTR 160	TELEVISION PRODUCTION I	3
THTR 161	TELEVISION PRODUCTION II	3
THTR 258	THEATER EXPERIENCE AND TRAVEL	1-2

### COMPUTER SCI./MATHEMATICS/SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
ANTH 102	INTRODUCTION TO PHYSICAL ANTHROPOLOGY	3
ANTH 110L	PHYSICAL ANTHROPOLOGY LAB	1
AST	ANY 100-LEVEL OR ABOVE	3
BIOL	ANY 100-LEVEL OR ABOVE	3
BUS 117	APPLIED BUSINESS MATH	3
CHEM	ANY 100-LEVEL OR ABOVE	3
CIT 130	BEGINNING JAVA	3
CIT 173	INTRUDUCTON TO LINUX	3
CIT 211	MCITP/MCTS WINDOWS WORKSTATION OS	3-5
CIT 212	MCITP.MCTS WINDOWS SERVER OS	3-5
COT 110	BUSINESS MACHINES	1-3
CSCO 120	CCNA INTERNETWORKING FUNDAMENTALS	4
CUL 245	THE BUSINESS CHEF	3
ECON 261	PRINCIPLES OF STATISTICS I	3
ECON 262	PRINCIPLES OF STATISTICS II	3
ENV	ANY 100-LEVEL OR ABOVE	3
GEOG 103/104	PHYSICAL GEOGRAPHY/LAB	3/1
GEOL	ANY 100-LEVEL OR ABOVE	3
IS 101	INSTRODUCTION TO INFORMATION SYSTEMS	3
IS 201	COMPUTER APPLICATIONS	3
MATH	ANY 100-LEVEL OR ABOVE	3
MGT 201	PRINCIPLES OF MANAGEMENT	3
NUTR 121	HUMAN NUTRITION	3
NUTR 223	PRINCIPLES OF NUTRITION	3
PHYS	ANY 100-LEVEL OR ABOVE	3
PSY 210	INTRODUCTION TO STATISTICAL METHODS	4
SOC 210	INTRODUCTION TO STATISTICAL METHODS	4

### FINE ARTS/HUMANITIES (3 CREDITS)

COURSE	TITLE	CR.
ADD201/HUM 201		3
AM	ANY 100-LEVEL OR ABOVE	3
ART	ANY 100-LEVEL OR ABOVE	3
CH 201	ANCIENT AND MEDIEVAL CULTURES	3
CH 202	THE MODERN WORLD	3
CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3

### FINE ARTS/HUMANITIES (3 CREDITS)

COURSE	TITLE	CR.
COM 285	COMMUNICATION DISABILITIES AND FILM (DV)	3
DAN 138	MODERN DANCE, BEGINNING	3
DAN 139*	MODERN DANCE, BEGINNING/INTERMEDIATE	3
ENG	ANY 100-LEVEL OR ABOVE (EXCEPT ENG 101, 102, 107, 108, 112, 113, 114)	3
FL	ANY 100-LEVEL OR ABOVE	3
HIST 105*	EUROPEAN CIVILIZATION I	3
HIST 106*	EUROPEAN CIVILIZATION II	3
HIST 208*	WORLD HISTORY I (DV)	3
HIST 209*	WORLD HISTORY II (DV)	3
HIST 227	INTRO TO LATIN AMERICAN HISTORY & CULTURE I (DV)	3
HUM	ANY 100-LEVEL OR ABOVE	3
HUM 105/THTR 180	THE ART OF FILM	3
MUS 101	MUSIC FUNDAMENTALS	3
MUS 121	MUSIC APPRECIATION	3
MUS 225	INTRODUCTION TO MUSIC HISTORY I	3
MUS 226	INTRODUCTION TO MUSIC HISTORY II	3
THTR 100	INTRODUCTION TO ACTING I	3
THTR 105	INTRODUCTION TO ACTING II	3
THTR 205	INTRODUCTIN TO ACTING	3
THTR 206*	THEATER WORKSHOP: ACTING II	3
THTR 207	LABRATORY THEATER: ACTING IV	3
THTR 209	THEATER PRACTICUM	3
THTR 210	THEATER: A CULTURAL CONTEXT (DV)	3
THTR 231	CHILDRENS THEATER	3
THTR 235	ACTING FOR THE CAMERA	3
THTR 258	THEATER EXPERIENCE AND TRAVEL	1.0-2.0

### HUMAN RELATIONS (3 CREDITS)

COURSE	TITLE	CR.
CE 201	WORKPLACE READINESS	3
EPY 101	EDUCATIONAL, CAREER, AND PERSONAL DEVELOPMENT	3
MGT 171	SUPERVISION	3
MGT 201	PRINCIPLES OF MANAGMENT	3
MGT 212	LEADERSHIP AND HUMAN RESOURCES	3
MGT 235	ORGANIZATIONAL BEHAVIOR	3
PSY 102	PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT	3

### SOCIAL SCIENCE (3 CREDITS)

COURSE	TITLE	CR.
ANTH	ANY 100-LEVEL OR ABOVE (EXCEPT 102/110L)	3
CH 201	ANCIENT AND MEDIEVAL CULTURES	3
CH 202	THE MODERN WORLD	3
CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE (US/NV)	3
CJ	ANY 100-LEVEL OR ABOVE	3
ECON	ANY 100-LEVEL OR ABOVE	3
EDU 201	INTRODUCTIN TO ELEMENTRY EDUCATION	3
EDU 202	INTRODUCTION TO SECONDARY EDUCATION	3
EDU 203	INTRODUCTION TO SPECIAL EDUCATION	3
GEOG	ANY 100-LEVEL OR ABOVE (EXCEPT 103/104)	3
HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
HDFS 202	INTRODUCTION TO FAMILIES	3
HIST	ANY 100-LEVEL OR ABOVE	3
JOUR 101	CRITICAL ANAYSIS OF MSS MEDIA	3
PSY	ANY 100-LEVEL OR ABOVE	3
PSC	ANY 100-LEVEL OR ABOVE	3
SOC	ANY 100-LEVEL OR ABOVE	3

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **18 CREDITS**

» **TOTAL ELECTIVE REQUIREMENTS** **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 career, technical or general courses. Developmental courses, those numbered less than 100, cannot be applied to any degree or certificate. Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to the Associate of General Studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

» **TOTAL CERTIFICATE REQUIREMENTS** **30 CREDITS**

# SKILLS CERTIFICATES AT TMCC

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

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

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

If you are considering one of our Skills Certificates, please review the suggested course sequences for each of the above listed skills certificates on the following pages. As Skills Certificates are stackable credentials, they will be found following the corresponding degree with which they are associated. Please contact the appropriate academic departments for more information on how Skills Certificates can benefit your career goals.

## SKILLS CERTIFICATES

- » Automotive Service Excellence (ASE)-Basic
- » Automotive Service Excellence (ASE) Diesel Technician: Heavy Duty Power Trains
- » Automotive Service Excellence (ASE) Diesel Technician: Light and Heavy Duty (HD) Diesel Engines
- » Automotive Service Excellence (ASE)-General Service
- » Automotive Service Excellence (ASE)-Master

- » Bricklayers Apprenticeship
- » Carpentry Apprenticeship
- » Cement Masons Apprenticeship
- » Certified Professional Bookkeeper
- » Cisco Certification: Cisco Certified Network Associate (CCNA) Security Preparation
- » Cisco Certification: Cisco Certified Network Associate (CCNA) Routing and Switching Preparation
- » Commercial Refrigeration
- » CompTIA Certification Preparation
- » Dietetic Technician
- » Early Childhood Educator 1
- » Early Childhood Educator 2
- » Early Childhood Educator 3
- » Early Childhood Educator 4
- » Electrician Apprenticeship
- » Emergency Medical Technician
- » Emergency Medical Technician Advanced
- » Emergency Medical Technician Instructor Training
- » Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R)
- » Ironworker Apprenticeship
- » Linux Professional Certification Preparation
- » Machining Level 1- CNC Milling: Operations and Programming
- » Machining Level 1- CNC Turning: Operations and Programming
- » Natural Gas Pipe Fitters Certificate
- » Natural Gas Pressure Operators
- » Natural Gas Serviceman
- » Nursing Assistant
- » Operating Engineers Apprenticeship
- » Painters Apprenticeship
- » Phlebotomy
- » Plasterers Apprenticeship
- » Plumbers Apprenticeship
- » Real Estate Salesperson
- » Refrigeration Apprenticeship
- » Sheetmetal Apprenticeship
- » Solar Energy Technician

- » Tilesetters Apprenticeship
- » Welding: Flux-Cored Arc Welding (FCAW) and Gas Tungsten Arc Welding (GTAW)
- » Welding: Shielded Metal Arc Welding (SMAW) and Gas Metal Arc Welding (GMAW)
- » Wind Energy Technician

## **SPECIAL ACADEMIC PROGRAMS**

### **CAREER AND TECHNICAL EDUCATION (CTE) COLLEGE CREDIT**

The CTE College Credit Program (formerly called Tech Prep) is federally funded within the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and is monitored by the Nevada Department of Education. CTE College Credit classes are taught by high school teachers at the high school.

High school students who complete state-approved programs in career and technical education and earn the State Certificate of Skill Attainment are eligible to receive articulated college credit at TMCC.

Eligible students must:

- » Pass the core course sequence for the CTE program (as defined in the Nevada Career and Technical Education Course Catalog) with at least a 3.0 grade point average;
- » Pass the state end-of-program technical assessment according to the established cut score;
- » Pass the state assessment for employability skills according to the established cut score;
- » Submit a CTE College Credit Application upon admission to TMCC.

For complete eligibility requirements and application information, please call 775-857-4964 or go [online](#).

### **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, UNLV, and NSC. Students must meet college admission requirements, complete course prerequisites and have the approval of a high school principal and parent in order to enroll in dual credit courses.

## **GRAPHIC COMMUNICATIONS WORKSHOPS**

The Graphic Communications Program (GRC) 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, emphasis or certificate and/or have met published prerequisites;
- » Be available to work the necessary hours as agreed to by the employer, faculty, and student in a position directly related to the student's major area of study (credit is awarded at a rate of 75 hours of work per credit);
- » Be able to identify, with the help of the employer partner and faculty sponsor, 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 assigned by the faculty sponsor. 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 the internship coordinator at 775-673-7170.

## WORKFORCE DEVELOPMENT & CONTINUING EDUCATION

**WDCE.TMCC.EDU • 775-829-9010**

WDCE stands committed to enhancing the region's economic stability by training adults to increase their career opportunities and offering customized employee instruction to area businesses. Classes—most of which are noncredit, accelerated programs—start weekly and do not require admission into TMCC.

TMCC WDCE also offers Washoe Community Education's personal enrichment classes to students of all ages in support of the college mission of lifelong learning.

### CERTIFICATE PROGRAMS: NONCREDIT

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

- » 3D Printing Certificate
- » Apartment Maintenance Technician Certificate
- » Bilingual Office Assistant Certificate
- » Clinical Medical Assistant
- » Dialysis Technician
- » EKG Technician Certification
- » Florist Fundamentals
- » Grant Writing
- » Health Information Technology Specialist

- » Herbal Studies
- » Logistics Freight Broker Career Certificate Program
- » Massage Therapist Program (and LMT CEUs)
- » Medical Administrative Assistant Program
- » Medical Billing and Coding
- » Non-Medical Caregiver Career Certificate
- » Pharmacy Technician
- » Physical Therapy Technician
- » Professional Sales Career Certificate
- » Property Management
- » Spanish/English Court Interpreting
- » Spanish/English Medical Interpreting
- » Spanish/English Translation/Interpretation Certificate
- » Special Events Management Certificate

### BUSINESS SKILLS COURSES: NONCREDIT

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

### CUSTOMIZED EMPLOYEE TRAINING FOR BUSINESS

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

## WORKKEYS® ASSESSMENTS

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

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

## TMCC WRITERS' CONFERENCE

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

## NEVADA LOCAL TECHNICAL ASSISTANCE PROGRAM (LTAP)

Nevada LTAP provides training for the transportation workforce by delivering the most current concepts and technical assistance available. Workshops focus on workforce development, safety, infrastructure management and organizational excellence. NV LTAP also provides a video library, manuals and the Roads Scholar program.

LTAP is a grant-funded program established in 1988 in cooperation with the Federal Highway Administration and the Nevada Department of Transportation. Nevada LTAP bridges the gap between research and practice and is committed to serving local agencies, NDOT, FHWA and the transportation industry through:

- » technology transfer,
- » technical assistance,
- » training and workforce development,
- » information services and
- » assisting with all other transportation needs.

## TEACH FOR WDCE

WDCE hires instructors with a proven expertise in their field. For details, go [online](#).

## CONTINUING EDUCATION UNIT (CEU)

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

## ADDITIONAL INFORMATION

Most WDCE programs are self-supporting and solely funded through WDCE enrollments.

Fees may vary depending on the type of projects WDCE offers.

Self-supporting, noncredit courses do not lead to a degree or certificate of achievement. A WDCE course may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to an Associate of General Studies degree.

Grades are not awarded for most WDCE noncredit classes, except for massage therapy training and personal trainer programs.

Other than the administrative professional degree/certificate or credit physical education courses, WDCE courses do not qualify for financial aid.

## RESIDENCY

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

# PROGRAM WORKSHEETS

---

# **ASSOCIATE OF ARTS / ASSOCIATE OF SCIENCE - TRANSFER DEGREES**

## **OPTIONS AVAILABLE:**

- » Associate of Arts Degree - Transfer
- » Associate of Science Degree - Transfer

# ASSOCIATE OF ARTS DEGREE - TRANSFER

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 ..... 3-6 CREDITS

Including ENG 101 or ENG 114

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

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

### HUMANITIES ..... 3 CREDITS

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

### MATHEMATICS ..... 3 CREDITS

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

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

ANTH 102, 110L; AST 104; BIOL 100, 106, 190, 190L, 191, 191L, 251; CHEM 100, 121, 121R, 122, 201, 202; 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** ..... **21-24 CREDITS**

## ADDITIONAL DEGREE REQUIREMENTS

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

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

### FOREIGN LANGUAGE ..... 0-14 CREDITS

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

### OPTIONS TO COMPLETE THE FOREIGN LANGUAGE REQUIREMENT:

- » Complete a fourth-semester transferable college course in a foreign language.
- » Complete a fourth-semester transferable college course in ASL.
- » Demonstrate proficiency through placement examination or other means. Students interested in taking a placement examination should contact the **TMCC testing center** at 775-673-8241 for information.
- » Complete four years of high school foreign language.

Students who have proficiency in a foreign language that is equivalent to that of students who have completed four semesters of college-level foreign language may be eligible to waive this requirement. Students will be required to provide appropriate documentation to the department to support this claim. Contact the Humanities department at 775-674-7945 or TMCC Academic Advising at 775-673-7062 for information.

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

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

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

» **ADDITIONAL DEGREE REQUIREMENTS** ..... **0-20 CREDITS**

## ELECTIVE REQUIREMENTS

Any approved university transfer course will fulfill the elective credits. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

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

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

Note: If you know your major, print the **NSHE Transfer Agreements online**. Major requirements will satisfy elective credits.

## SUGGESTED COURSE SEQUENCE

FOR A SUGGESTED PROGRAM SEQUENCE, PLEASE CONTACT THE ACADEMIC ADVISEMENT OFFICE AT 775-673-7062.

# ASSOCIATE OF SCIENCE DEGREE - TRANSFER

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** ..... 3-6 CREDITS

Including ENG 101 or ENG 114

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

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

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

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

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

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

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

ANTH 102, 110L; AST 104; BIOL 100, 106, 190, 190L, 191, 191L, 251; CHEM 100, 121, 121R, 122, 201, 202; 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** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

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

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

Any transferable science course.

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

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

» **ADDITIONAL DEGREE REQUIREMENTS** 6-12 CREDITS

## ELECTIVE REQUIREMENTS

Any approved university transfer course will fulfill the elective credits. Check TMCC course descriptions for transfer status to a baccalaureate degree of arts within the universities in the Nevada System of Higher Education (NSHE).

» **TOTAL ELECTIVES** 24-30 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Note: If you know your major, print the **NSHE Transfer Agreements online**. Major requirements will satisfy elective credits.

## SUGGESTED COURSE SEQUENCE

FOR A SUGGESTED PROGRAM SEQUENCE, PLEASE CONTACT THE ACADEMIC ADVISEMENT OFFICE AT 775-673-7062.

# ANTHROPOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Anthropology Emphasis

# ASSOCIATE OF ARTS DEGREE

## ANTHROPOLOGY EMPHASIS

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.
- » Conduct research, data analysis, and report writing on specific topics within anthropology.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including Eng 102 or Eng 114

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

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

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

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

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

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

Required: ANTH 201

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

Required: ANTH 201

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

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

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

\*Students must maintain a cumulative grade point average of 2.0 (C) or better and must earn a "C" or better in each anthropology course.

### EMPHASIS REQUIREMENTS

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

» **TOTAL EMPHASIS REQUIREMENTS** ..... 10 CREDITS

### ELECTIVE REQUIREMENTS

Electives for Transfer Consult an Advisor

» **TOTAL ELECTIVE REQUIREMENTS** ..... 9-12 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

FIRST YEAR	COURSE #	TITLE	CREDITS
<b>1ST SEMESTER</b>			
EMPHASIS	ANTH 101	INTRODUCTION TO CULTURAL ANTHROPOLOGY	3
FOREIGN LANGUAGE		SEE APPROVED LIST	4
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
<b>TOTAL</b>			<b>16</b>
<b>2ND SEMESTER</b>			
EMPHASIS	ANTH 110L	PHYSICAL ANTHROPOLOGY LABORATORY	1
SCIENCE	ANTH 102	INTRODUCTION TO PHYSICAL ANTHROPOLOGY	3
FOREIGN LANGUAGE		SEE APPROVED LIST	4
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 102	COMPOSITION II	3
<b>TOTAL</b>			<b>14</b>
SECOND YEAR	COURSE #	TITLE	CREDITS
<b>1ST SEMESTER</b>			
ELECTIVE		SEE ADVISOR FOR TRANSFER ELECTIVE COURSE	3
SOCIAL SCIENCE/ DIVERSITY	ANTH 201	PEOPLES AND CULTURES OF THE WORLD	3
EMPHASIS	ANTH 281	INTRODUCTION TO LANGUAGE	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>TOTAL</b>			<b>15</b>
<b>2ND SEMESTER</b>			
ELECTIVE		SEE ADVISOR FOR TRANSFER ELECTIVE COURSE	3
ELECTIVE		SEE ADVISOR FOR TRANSFER ELECTIVE COURSE	3
EMPHASIS	ANTH 202	ARCHEOLOGY	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
<b>TOTAL</b>			<b>15</b>
<b>DEGREE TOTAL</b>			<b>60</b>



# BIOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Biology Emphasis
- » Associate of Science Degree - Community Health Science Emphasis
- » Certificate of Achievement - Health Sciences

# ASSOCIATE OF SCIENCE DEGREE

## BIOLOGY EMPHASIS

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** ..... 3-6 CREDITS

Including ENG 101 or ENG 114

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

Recommended: THTR 210

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

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

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

Required: MATH 127

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

Required: CHEM 121 and CHEM 122

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

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

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

## ADDITIONAL DEGREE REQUIREMENTS

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

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

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

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

## EMPHASIS REQUIREMENTS

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

» **TOTAL EMPHASIS REQUIREMENTS** ..... 27 CREDITS

## ELECTIVE REQUIREMENTS

Choose nine credits from the following:

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

» **TOTAL ELECTIVE REQUIREMENTS** ..... 9-12 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
SCIENCE	CHEM 121	GENERAL CHEMISTRY I	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 127	PRE-CALCULUS II	3
EMPHASIS	STAT 152	INTRODUCTION TO STATISTICS	3
DIVERSITY/FINE ARTS	THTR 210	THEATER: A CULTURAL CONTEXT	3
			<b>Total</b> 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
			<b>Total</b> 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
			<b>Total</b> 14
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	2
HUMANITIES	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
EMPHASIS	CHEM 242	ORGANIC CHEMISTRY II	3
EMPHASIS	PHYS 151 OR PHYS 180/180L	GENERAL PHYSICS OR PHYSICS FOR SCIENTISTS AND ENGINEERS I/LAB I	4
			<b>Total</b> 15
			<b>Degree Total</b> 60

# ASSOCIATE OF SCIENCE DEGREE

## COMMUNITY HEALTH SCIENCE EMPHASIS

The Associate of Science community health science emphasis affords students a broad, integrated, and interdisciplinary perspective on a variety of health topics and allows for them to begin developing an understanding of personal, public, and community health issues. The emphasis provides the lower division coursework towards potential bachelor degrees in community health, public health, health education and other related areas, and satisfies the lower division major requirements towards UNR's bachelor of science in community health sciences.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Recognize how the social, cultural, economic, political, geographical and biological environments affect personal and community health.
- » Describe and apply behavioral strategies to promote personal health and wellness, and disease and illness prevention.
- » Demonstrate the ability to gather and interpret evidence-based information, and effectively communicate, in both written and oral formats, on topics related to community health.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 101 or ENG 114

**FINE ARTS** ..... 3 CREDITS  
Recommended: ART 100, 260, 261; ENG 221; MUS 101, 121; THTR 100 105, 210, THTR 180/HUM 105

**HUMANITIES** ..... 3 CREDITS  
Recommended: AAD/HUM 201; CH 201, 202, 203; ENG 220, 221, 231, 232, 267; HIST 105, 106, 208, 209; HUM 105/THTR 180; MUS 121, 122; PHIL 101, 135, 210; THTR 100, 210

**MATHEMATICS** ..... 3 CREDITS  
Recommended: MATH 126,127, 128, 176, 181, 182

**SCIENCE** ..... 6 CREDITS  
Recommended: CHEM 121 or CHEM 201 and NUTR 121

**SOCIAL SCIENCE** ..... 3 CREDITS  
Recommended: ANTH 101, 201, 202; ANTH/SOC 205; CH 201, 202, 203; ECON 102, 103; GEOG 106, 200; HIST 101, 102, 105, 106, 208, 209, 217; PSC 101, 211, 231; PSY 101; SOC 101; WMST 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

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

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 0 CREDITS

### EMPHASIS REQUIREMENTS

BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab	4
BIOL 223	Human Anatomy and Physiology I	4
BIOL 224	Human Anatomy and Physiology II	4
CHS 101	Introduction to Community Health Sciences	3
CHS 102	Foundations of Personal Health and Wellness	3
CHS 200	Introduction to Public Health Biology	3
CHS 230	Introduction to Environmental Health	3
STAT 152	Introduction to Statistics	3
PEX/DAN	Any PEX or Dan courses (two activities)	2
	Additional General Education Science Credit	1

» **TOTAL EMPHASIS REQUIREMENTS** 30 CREDITS

### ELECTIVE REQUIREMENTS

Choose six credits from the following:

BIOL 251	General Microbiology	4
BIOL 295	Current Topics in Infectious Disease	1-3
CEP 254	Biopsychosocial Factors in Addiction	3
CPD 116	Substance Abuse-Fundamental Facts and Insights	3
CPD 120	Treatment Planning and Case Management	2
ENV 100	Humans and the Environment	3
HDFS 201	Lifespan Human Development	3
HDFS 202	Introduction to Families	3
MHDD 102	Medical Component	1
MHDD 109	Introduction to Therapeutic Interventions	2
MHDD 150	Issues in Substance Abuse	1
MHDD 153	Life Span Development	1
MHDD 154	Advanced Therapeutic Interventions	2
NRES 210	Environmental Pollution	3
NRES 211	Conservation, Humans and Biodiversity	3
NURS 140	Medical Terminology	3
OSH 101	Intro to Safety and Health	3
PHIL 244	Bioethics	3
PSY 240	Introduction to Research Methods	3
PSY 261	Introduction to Social Psychology	3
SOC 101	Principles of Sociology	3
SOC 102	Contemporary Social Issues	3

» **TOTAL ELECTIVE REQUIREMENTS** 6-9 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF SCIENCE DEGREE

## COMMUNITY HEALTH SCIENCE EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
FINE ARTS/DIVERSITY	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
EMPHASIS	CHS 101 OR CHS 102	INTRODUCTION TO COMMUNITY HEALTH SCIENCE OR FOUNDATIONS OF PERSONAL HEALTH AND WELLNESS	3
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 126 OR HIGHER	PRE-CALCULUS I	3
SCIENCE	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
EMPHASIS	BIOL 190/190L	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY/LAB	4
SCIENCE	CHEM 121 OR CHEM 201	GENERAL CHEMISTRY I OR GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS	4
EMPHASIS	CHS 101 OR CHS 102	INTRODUCTION TO COMMUNITY HEALTH SCIENCES OR FOUNDATIONS OF PERSONAL HEALTH AND WELLNESS	3
ENGLISH	ENG 102	COMPOSITION II	3
EMPHASIS	PEX OR DAN	CHOOSE ANY PEX OR DAN COURSE	1
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
SOCIAL SCIENCE/DIVERSITY	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
EMPHASIS	BIOL 223	HUMAN ANATOMY AND PHYSIOLOGY I	4
EMPHASIS	CHS 200 OR CHS 230	INTRODUCTION TO PUBLIC HEALTH BIOLOGY OR INTRODUCTION TO ENVIRONMENTAL HEALTH	3
EMPHASIS	STAT 152	INTRODUCTION TO STATISTICS	3
EMPHASIS	PEX OR DAN	CHOOSE ANY PEX OR DAN COURSE	1
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	2
EMPHASIS	BIOL 224	HUMAN ANATOMY AND PHYSIOLOGY II	4
EMPHASIS	CHS 200 OR CHS 230	INTRODUCTION TO PUBLIC HEALTH BIOLOGY OR INTRODUCTION TO ENVIRONMENTAL HEALTH	3
U.S. AND NEVADA CONSTITUTIONS/HUMANITIES	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>60</b>

# CERTIFICATE OF ACHIEVEMENT - HEALTH SCIENCES

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

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Apply the scientific method, describe cell and tissue structure, and describe skeletal, muscular, digestive and lymphatic systems and their interrelationships.
- » Identify the components of the circulatory nervous, integumentary, respiratory, endocrine, urinary, reproductive and immune systems and describe their interrelationships.

## GENERAL EDUCATION REQUIREMENTS

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

Required: ENG 101 or ENG 113

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

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

Recommended: MATH 120 (required for BIOL 190)

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## CORE REQUIREMENTS

BIOL 141 Human Structure and Function I .....(4)

BIOL 142 Human Structure and Function II .....(4)

or

BIOL 223 Human Anatomy and Physiology I.....(4)

BIOL 224 Human Anatomy and Physiology II.....(4)

**» TOTAL CORE REQUIREMENTS 8 CREDITS**

## ELECTIVE REQUIREMENTS

Choose 13 credits from the following:

BIOL 190 Introduction to Cell and Molecular Biology ..... 3

BIOL 190L Introduction to Cell and Molecular Biology Lab ..... 1

BIOL 251 General Microbiology ..... 4

CHEM 121 General Chemistry I..... 4

CHEM 220 Introductory Organic Chemistry ..... 4

CLS 151 Phlebotomy..... 2

CLS 152 Applied Phlebotomy..... 2

NURS 130 Nursing Assistant ..... 6

NUTR 223 Principles of Nutrition ..... 3

**» TOTAL ELECTIVE REQUIREMENTS 13 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
COMMUNICATIONS	ENG 101 OR ENG 113	COMPOSITION I OR COMPOSITION I FOR INTERNATIONAL STUDENTS	3
HUMAN RELATIONS	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	MATH 120	FUNDAMENTALS OF COLLEGE MATHEMATICS	3
<b>Total</b>			<b>12</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	6
CORE ELECTIVE	BIOL 141 OR BIOL 190 AND BIOL 190L	HUMAN STRUCTURE AND FUNCTION I OR INTRODUCTION TO CELL AND MOLECULAR BIOLOGY AND INTRODUCTION TO CELL AND MOLECULAR BIOLOGY LABORATORY	(4) OR (3) AND (1)
<b>Total</b>			<b>10</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	4
CORE	BIOL 142 OR BIOL 223 AND BIOL 224	HUMAN STRUCTURE AND FUNCTION II OR HUMAN ANATOMY AND PHYSIOLOGY I (FAST TRACK) AND HUMAN ANATOMY AND PHYSIOLOGY II (FAST TRACK)	(4) OR (4) AND (4)
<b>Total</b>			<b>8-12</b>
<b>Certificate Total</b>			<b>30-34</b>

# BUSINESS

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Business Emphasis
- » Associate of Arts Degree - Entrepreneurship Emphasis
- » Associate of Arts Degree - Logistics Management Emphasis
- » Associate of Applied Science Degree - Business
- » Associate of Applied Science Degree - Logistics Management
- » Certificate of Achievement - Bookkeeping
- » Certificate of Achievement - Business
- » Certificate of Achievement - Entrepreneurship
- » Certificate of Achievement - Logistics Management
- » Certificate of Achievement - Logistics Technician
- » Skills Certificate - Certified Professional Bookkeeper
- » Skills Certificate - Real Estate Salesperson

# ASSOCIATE OF ARTS DEGREE

## BUSINESS EMPHASIS

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** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

**FINE ARTS** ..... 3 CREDITS  
Recommended: THTR 210

**HUMANITIES** ..... 3 CREDITS  
Required: CH 201 or 202

**MATHEMATICS** ..... 3 CREDITS  
Required: MATH 176 or equivalent

**SCIENCE** ..... 6 CREDITS  
Lab required.  
See transfer requirements.

**SOCIAL SCIENCE** ..... 3 CREDITS  
Required: ANTH 101, PSC 211, 231, PSY 101, SOC 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

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

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS  
Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... 3 CREDITS

## EMPHASIS REQUIREMENTS

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

» **TOTAL EMPHASIS REQUIREMENTS** ..... 27 CREDITS

## ELECTIVE REQUIREMENTS

Choose six credits from the following:

MATH 126	Pre-Calculus I .....	3
or		
Transferable elective		

Choose an additional Social Science course from the following:

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

» **TOTAL ELECTIVE REQUIREMENTS** ..... 6-9 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
ENGLISH	ENG 101	COMPOSITION I	3
SOCIAL SCIENCE	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
EMPHASIS	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM ADDITIONAL SOCIAL SCIENCE COURSE LIST	3
EMPHASIS	ECON 102	PRINCIPLES OF MICROECONOMICS	3
ENGLISH	ENG 102	COMPOSITION II	3
MATHEMATICS	MATH 176	INTRODUCTORY CALCULUS FOR BUSINESS AND SOCIAL SCIENCES	3
DIVERSITY/FINE ARTS	THTR 210	THEATER: A CULTURAL CONTEXT	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	ACC 201	FINANCIAL ACCOUNTING	3
EMPHASIS	ECON 103	PRINCIPLES OF MACROECONOMICS	3
EMPHASIS	ECON 261	PRINCIPLES OF STATISTICS I	3
HUMANITIES	GE ELECTIVE	CHOOSE FROM REQUIRED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
EMPHASIS	ACC 202	MANAGERIAL ACCOUNTING	3
U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
EMPHASIS	ECON 262	PRINCIPLES OF STATISTICS II	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MKT 210	MARKETING PRINCIPLES	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# ASSOCIATE OF ARTS DEGREE

## ENTREPRENEURSHIP EMPHASIS

This degree prepares students to start their own business ventures or act and participate in any size organization with an entrepreneurial spirit. Students who successfully complete this degree will be eligible for transfer to upper division status in the University of Nevada, Reno's College of Business.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Graduate and/or transfer to a four-year institution.
- » Demonstrate their proficiency and knowledge of the fundamentals of small business management.
- » Assist in the development of entrepreneurial enterprises in the Reno community.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Required: ENG 102 or ENG 114

**FINE ARTS** ..... 3 CREDITS  
Recommended: THTR 210

**HUMANITIES** ..... 3 CREDITS  
Required: CH 203

**MATHEMATICS** ..... 3 CREDITS  
Required: MATH 176 or higher

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

**SOCIAL SCIENCE** ..... 3 CREDITS  
Required: ECON 102

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

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Required: THTR 210

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

**U.S. AND NEVADA CONSTITUTIONS** ..... (3) CREDITS  
Required: CH 203

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

### CORE REQUIREMENTS

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

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

### EMPHASIS REQUIREMENTS

Take \*ENT 200 and choose an additional six credits from the following or any ENT course:

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

\*ENT 200 and the six additional ENT courses in the emphasis requirements will be accepted toward the Entrepreneurship minor at UNR. Students will need to complete nine additional upper-division credits at UNR to earn the minor. Those upper division credits should be selected by students in conjunction with the UNR program advisor, **Mark Pingle** (784-6634).

» **TOTAL EMPHASIS REQUIREMENTS** ..... 9 CREDITS

### ELECTIVE REQUIREMENTS

MATH 126	Pre-Calculus I	(3)
or		
	Any ENT course	(3)

» **TOTAL ELECTIVE REQUIREMENTS** ..... 3-6 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
CORE	COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
ENGLISH	ENG 101	COMPOSITION I	3
EMPHASIS	ENT 200	FUNDAMENTALS OF ENTREPRENEURSHIP	3
MATHEMATICS	MATH 176	INTRODUCTORY CALCULUS FOR BUSINESS AND SOCIAL SCIENCES	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
SOCIAL SCIENCE	ECON 102	PRINCIPLES OF MICROECONOMICS	3
CORE	ECON 103	PRINCIPLES OF MACROECONOMICS	3
ENGLISH	ENG 102	COMPOSITION II	3
EMPHASIS	ENT 230	FINANCING YOUR SMALL BUSINESS VENTURE	3
FINE ARTS/DIVERSITY	THTR 210	THEATER: A CULTURAL CONTEXT	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ACC 201	FINANCIAL ACCOUNTING	3
HUMANITIES/U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
CORE	ECON 261	PRINCIPLES OF STATISTICS I	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	ENT 280	ENTREPRENEURSHIP AND BUSINESS PLAN DEVELOPMENT	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
CORE	ACC 202	MANAGERIAL ACCOUNTING	3
CORE	ECON 262	PRINCIPLES OF STATISTICS II	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
CORE	MKT 210	MARKETING PRINCIPLES	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>



# ASSOCIATE OF ARTS DEGREE

## LOGISTICS MANAGEMENT EMPHASIS

The Associate of Arts with a logistics management emphasis introduces students to the tools and basic knowledge set of the logistics industry and discipline. Students who complete the AA – logistics management emphasis will articulate to UNR with junior standing and approximately 60 credits remaining to complete a four-year degree.

Please note that the supply chain management major has been eliminated as of 2010 and students who choose the logistics management emphasis must choose one of the currently available majors in the College of Business at UNR upon transfer.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

**FINE ARTS** ..... 3 CREDITS  
Recommended: THTR 210

**HUMANITIES** ..... 3 CREDITS  
Required: CH 203

**MATHEMATICS** ..... 3 CREDITS  
Required: MATH 176 or equivalent

**SCIENCE** ..... 6 CREDITS  
Highly Recommend: complete seven credits

**SOCIAL SCIENCE** ..... 3 CREDITS  
Required: ECON 102

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Recommended: THTR 210

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

**U.S. AND NEVADA CONSTITUTIONS** ..... (3) CREDITS  
Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 0 CREDITS

### CORE REQUIREMENTS

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

» **TOTAL CORE REQUIREMENTS** 24 CREDITS

### EMPHASIS REQUIREMENTS

Choose three courses from the following or any other LGM course:

LGM 201	Essentials of Logistics Management .....	3
LGM 202	International Logistics Management .....	3
LGM 205	Logistics Planning and Control .....	3
LGM 207	Service Logistics .....	3
LGM 208	Logistics and Quality Management Tools I .....	3
LGM 210	Studies in Procurement and Logistics.....	3
LGM 212	Transportation Management .....	3

» **TOTAL EMPHASIS REQUIREMENTS** 9 CREDITS

### ELECTIVE REQUIREMENTS

MATH 126	Pre-Calculus I .....	(3)
or		
LGM Course	.....	(3)

» **TOTAL ELECTIVE REQUIREMENTS** 3-6 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
ENGLISH	ENG 101	COMPOSITION I	3
EMPHASIS	LGM 201	ESSENTIALS OF LOGISTICS MANAGEMENT	3
ELECTIVE	MATH 126	PRE- CALCULUS I	3
FINE ARTS/DIVERSITY	THTR 210	THEATER: A CULTURAL CONTEXT	3
			<b>Total 15</b>
2nd Semester			
SOCIAL SCIENCE	ECON 102	PRINCIPLES OF MICROECONOMICS	3
CORE	ECON 103	PRINCIPLES OF MACROECONOMICS	3
ENGLISH	ENG 102	COMPOSITION II	3
EMPHASIS	LGM 202	INTERNATIONAL LOGISTICS MANAGEMENT	3
MATHEMATICS	MATH 176	INTRODUCTORY CALCULUS FOR BUSINESS AND SOCIAL SCIENCES	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
CORE	ACC 201	FINANCIAL ACCOUNTING	3
HUMANITIES/U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
CORE	ECON 261	PRINCIPLES OF STATISTICS I	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	LGM 210	STUDIES IN PROCUREMENT AND LOGISTICS	3
			<b>Total 15</b>
2nd Semester			
CORE	ACC 202	MANAGERIAL ACCOUNTING	3
EMPHASIS	ECON 262	PRINCIPLES OF STATISTICS II	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
CORE	MKT 210	MARKETING PRINCIPLES	3
			<b>Total 15</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - BUSINESS

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:

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

## GENERAL EDUCATION REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Recommended: THTR 210

**COMMUNICATIONS** ..... 3 CREDITS  
Recommended: BUS 107 or COM 113

**ENGLISH** ..... 3 CREDITS  
Recommended: BUS 106

**FINE ARTS/HUMANITIES/SOCIAL SCIENCE** ..... 3 CREDITS  
Recommended: THTR 210

**HUMAN RELATIONS** ..... 3 CREDITS  
Recommended: MGT 212

**MATHEMATICS** ..... 3 CREDITS  
Recommended: BUS 117 or MATH 120 or higher

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

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS  
Recommended: PSC 101 or CH 203

» **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 108 Business Letters and Reports .....3  
ECON 102 Principles of Microeconomics .....3  
ECON 103 Principles of Macroeconomics .....3  
MKT 210 Marketing Principles .....3  
MGT 171 Supervision .....3

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

## EMPHASIS REQUIREMENTS

ACC 136 Bookkeeping II .....(3)  
or  
ACC 202 Managerial Accounting .....(3)  
ENT 200 Fundamentals of Entrepreneurship .....3  
IS 101 Introduction to Information Systems .....3  
LGM 201 Essentials of Logistics .....3  
MGT 201 Principles of Management .....3

» **TOTAL EMPHASIS REQUIREMENTS** ..... **15 CREDITS**

## ELECTIVE REQUIREMENTS

Choose three credits from the following:

ACC, BUS, COT, ECON, ENT, IS, LGM, MGT, MKT or RE .....3

Note: For students transferring into a specific program at a University choose electives appropriate for that program.

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

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	BUS 101	INTRODUCTION TO BUSINESS	3
ENGLISH	BUS 106	BUSINESS ENGLISH	3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
CORE	MGT 171	SUPERVISION	3
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
CORE	ACC 135	BOOKKEEPING I	3
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
CORE	BUS 108	BUSINESS LETTERS AND REPORTS	3
CORE	ECON 102	PRINCIPLES OF MICROECONOMICS	3
EMPHASIS	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	ACC 136	BOOKKEEPING II	3
CORE	ECON 103	PRINCIPLES OF MACROECONOMICS	3
EMPHASIS	MGT 201	PRINCIPLES OF MANAGEMENT	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
DIVERSITY/FINE ARTS	THTR 210	THEATER: A CULTURAL CONTEXT	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM ACC, BUS, COT, ECON, ENT, IS, LGM, MGT, MKT, RE	3
EMPHASIS	ENT 200	FUNDAMENTALS OF ENTREPRENEURSHIP	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	LGM 201	ESSENTIALS OF LOGISTICS MANAGEMENT	3
CORE	MKT 210	MARKETING PRINCIPLES	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - LOGISTICS MANAGEMENT

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:

- » Identify the underlying theories and principles of the role of logistics management within business that is associated with the applied utilization of logistics knowledge.
- » Identify, explain, and practice the tools that are used in entry to mid-level logistics positions, including Total Quality Management, Six Sigma, Lean and others.
- » Identify the characteristics, uses, and purposes of the software used in the logistics industry.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: THTR 210

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

Recommended: BUS 107 or COM 113

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

Recommended: BUS 106

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

Recommended: THTR 210

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

Recommended: MGT 212

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

Recommended: BUS 117 or MATH 120 or higher

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

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

Recommended: PSC 101 or CH 203

» **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 108 Business Letters and Reports .....3

ECON 102 Principles of Microeconomics .....3

ECON 103 Principles of Macroeconomics .....3

MGT 171 Supervision .....3

MKT 210 Marketing Principles .....3

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

## EMPHASIS REQUIREMENTS

LGM 201 Essentials of Logistics Management .....3

LGM 202 International Logistics Management.....(3)

or

LGM 205 Logistics Planning and Control .....(3)

LGM 208 Logistics and Quality Management Tools I .....3

LGM 209 Logistics and Quality Management Tools II .....3

LGM 210 Studies in Procurement and Logistics.....3

LGM 212 Transportation Management .....3

» **TOTAL EMPHASIS REQUIREMENTS** ..... 18 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ENGLISH	BUS 106	BUSINESS ENGLISH	3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
EMPHASIS	LGM 201	ESSENTIALS OF LOGISTICS MANAGEMENT	3
EMPHASIS	LGM 210	STUDIES IN PROCUREMENT AND LOGISTICS	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
			<b>Total 15</b>
2nd Semester			
CORE	BUS 101	INTRODUCTION TO BUSINESS	3
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	LGM 202	INTERNATIONAL LOGISTICS MANAGEMENT	3
EMPHASIS	LGM 208	LOGISTICS AND QUALITY MANAGEMENT TOOLS I	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
CORE	ACC 135	BOOKKEEPING I	3
CORE	BUS 108	BUSINESS LETTERS AND REPORTS	3
CORE	ECON 102	PRINCIPLES OF MICROECONOMICS	3
EMPHASIS	LGM 209	LOGISTICS AND QUALITY MANAGEMENT TOOLS II	3
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
			<b>Total 15</b>
2nd Semester			
CORE	ECON 103	PRINCIPLES OF MACROECONOMICS	3
EMPHASIS	LGM 212	TRANSPORTATION MANAGEMENT	3
CORE	MGT 171	SUPERVISION	3
CORE	MKT 210	MARKETING PRINCIPLES	3
DIVERSITY/FINE ARTS	THTR 210	THEATER: A CULTURAL CONTEXT	3
			<b>Total 15</b>
			<b>Degree Total 60</b>

# CERTIFICATE OF ACHIEVEMENT - BOOKKEEPING

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

**MATHEMATICS ..... 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**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ACC 135	BOOKKEEPING I	3
CORE	ACC 180	PAYROLL AND EMPLOYEE BENEFITS	3
COMMUNICATIONS	BUS 108	BUSINESS LETTERS AND REPORTS	3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
CORE	ACC 136	BOOKKEEPING II	3
CORE	ACC 220	MICROCOMPUTER ACCOUNTING	3
CORE	ACC 295	WORK EXPERIENCE	3
CORE	IS 201	COMPUTER APPLICATIONS	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# CERTIFICATE OF ACHIEVEMENT - BUSINESS

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:

- » Identify, explain, and apply skills, including information technology literacy, information literacy, research, writing, and presentations at the entry level of a business career.
- » Identify, synthesize, and apply interpersonal/group skills, including interpersonal and teamwork, international perspective, cultural awareness, and ethics and personal responsibility at the entry level of a business career.
- » Identify and practice 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

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

Recommended: MGT 212

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

Recommended: BUS 117 or MATH 120 or higher

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## EMPHASIS REQUIREMENTS

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

ACC 136 Bookkeeping II .....(3)  
or

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

ACC 202 Managerial Accounting .....(3)

BUS 101 Introduction to Business.....3

BUS 107 Business Speech Communications.....3

BUS 108 Business Letters and Reports .....3

MGT 171 Supervision .....(3)  
or

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

MKT 210 Marketing Principles .....3

**» TOTAL EMPHASIS REQUIREMENTS 21 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	ACC 135	BOOKKEEPING I	3
COMMUNICATIONS	BUS 106	BUSINESS ENGLISH	3
EMPHASIS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
EMPHASIS	ACC 136	BOOKKEEPING II	3
EMPHASIS	BUS 101	INTRODUCTION TO BUSINESS	3
EMPHASIS	BUS 108	BUSINESS LETTERS AND REPORTS	3
EMPHASIS	MGT 171	SUPERVISION	3
EMPHASIS	MKT 210	MARKETING PRINCIPLES	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# CERTIFICATE OF ACHIEVEMENT - ENTREPRENEURSHIP

This certificate allows the new entrepreneur the opportunity to get grounding in the fundamentals of being an entrepreneur. It 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.
- » Identify and apply effective networking skills.
- » Identify theories and apply principles in practice of 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**

Recommended: BUS 106

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

Recommended: MGT 212

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

Recommended: BUS 117 or MATH 120 or higher

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## EMPHASIS REQUIREMENTS

ACC 201	Financial Accounting .....	3
ACC 202	Managerial Accounting .....	3
ENT 200	Fundamentals of Entrepreneurship .....	3
ENT 210	The Art, Science and Discipline of Creativity .....	3
ENT 230	Financing Your Small Business Venture .....	3
ENT 240	Marketing for Small Business .....	3
ENT 260	Intellectual Property .....	3

**» TOTAL EMPHASIS REQUIREMENTS 21 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	ACC 201	FINANCIAL ACCOUNTING	3
COMMUNICATIONS	BUS 106	BUSINESS ENGLISH	3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
EMPHASIS	ENT 200	FUNDAMENTALS OF ENTREPRENEURSHIP	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
EMPHASIS	ACC 202	MANAGERIAL ACCOUNTING	3
EMPHASIS	ENT 210	THE ART, SCIENCE AND DISCIPLINE OF CREATIVITY	3
EMPHASIS	ENT 230	FINANCING YOUR SMALL BUSINESS VENTURE	3
EMPHASIS	ENT 240	MARKETING FOR SMALL BUSINESS	3
EMPHASIS	ENT 260	INTELLECTUAL PROPERTY	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# CERTIFICATE OF ACHIEVEMENT - LOGISTICS MANAGEMENT

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.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify the key components of the logistics discipline (including supply chain management, production planning and scheduling, reverse logistics) and analyze their integral function.
- » Analyze the appropriate use of the software and hardware for logistics application.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: BUS 106

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

Recommended: MGT 212

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

Recommended: BUS 117 or MATH 120 or higher

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 9 CREDITS

## EMPHASIS REQUIREMENTS

LGM 201 Essentials of Logistics Management .....3

LGM 202 International Logistics Management.....(3)

or

LGM 205 Logistics Planning and Control .....(3)

LGM 207 Service Logistics .....3

LGM 208 Logistics and Quality Management Tools I .....3

LGM 209 Logistics and Quality Management Tools II.....3

LGM 210 Studies in Procurement and Logistics.....3

LGM 212 Transportation Management .....3

» **TOTAL EMPHASIS REQUIREMENTS** 21 CREDITS

» **TOTAL CERTIFICATE REQUIREMENTS** 30 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
EMPHASIS	LGM 201	ESSENTIALS OF LOGISTICS MANAGEMENT	3
EMPHASIS	LGM 202 OR LGM 205	INTERNATIONAL LOGISTICS MANAGEMENT OR LOGISTICS PLANNING AND CONTROL	3
EMPHASIS	LGM 208	LOGISTICS AND QUALITY MANAGEMENT TOOLS I	3
EMPHASIS	LGM 210	STUDIES IN PROCUREMENT AND LOGISTICS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
COMMUNICATIONS	BUS 106	BUSINESS ENGLISH	3
EMPHASIS	LGM 207	SERVICE LOGISTICS	3
EMPHASIS	LGM 209	LOGISTICS AND QUALITY MANAGEMENT TOOLS II	3
EMPHASIS	LGM 212	TRANSPORTATION MANAGEMENT	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>30</b>

# CERTIFICATE OF ACHIEVEMENT - LOGISTICS TECHNICIAN

This certificate prepares individuals for employment as frontline material handling workers across all supply chain facilities: factories, warehouses, distribution centers, and transporters.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Practice occupational safety at all levels in modern distribution and warehousing facilities.
- » Work as a frontline material handler across a variety of supply chain facilities.
- » Apply teamwork and appropriate workplace behavior to solve problems.

## GENERAL EDUCATION REQUIREMENTS

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

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

Required: MGT 171

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

Required: MATH 108 or higher

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## CORE REQUIREMENTS

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
LGM 206	Logistics Planning and Control Laboratory.....	1
LGM 212	Transportation Management .....	3
MPT 135	Material Handling .....	2
MPT 140	Quality Control .....	3
OSH 222	General Industry Safety.....	1

**» TOTAL CORE REQUIREMENTS 22 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 31 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
COMMUNICATIONS	BUS 106	BUSINESS ENGLISH	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
CORE	LGM 201	ESSENTIALS OF LOGISTICS MANAGEMENT	3
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
CORE	MPT 140	QUALITY CONTROL	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
CORE	LGM 202	INTERNATIONAL LOGISTICS MANAGEMENT	3
CORE	LGM 205	LOGISTICS PLANNING AND CONTROL	3
CORE	LGM 206	LOGISTICS PLANNING AND CONTROL LABORATORY	1
CORE	LGM 212	TRANSPORTATION MANAGEMENT	3
HUMAN RELATIONS	MGT 171	SUPERVISION	3
CORE	MPT 135	MATERIAL HANDLING	2
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>31</b>



# SKILLS CERTIFICATE - CERTIFIED PROFESSIONAL BOOKKEEPER

Prepares Student to sit for the certified professional bookkeeper examination administered by the American Institute of Professional Bookkeepers.

## CERTIFICATE OUTCOMES

Students will:

- » Analyze the double entry system of bookkeeping and construct systems of accounting while comparing and contrasting generally accepted accounting principles in the areas of inventory, depreciation, error corrections and payroll.
- » Design and construct systems of accounting while comparing and contrasting generally accepted accounting principles in the areas of inventory, depreciation, error correction and payroll.
- » Reinforce concepts in a review course and identify important skills necessary to pass the national certifications examination.

## CERTIFICATE REQUIREMENTS

ACC 135	Bookkeeping I .....	3
ACC 136	Bookkeeping II .....	3
	or	
ACC 201	Financial Accounting .....	3
ACC 180	Payroll and Employee Benefit Accounting .....	3
ACC 290	Certified Bookkeeper Course .....	3-6

» **TOTAL CERTIFICATE REQUIREMENTS** **9-15 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ACC 135	BOOKKEEPING I	3
	OR		
CORE	ACC 201	FINANCIAL ACCOUNTING	3
CORE	ACC 180	PAYROLL AND EMPLOYEE BENEFITS	3
<b>Total</b>			<b>6</b>
<b>2nd Semester</b>			
CORE	ACC 136	BOOKKEEPING II	3
	OR		
CORE	ACC 290	CERTIFIED BOOKKEEPER COURSE	3-6
<b>Total</b>			<b>3-6</b>
<b>3rd Semester</b>			
CORE	ACC 290	CERTIFIED BOOKKEEPER COURSE	3-6
<b>Certificate Total</b>			<b>9-15</b>

# SKILLS CERTIFICATE - REAL ESTATE SALESPERSON

Students completing the skills certificate-real estate salesperson curriculum will learn about professional organizations, types of property, the law of agency, law of contracts, listing agreements, easements, estates in the land, forms of ownership, legal descriptions, taxation, liens, contract law, deeds, probate, title insurance, recording, 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.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Understand basic real estate processes and principles, their applicability and how they relate to each other.
- » Understand and apply Nevada real estate law including statutes, regulations and codes and how real estate laws, principles and outcomes impact the real estate profession.

## CERTIFICATE REQUIREMENT

RE 101	Real Estate Principles .....	3
RE 103	Real Estate Law and Practice.....	3

» **TOTAL CERTIFICATE REQUIREMENT** **6 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	RE 101	REAL ESTATE PRINCIPLES	3
CORE	RE 103	REAL ESTATE LAW AND PRACTICE	3
<b>Total</b>			<b>6</b>
<b>Skills Certificate Total</b>			<b>6</b>

# CERTIFIED NURSING ASSISTANT

---

## OPTIONS AVAILABLE:

- » Skills Certificate - Nursing Assistant
- » Skills Certificate - Phlebotomy

# SKILLS CERTIFICATE - NURSING ASSISTANT

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 and in their scope of practice. 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 State 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).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Demonstrate compliance with standards of practice for nursing assistants.
- » Demonstrate competence with all skills required for certification.
- » Demonstrate knowledge of common elements required for certification by the Nevada State Board of Nursing.

## CERTIFICATE REQUIREMENT

NURS 130 Nursing Assistant ..... 6

**» TOTAL CERTIFICATE REQUIREMENT 6 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	NURS 130	NURSING ASSISTANT	6
<b>Total</b>			<b>6</b>
<b>Skills Certificate Total</b>			<b>6</b>

# SKILLS CERTIFICATE - PHLEBOTOMY

The skills certificate in phlebotomy is designed to give the student knowledge and skills necessary to perform the collection, identification, and preservation of specimens as applied to venipuncture technique and includes 100 hours of clinical experience. Students will learn standard precautions, local, federal, and state requirements. Completion of the skills certificate in phlebotomy will prepare students to become certified as a phlebotomy technician by the American Society for Clinical Pathology Certifications as a lab assistant in Nevada. After passing this national board, students are eligible to apply for the state licensure.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Perform a minimum of 95 venipunctures.
- » Perform a minimum of five dermal sticks.
- » Follow universal safety precautions and procedures. They will be compliant with local, state, and federal requirements while in clinical areas.

## CERTIFICATE REQUIREMENT

CLS 151	Phlebotomy.....	2
CLS 152	Applied Phlebotomy.....	2
CLS 153	Phlebotomy Clinical Practicum.....	2

» **TOTAL CERTIFICATE REQUIREMENT** **6 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	CLS 151	PHLEBOTOMY	2
CORE	CLS 152	APPLIED PHLEBOTOMY	2
CORE	CLS 153	PHLEBOTOMY CLINICAL PRACTICUM	2
<b>Total</b>			<b>6</b>
<b>Skills Certificate Total</b>			<b>6</b>

# CHEMISTRY

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Chemistry Emphasis

# ASSOCIATE OF SCIENCE DEGREE

## CHEMISTRY EMPHASIS

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** ..... **3-6 CREDITS**

Including ENG 102 or ENG 114

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

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

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

Required: MATH 181

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

Lab required.

Required: CHEM 121 and CHEM 122.

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

Recommended: CH 203 or PSC 101.

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... **21-24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

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

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

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

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

### EMPHASIS REQUIREMENTS

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

» **TOTAL EMPHASIS REQUIREMENTS** ..... **23 CREDITS**

### ELECTIVE REQUIREMENTS

Choose 13 credits from transferable electives:

Recommended: MATH 283 and MATH 285.

» **TOTAL ELECTIVE REQUIREMENTS** ..... **13-16 CREDITS**

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or have a qualifying ACCUPLACER, ACT or SAT score.

First Year	Course #	Title	Credits
<b>1st Semester</b>			
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	CHEM 121	GENERAL CHEMISTRY I	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 181	CALCULUS I	4
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTIONS	CH 203 OR PSC 101	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE OR INTRODUCTION TO AMERICAN POLITICS	3
<b>Total</b>			<b>17</b>
<b>2nd Semester</b>			
DIVERSITY/HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	CHEM 122	GENERAL CHEMISTRY II	4
ENGLISH	ENG 102	COMPOSITION II	3
EMPHASIS	MATH 182	CALCULUS II	4
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE A TRANSFERABLE ELECTIVE COURSE	3
EMPHASIS	CHEM 241/241L	ORGANIC CHEMISTRY I/LAB	4
ELECTIVE	MATH 283	CALCULUS III	4
EMPHASIS	PHYS 180/180L	PHYSICS FOR SCIENTISTS AND ENGINEERS I/LAB I	4
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE A TRANSFERABLE ELECTIVE COURSE	3
EMPHASIS	CHEM 242/242L	ORGANIC CHEMISTRY II/LAB II	4
ELECTIVE	MATH 285	DIFFERENTIAL EQUATIONS	3
EMPHASIS	PHYS 181/181L	PHYSICS FOR SCIENTISTS AND ENGINEERS II/LAB II	4
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>60</b>

# CIVIL ENGINEERING

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Civil Engineering Practitioner



# ASSOCIATE OF APPLIED SCIENCE DEGREE - CIVIL ENGINEERING PRACTITIONER

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

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

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

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

Recommended: ENG 101 (113), ENG 107

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

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

Recommended: CE 201

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

Recommended: MATH 127

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

Recommended: CHEM 121

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

Recommended: PSC 101

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

## EMPHASIS REQUIREMENTS

ADT 245	Statics 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 127 .....	2
	Additional credits from CHEM 121 .....	1

» **TOTAL EMPHASIS REQUIREMENTS** ..... 47 CREDITS

» **TOTAL DEGREE REQUIREMENTS** ..... 68 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ENGLISH	ENG 101	COMPOSITION I	3
EMPHASIS	ENGR 100	INTRODUCTION TO ENGINEERING DESIGN	3
EMPHASIS	ENGR 242	CASE HISTORIES IN CIVIL ENGINEERING	1
EMPHASIS	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
MATHEMATICS	MATH		5
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
			<b>Total 18</b>
2nd Semester			
EMPHASIS	CADD 100	INTRODUCTION TO COMPUTER-AIDED DRAFTING	4
SCIENCE	CHEM 121	GENERAL CHEMISTRY I	4
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
EMPHASIS	ENGR 244	INTRODUCTION TO ENGINEERING ECONOMICS	2
EMPHASIS	PHYS 151	GENERAL PHYSICS I	4
			<b>Total 17</b>
Second Year	Course #	Title	Credits
1st Semester – Fall			
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
EMPHASIS	CONS 120	PRINT READING AND SPECIFICATION	3
EMPHASIS	CONS 121	PRINCIPLES OF CONSTRUCTION ESTIMATING	3
EMPHASIS	CONS 282	CONSTRUCTION LAW	2
EMPHASIS	CONS 283	CONSTRUCTION DOCUMENTS AND SPECIFICATIONS	2
EMPHASIS	SUR 161	ELEMENTARY SURVEYING	4
			<b>Total 17</b>
2nd Semester			
EMPHASIS	ADT 245	STATICS AND STRENGTH OF MATERIALS	3
EMPHASIS	CONS 281	CONSTRUCTION PLANNING, SCHEDULING AND CONTROL	3
SOCIAL SCIENCE/ DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	ENGR 243	FLUID MECHANICS, HYDRAULICS, AND HYDROLOGY FOR ENGINEERING PRACTITIONER	3
EMPHASIS	ENGR 245	MATERIALS BEHAVIOR AND STATISTICAL ANALYSIS	4
			<b>Total 16</b>
			<b>Degree Total 68</b>

# COMPUTER INFORMATION TECHNOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Computer Information Technology - Computer Programming Emphasis
- » Associate of Applied Science Degree - Computer Information Technology - Networking and Server Technologies Emphasis
- » Associate of Applied Science Degree - Computer Information Technology - Web Development Emphasis
- » Certificate of Achievement - Computer Technologies
- » Certificate of Achievement - Web Design
- » Skills Certificate - CISCO Certification: CISCO Certified Network Associate (CCNA) Routing and Switching Preparation
- » Skills Certificate - CISCO Certification: CISCO Certified Network Associate (CCNA) Security Preparation
- » Skills Certificate - CompTIA Certification Preparation
- » Skills Certificate - Linux Professional Certification Preparation

# ASSOCIATE OF APPLIED SCIENCE DEGREE - COMPUTER INFORMATION TECHNOLOGY

## COMPUTER PROGRAMMING EMPHASIS

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)

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

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

Communications-Highly Recommended: BUS 107, COM 113 or 215

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

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

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

Highly Recommended: MGT 212

### MATHEMATICS ..... 3 CREDITS

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

### SCIENCE ..... 3 CREDITS

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21 CREDITS

## CORE REQUIREMENTS

CIT 112 Network + .....(3)

or

CSCO 120 CCNA Internetworking Fundamentals .....(4)

CIT 114R IT Essentials ..... 4

CIT 128 Introduction to Software Development ..... 4

» **TOTAL CORE REQUIREMENTS** 11-12 CREDITS

## EMPHASIS REQUIREMENTS

CIT 151 Beginning Web Development .....3

CIT 180 Database Concepts and SQL.....3

CIT 263R Project Management.....3

Beginning and Advanced Programming Languages.... 12

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

### JAVA

CIT 130 Beginning Java .....3

CIT 230 Advanced Java.....3

### C#

CIT 134 Beginning C# Programming .....3

CIT 234 Advanced C# Programming.....3

### C++

CS 135R Computer Science I.....3

CS 202 Computer Science II.....3

» **TOTAL EMPHASIS REQUIREMENTS** 21 CREDITS

## ELECTIVE REQUIREMENTS

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

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

» **TOTAL ELECTIVE REQUIREMENTS** 6 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF APPLIED SCIENCE DEGREE - COMPUTER INFORMATION TECHNOLOGY

## COMPUTER PROGRAMMING EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	CIT 114R	IT ESSENTIALS	4
CORE	CIT 128	INTRODUCTION TO SOFTWARE DEVELOPMENT	4
ENGLISH	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
MATHEMATICS	MATH 126 OR HIGHER	PRE-CALCULUS I	3
<b>Total</b>			<b>14</b>
2nd Semester			
EMPHASIS	CIT 151	BEGINNING WEB DEVELOPMENT	3
CORE	CIT 112 OR CSCO 120	NETWORK + OR CCNA INTERNETWORKING FUNDAMENTALS	(3) OR (4)
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE/ HUMANITIES/DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS		FIRST PROGRAMMING LANGUAGE- BEGINNING COURSE	3
<b>Total</b>			<b>15-16</b>
Second Year	Course #	Title	Credits
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
<b>Total</b>			<b>15</b>
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	SEE APPROVED LIST	3
EMPHASIS	CIT 263R	PROJECT MANAGEMENT	3
EMPHASIS		SECOND PROGRAMMING LANGUAGE- ADVANCED COURSE	3
<b>Total</b>			<b>15-16</b>
<b>Degree Total</b>			<b>60-61</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - COMPUTER INFORMATION TECHNOLOGY

## NETWORKING AND SERVER TECHNOLOGIES EMPHASIS

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)

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

### COMMUNICATIONS..... 3 CREDITS

Highly Recommended: BUS 107, COM 113 or 215

### ENGLISH ..... 3 CREDITS

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

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

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

Recommended: MGT 212

### MATHEMATICS ..... 3 CREDITS

Choose from: MATH 126 or higher

### SCIENCE ..... 3 CREDITS

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **21 CREDITS**

## CORE REQUIREMENTS

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

» **TOTAL CORE REQUIREMENTS** **15 CREDITS**

## 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	MCITP/MCTS Windows Workstation OS .....	4
CIT 212	MCITP/MCTS Windows Server OS.....	4
CIT 213	MCITP/MCTS Network Infrastructure.....	4
CIT 214	MCITP Application Infrastructure .....	4
CIT 215	MCITP Active Directory .....	5

### CISCO COURSES

CSCO 121	CCNA Routing Protocols and Concepts.....	4
CSCO 220	CCNA LAN Switching and Wireless Fundamentals .....	3
CSCO 221	CCNA WAN Fundamentals .....	3
CSCO 230	Fundamentals of Network Security .....	4

### OTHER COURSES

CIT 217	Security + .....	3
---------	------------------	---

» **TOTAL ELECTIVE REQUIREMENTS** **24 CREDITS**

» **TOTAL DEGREE REQUIREMENTS** **60 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	CIT 114R	IT ESSENTIALS	4
CORE	CSCO 120	CCNA INTERNETWORKING FUNDAMENTALS	4
ENGLISH	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
MATHEMATICS	MATH 126 OR HIGHER	PRE-CALCULUS I	3
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	CIT 128	INTRODUCTION TO SOFTWARE DEVELOPMENT	4
ELECTIVE	CSCO 121 OR	CCNA ROUTING PROTOCOLS AND CONCEPTS	(4)
	CIT 173 OR	INTRODUCTION TO LINUX	(3)
	CIT 211 OR	MCITP/MCTS WINDOWS WORKSTATION OS	(4)
	CIT 212	MCITP/MCTS WINDOWS SERVER OS	(4)
COMMUNICATIONS	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>16-17</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	9
FINE ARTS/ HUMANITIES/ SOCIAL SCIENCE/ DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	12
CORE	CIT 263R	PROJECT MANAGEMENT	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60-61</b>

# ASSOCIATE OF APPLIED SCIENCE - COMPUTER INFORMATION TECHNOLOGY

## WEB DEVELOPMENT EMPHASIS

The web development emphasis provides students with entry level web development skills including website 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:

- » Identify and apply the technical proficiency skills required to create and maintain basic professional websites.
- » Store, query, and use data retrieved from forms and databases.
- » Communicate, collaborate and present effectively with members of a team and members of external groups.

## GENERAL EDUCATION REQUIREMENTS

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

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

Recommended: BUS 107, COM 113, COM 215

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

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

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

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

Recommend: MGT 212

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

Required: MATH 126 or higher

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

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21 CREDITS

## CORE REQUIREMENTS

CIT 112 Network + ..... 3

CIT 114R IT Essentials ..... 4

CIT 128 Introduction to Software Development ..... 4

CIT 263R Project Management ..... 3

» **TOTAL CORE REQUIREMENTS** 14 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

Choose three credits of graphic software application courses:

GRC 120 Software Applications-Beginning Photoshop ..... 0.5-1

GRC 123 Software Applications-Advanced Photoshop ..... 0.5-1

GRC 124 Software Applications-Beginning Illustrator ..... 0.5-1

GRC 125 Graphic Software ..... 0.5-1

GRC 126 Software Applications-Advanced Illustrator ..... 0.5-1

GRC 127 Software Applications-Beginning InDesign ..... 0.5-1

GRC 128 Software Applications-Advanced InDesign ..... 0.5-1

GRC 129 Software Applications-Beginning Dreamweaver ... 0.5-1

GRC 130 Software Applications-Beginning Flash ..... 0.5-1

Choose one beginning programming course:

CIT 130 Beginning Java ..... 3

CIT 134 Beginning C# Programming ..... 3

CS 135R Computer Science I ..... 3

Choose one operating system course:

CIT 173 Introduction to Linux ..... 3

CIT 211 MCITP/MCTS Windows Workstation OS ..... 3-5

» **TOTAL EMPHASIS REQUIREMENTS** 21-23 CREDITS

## ELECTIVE REQUIREMENTS

Choose at least three or four credits from the following list to ensure a minimum degree total of 60 credits.

CIT 130 Beginning Java ..... 3

CIT 134 Beginning C# Programming ..... 3

CIT 230 Advanced Java ..... 3

CIT 234 Advanced C# Programming ..... 3

CIT 257 Web Languages ..... 3

CIT 290 Internship in CIT I ..... 1-6

CS 135R Computer Science I ..... 3

CS 202 Computer Science II ..... 3

» **TOTAL ELECTIVE REQUIREMENTS** 3-4 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF APPLIED SCIENCE - COMPUTER INFORMATION TECHNOLOGY

## WEB DEVELOPMENT EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	CIT 114R	IT ESSENTIALS	4
CORE	CIT 128	INTRODUCTION TO SOFTWARE DEVELOPMENT	4
EMPHASIS	CIT 151	BEGINNING WEB DEVELOPMENT	3
MATHEMATICS	MATH 126 OR HIGHER	PRE-CALCULUS I	3
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
EMPHASIS		CHOOSE ONE PROGRAMMING COURSE	3
EMPHASIS		CHOOSE ONE OPERATING SYSTEM COURSE	3-5
CORE	CIT 112	NETWORK +	3
COMMUNICATIONS	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
ENGLISH	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
<b>Total</b>			<b>15-18</b>
<b>Summer Session</b>			
EMPHASIS	GRC	CHOOSE THREE CREDITS OF GRAPHIC SOFTWARE APPLICATION COURSES FROM LIST	3
<b>Total</b>			<b>3</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CIT 152	WEB SCRIPT LANGUAGE PROGRAMMING	3
EMPHASIS	CIT 180	DATABASE CONCEPTS AND SQL	3
FINE ARTS/ HUMANITIES/SOCIAL SCIENCE/DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>12</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3-4
EMPHASIS	CIT 251	ADVANCED WEB DEVELOPMENT	3
CORE	CIT 263R	PROJECT MANAGEMENT	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>15-16</b>
<b>Degree Total</b>			<b>60</b>

# CERTIFICATE OF ACHIEVEMENT - COMPUTER TECHNOLOGIES

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

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

Recommended: MATH 126 or higher

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## CORE REQUIREMENTS

CIT 114R IT Essentials..... 4

CIT 128 Introduction to Software Development ..... 4

CIT 263R Project Management..... 3

CSCO 120 CCNA Internetworking Fundamentals ..... 4

**» TOTAL CORE REQUIREMENTS 15 CREDITS**

## EMPHASIS REQUIREMENTS

Choose at least six credits from any CIT, CS, CSCO, or IS courses numbered 100 or higher.

**» TOTAL EMPHASIS REQUIREMENTS 6 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	CIT 114R	IT ESSENTIALS	4
CORE	CIT 128	INTRODUCTION TO SOFTWARE DEVELOPMENT	4
CORE	CSCO 120	CCNA NETWORKING FUNDAMENTALS	4
MATHEMATICS	MATH 126 OR HIGHER	PRE-CALCULUS I	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
CORE	CIT 263R	PROJECT MANAGEMENT	3
EMPHASIS		CHOOSE FROM ANY CIT, CS, CSCO, OR IS COURSE	6
COMMUNICATIONS	BUS 107 OR ENG 107	BUSINESS SPEECH COMMUNICATIONS OR TECHNICAL COMMUNICATIONS I	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>



# CERTIFICATE OF ACHIEVEMENT - WEB DESIGN

A 25-week fast-track program that will take a specific cohort of students through the skills and technologies necessary to design and develop websites. Courses will have business communications, business math and human relations curriculum embedded into all five courses in the certificate.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Develop a working knowledge of web design principles and technologies that is required to gain employment in the industry.
- » Develop a portfolio of work that can be used to pursue a career in web design.
- » Develop basic skills in business communications, business math and human relations directed towards web design.

## GENERAL EDUCATION REQUIREMENTS

### COMMUNICATIONS..... (3) CREDITS

Communications requirement is satisfied through embedded curriculum in GRC 136, 137, 138 courses.

### HUMAN RELATIONS ..... (3) CREDITS

Human Relations requirement is satisfied through embedded curriculum in GRC 238, 239 courses.

### MATHEMATICS ..... (3) CREDITS

Mathematics requirement is satisfied through embedded curriculum in GRC 136, 137, 138 courses.

### » TOTAL GENERAL EDUCATION REQUIREMENTS (9) CREDITS

## CORE REQUIREMENTS

GRC 136	Graphic Communications Fundamentals.....	6
GRC 137	Graphics Content Development and Production Techniques.....	6
GRC 138	Graphics Web Design I.....	6
GRC 238	Graphics Web Design II.....	6
GRC 239	Graphics Web Design III.....	6

Note: The nine credits of General Education are embedded in the Core Requirement courses.

### » TOTAL CORE REQUIREMENTS 30 CREDITS

### » TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	GRC 136	GRAPHIC COMMUNICATIONS FUNDAMENTALS	6
CORE	GRC 137	GRAPHICS CONTENT DEVELOPMENT AND PRODUCTION TECHNIQUES	6
<b>Total</b>			<b>12</b>
2nd Semester			
CORE	GRC 138	GRAPHICS WEB DESIGN I	6
CORE	GRC 238	GRAPHICS WEB DESIGN II	6
<b>Total</b>			<b>12</b>
Second Year	Course #	Title	Credits
1st Semester			
CORE	GRC 239	GRAPHICS WEB DESIGN III	6
<b>Total</b>			<b>6</b>
<b>Certificate Total</b>			<b>30</b>

Note: For students who have completed the Web Design Fast-Track Certificate of Achievement, completion credit for BUS 107, BUS 117, and MGT 212 will be applied to the General Education requirements for the Graphic Communications AAS degree.

# SKILLS CERTIFICATE - CISCO CERTIFICATION: CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) ROUTING AND SWITCHING PREPARATION

This certificate prepares students to take the Cisco Certified Network Associate (CCNA) Routing and Switching exams. This certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Perform basic configurations of network devices.
- » Configure and troubleshoot basic operations of routers in a complex routed network for IPv4 and IPv6 using OSPF, EIGRP, and RIP.
- » Configure and troubleshoot serial and broadband connections.

## CERTIFICATE REQUIREMENT

CSCO 120	CCNA Internetworking Fundamentals .....	4
CSCO 121	CCNA Routing and Switching Essentials.....	4
CSCO 220	CCNA Scaling Networks .....	3
CSCO 221	CCNA WAN Fundamentals .....	3

» **TOTAL CERTIFICATE REQUIREMENT** **14 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	CSCO 120	CCNA INTERNETWORKING FUNDAMENTALS	4
<b>Total</b>			<b>4</b>
2nd Semester			
CORE	CSCO 121	CCNA ROUTING AND SWITCHING ESSENTIALS	4
<b>Total</b>			<b>4</b>
3rd Semester			
CORE	CSCO 220	CCNA SCALING NETWORKS	3
CORE	CSCO 221	CCNA WAN FUNDAMENTALS	3
<b>Total</b>			<b>6</b>
<b>Skills Certificate Total</b>			<b>14</b>

# SKILLS CERTIFICATE - CISCO CERTIFICATION: CISCO CERTIFIED NETWORK ASSOCIATE (CCNA) SECURITY PREPARATION

This certificate prepares students to take the Cisco Certified Network Associate (CCNA) Security certification exams. This certification validates the skills required to develop a security infrastructure, recognize threats and vulnerabilities to networks, and mitigate security threats.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Perform basic configurations of network devices.
- » Configure and troubleshoot routing in a small routed network.
- » Identify basic security threats and vulnerabilities for a given network and apply necessary security measures to prevent a possible network compromise.

## CERTIFICATE REQUIREMENT

CSCO 120	CCNA Internetworking Fundamentals .....	4
CSCO 121	CCNA Routing and Switching Essentials.....	4
CSCO 230	Fundamentals of Network Security .....	4

» **TOTAL CERTIFICATE REQUIREMENT** **12 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	CSCO 120	CCNA INTERNETWORKING FUNDAMENTALS	4
2nd Semester			
CORE	CSCO 121	CCNA ROUTING AND SWITCHING ESSENTIALS	4
3rd Semester (spring)			
CORE	CSCO 230	FUNDAMENTALS OF NETWORK SECURITY	4
<b>Total</b>			<b>12</b>
<b>Skills Certificate Total</b>			<b>12</b>

# SKILLS CERTIFICATE - COMPTIA CERTIFICATION PREPARATION

The skills certificate in CompTIA certification preparation provides students with a broad knowledge of computer systems, basic networking skills, security issues, and technologies that can be used for entry-level employment or pursuit of an Associate of Applied Science degree. This sequence of courses will serve as preparation for the CompTIA certifications.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Obtain the knowledge and skills required to implement a defined network architecture with basic network security, including general security concepts associated with communications, infrastructure, cryptography, and operational/organizational structure.
- » Obtain the necessary competencies required for basic networking, including terminology, components, transmission media and protocols.
- » Acquire the knowledge and skills required to install, configure, troubleshoot and upgrade a PC as an IT technician.

## CERTIFICATE REQUIREMENT

CIT 112	Network + .....	3
CIT 114R	IT Essentials.....	4
CIT 217	Security + .....	3

» **TOTAL CERTIFICATE REQUIREMENT** **10 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	CIT 112	NETWORK +	3
CORE	CIT 114R	IT ESSENTIALS	4
CORE	CIT 217	SECURITY +	3
<b>Total</b>			<b>10</b>
<b>Skills Certificate Total</b>			<b>10</b>

# SKILLS CERTIFICATE - LINUX PROFESSIONAL CERTIFICATION PREPARATION

Completion in the Linux Professional program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes the core of Linux classes including Linux operating system basics, system administration, and Network+. These classes will help develop a students knowledge and skill level in preparation for employment or to improve current professional skills.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Obtain competencies for an entry-level Linux professional
- » Be able to configure, maintain and troubleshoot a Linux network.
- » Acquire skills necessary to perform system administrative tasks.

## CERTIFICATE REQUIREMENT

CIT 173	Introduction to Linux .....	3
CIT 174	Linux Systems Administration .....	3
CIT 112	Network + .....	3

» **TOTAL CERTIFICATE REQUIREMENT** **9 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ELECTIVE	CIT 173	INTRODUCTION TO LINUX	3
<b>Total</b>			<b>3</b>
2nd Semester			
ELECTIVE	CIT 174	LINUX ADMINISTRATION	3
<b>Total</b>			<b>3</b>
3rd Semester			
ELECTIVE	CIT 112	NETWORK +	3
<b>Total</b>			<b>3</b>
<b>Skills Certificate Total</b>			<b>9</b>

# COMPUTER SCIENCE

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Computer Science Emphasis

# ASSOCIATE OF SCIENCE DEGREE

## COMPUTER SCIENCE EMPHASIS

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** ..... 3-6 CREDITS

Required: Including ENG 102 or ENG 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

Required: CH 201

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

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

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

Required: \*PHYS 180, \*PHYS 181

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

Required: CH 202

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

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

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

\*Chem 121 General Chemistry ..... 4 Credits

\*Phys 180L Physics of Scientists and Engineers Lab I ..... 1 Credit

\*Phys 181L physics for Scientists/Engineers lab II ..... 1 Credit

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

Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 6 CREDITS

## EMPHASIS REQUIREMENTS

CPE 201 Digital Design ..... 3

\*CS 135R Computer Science I ..... 3

\*CS 202 Computer Science II ..... 3

CS 219 Computer Organization ..... 3

ENGR 100 Introduction to Engineering Design ..... (3)

or

CIT 128 Introduction to Software Development ..... (4)

\*MATH 182 Calculus II ..... 4

\*MATH 283 Calculus III ..... 4

CS Emphasis students must also maintain at least a "C" average in the Mathematics, Science and Emphasis requirements courses.

\*Courses must be completed with a "C" or better.

» **TOTAL EMPHASIS REQUIREMENTS** 23-24 CREDITS

## ELECTIVE REQUIREMENTS

\*MATH 181 (additional 1 credit from Gen. Ed.) ..... 1

» **TOTAL ELECTIVE REQUIREMENTS** 1-6 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CS 135R	COMPUTER SCIENCE I	3
FINE ARTS	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
EMPHASIS	ENGR 100 OR CIT 128	INTRODUCTION TO ENGINEERING DESIGN OR INTRODUCTION TO SOFTWARE DEVELOPMENT	(3) (4)
SCIENCE	CHEM 121	GENERAL CHEMISTRY	4
<b>Total</b>			<b>16-17</b>
<b>2nd Semester</b>			
EMPHASIS	CS 202	COMPUTER SCIENCE II	3
GE DIVERSITY	ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
GE ENGLISH	ENG 102	COMPOSITION II	3
GE MATHEMATICS	MATH 181	CALCULUS I	4
<b>Total</b>			<b>13</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
GE HUMANITIES	CH 201	ANCIENT AND MEDIEVAL CULTURES	3
EMPHASIS	CPE 201	INTRODUCTION TO COMPUTER ENGINEERING	3
EMPHASIS	MATH 182	CALCULUS II	4
SCIENCE	PHYS 180/180L	PHYSICS FOR SCIENTISTS AND ENGINEERS I/LAB I	4
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
SOCIAL SCIENCE	CH 202	THE MODERN WORLD	3
U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
EMPHASIS	CS 219	COMPUTER ORGANIZATION	3
EMPHASIS	MATH 283	CALCULUS III	4
GE SCIENCE	PHYS 181/181L	PHYSICS FOR SCIENTISTS AND ENGINEERS II/LAB II	4
<b>Total</b>			<b>17</b>
<b>Degree Total</b>			<b>60</b>

# CONSTRUCTION TECHNOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Architecture
- » Associate of Applied Science Degree - Architectural Design Technology - Residential Design Technology Emphasis
- » Associate of Applied Science Degree - Construction Technologies - Construction Management Emphasis
- » Associate of Applied Science Degree - Construction Technologies - Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R) Emphasis
- » Certificate of Achievement - Heating, Ventilation, Air Conditioning/Refrigeration (HVAC/R)



# ASSOCIATE OF ARTS DEGREE - ARCHITECTURE

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

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or EGN 114

**FINE ARTS** ..... 3 CREDITS  
Recommended: ART 100

**HUMANITIES** ..... 3 CREDITS  
Required: AAD 201

**MATHEMATICS** ..... 3 CREDITS  
Required: MATH 126 or higher

**SCIENCE** ..... 6 CREDITS  
Recommended: PHYS 100 or higher and ENV 100

**SOCIAL SCIENCE** ..... 3 CREDITS  
(Fulfilled by U.S. and Nevada Constitutions courses)

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Required: AAD 201

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

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 0 CREDITS

## CORE REQUIREMENTS

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

» **TOTAL CORE REQUIREMENTS** 24 CREDITS

## ELECTIVE REQUIREMENTS

Choose 12 credits from the following:

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

» **TOTAL ELECTIVE REQUIREMENTS** 12- 5 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	AAD 100	INTRODUCTION TO ARCHITECTURAL DESIGN	3
CORE	AAD 180	FUNDAMENTALS OF DESIGN I	3
CORE	AAD 181	FUNDAMENTALS OF DESIGN I DISCUSSION	3
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
FINE ARTS	ART 100	VISUAL FOUNDATIONS	3
ENGLISH	ENG 102	COMPOSITION II	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	AAD 223	GRAPHIC SOFTWARE FOR ARCH. CONST., DSG NR. PLANNERS	3
CORE	AAD 280	FUNDAMENTALS OF ARCHITECTURAL DESIGN I	3
SCIENCE	ENV 100	HUMANS AND THE ENVIRONMENT	3
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTIONS	GE ELECTIVE	SEE APPROVED LISTS	3
SCIENCE	PHYS 100 OR HIGHER	INTRODUCTORY PHYSICS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
CORE	AAD 202	ANALYSIS OF THE BUILT ENVIRONMENT	3
CORE	AAD 265	COMPUTER APPLICATIONS IN ARCHITECTURE I	3
CORE	AAD 282	FUNDAMENTALS OF ARCHITECTURAL DESIGN II	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - ARCHITECTURAL DESIGN TECHNOLOGY

## RESIDENTIAL DESIGN TECHNOLOGY EMPHASIS

This course of study will provide the student with the knowledge and skills required to design and produce quality residential projects. Graduates are prepared for employment with architectural firms that specialize in residential architecture. The successful student upon completion of this degree will satisfy the educational requirements for candidates pursuing a residential designer professional registration 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:

- » Develop a basic architectural knowledge and understanding of residential design theory and standards as related to spatial relationships, form and context of a specific project's design requirements.
- » Develop and produce working drawings for residential design projects that demonstrate knowledge of sound design techniques and construction applications through various hand drawn methods and computerized media.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: AAD 201 or choose a Fine Arts/Humanities/Social Science course that also qualifies as a Diversity credit

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

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

Recommended: AAD 201 or choose a Diversity course that also qualifies as a Fine Arts/Humanities/Social Science credit

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

Recommended: MGT 171, 201 or 212

### MATHEMATICS ..... 3 CREDITS

Required: MATH 108 or higher

### SCIENCE ..... 3 CREDITS

Recommended: ENV 100

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

Recommended: PSC 101

### » TOTAL GENERAL EDUCATION REQUIREMENTS 21 CREDITS

## CORE REQUIREMENTS

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 14 CREDITS

## EMPHASIS REQUIREMENTS

AAD 182	Fundamentals of Design II.....	3
AAD 183	Fundamentals of Design Discussion II.....	3
AAD 223	Graphic Software for Arch, Const, Dsgnr, Planners .....	3
AAD 265	Computer Applications in Architecture I.....	3
AAD 280	Fundamentals of Architectural Design I.....	3
AAD 282	Fundamentals of Architectural Design II.....	3
ADT 230	Mechanical and Electrical Equipment for Buildings .....	3
ADT 245	Statics and Strength of Materials.....	3
BI 101	Introduction to Building Codes.....	3

### » TOTAL EMPHASIS REQUIREMENTS 27 CREDITS

## ELECTIVE REQUIREMENTS

Choose at least three credits from the following:

AAD 100	Introduction to Architectural Design .....	3
ADT 256	Introduction to Land Use Planning .....	3
ADT 290	Intern in Arch Design Technology .....	3
ENRG 130	Introduction to Solar Energy .....	3

### » TOTAL ELECTIVE REQUIREMENTS 3 CREDITS

### » TOTAL DEGREE REQUIREMENTS 65 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	AAD 180	FUNDAMENTALS OF DESIGN I	3
CORE	AAD 181	FUNDAMENTALS OF DESIGN I DISCUSSION	3
CORE	ADT 105	ARCHITECTURAL DRAFTING I	5
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
			<b>Total 14</b>
2nd Semester			
CORE	AAD 125	CONSTRUCTION DRAWINGS AND DETAILING	3
EMPHASIS	AAD 182	FUNDAMENTALS OF DESIGN II	3
EMPHASIS	AAD 183	FUNDAMENTALS OF DESIGN DISCUSSION II	3
COMMUNICATIONS/ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 12</b>
Second Year	Course #	Title	Credits
1st Semester			
DIVERSITY/HUMANITIES	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
EMPHASIS	AAD 223	GRAPHIC SOFTWARE FOR ARCH, CONST, DSGNR, PLANNERS	3
EMPHASIS	AAD 280	FUNDAMENTALS OF ARCHITECTURE DESIGN I	3
EMPHASIS	BI 101	INTRODUCTION TO BUILDING CODES	3
			<b>Total 12</b>
2nd Semester			
EMPHASIS	AAD 265	COMPUTER APPLICATIONS IN ARCHITECTURE I	3
EMPHASIS	AAD 282	FUNDAMENTALS OF ARCHITECTURE DESIGN II	3
EMPHASIS	ADT 245	STATICS AND STRENGTH OF MATERIALS	3
SCIENCE	ENV 100	HUMANS AND THE ENVIRONMENT	3
COMMUNICATIONS/ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 15</b>
Third Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE FROM LIST	3
EMPHASIS	ADT 230	MECHANICAL AND ELECTRICAL EQUIPMENT FOR BUILDINGS	3
HUMAN RELATIONS	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
			<b>Total 12</b>
			<b>Degree Total 65</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - CONSTRUCTION TECHNOLOGIES

## CONSTRUCTION MANAGEMENT EMPHASIS

This course of study will provide the student with the basic, entry-level skills set and understanding of the construction industry as it relates to the residential, commercial and heavy construction markets. The successful student upon completion of this two-year program will possess the necessary knowledge to enter the construction management field.

### DEGREE OUTCOMES

Students completing the degree will:

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: AAD 201

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

Recommended: ENG 107

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

Recommended: AAD 201

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

Recommended: MGT 171

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

Required: MATH 108 or higher

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

Recommended: ENV 100

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

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

## CORE REQUIREMENTS

BI 101 Introduction to Building Codes..... 3  
 CONS 120 Print Reading and Specification ..... 3  
 OSH 222 General Industry Safety..... 1

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

## EMPHASIS REQUIREMENTS

AAD 125 Construction Drawings and Detailing ..... 3  
 ADT 230 Mechanical and Electrical Equipment for Buildings..... 3  
 CONS 121 Principles of Construction Estimating..... 3  
 CONS 155 On-Site Construction Supervision ..... 3  
 CONS 211 Construction Cost Control ..... 3  
 CONS 221 Construction Estimating II ..... 3  
 CONS 281 Construction Planning, Scheduling and Control ..... 3  
 CONS 282 Construction Law ..... 3  
 IS 101 Introduction to Information Systems ..... 3  
 SUR 161 Elementary Surveying ..... 4

» **TOTAL EMPHASIS REQUIREMENTS** ..... 31 CREDITS

## ELECTIVE REQUIREMENTS

» Choose at least two credits from the following:

ADT 120 Introduction to LEED and Sustainable Building ..... 3  
 ADT 245 Statics and Strength of Materials..... 3  
 ADT 256 Introduction to Land Use Planning ..... 3  
 CONS 198 Special Topics in Construction ..... 0.5-6  
 CONS 290 Internship in Construction ..... 3  
 MGT 201 Principles of Management ..... 3

» **TOTAL ELECTIVE REQUIREMENTS** ..... 2 CREDITS

» **TOTAL DEGREE REQUIREMENTS** ..... 61 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	AAD 125	CONSTRUCTION DRAWINGS AND DETAILING	3
CORE	CONS 120	PRINT READING AND SPECIFICATION	3
EMPHASIS	CONS 155	ON-SITE CONSTRUCTION SUPERVISION	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE/ DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
CORE	BI 101	INTRODUCTION TO BUILDING CODES	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
HUMAN RELATIONS	MGT 171	SUPERVISION	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	2
EMPHASIS	ADT 230	MECHANICAL AND ELECTRICAL EQUIPMENT FOR BUILDINGS	3
EMPHASIS	CONS 121	PRINCIPLES OF CONSTRUCTION ESTIMATING	3
SCIENCE	ENV 100	HUMANS AND THE ENVIRONMENT	3
EMPHASIS	SUR 161	ELEMENTARY SURVEYING	4
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
EMPHASIS	CONS 211	CONSTRUCTION COST CONTROL	3
EMPHASIS	CONS 221	CONSTRUCTION ESTIMATING II	3
EMPHASIS	CONS 281	CONSTRUCTION PLANNING, SCHEDULING AND CONTROL	3
EMPHASIS	CONS 282	CONSTRUCTION LAW	3
EMPHASIS	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>61</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - CONSTRUCTION TECHNOLOGIES

## HEATING, VENTILATION, AIR CONDITIONING/REFRIGERATION (HVAC/R) EMPHASIS

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

### DEGREE OUTCOMES

Students completing the degree will:

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

## GENERAL EDUCATION REQUIREMENTS

DIVERSITY .....	(3 CREDITS)
COMMUNICATIONS/ENGLISH .....	6 CREDITS
FINE ARTS/HUMANITIES/SOCIAL SCIENCE .....	3 CREDITS
HUMAN RELATIONS .....	3 CREDITS
Recommended: CE 201	
MATHEMATICS .....	3 CREDITS
Recommended: MATH 108	
SCIENCE .....	3 CREDITS
U.S. AND NEVADA CONSTITUTIONS .....	3 CREDITS
<b>» TOTAL GENERAL EDUCATION REQUIREMENTS</b>	<b>21 CREDITS</b>

## CORE REQUIREMENTS

BI 101	Introduction to Building Codes.....	3
CONS 120	Print Reading and Specification .....	3
OSH 222	General Industry Safety.....	1
<b>» TOTAL CORE REQUIREMENTS</b>		<b>7 CREDITS</b>

## 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**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

Recommended program prerequisites:

ENG 090 or 097 or qualifying ACCUPLACER score

MATH 093 or qualifying ACCUPLACER score

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	AC 102	REFRIGERATION THEORY	3
EMPHASIS	AC 107	ELECTRICAL AND CONTROLS FOR HVAC	6
CORE	CONS 120	PRINT READING AND SPECIFICATION	3
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total 16</b>
<b>2nd Semester</b>			
EMPHASIS	AC 121	SHEET METAL I	3
CORE	BI 101	INTRODUCTION TO BUILDING CODES	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
EMPHASIS	ENRG 130	INTRODUCTION TO SOLAR ENERGY	3
SCIENCE	PHYS 100	INTRODUCTORY PHYSICS	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	AC 150	BASIC REFRIGERATION SERVICING	6
ENGLISH	ENG 101	COMPOSITION I	3
			<b>Total 15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
SOCIAL SCIENCE/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
EMPHASIS	AC 106 OR AC 200	RESIDENTIAL GAS HEATING COMMERCIAL REFRIGERATION I	6
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
			<b>Total 15</b>
			<b>Degree Total 61</b>

# CERTIFICATE OF ACHIEVEMENT - HEATING, VENTILATION, AIR CONDITIONING/ REFRIGERATION (HVAC/R)

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

MATHEMATICS ..... 3 CREDITS

(Human Relations and Mathematics 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

OSH 222 General Industry 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**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

Recommended Program Prerequisites:

ENG 090 or 097 or qualifying ACCUPLACER score

MATH 093 or qualifying ACCUPLACER score

First Year	Course #	Title	Credits
1st Semester			
EMPHASIS	AC 102	REFRIGERATION THEORY	3
EMPHASIS	AC 107	ELECTRICAL AND CONTROLS FOR HVAC	6
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
EMPHASIS	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>16</b>
2nd Semester			
ELECTIVES		CHOOSE FROM LIST	6
EMPHASIS	AC 150	BASIC REFRIGERATION SERVICING	6
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>31</b>

# CRIMINAL JUSTICE

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Criminal Justice
- » Associate of Applied Science Degree - Criminal Justice - Law Enforcement Emphasis
- » Certification - Peace Officers, Northern Nevada Law Enforcement Academy

# ASSOCIATE OF ARTS DEGREE - CRIMINAL JUSTICE DEGREE

TMCC's Associate of Arts in criminal justice degree is designed for students wishing to explore or enter a highly rewarding career in the criminal justice system. It is designed as either a stand-alone associate degree in the field of criminal justice or as a university transfer option to UNR. The transfer option allows students to earn their university required lower division courses upon completion of their Associate of Arts.

Students are strongly encouraged to obtain academic advisement at TMCC for courses that are consistent with the UNR-TMCC transfer agreement to ensure a smooth transition in the university transfer process.

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Required: Including ENG 102 or ENG 114

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

**HUMANITIES** ..... 3 CREDITS  
Recommended: AAD 201

**MATHEMATICS** ..... 3 CREDITS  
Recommended: MATH 126 or higher

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

**SOCIAL SCIENCE** ..... 3 CREDITS  
(Satisfied by U.S. and Nevada Constitutions requirement)

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Recommended: AAD 201

**FOREIGN LANGUAGE** ..... 14 CREDITS

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 14 CREDITS

## CORE REQUIREMENTS

CRJ 101 Introduction to Criminal Justice I..... 3  
CRJ 102 Introduction to Criminal Justice II..... 3  
CRJ 222 Criminal Law and Procedures ..... 3

» **TOTAL CORE REQUIREMENTS** 9 CREDITS

## EMPHASIS REQUIREMENTS

Choose six credits from the following:

CPD 116 Substance Abuse-Fundamental Facts and Insights\* ..... 3  
CRJ 106 Introduction to Corrections\* ..... 3  
CRJ 125 Legal Careers and Law Schools\*\* ..... 1  
CRJ 126 Legal Research and Methods\*\* ..... 1  
CRJ 127 Legal Writing\*\* ..... 1  
CRJ 211 Police in America: An Introduction\* ..... 3  
CRJ 289 Law and Justice\*\* ..... 3

(see faculty advisor for appropriate courses aligned with UNR transfer)

» **TOTAL EMPHASIS REQUIREMENTS** 6 CREDITS

## ELECTIVE REQUIREMENTS

Choose seven credits to include UNR College Breadth from the following:

PHIL 102 Critical Thinking and Reasoning\*\* ..... 3  
STAT 152 Introduction to Statistics\* \*\* ..... 3

Lower-division Breadth courses (see list of approved courses)

» **TOTAL ELECTIVE REQUIREMENTS** 7-10 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Students planning to complete the general Bachelor of Arts in Criminal Justice at UNR should take the following Emphasis and Elective courses:

\*CPD 116, CRJ 106 or CRJ 211, STAT 152

Students planning to complete the Pre-Law specialization of the Bachelor of Arts in Criminal Justice at UNR should take the following Emphasis and Elective courses:

\*\*CRJ 125, CRJ 126, CRJ 127, CRJ 289, PHIL 102, STAT 152

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
CORE	CRJ 101	INTRODUCTION TO CRIMINAL JUSTICE I	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTION	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
			<b>Total 16</b>
<b>2nd Semester</b>			
EMPHASIS		CHOOSE FROM LIST	3
CORE	CRJ 102	INTRODUCTION TO CRIMINAL JUSTICE II	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
			<b>Total 16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
EMPHASIS		CHOOSE FROM LIST	3
CORE	CRJ 222	CRIMINAL LAW AND PROCEDURES	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	4
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE		3
			<b>Total 13</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF APPLIED SCIENCE - CRIMINAL JUSTICE

## LAW ENFORCEMENT EMPHASIS

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)
COMMUNICATIONS/ENGLISH .....	6 CREDITS
FINE ARTS/HUMANITIES/SOCIAL SCIENCE .....	3 CREDITS
HUMAN RELATIONS .....	3 CREDITS
MATHEMATICS .....	3 CREDITS
SCIENCE .....	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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## 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
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
			<b>Total 15</b>
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	3
EMPHASIS	CRJ 102	INTRODUCTION TO CRIMINAL JUSTICE II	3
HUMAN RELATIONS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 102	COMPOSITION II	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
EMPHASIS	CRJ 222	CRIMINAL LAW AND PROCEDURE	3
FINE ARTS/HUMANITIES/SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 15</b>
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
			<b>Total 15</b>
			<b>Degree Total 60</b>



# PEACE OFFICERS CERTIFICATION - NORTHERN NEVADA LAW ENFORCEMENT ACADEMY

The TMCC/Northern Nevada Law Enforcement Academy (NNLEA) is a cooperative program comprised of a coalition of Truckee Meadows Community College, Reno Police Department, Sparks Police Department and Washoe County Sheriff's Office.

The TMCC/NNLEA is a certified Nevada Peace Officer Standards and Training (POST) academy to provide basic Category I Nevada peace officer training.

## COURSES AND SCHEDULE

This 18-week (+/-) program includes classroom and practical instruction ranging from constitutional law, ethics, search and seizure, laws of arrest, weaponless defense, firearms and emergency vehicle operation. Graduates earn 30-college credits during this academically and physically demanding academy.

The class schedule is based upon a 40-hour week, Monday through Friday 8 a.m. to 5 p.m.; however, there are occasional evening and weekend classes.

## ENROLLMENT REQUIREMENTS

There are a limited number of positions available for the academy with priority given to recruits being sponsored by local law enforcement agencies. All non-affiliated applicants must meet the following requirements prior to enrollment:

- » Be academically eligible to enroll as a student at TMCC.
- » Make formal application to TMCC.
- » Submit to and pass a comprehensive background examination.
- » Meet or exceed mandatory minimum Nevada P.O.S.T. fitness standards.
- » Obtain medical clearance from a licensed physician.
- » Submit to and pass a drug screening test (may include blood and/or hair.)
- » Provide proof of medical insurance.
- » Be at least 21 years of age by the time of acceptance.
- » Receive acceptable scores on the ACCUPLACER test.
- » Purchase required equipment (e.g., uniform, firearms, ammunition, etc.).
- » Commit to attendance and participation requirements.
- » Minimum P.O.S.T. Physical Fitness Standards (as of November 2013)
- » Complete a vertical jump of not less than 14 inches.
- » Complete the agility run in not more than 19.5 seconds.
- » Complete not less than 30 sit-ups in 1 minute.
- » Complete not less than 23 push-ups no time limit.
- » Run 300 meters in no more than 68 seconds.
- » Walk or run 1.5 miles in not more than 16 minutes and 57 seconds.

All Nevada peace officers must pass the POST **physical fitness test** within 16 weeks of their initial date of hire.

## ESTIMATED STUDENT FEES

NSHE rate for TMCC credit hours for Nevada residents:

Currently \$90 per credit: \$2700 + \$10 application fee (Fees may change without prior notice)

Contact Information

Regional Public Safety Training Center

5190 Spectrum Boulevard

Reno, NV 89512

775-789-5511

# CULINARY ARTS

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Culinary Arts
- » Certificate of Achievement - Culinary Arts
- » Certificate of Achievement - Culinary Arts Entrepreneurs
- » Certificate of Achievement - Culinary Arts, Baking and Pastry

# ASSOCIATE OF APPLIED SCIENCE - CULINARY ARTS

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

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

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

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

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

Communications-Recommended: BUS 107  
English-Recommended: BUS 106 or 108

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

Recommended: ECON 102 or 103

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

Required: MGT 212

### MATHEMATICS ..... 3 CREDITS

Required: CUL 245

### SCIENCE ..... 6 CREDITS

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

### » TOTAL GENERAL EDUCATION REQUIREMENTS 24 CREDITS

## CORE REQUIREMENTS

CUL 100	Sanitation/HACCP.....	2
CUL 105	Basic Skills Development.....	3
CUL 106	Understanding Culinary Techniques I.....	6
CUL 108	Understanding Culinary Techniques II.....	6
CUL 125	Principles of Baking.....	3
CUL 130	Garde Manger.....	3
CUL 200	Aromatics/Restaurant Experience.....	4
CUL 210	American Regional Cuisine.....	3
CUL 220	International Cuisine.....	3
NUTR 121	Human Nutrition.....	3

### » TOTAL CORE REQUIREMENTS 36 CREDITS

## EMPHASIS REQUIREMENTS

Choose seven credits from the following:

CUL 114	Buffet Catering.....	3
CUL 198	Special Topics in Culinary Arts.....	0.5-6

CUL 225	Advanced Baking.....	3
CUL 230	Pastry Arts.....	3
CUL 250	Saucier.....	3
CUL 295	Work Experience in Culinary Arts.....	3

### » TOTAL EMPHASIS REQUIREMENTS 7 CREDITS

### » TOTAL DEGREE REQUIREMENTS 67 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	CUL 100	SANITATION/HACCP	2
CORE	CUL 105	BASIC SKILLS DEVELOPMENT	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
CORE	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>11</b>
<b>2nd Semester</b>			
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
CORE	CUL 106	CULINARY TECHNIQUES I	6
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>12</b>
<b>3rd Semester</b>			
CORE	CUL 108	CULINARY TECHNIQUES II	6
CORE	CUL 125	PRINCIPLES OF BAKING	3
MATHEMATICS	CUL 245	THE BUSINESS CHEF	3
<b>Total</b>			<b>12</b>
<b>4th Semester</b>			
EMPHASIS		CHOOSE FROM LIST	3
ENGLISH	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
CORE	CUL 130	GARDE MANGER	3
CORE	CUL 210	AMERICAN REGIONAL CUISINE	3
<b>Total</b>			<b>12</b>
<b>5th Semester</b>			
CORE	CUL 220	INTERNATIONAL CUISINE	3
EMPHASIS	CUL 295	WORK EXPERIENCE IN CULINARY ARTS (RECOMMENDED) OR CHOOSE FROM LIST	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
FINE ARTS, HUMANITIES/ SOCIAL SCIENCE/ DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>12</b>
<b>6th Semester</b>			
EMPHASIS		CHOOSE FROM LIST	1
CORE	CUL 200	THE RESTAURANT EXPERIENCE	4
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>8</b>
<b>Degree Total</b>			<b>67</b>



**American Culinary Federation  
Education Foundation**

Programmatic Accreditation by ACCEF Accrediting Commission

# CERTIFICATE OF ACHIEVEMENT - CULINARY ARTS

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

**MATHEMATICS ..... 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**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	CUL 105	BASIC SKILLS DEVELOPMENT	3
CORE	CUL 100	SANITATION/HACCP	2
ENGLISH	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>11</b>
<b>2nd Semester</b>			
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
CORE	CUL 106	CULINARY TECHNIQUES I	6
MATHEMATICS	CUL 245	THE BUSINESS CHEF	3
<b>Total</b>			<b>12</b>
<b>3rd Semester</b>			
CORE	CUL 108	CULINARY TECHNIQUES II	6
CORE	CUL 114 OR CUL 130 OR CUL 220	BUFFET CATERING OR	(3)
		GARDE MANGER OR	(3)
		INTERNATIONAL CUISINE	(3)
CORE	CUL 125	PRINCIPLES OF BAKING	3
<b>Total</b>			<b>12</b>
<b>Certificate Total</b>			<b>35</b>



**American Culinary Federation  
Education Foundation**

Programmatic Accreditation by ACCEF Accrediting Commission

# CERTIFICATE OF ACHIEVEMENT - CULINARY ARTS ENTREPRENEURS

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 own business in the culinary arts or find a challenging position in a culinary environment such as a restaurant, supermarkets, bakery, pastry shop, hospital, 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.
- » Develop a business plan for a culinary environment which includes the creation, development and presentation of innovative ideas.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: ENG 101

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

Required: MGT 212 or MGT 201

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

Required: CUL 245

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## CORE REQUIREMENTS

CUL 100	Sanitation/HACCP.....	2
CUL 105	Basic Skills Development.....	3
CUL 106	Understanding Culinary Techniques I.....	6
ENT 200	Fundamentals or Entrepreneurship.....	3
ENT 240	Marketing for Small Business.....	3
ENT 280	Entrepreneurship and Business Plan Development.....	3
CUL 295	Work Experience in Culinary Arts.....	1
	or	
MGT 290	Internship in Management.....	1

**» TOTAL CORE REQUIREMENTS 21 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 35 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CUL 100	SANITATION/HACCP	2
EMPHASIS	ENT 200	FUNDAMENTALS OF ENTREPRENEURSHIP	3
COMMUNICATIONS	ENG 101	COMPOSITION I	3
QUANTITATIVE REASONING	CUL 145	BUSINESS CHEF	3
EMPHASIS	CUL 105	BASIC SKILLS DEVELOPMENT	3
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
	OR		
HUMAN RELATIONS	MGT 201	PRINCIPLES OF MANAGEMENT	3
EMPHASIS	CUL 106	UNDERSTANDING CULINARY TECHNIQUES I	6
EMPHASIS	ENT 240	MARKETING FOR SMALL BUSINESS	3
EMPHASIS	CUL 295	WORK EXPERIENCE	1
	OR		
EMPHASIS	MGT 290	INTERNSHIP IN MANAGEMENT	1
EMPHASIS	ENT 280	ENTREPRENEURSHIP AND BUSINESS PLAN DEVELOPMENT	3
<b>Total</b>			<b>16</b>
<b>Certificate Total</b>			<b>30</b>



**American Culinary Federation  
Education Foundation**

Programmatic Accreditation by ACCEF Accrediting Commission

# CERTIFICATE OF ACHIEVEMENT - CULINARY ARTS, BAKING AND PASTRY

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

**MATHEMATICS** ..... 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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	CUL 105	BASIC SKILLS DEVELOPMENT	3
CORE	CUL 100	SANITATION/HACCP	2
ENGLISH	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>11</b>
2nd Semester			
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
CORE	CUL 125	PRINCIPLES OF BAKING	3
CORE	CUL 225	ADVANCED BAKING	3
MATHEMATICS	CUL 245	THE BUSINESS CHEF	3
CORE	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
CORE	CUL 170	RETAIL DELI AND BAKERY	3
CORE	CUL 230	PASTRY ARTS	3
CORE	CUL 295	WORK EXPERIENCE IN CULINARY ARTS	3
<b>Total</b>			<b>9</b>
<b>Certificate Total</b>			<b>35</b>



**American Culinary Federation  
Education Foundation**

Programmatic Accreditation by ACEF Accrediting Commission

# DENTAL ASSISTING

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Dental Assisting
- » Certificate of Achievement - Dental Assisting, Full-Time/Part-Time

# 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 more information.

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.

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. Applicants must be at least 17 years old and have a TMCC ID number to apply.

For additional program information please contact the program coordinator at 775-673-7125 or [JMuhle@tmcc.edu](mailto:JMuhle@tmcc.edu).

### APPLICATION PROCESS

You are not required to complete all application requirements prior to submitting the application. You can submit the program application first, and have until June 1, at 5 pm of the current year to fulfill all remaining program application requirements.

1. Submit a completed application to the dental assisting program, available [online](#).
2. \*Provide proof of high school completion/equivalency.
3. \*Provide proof of attendance of a dental assisting program advisement/information session.

\*For further information regarding submission of required documentation please go [online](#).

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 email of the date of the orientation and directions for submission of the following required documentation. Information must be received by August 7, 2014 for student to remain in the program. Contained in the email are directions for submitting the required documentation.

- » 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).
- » Varicella immunization or physician’s proof of student immunity.
- » Hepatitis B vaccination series. Provide documentation of initial immunization and each subsequent required immunization of the series or a letter of refusal from student’s physician or a declination form signed by the student.

- » Current proof of health insurance.
- » Results of a physical examination.

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: Subject to change fall 2014. Contact program coordinator for updated information.

- » ENG 101 – 2 points
- » PSY 101 – 1 point
- » COM 113 – 1 point

Students will be notified of program acceptance by mid-June.

An appeals process is available for those applicants who are unable to meet the admissions criteria for the program due to extenuating circumstances. Please refer to this college catalog for current information.

### APPLICANTS FOR SPECIFIC YEARS WILL NOT BE ACCEPTED.

The student’s name will be deleted from the applicant list if the student’s numerical position on the list is equal to or less than the number of openings available for the program in a given year, or the student does not accept the program when selected. Students who have been deleted from the list may reapply to the program by completing and submitting a new application.

Each spring individuals on the applicant list who were not selected into the program will be notified. They will be required to respond positively for their names to remain on the applicant list for the next year. All individuals who do not respond by the indicated deadline will have their names deleted from the list.



# DENTAL ASSISTING PROGRAM

## SPECIAL ADMISSION REQUIREMENTS AND PROCEDURES

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 [email](#). 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.

# ASSOCIATE OF APPLIED SCIENCE DEGREE - DENTAL ASSISTING

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

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

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

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

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

Required: COM 113 and ENG 101

### FINE ARTS/HUMANITIES/SOCIAL SCIENCE ..... 6 CREDITS

Required: PSY 101 and SOC 101

### HUMAN RELATIONS

(included in core requirements)

### MATHEMATICS ..... 3 CREDITS

Required: MATH 100

Course subject to name change. See program coordinator for update.

### SCIENCE ..... 11 CREDITS

Required: BIOL 223, 224 and NUTR 223

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

Required: PSC 101

### » TOTAL GENERAL EDUCATION REQUIREMENTS ..... 29 CREDITS

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 2014 these courses may be subject to a credit hour increase. Please contact the program coordinator for updated information.

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## 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 2014. Contact program coordinator for details. General Education Requirements are subject to change fall 2014. Contact program coordinator for updated information.

Full-time	Course #	Title	Credits
Level I – Fall			
CORE	DA 110	ORIENTATION TO DENTAL ASSISTING	1
CORE	DA 111	INTRODUCTION TO DENTAL RADIOGRAPHY	3
CORE	DA 112	DENTAL/HEAD AND NECK ANATOMY	3
CORE	DA 115	DENTAL HEALTH EDUCATION	1
CORE	DA 116	PRE CLINICAL DENTAL SCIENCE	1.5
CORE	DA 117	DENTAL MATERIALS AND TECHNIQUES I	2
CORE	DA 119	DENTAL CHAIRSIDE PROCEDURES	4
<b>Total</b>			<b>15.5</b>
Level II – Spring			
CORE	DA 121	DENTAL RADIOGRAPHY	2
CORE	DA 122	CLINICAL DENTAL SCIENCE	2
CORE	DA 123	PRACTICE MANAGEMENT AND PROCEDURES	2
CORE	DA 125	SUPERVISED CLINICAL I	4
CORE	DA 127	DENTAL MATERIALS AND LAB TECHNIQUES II	2
<b>Total</b>			<b>12</b>
Level III – Summer			
CORE	DA 135	SUPERVISED CLINICAL II	5
CORE	DA 137	SPECIALIZED DENTAL ASSISTING	1
<b>Total</b>			<b>6</b>
<b>Core Requirements Total</b>			<b>62.5</b>
Part-time	Course #	Title	Credits
Level I – Fall			
COMMUNICATIONS	COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
CORE	DA 110	ORIENTATION TO DENTAL ASSISTING	1
CORE	DA 112	DENTAL HEAD AND NECK ANATOMY	3
CORE	DA 116	PRE CLINICAL DENTAL SCIENCE	1.5
ENGLISH	ENG 101	COMPOSITION I	3
SOCIAL SCIENCE	PSY 101	GENERAL PSYCHOLOGY	3
<b>Total</b>			<b>14.5</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - DENTAL ASSISTING

Level II – Spring			
SCIENCE	BIOL 223	HUMAN ANATOMY AND PHYSIOLOGY I	4
CORE	DA 122	CLINICAL DENTAL SCIENCE	2
CORE	DA 123	PRACTICE MANAGEMENT AND PROCEDURES	2
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
SOCIAL SCIENCE	SOC 101	PRINCIPLES OF SOCIOLOGY	3
<b>Total</b>			<b>14</b>
Level III – Fall			
SCIENCE	BIOL 224	HUMAN ANATOMY AND PHYSIOLOGY II	4
CORE	DA 111	INTRODUCTION TO DENTAL RADIOGRAPHY	3
CORE	DA 115	DENTAL HEALTH EDUCATION	1
CORE	DA 117	DENTAL MATERIALS AND TECHNIQUES I	2
CORE	DA 119	DENTAL CHAIRSIDE PROCEDURES	4
<b>Total</b>			<b>14</b>
Level IV – Spring			
CORE	DA 121	DENTAL RADIOGRAPHY	2
CORE	DA 125	SUPERVISED CLINICAL I	4
CORE	DA 127	DENTAL MATERIALS AND LAB TECHNIQUES II	2
SCIENCE	NUTR 223	PRINCIPLES OF NUTRITION	3
QUANT. REASONING	MATH 100	MATH FOR ALLIED HEALTH PROGRAMS	3
<b>Total</b>			<b>14</b>
Level V – Summer			
CORE	DA 135	SUPERVISED CLINICAL II	5
CORE	DA 137	SPECIALIZED DENTAL ASSISTING	1
<b>Total</b>			<b>6</b>
<b>Degree Total</b>			<b>62.5</b>

# CERTIFICATE OF ACHIEVEMENT - DENTAL ASSISTING, FULL-TIME/PART-TIME

## 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 ..... (3 CREDITS)

Human Relations requirement is satisfied through embedded curriculum in DA 110, 115, 119, 121, 123, 125, 135 courses.

### MATHEMATICS ..... (3 CREDITS)

Mathematics requirement is satisfied through embedded curriculum in DA 111, 117, 119, 121, 123, 127 courses.

### 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 2014 these courses may be subject to credit hour increase. Please contact the program coordinator for updated information.

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

All emphasis courses are to be taken in the sequence indicated. A grade of 75% or better is required in all emphasis courses. Contact program coordinator for details.

Full-time	Course #	Title	Credits
Level I – Fall			
EMPHASIS	DA 110	ORIENTATION TO DENTAL ASSISTING	1
EMPHASIS	DA 111	INTRODUCTION TO DENTAL RADIOGRAPHY	3
EMPHASIS	DA 112	DENTAL/HEAD AND NECK ANATOMY	3
EMPHASIS	DA 115	DENTAL HEALTH EDUCATION	1
EMPHASIS	DA 116	PRE CLINICAL DENTAL SCIENCE	1.5
EMPHASIS	DA 117	DENTAL MATERIALS AND TECHNIQUES I	2
EMPHASIS	DA 119	DENTAL CHAIRSIDE PROCEDURES	4
			<b>Total 15.5</b>
Level II – Spring			
EMPHASIS	DA 121	DENTAL RADIOGRAPHY	2
EMPHASIS	DA 122	CLINICAL DENTAL SCIENCE	2
EMPHASIS	DA 123	PRACTICE MANAGEMENT AND PROCEDURES	2
EMPHASIS	DA 125	SUPERVISED CLINICAL I	4
EMPHASIS	DA 127	DENTAL MATERIALS AND LAB TECHNIQUES II	2
			<b>Total 12</b>
Level III – Summer			
EMPHASIS	DA 135	SUPERVISED CLINICAL II	5
EMPHASIS	DA 137	SPECIALIZED DENTAL ASSISTING	1
			<b>Total 6</b>
			<b>Core Requirements Total 33.5</b>
Part-time	Course #	Title	Credits
Level I – Fall			
EMPHASIS	DA 110	ORIENTATION TO DENTAL ASSISTING	1
EMPHASIS	DA 112	DENTAL HEAD AND NECK ANATOMY	3
EMPHASIS	DA 116	PRE CLINICAL DENTAL SCIENCE	1.5
			<b>Total 5.5</b>
Level II – Spring			
EMPHASIS	DA 122	CLINICAL DENTAL SCIENCE	2
EMPHASIS	DA 123	PRACTICE MANAGEMENT AND PROCEDURES	2
			<b>Total 4</b>
Level III – Fall			
EMPHASIS	DA 111	INTRODUCTION TO DENTAL RADIOGRAPHY	3
EMPHASIS	DA 115	DENTAL HEALTH EDUCATION	1
EMPHASIS	DA 117	DENTAL MATERIALS AND TECHNIQUES I	2
EMPHASIS	DA 119	DENTAL CHAIRSIDE PROCEDURES	4
			<b>Total 10</b>
Level IV – Spring			
EMPHASIS	DA 121	DENTAL RADIOGRAPHY	2
EMPHASIS	DA 125	SUPERVISED CLINICAL I	4
EMPHASIS	DA 127	DENTAL MATERIALS AND LAB TECHNIQUES II	2
			<b>Total 8</b>
Level V – Summer			
EMPHASIS	DA 135	SUPERVISED CLINICAL II	5
EMPHASIS	DA 137	SPECIALIZED DENTAL ASSISTING	1
			<b>Total 6</b>
			<b>Emphasis Requirements Total 33.5</b>

# DENTAL HYGIENE

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Dental Hygiene

# 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. Twelve students will be admitted each fall.

A minimum GPA of 2.75 (4.0 scale) in general education and pre-requisite courses is required. Recent completion of the program core requirements; Biology 223, Bio 224, Biology 251, Chemistry 220, and Communication 113 are required.

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- 674-4845, located in the Red Mountain Building (RDMT) 415A, Admissions and Records in RDMT 319, and Academic Advisement in RDMT 111.

## STUDENT SELECTION

The Sciences Division 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, pre-requisite science GPA and other criteria established by the screening committee. The DH Accuplacer Test can be taken a maximum of three times and must have been taken within two years of applying. A minimum of eight hours of dental office observation must be completed within 13 months of applying.

Dental hygiene applicants are limited to repeating program pre-requisite science courses (Bio 223, 224, 251 and Chem 220) once. This means the students will take the course for the first time, and may repeat the same course once. If a student enrolls in a pre-requisite science course and withdraws from course with a "W", this will be counted as one attempt.

## ACCEPTED STUDENTS

Students accepted into the program will be required to show proof of CPR certification and adherence to the dental hygiene program infectious disease/immunization policy, prior to admission into the program. Please contact program director for requirement information. A medical exam is required and medical insurance is recommended.

## LICENSURE

All states require that dental hygienists be licensed. In addition to successfully graduating from the accredited dental hygiene program and passing the written Dental Hygiene National Board Examination, graduates must pass a Clinical Examination. The Nevada Dental Practice Act (NRS 631.290) requires that candidates for licensure be of good moral character and be citizens of the U.S. or lawfully entitled to remain and work in the U.S. Prospective students are advised that if they have felony or misdemeanor convictions or have a history of substance abuse or infectious disease that this may preclude subsequent licensure as a dental hygienist in Nevada (NAC 631.050).

# ASSOCIATE OF SCIENCE DEGREE - DENTAL HYGIENE

## ACCREDITATION AND REGULATION

The TMCC Dental Hygiene Program is accredited by the Commission on Dental Accreditation (CODA) and has been granted the accreditation status of approval without reporting requirements. The Commission is a specialized accrediting body recognized 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.

## DEGREE OUTCOMES

Students completing the degree will:

- » Gain the skills, knowledge, and ability to pass the course attaining eligibility to succeed into subsequent/sequential semesters.
- » Have met course competencies over the course of the two year program and will be eligible to take the national written examination, National Dental Hygiene Board Examination (NDHBE).
- » Pass a state or regional clinical board examination on the first attempt.

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including ENG 102 or ENG 114

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

Required: THTR 210

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

Required: PHIL 135

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

Required: MATH 126 or higher

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

Required: BIOL 190/190L and CHEM 121

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

Required: PSY 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

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

Science courses fulfilling the six credits include:

- BIOL 190 Introduction to Cell and Molecular Biology (1 credit from General Education)
- BIOL 190L Introduction to Cell and Molecular Biology Laboratory (1 credit from General Education)
- BIOL 251 General Microbiology (4 credits)

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... 9 CREDITS

## CORE REQUIREMENTS

BIOL 223	Human Anatomy and Physiology I.....	4
BIOL 224	Human Anatomy and Physiology II.....	4
CHEM 220	Introductory Organic Chemistry .....	4
COM 113	Fundamentals of Speech Communications.....	3

» **TOTAL CORE REQUIREMENTS** ..... 15 CREDITS

## EMPHASIS REQUIREMENTS

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

» **TOTAL EMPHASIS REQUIREMENTS** ..... 54 CREDITS

» **TOTAL DEGREE REQUIREMENTS** ..... 102 CREDITS

It is highly recommended that all prospective Dental Hygiene students complete all general education in addition to the prerequisite courses before applying for admission to the program. Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
FINE ARTS/DIVERSITY	THTR 210	THEATER: A CULTURAL CONTEXT	3
<b>Total</b>			<b>12</b>
2nd Semester			
SCIENCE	BIOL 190/190L	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY/LABORATORY	4
SCIENCE	CHEM 121	GENERAL CHEMISTRY I	4
ENGLISH	ENG 102	COMPOSITION II	3
<b>Total</b>			<b>11</b>
Second Year	Course #	Title	Credits
1st Semester			
CORE	BIOL 223	HUMAN ANATOMY AND PHYSIOLOGY I	4
CORE	CHEM 220	INTRODUCTORY ORGANIC CHEMISTRY	4
HUMANITIES	PHIL 135	INTRODUCTION TO ETHICS	3
SOCIAL SCIENCE	PSY 101	GENERAL PSYCHOLOGY	3
<b>Total</b>			<b>14</b>

# ASSOCIATE OF SCIENCE DEGREE - DENTAL HYGIENE

2nd Semester			
CORE	BIOL 224	HUMAN ANATOMY AND PHYSIOLOGY II	4
SCIENCE	BIOL 251	GENERAL MICROBIOLOGY	4
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>11</b>
Third Year	Course #	Title	Credits
1st Semester			
EMPHASIS	DH 102	ORAL BIOLOGY	4
EMPHASIS	DH 103	HEAD AND NECK ANATOMY	2
EMPHASIS	DH 104	DENTAL HYGIENE I	3
EMPHASIS	DH 105	INTRODUCTION TO CLINICAL PRACTICE	2
EMPHASIS	DH 110	CONCEPTS OF ORAL HEALTH (OFFERED IN JULY-AUGUST)	2
EMPHASIS	DH 112	ORAL RADIOLOGY	3
<b>Total</b>			<b>16</b>
2nd Semester			
EMPHASIS	DH 113	GENERAL AND ORAL PATHOLOGY	3
EMPHASIS	DH 115	CLINICAL PRACTICE I	3
EMPHASIS	DH 118	ADVANCED CLINICAL TOPICS IN DENTAL HYGIENE	2
EMPHASIS	DH 120	FUNDAMENTALS OF NUTRITION IN DENTISTRY	3
EMPHASIS	DH 202	PHARMACOLOGY	2
EMPHASIS	DH 209	PAIN AND ANXIETY CONTROL	3
<b>Total</b>			<b>16</b>
Fourth Year	Course #	Title	Credits
1st Semester			
EMPHASIS	DH 203	SPECIAL PATIENTS	2
EMPHASIS	DH 205	CLINICAL PRACTICE II	5
EMPHASIS	DH 207	PERIODONTICS I	2
EMPHASIS	DH 208	COMMUNITY DENTAL HEALTH I	2
EMPHASIS	DH 211	DENTAL MATERIALS AND TECHNIQUES	2
<b>Total</b>			<b>13</b>
2nd Semester			
EMPHASIS	DH 107	LEGAL AND ETHICAL IMPLICATIONS IN DENTAL HYGIENE	1
EMPHASIS	DH 214	PERIODONTICS II	1
EMPHASIS	DH 215	CLINICAL PRACTICE III	5
EMPHASIS	DH 218	COMMUNITY DENTAL HEALTH II	2
<b>Total</b>			<b>9</b>
<b>Degree Total</b>			<b>102</b>



# DIETETIC TECHNOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Dietetic Technician
- » Associate of Science Degree - Dietetics Emphasis
- » Skills Certificate - Dietetic Technician

# DIETETIC TECHNICIAN PROGRAM

Upon successful completion of the dietetic technician program, the student is eligible to sit for the Commission of Dietetics Registration (CDR) national exam for Dietetic Technician, Registered (DTR). A student may complete the dietetic technician program by successfully completing one of the following three options.

## TRACK 1: DIETETIC TECHNICIAN DEGREE-ASSOCIATE OF APPLIED SCIENCE

This track is for students who are seeking an Associate of Applied Science (AAS) degree. Students take eight credits of science prerequisites: Biology 141 and 142. These credits may not transfer to a four-year institution within the NSHE system.

## TRACK 2: DIETETIC DEGREE-ASSOCIATE OF SCIENCE

This track is for students who are seeking an Associate of Science (AS) degree.

## TRACK 3: STUDENTS WITH A FOUR-YEAR DEGREE

A student with a four-year didactic degree in nutrition from an institution accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may qualify as a Track 3 student. The following conditions must be met with documentation provided to the Dietetic Technician Program Coordinator:

- » Official Copies of All Transcripts.
- » The original Statement of Verification issued from and Academy of Nutrition and Dietetics accredited four-year institution. The Statement of Verification must be for a didactic program in dietetics.

To complete the program to be eligible to take the national exam for DTR, students with a four-year degree must complete three of the three-credit courses comprised of 450 hours of supervised work experience at a satisfactory level.

To be considered for acceptance as a Track 3 student, please contact the Dietetic Technician Program Coordinator, **Heather Williams** at 775-673-7138.

After Track 3 students complete the three required dietetic technician supervised practice internship experiences (NUTR 291, 292 and 293), they will earn the skills certificate and become eligible to sit for the CDR National exam.

## ACCREDITATION

The Dietetic Technician Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, a specialized accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the United States Department of Education. ACEND can be contacted at:

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
Phone: 800-877-1600 x5400  
Fax: 312-899-4817  
Email: [acend@eatright.org](mailto:acend@eatright.org)

# ASSOCIATE OF APPLIED SCIENCE DEGREE - DIETETIC TECHNICIAN

This program leads to an Associate of Applied Science degree in dietetic technician. For a complete description of the program, please refer to the previous page in this catalog.

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

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

Required: NUTR 253

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

Recommended: ENG 101,102, 113, 114, BUS 107

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

Required: PSY 101

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

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

Recommended: MATH 100 or higher

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

Required: BIOL 141

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21 CREDITS

## CORE REQUIREMENTS

BIOL 141	Human Structure and Function I (1 credit from General Education).....	1
BIOL 142	Human Structure and Function II .....	4
COM 113	Fundamentals of Speech Communications.....	3

» **TOTAL CORE REQUIREMENTS** 8 CREDITS

## EMPHASIS REQUIREMENTS

CUL 100	Sanitation/HACCP .....	2
NUTR 100	Introduction to Dietetic Technician Program .....	0.5
NUTR 220	Food Service Systems Management .....	3
NUTR 221	Quantity Food Purchasing .....	3
NUTR 223	Principles of Nutrition .....	3
NUTR 233	Community and Lifecycle Nutrition.....	3
NUTR 243	Medical Nutrition Therapy for Dietetic Techs I .....	3
NUTR 244	Medical Nutrition Therapy for Dietetic Techs II .....	3
NUTR 253	Cultural Considerations in Nutrition and Health Care ....	3
NUTR 291	Nutrition Internship – Food Service .....	3
NUTR 292	Nutrition Internship – Community.....	3
NUTR 293	Nutrition Internship – Clinical.....	3

» **TOTAL EMPHASIS REQUIREMENTS** 32.5 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 61.5 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CUL 100	SANITATION/HACCP	2
CORE/SCIENCE	BIOL 141	HUMAN STRUCTURE AND FUNCTION I	4
ENGLISH/COMMUNICATIONS	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
MATHEMATICS	MATH 100 OR HIGHER	MATH FOR APPLIED HEALTH PROGRAMS	3
EMPHASIS	NUTR 100	INTRODUCTION TO DIETETIC TECHNICIAN PROGRAM	0.5
EMPHASIS	NUTR 220	FOOD SERVICE SYSTEMS MANAGEMENT	3
			<b>Total 15.5</b>
<b>2nd Semester</b>			
CORE	BIOL 142	HUMAN STRUCTURE AND FUNCTION II	4
CORE	COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
COMMUNICATIONS/ENGLISH	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
EMPHASIS	NUTR 221	QUANTITY FOOD PURCHASING	3
EMPHASIS	NUTR 223	PRINCIPLES OF NUTRITION	3
			<b>Total 16</b>
<b>Summer</b>			
EMPHASIS	NUTR 291	NUTRITION INTERNSHIP – FOOD SERVICE	3
			<b>Total 3</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	NUTR 233	COMMUNITY AND LIFECYCLE NUTRITION	3
EMPHASIS/DIVERSITY	NUTR 253	CULTURAL CONSIDERATIONS IN NUTRITION AND HEALTH CARE	3
SOCIAL SCIENCE	PSY 101	GENERAL PSYCHOLOGY	3
			<b>Total 12</b>
<b>2nd Semester</b>			
HUMAN RELATIONS	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	NUTR 243	MEDICAL NUTRITION THERAPY FOR DIETETIC TECHS I	3
EMPHASIS	NUTR 244	MEDICAL NUTRITION THERAPY FOR DIETETIC TECHS II	3
EMPHASIS	NUTR 292	NUTRITION INTERNSHIP – COMMUNITY	3
			<b>Total 12</b>
<b>Summer</b>			
EMPHASIS	NUTR 293	NUTRITION INTERNSHIP – CLINICAL	3
			<b>Total 3</b>
			<b>Degree Total 61.5</b>

# ASSOCIATE OF SCIENCE DEGREE

## DIETETICS EMPHASIS

This is a two-year transferable program leading to an Associate of Science with an emphasis in dietetics. The curriculum includes an emphasis in the nutritional, biological and physical sciences. All recommended courses partially satisfy the bachelor of science in clinical dietetics at the University of Nevada, Reno. If the student wishes to seek a credential as a Dietetic Technician, Registered (DTR), the following courses should be added, from the AAS dietetic technician degree: CUL 100, NUTR 100, NUTR 233, NUTR 243, NUTR 244, NUTR 291, NUTR 292, and NUTR 293.

### DEGREE OUTCOMES

Student completing the degree will:

- » Demonstrate a basic knowledge of nutrition, science, and math that comprise the integral foundation applicable to a four-year degree.
- » Synthesize and apply nutrition principles in a variety of settings.
- » Demonstrate academic and practical knowledge of standards appropriate to dietetic practice.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including ENG 102 or ENG 114

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

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

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

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

Required: CHEM 121 and 122

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

Required: PSY 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

Recommended: NUTR 253

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

Science courses fulfilling the six credits include:

- BIOL 190 Introduction to Cell and Molecular Biology
- BIOL 190L Introduction to Cell and Molecular Biology Laboratory
- CHEM 122 General Chemistry (2 credits from General Education)

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 9 CREDITS

### CORE REQUIREMENTS

BIOL 223	Human Anatomy and Physiology I.....	4
BIOL 224	Human Anatomy and Physiology II.....	4
BIOL 251	General Microbiology.....	4
COM 113	Fundamentals of Speech Communications.....	3
NUTR 220	Food Service Systems Management.....	3
NUTR 221	Quantity Food Purchasing.....	3
NUTR 223	Principles of Nutrition.....	3
NUTR 253	Cultural Considerations in Nutrition and Health Care.....	3

» **TOTAL CORE REQUIREMENTS** 27 CREDITS

### ELECTIVE REQUIREMENTS

» **TOTAL ELECTIVE REQUIREMENTS** 0-3 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ENGLISH	ENG 101	COMPOSITION I	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
CORE	NUTR 220	FOOD SERVICE SYSTEMS MANAGEMENT	3
SOCIAL SCIENCE	PSY 101	GENERAL PSYCHOLOGY	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
SCIENCE	BIOL 190/190L	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY/LABORATORY	4
SCIENCE	CHEM 121	GENERAL CHEMISTRY I	4
ENGLISH	ENG 102	COMPOSITION II	3
CORE	NUTR 221	QUANTITY FOOD PURCHASING	3
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	BIOL 223	HUMAN ANATOMY AND PHYSIOLOGY I	4
SCIENCE	CHEM 122	GENERAL CHEMISTRY II	4
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
CORE	NUTR 223	PRINCIPLES OF NUTRITION	3
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
CORE	BIOL 224	HUMAN ANATOMY AND PHYSIOLOGY II	4
CORE	BIOL 251	GENERAL MICROBIOLOGY	4
CORE	COM 113	FUNDAMENTALS OF SPEECH COMMUNICATIONS	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
CORE/DIVERSITY	NUTR 253	CULTURAL CONSIDERATIONS IN NUTRITION AND HEALTH CARE	3
<b>Total</b>			<b>17</b>
<b>Degree Total</b>			<b>60</b>

# SKILLS CERTIFICATE - DIETETIC TECHNICIAN

## STUDENTS WITH A FOUR-YEAR DEGREE

A student with a four-year didactic degree in nutrition from an institution accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may qualify as a Track 3 student. This certificate is unique to the student who has earned a BS degree in dietetics, but has not completed a dietetic internship to become a Registered Dietitian (RD). It provides the opportunity to gain additional experience in the field, providing a professional pathway for completing students to enter the field at the entry-level and as a professional development certification.

The following conditions must be met with documentation provided to the Dietetic Technician Program Coordinator:

- » Official Copies of All Transcripts.
- » The original Statement of Verification issued from and Academy of Nutrition and Dietetics accredited four-year institution. The Statement of Verification must be for a didactic program in dietetics.

To complete the program to be eligible to take the national exam for DTR, students with a four-year degree must complete three of the three-credit courses comprised of 450 hours of supervised work experience at a satisfactory level.

To be considered for acceptance as a Track 3 student, please contact the Dietetic Technician Program Coordinator, **Heather Williams** at 775-673-7138.

After Track 3 students complete the three required dietetic technician supervised practice internship experiences (NUTR 291, 292 and 293), they will earn the skills certificate and become eligible to sit for the CDR National exam.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

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

## CERTIFICATE REQUIREMENT

NUTR 291	Nutrition Internship-Food Service .....	3
NUTR 292	Nutrition Internship-Community .....	3
NUTR 293	Nutrition Internship-Clinical.....	3

» **TOTAL CERTIFICATE REQUIREMENT** **9 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Semester	Course #	Title	Credits
1st Semester			
CORE	NUTR 291	NUTRITION INTERNSHIP-FOOD SERVICE	3
CORE	NUTR 292	NUTRITION INTERNSHIP-COMMUNITY	3
<b>Total</b>			<b>6</b>
2nd Semester			
CORE	NUTR 293	NUTRITION INTERNSHIP-CLINICAL	3
<b>Total</b>			<b>3</b>
<b>Skills Certificate Total</b>			<b>9</b>

# EARLY CHILDHOOD EDUCATION

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Early Childhood Education
- » Associate of Applied Science Degree - Early Childhood Education - Administration of Early Care and Education Program Emphasis
- » Associate of Applied Science Degree - Early Childhood Education - Infant and Toddler Emphasis
- » Associate of Applied Science Degree - Early Childhood Education - Preschool Emphasis
- » Skills Certificate - Early Childhood Educator 1
- » Skills Certificate - Early Childhood Educator 2
- » Skills Certificate - Early Childhood Educator 3
- » Skills Certificate - Early Childhood Educator 4

# ASSOCIATE OF ARTS DEGREE - EARLY CHILDHOOD EDUCATION

The Associate of Arts in early childhood education is designed to serve students either as a stand-alone associate degree, or as a university transfer degree. The transfer option allows students to complete specific lower division courses at TMCC and obtain an Associate of Arts degree in early childhood education; and then transfer to UNR as a junior to complete a bachelor of science degree in human development and family studies. Students are encouraged to obtain academic advisement from early childhood education faculty to facilitate the university transfer process.

## DEGREE OUTCOMES

Students completing the degree will:

- » Demonstrate proficiency in the knowledge and skills represented in the National Association for the Education of Young Children (NAEYC) national Standards for Early Childhood Professional Preparation Programs.
- » Gain competence and skills required to gain entry into a baccalaureate degree program, including but not limited to: understanding child development; guiding young children; developing professionalism in the ECE field; developing and implementing curriculum for children birth through preschool; working with families and the community; understanding children with disabilities; observing, documenting and accessing young children; and field experiences working with young children.

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

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

**HUMANITIES** ..... 3 CREDITS  
Recommended: CH 203

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

**SCIENCE** ..... 6 CREDITS  
Lab required.  
Required: NUTR 121

**SOCIAL SCIENCE** ..... 3 CREDITS  
Required: PSY 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... 3 CREDITS  
Required: HDFS 232

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

**U.S. AND NEVADA CONSTITUTIONS** ..... (3) CREDITS  
Recommended: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 3 CREDITS

Note: Students must maintain a cumulative grade point average of a 2.0 (C) or better, and must also earn a grade of "C" or better in each ECE and HDFS course.

## CORE REQUIREMENTS

ECE 130	Infancy .....	3
ECE 190	Professionalism in Early Care and Education .....	3
ECE 200	The Exceptional Child .....	3
ECE 204	Principles of Child Guidance .....	3
ECE 210	Observation, Documentation and Assessment of Young Children.....	3
ECE 231	Preschool Practicum: Early Childhood Lab.....	3
ECE 245	Practicum Seminar .....	2
ECE 250	Introduction to Early Childhood Education .....	3
ECE 251	Curriculum in Early Childhood Education.....	3
HDFS 201	Lifespan Human Development .....	3
HDFS 202	Introduction to Families .....	3
SOC 101	Principles of Sociology (required by UNR).....	3

» **TOTAL CORE REQUIREMENTS** 35 CREDITS

## ELECTIVE REQUIREMENTS

» **TOTAL ELECTIVE REQUIREMENTS** 1-4 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Note: Students completing the AA-Early Childhood Education degree must complete their practicum through TMCC. Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	ECE 190	PROFESSIONALISM IN EARLY CARE AND EDUCATION	3
CORE	ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>15</b>
2nd Semester			
CORE	ECE 130	INFANCY	3
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
CORE	ECE 210	OBSERVATION, DOCUMENTATION AND ASSESSMENT OF YOUNG CHILDREN	3
ENGLISH	ENG 102	COMPOSITION II	3
DIVERSITY	HDFS 232	DIVERSITY IN CHILDREN	3
SOCIAL SCIENCE	PSY 101	GENERAL PSYCHOLOGY	3
<b>Total</b>			<b>18</b>
Second Year	Course #	Title	Credits
1st Semester			
HUMANITIES/U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
CORE	ECE 200	THE EXCEPTIONAL CHILD	3
CORE	ECE 251	CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CORE	HDFS 202	INTRODUCTION TO FAMILIES	3
SCIENCE	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>15</b>
2nd Semester			
CORE	ECE 231	PRESCHOOL PRACTICUM: EARLY CHILDHOOD LAB	3
CORE	ECE 245	PRACTICUM SEMINAR	2
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	SOC 101	PRINCIPLES OF SOCIOLOGY	3
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>62</b>



# ASSOCIATE OF APPLIED SCIENCE DEGREE - EARLY CHILDHOOD EDUCATION

## ADMINISTRATION OF EARLY CARE AND EDUCATION PROGRAMS EMPHASIS

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 proficiency in the knowledge and skills represented in the National Association for the Education of Young Children (NAEYC) national standards for Early Childhood Professional Preparation Programs.
- » Demonstrate proficiency in the knowledge and skills specific to the degree emphasis, including supervision and management of staff in early care and education programs, and comprehensive administration of an early care and education program

## GENERAL EDUCATION REQUIREMENTS

**DIVERSITY ..... 3 CREDITS**

Required: HDFS 232

**COMMUNICATIONS ..... (3 CREDITS)**

Required: COM 215

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

Required: ENG 101 or 113

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

Recommended: PSY or SOC 101

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

Required: MGT 212

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

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

Required: NUTR 121

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

**» TOTAL GENERAL EDUCATION REQUIREMENTS 21 CREDITS**

## CORE REQUIREMENTS

ECE 130	Infancy .....	3
ECE 190	Professionalism in Early Care and Education .....	3
ECE 200	The Exceptional Child .....	3
ECE 204	Principles of Child Guidance .....	3
ECE 210	Observation, Documentation and Assessment of Young Children .....	3
ECE 240	Administration of the Preschool .....	3
ECE 250	Introduction to Early Childhood Education .....	3
ECE 251	Curriculum in Early Childhood Education .....	3
HDFS 201	Lifespan Human Development .....	3
HDFS 202	Introduction to Families .....	3

Note: Students must maintain a cumulative grade point average of a 2.0 (C) or better and must also earn a grade of "C" or better in each ECE and HDFS course.

**» TOTAL CORE REQUIREMENTS 30 CREDITS**

## EMPHASIS REQUIREMENTS

COM 215	Introduction to Group Communication .....	3
ECE 244	Practicum in Administration in Early Care and Education Programs .....	3
ECE 245	Practicum Seminar .....	2
ECE 247	Effective Management and Supervision in Early Care and Education .....	2

**» TOTAL EMPHASIS REQUIREMENTS 10 CREDITS**

**» TOTAL DEGREE REQUIREMENTS 61 CREDITS**

Note: Students completing the Associate of Applied Science Early Childhood Education Degree-Administration of Early Care and Education Programs emphasis must complete their practicum through TMCC.

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.



# ASSOCIATE OF APPLIED SCIENCE DEGREE - EARLY CHILDHOOD EDUCATION

## ADMINISTRATION OF EARLY CARE AND EDUCATION PROGRAMS EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ECE 190	PROFESSIONALISM IN EARLY CARE AND EDUCATION (ECE 250 MAY BE TAKEN CONCURRENTLY)	3
CORE	ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
ENGLISH	ENG 101 OR 113	COMPOSITION I OR COMPOSITION I FOR INTERNATIONAL STUDENTS	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
COMMUNICATIONS/ EMPHASIS	COM 215	INTRODUCTION TO GROUP COMMUNICATION	3
CORE	ECE 130	INFANCY	3
CORE	ECE 210	OBSERVATION, DOCUMENTATION AND ASSESSMENT OF YOUNG CHILDREN	3
DIVERSITY	HDFS 232	DIVERSITY IN CHILDREN	3
SCIENCE	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ECE 200	THE EXCEPTIONAL CHILD	3
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
EMPHASIS	ECE 247	EFFECTIVE MANAGEMENT AND SUPERVISION IN EARLY CARE AND EDUCATION	2
CORE	ECE 251	CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
SOCIAL SCIENCE	PSY 101 OR SOC 101	GENERAL PSYCHOLOGY OR PRINCIPLES OF SOCIOLOGY	3
<b>Total</b>			<b>17</b>
<b>2nd Semester</b>			
CORE	ECE 240	ADMINISTRATION OF THE PRESCHOOL	3
EMPHASIS	ECE 244	PRACTICUM IN ADMINISTRATION OF EARLY CARE AND EDUCATION PROGRAMS	3
EMPHASIS	ECE 245	PRACTICUM SEMINAR	2
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
CORE	HDFS 202	INTRODUCTION TO FAMILIES	3
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>61</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - EARLY CHILDHOOD EDUCATION

## INFANT/TODDLER EMPHASIS

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

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

Required: ENG 101 or 113

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

Recommended: SOC 101, PSY 101

**HUMAN RELATION** ..... 3 CREDITS

Required: MGT 212

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

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

Required NUTR 121

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 Development Infants and Toddlers .....	1
ECE 125	Language Development for Infants/Toddlers .....	1
ECE 126	Social/Emotional Development for Infants and Toddlers .....	1
ECE 129	Environments for Infants and Toddlers .....	2
ECE 232	Practicum: Infant and Toddler .....	3
ECE 245	Practicum Seminar .....	2
ECE 252	Infant/Toddler Curriculum .....	3

**» TOTAL EMPHASIS REQUIREMENTS 13 CREDITS**

**» TOTAL DEGREE REQUIREMENTS 67 CREDITS**

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.



# ASSOCIATE OF APPLIED SCIENCE DEGREE - EARLY CHILDHOOD EDUCATION INFANT/TODDLER EMPHASIS

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ECE 130	INFANCY	3
CORE	ECE 190	PROFESSIONALISM IN EARLY CARE AND EDUCATION (ECE 250 MAY BE TAKEN CONCURRENTLY)	3
CORE	ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
COMMUNICATIONS/ ENGLISH	ENG 101 OR 113	COMPOSITION I OR COMPOSITION I FOR INTERNATIONAL STUDENTS	3
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>18</b>
<b>2nd Semester</b>			
EMPHASIS	ECE 124	SENSORIMOTOR DEVELOPMENT INFANTS AND TODDLERS	1
EMPHASIS	ECE 125	LANGUAGE DEVELOPMENT FOR INFANTS/ TODDLERS	1
EMPHASIS	ECE 126	SOCIAL/EMOTIONAL DEVELOPMENT FOR INFANTS AND TODDLERS	1
CORE	ECE 210	OBSERVATION, DOCUMENTATION AND ASSESSMENT OF YOUNG CHILDREN	3
CORE	ECE 251	CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
COMMUNICATIONS/ ENGLISH	ENG 102 OR 114	COMPOSITION II OR COMPOSITION II FOR INTERNATIONAL STUDENTS	3
DIVERSITY	HDFS 232	DIVERSITY IN CHILDREN	3
SCIENCE	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>18</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	ECE 129	ENVIRONMENTS FOR INFANTS AND TODDLERS	2
CORE	ECE 200	THE EXCEPTIONAL CHILD	3
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
EMPHASIS	ECE 252	INFANT/TODDLER CURRICULUM (ECE 130 MAY BE TAKEN CONCURRENTLY)	3
FINE ARTS/ HUMANITIES/ SOCIAL SCIENCE	GE ELECTIVE	CHOOSE FROM LIST	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>17</b>
<b>2nd Semester</b>			
EMPHASIS	ECE 232	PRACTICUM: INFANT AND TODDLER (ECE 232 AND ECE 245 MUST BE TAKEN CONCURRENTLY)	3
CORE	ECE 240	ADMINISTRATION OF THE PRESCHOOL	3
EMPHASIS	ECE 245	PRACTICUM SEMINAR (ECE 232 AND ECE 245 MUST BE TAKEN CONCURRENTLY)	2
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
CORE	HDFS 202	INTRODUCTION TO FAMILIES	3
<b>Total</b>			<b>14</b>
<b>Degree Total</b>			<b>67</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - EARLY CHILDHOOD EDUCATION

## PRESCHOOL EMPHASIS

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

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

Required: ENG 101 or 113

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

Recommended: SOC 101, PSY 101

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

Required: MGT 212

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

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

Required: NUTR 121

**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 121	Parent Caregiver Relationships .....	1
ECE 123	Health and Nutrition for Young Children .....	1
ECE 155	Literacy and the Young Child .....	1
ECE 231	Preschool Practicum: Early Childhood Lab .....	3
ECE 245	Practicum Seminar .....	2
Electives	Any ECE/HDFS course, or other approved class .....	5

» **TOTAL EMPHASIS REQUIREMENTS** ..... 13 CREDITS

» **TOTAL DEGREE REQUIREMENTS** ..... 67 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.



# ASSOCIATE OF APPLIED SCIENCE DEGREE - EARLY CHILDHOOD EDUCATION PRESCHOOL EMPHASIS

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
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
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
COMMUNICATIONS/ ENGLISH	ENG 101 OR 113	COMPOSITION I OR COMPOSITION I FOR INTERNATIONAL STUDENTS	3
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
EMPHASIS	ECE 123	HEALTH AND NUTRITION FOR YOUNG CHILDREN	1
CORE	ECE 130	INFANCY	3
CORE	ECE 210	OBSERVATION, DOCUMENTATION AND ASSESSMENT OF YOUNG CHILDREN	3
COMMUNICATIONS/ ENGLISH	ENG 102 OR 114	COMPOSITION II OR COMPOSITION II FOR INTERNATIONAL STUDENTS	3
DIVERSITY	HDFS 232	DIVERSITY IN CHILDREN	3
SCIENCE	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	ECE 155	LITERACY AND THE YOUNG CHILD	1
CORE	ECE 200	THE EXCEPTIONAL CHILD	3
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
CORE	ECE 251	CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
FINE ARTS/ HUMANITIES/SOCIAL SCIENCE	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
HUMAN RELATIONS	MGT 212	LEADERSHIP AND HUMAN RELATIONS	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
EMPHASIS	ECE 231	PRESCHOOL PRACTICUM: EARLY CHILDHOOD LAB (ECE 231 AND ECE 245 MUST BE TAKEN CONCURRENTLY)	3
CORE	ECE 240	ADMINISTRATION OF THE PRESCHOOL	3
EMPHASIS	ECE 245	PRACTICUM SEMINAR (ECE 231 AND ECE 245 MUST BE TAKEN CONCURRENTLY)	2
U.S. AND NV CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
CORE	HDFS 202	INTRODUCTION TO FAMILIES	3
<b>Total</b>			<b>14</b>
ELECTIVES: STUDENTS MAY CHOOSE FROM LIST OF ECE COURSES (1-3 CREDITS) AND ADD THEM TO ANY SEMESTER.		ECE 124, 125, 126, 127, 128, 129, 151, 152, 154, 155, 156, 157, 158, 159, 161, 167, 168, 169, 235	5
<b>Degree Total</b>			<b>67</b>

# SKILLS CERTIFICATE - EARLY CHILDHOOD EDUCATOR 1

The skills certificate in early childhood educator 1 includes nine credits in early childhood education. The courses are also required for the early childhood education AA and AAS degrees. The certificate is one of a series of four, stackable skills certificates available in early childhood education. Students may earn the skills certificates as they progress toward an AA/AAS degree in early childhood education, or as professional development certifications for non-degree seeking students.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify and apply the knowledge and skills required to proceed to the skills certificate: early childhood educator 2, including general knowledge about the early childhood education profession, lifespan human development, and positive guidance of young children birth through age eight.
- » Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

## CERTIFICATE REQUIREMENT

ECE 204	Principles of Child Guidance .....	3
ECE 250	Introduction to Early Childhood Education .....	3
HDFS 201	Lifespan Human Development .....	3

» **TOTAL CERTIFICATE REQUIREMENT** **9 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
CORE	ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
<b>Total</b>			<b>6</b>
2nd Semester			
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>3</b>
<b>Skills Certificate Total</b>			<b>9</b>

# SKILLS CERTIFICATE - EARLY CHILDHOOD EDUCATOR 2

The skills certificate in early childhood educator 2 includes 12 credits in early childhood education. The courses are also required for the early childhood education AA and AAS degrees. The certificate is one of a series of four, stackable skills certificates available in early childhood education. Students may earn the skills certificates as they progress toward an AA/AAS degree in early childhood education, or as professional development certifications for non-degree seeking students.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify and apply the knowledge and skills required to proceed to the skills certificate: early childhood educator 3, including general knowledge about the early childhood education profession, lifespan human development, positive guidance of young children birth through age eight, and the observation, documentation, and assessment of young children.
- » Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

## CERTIFICATE REQUIREMENT

ECE 204	Principles of Child Guidance .....	3
ECE 210	Observation, Documentation and Assessment of Young Children	3
ECE 250	Introduction to Early Childhood Education .....	3
HDFS 201	Lifespan Human Development .....	3

» **TOTAL CERTIFICATE REQUIREMENT** **12 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
CORE	ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
<b>Total</b>			<b>6</b>
<b>2nd Semester</b>			
CORE	ECE 210	OBSERVATION, DOCUMENTATION AND ASSESSMENT OF YOUNG CHILDREN	3
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>6</b>
<b>Skills Certificate Total</b>			<b>12</b>

# SKILLS CERTIFICATE - EARLY CHILDHOOD EDUCATOR 3

The skills certificate in early childhood educator 3 includes 21 credits in early childhood education. The courses are also required for the early childhood education AA and AAS degrees. The certificate is one of a series of four, stackable skills certificates available in early childhood education. Students may earn the skills certificates as they progress toward an AA/AAS degree in early childhood education, or as professional development certifications for non-degree seeking students.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify and apply the knowledge and skills required to proceed to the skills certificate: early childhood educator 4, including general knowledge about the early childhood education profession, lifespan human development, positive guidance of young children birth through age eight, the observation, documentation, and assessment of young children, professionalism in ECE, children with exceptionalities, and preschool curriculum planning.
- » Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

## CERTIFICATE REQUIREMENT

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 250	Introduction to Early Childhood Education .....	3
ECE 251	Curriculum in Early Childhood Education.....	3
HDFS 201	Lifespan Human Development .....	3

» **TOTAL CERTIFICATE REQUIREMENT** **21 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ECE 190	PROFESSIONALISM IN EARLY CARE AND EDUCATION	3
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
CORE	ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
<b>Total</b>			<b>9</b>
<b>2nd Semester</b>			
CORE	ECE 210	OBSERVATION, DOCUMENTATION AND ASSESSMENT OF YOUNG CHILDREN	3
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>6</b>
<b>3rd Semester</b>			
CORE	ECE 200	THE EXCEPTIONAL CHILD	3
CORE	ECE 251	CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
<b>Total</b>			<b>6</b>
<b>Skills Certificate Total</b>			<b>21</b>



# SKILLS CERTIFICATE - EARLY CHILDHOOD EDUCATOR 4

The skills certificate in early childhood educator 4 includes 30 credits in early childhood education. The courses are also required for the early childhood education AA and AAS degrees. The certificate is one of a series of four, stackable skills certificates available in early childhood education. Students may earn the skills certificates as they progress toward an AA/AAS degree in early childhood education, or as professional development certifications for non-degree seeking students.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify and apply the knowledge and skills in the early childhood education profession, lifespan human development, positive guidance of young children birth through age eight, the observation, documentation, and assessment of young children, professionalism in ECE, children with exceptionalities, preschool curriculum planning, and in one of three areas of emphasis (infant/toddlers, preschool, or administration of ECE programs).
- » Identify and apply the knowledge and skills related to the six standards for the National Association for the Education of Young Children (NAEYC).

## CERTIFICATE REQUIREMENT

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 250	Introduction to Early Childhood Education .....	3
ECE 251	Curriculum in Early Childhood Education.....	3
ENG 101	Composition I .....	3
HDFS 201	Lifespan Human Development .....	3

### OPTION A: INFANTS/TODDLERS-CHOOSE REQUIRED SIX CREDITS:

ECE 130	Infancy .....	3
ECE 252	Infant/Toddler Curriculum.....	3

### OPTION B: PRESCHOOL-CHOOSE SIX CREDITS:

ECE 121	Parent Caregiver Relationships.....	1
ECE 123	Health and Nutrition for Young Children .....	1
ECE 130	Infancy .....	3
ECE 151	Math in the Preschool Curriculum .....	1
ECE 152	Science in the Preschool Curriculum.....	1
ECE 154	Literature for Preschool Children.....	1
ECE 155	Literacy and the Young Child.....	1
ECE 156	Music in the Preschool Curriculum .....	1
ECE 157	Art in the Preschool Curriculum.....	1
ECE 158	Activities for Physical Development in Young Child .....	1
ECE 161	Social Studies in the Preschool Curriculum .....	1
ECE 167	Child Abuse and Neglect .....	1
ECE 168	Infectious Diseases and 1st Aid in Childcare .....	1
ECE 169	Bilingual and Multicultural Experience in ECE .....	1
HDFS 202	Introduction to Families .....	3
HDFS 232	Diversity in Children .....	3

### OPTION C: ADMINISTRATION OF ECE-CHOOSE SIX CREDITS:

MGT 103	Small Business Management.....	3
MGT 171	Supervision .....	3
MGT 212	Leadership and Human Relations.....	3

» **TOTAL CERTIFICATE REQUIREMENT** **30 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ECE 190	PROFESSIONALISM IN EARLY CARE AND EDUCATION	3
CORE	ECE 204	PRINCIPLES OF CHILD GUIDANCE	3
CORE	ECE 250	INTRODUCTION TO EARLY CHILDHOOD EDUCATION	3
<b>Total</b>			<b>9</b>
<b>2nd Semester</b>			
CORE	ECE 210	OBSERVATION, DOCUMENTATION, AND ASSESSMENT OF YOUNG CHILDREN	3
CORE	ENG 101	COMPOSITION I	3
CORE	HDFS 201	LIFESPAN HUMAN DEVELOPMENT	3
<b>Total</b>			<b>9</b>
<b>3rd Semester</b>			
CORE	ECE 200	THE EXCEPTIONAL CHILD	3
CORE	ECE 251	CURRICULUM IN EARLY CHILDHOOD EDUCATION	3
CORE		CHOOSE THREE CREDITS FROM OPTION A, B, OR C.	3
CORE		CHOOSE THREE CREDITS FROM OPTION A, B, OR C.	3
<b>Total</b>			<b>12</b>
<b>Skills Certificate Total</b>			<b>30</b>

# EDUCATION

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Education - Secondary Education Emphasis
- » Associate of Science Degree - Education - Integrated Elementary Education with Specializations Emphasis
- » Associate of Science Degree - Education - Secondary Education Emphasis

# ASSOCIATE OF ARTS DEGREE - EDUCATION

## SECONDARY EDUCATION EMPHASIS

The Associate of Arts degree in secondary education is designed for students seeking careers in secondary education (junior and senior high schools). The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the secondary education school settings.

In addition, students will also need to select a “teaching major” and complete some of the coursework prior to transfer. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.A. in secondary education majors at UNR. Also, please note: Any concerns or questions of requirements when entering a teaching certification program need to be addressed by advisors for any university of interest.

In order to complete an AA, the ‘teaching major’ courses will include a focus in foreign languages, English, social studies, history, music, art, career and technical.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

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

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

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

**SCIENCE** ..... 6 CREDITS  
Lab required.

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3) CREDITS  
Recommended: EDU 203

**FOREIGN LANGUAGE** ..... 14 CREDITS

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 17 CREDITS

### EMPHASIS REQUIREMENTS

EDU 110 Society and Education ..... 3  
EDU 202 Introduction to Secondary Education ..... 3  
EDU 203 Introduction to Special Education ..... 3  
EDU 210 Nevada School Law ..... 3  
EDU 214 Preparing Teachers to Use Technology ..... 3

» **TOTAL EMPHASIS REQUIREMENTS** 15 CREDITS

### ELECTIVE REQUIREMENTS

Students transferring to UNR take credits in their teaching major.  
See an advisor for more information ..... 4

» **TOTAL ELECTIVE REQUIREMENTS** 4-7 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
EMPHASIS	EDU 110	SOCIETY AND EDUCATION	3
EMPHASIS	EDU 202	INTRODUCTION TO SECONDARY EDUCATION	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 16</b>
2nd Semester			
EMPHASIS	EDU 210	NEVADA SCHOOL LAW	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 16</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		SEE ADVISOR FOR INFORMATION	3
EMPHASIS/DIVERSITY	EDU 203	INTRODUCTION TO SPECIAL EDUCATION	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 15</b>
2nd Semester			
ELECTIVE		SEE ADVISOR FOR INFORMATION	1
EMPHASIS	EDU 214	PREPARING TEACHERS TO USE TECHNOLOGY	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
U.S. AND NEVADA CONSTITUTIONS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 13</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF SCIENCE DEGREE - EDUCATION

## INTEGRATED ELEMENTARY EDUCATION WITH SPECIALIZATIONS EMPHASIS

The Associate of Science degree in elementary education is designed for students seeking careers in elementary education. The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the elementary education school setting. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. in elementary majors at UNR. Also, please note: Any concerns or questions of requirements when entering a teaching certification program need to be addressed by advisors at any university of interest.

For transfer into UNR, elementary education has emphasis embedded into three areas of focus: early childhood (ECE), special education (sp.ed), or English language learners (ELL).

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including ENG 102 or ENG 114

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

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

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

Recommended: MATH 126 or higher

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

Lab required.

Required: GEOL 100, or 101 or GEOG 103/104 and CHEM 100 or 121

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

Required: GEOG 106

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

Recommended: EDU 203

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

Science courses fulfilling the six credits include the following choices:

PHYS 100 Introductory Physics.....(3)

or

PHYS 151 General Physics I.....(4)

And

BIOL 100 General Biology for Non-Majors .....(3)

BIOL 110 Biology for Elementary/Middle Level Education  
(recommended at UNR).....(3)

BIOL 191/191L Introduction to Cell and Molecular Biology/Lab .....(4)

or

ENV 100 (or above) Humans and the Environment.....(3)

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 9 CREDITS

### EMPHASIS REQUIREMENTS

EDU 110 Society and Education ..... 3

EDU 201 Introduction to Elementary Education ..... 3

EDU 203 Introduction to Special Education ..... 3

EDU 207 Exploration of Children's Literature ..... 3

EDU 210 Nevada School Law ..... 3

EDU 214 Preparing Teachers to Use Technology ..... 3

MATH 122 Number Concepts for Elementary School Teachers..... 3

MATH 123 Statistical and Geometrical Concepts for  
Elementary School Teachers..... 3

Specialization requirements for elementary education emphasis-  
Choose one area:

#### EARLY CHILDHOOD SPECIALIZATION:

ECE 250 Introduction to Early Childhood Education ..... 3

#### SPECIAL EDUCATION SPECIALIZATION:

EDU 208 Student with Diverse Abilities and Backgrounds ..... 3

#### ENGLISH LANGUAGE LEARNERS:

ENG 281 Introduction to Language .....(3)

or

ENG 282 Introduction to Language and Literary Expression .....(3)

» **TOTAL EMPHASIS REQUIREMENTS** 27 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF SCIENCE DEGREE - EDUCATION

## INTEGRATED ELEMENTARY EDUCATION WITH SPECIALIZATIONS EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
EMPHASIS	EDU 110	SOCIETY AND EDUCATION	3
EMPHASIS	EDU 201	INTRODUCTION TO ELEMENTARY EDUCATION	3
EMPHASIS/DIVERSITY	EDU 203	INTRODUCTION TO SPECIAL EDUCATION	3
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 126	PRE-CALCULUS I OR HIGHER	3
<b>Total</b>			<b>15</b>
2nd Semester			
EMPHASIS	EDU 210	NEVADA SCHOOL LAW	3
ENGLISH	ENG 102	COMPOSITION II	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MATH 122	NUMBER CONCEPTS FOR ELE. SCH. TEACHERS	3
SCIENCE	PHYS 100 OR PHYS 151	INTRODUCTORY PHYSICS OR GENERAL PHYSICS I	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
EMPHASIS	CHOOSE FROM THE SPECIALIZATION REQUIREMENTS COURSE LIST		3
EMPHASIS	EDU 207	EXPLORATION OF CHILDREN'S LITERATURE	3
SCIENCE	GE ELECTIVE	CHOOSE FROM REQUIRED COURSE LIST	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MATH 123	STATISTICAL AND GEOMETRICAL CONCEPTS FOR ELEMENTARY SCHOOL TEACHERS	3
<b>Total</b>			<b>15</b>
2nd Semester			
SCIENCE	BIOL 100 OR BIOL 110	GENERAL BIOLOGY FOR NON-MAJORS OR BIOLOGY FOR ELEMENTARY MIDDLE LEVEL EDUCATION	3
EMPHASIS	EDU 214	PREPARING TEACHERS TO USE TECHNOLOGY	3
SCIENCE	GE ELECTIVE	CHOOSE FROM REQUIRED COURSE LIST	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE	GEOG 106	INTRODUCTION TO CULTURAL GEOGRAPHY	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# ASSOCIATE OF SCIENCE DEGREE - EDUCATION

## SECONDARY EDUCATION EMPHASIS

The Associate of Science degree in secondary education is designed for students seeking careers in secondary education (junior and senior high schools). The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with educational theory and practical field work in the secondary education school settings.

In addition, students will also need to select a “teaching major” and complete some of the coursework prior to transfer. This course of study is designated as a university transfer program that substantially meets the requirements for the first two years of study for the B.S. in secondary education majors at UNR. Also, please note: Any concerns or questions of requirements when entering a teaching certification program need to be addressed by advisors for any university of interest.

In order to complete an AS, the ‘teaching major’ courses will include a focus in foreign languages, English, social studies, history, music, art, career and technical.

## EMPHASIS OUTCOMES

Students completing the emphasis will:

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

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including ENG 102 or ENG 114

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

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

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

Recommended: MATH 127

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

Lab required.

Required: Choose one from BIOL 100, ENV 100 or BIOL 191/191L and choose one from CHEM 100, 121; GEOL 100, 101; PHYS 100, 151, 180/180L

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

Recommended: EDU 203

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

Science courses fulfilling the six credits include the following choices. Choose one from each area:

Biology- BIOL 100, ENV 100 or BIOL 191/191L

Physical Science- CHEM 100, 121; GEOL 100, 101; PHYS 100, 151, 180/180L

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 9 CREDITS

## EMPHASIS REQUIREMENTS

EDU 110	Society and Education .....	3
EDU 202	Introduction to Secondary Education .....	3
EDU 203	Introduction to Special Education .....	3
EDU 210	Nevada School Law .....	3
EDU 214	Preparing Teachers to Use Technology .....	3

» **TOTAL EMPHASIS REQUIREMENTS** 15 CREDITS

## ELECTIVE REQUIREMENTS

Students transferring to UNR take credits in their teaching major. See an advisor for more information. .... 12

» **TOTAL ELECTIVE REQUIREMENTS** 12-15 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ELECTIVE		SEE AN ADVISOR FOR COURSE SELECTION	3
EMPHASIS	EDU 110	SOCIETY AND EDUCATION	3
EMPHASIS	EDU 202	INTRODUCTION TO SECONDARY EDUCATION	3
ENGLISH	ENG 101	COMPOSITION I	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 15</b>
2nd Semester			
ELECTIVE		SEE AN ADVISOR FOR COURSE SELECTION	3
EMPHASIS	EDU 210	NEVADA SCHOOL LAW	3
ENGLISH	ENG 102	COMPOSITION II	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	MATH 127	PRE-CALCULUS II	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		SEE ADVISOR FOR COURSE SELECTION	3
EMPHASIS/DIVERSITY	EDU 203	INTRODUCTION TO SPECIAL EDUCATION	3
U.S. AND NEVADA CONSTITUTIONS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE REQUIRED COURSE LIST	6
			<b>Total 15</b>
2nd Semester			
ELECTIVE		SEE ADVISOR FOR COURSE SELECTION	3
EMPHASIS	EDU 214	PREPARING TEACHERS TO USE TECHNOLOGY	3
SCIENCE	DEGREE REQ.	SEE REQUIRED COURSE LIST	6
SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 15</b>
			<b>Degree Total 60</b>

# EMERGENCY MEDICAL SERVICES

---

## OPTIONS AVAILABLE:

- » Certificate of Achievement - Paramedic
- » Skills Certificate - Emergency Medical Technician
- » Skills Certificate - Emergency Medical Technician, Advanced
- » Skills Certificate - Emergency Medical Technician Instructor Training

# PARAMEDIC PROGRAM

The paramedic program is designed for the student who desires education with a career goal as a Paramedic. The certificate of achievement from TMCC will be awarded after the student has completed all program and certificate requirements. This is a 10-month to one year continuous program.

The Paramedic curriculum meets all requirements as outlined in the U.S. Department of Transportation (DOT) and the Paramedic National Standard Curriculum. The program is 1,400+ hours in length and based on specific objectives. The didactic/classroom phase includes 700+ hours of instruction. Activities include lectures, skills lab sessions, demonstrations and simulations. The second phase is completed in the hospital environment where the student is provided the opportunity to apply the cognitive knowledge and psychomotor skills gained in the classroom setting. The student is under direct supervision of a physician or registered nurse and will participate in direct patient care. The student must complete at least 240 hours of clinical/hospital experience. The third and final component of the paramedic program is the field rotation phase. The student will apply the knowledge and skills gained in the classroom and hospital under the direct supervision of a preceptor that is currently functioning in the role of a paramedic.

The Paramedic candidate will be required to complete a minimum of 480 hours of field rotation lab. Student progression in the program is contingent upon attaining a grade of "C" or better in all paramedic curricula. A "C" grade is equal to 80%. Courses must be taken in the sequence outlined.

## SPECIAL REQUIREMENTS AND ADMISSION PROCEDURES

Admission to the paramedic program certificate of achievement is limited and requires special procedures. The paramedic office will maintain an interest list for the program and will notify applicants of the testing dates. Completed applications will be accepted by the paramedic office ONLY WITH VERIFICATION OF THE FOLLOWING:

- » Fill out the **online application**.
- » Current American Heart Association health care provider CPR or Red Cross professional rescuer CPR card.
- » Current Nevada State EMT-Basic or EMT Intermediate Certification, or National Registry EMT or AEMT certification.

Students must complete the following criteria prior to being considered for admission to the paramedic program.

- » Achieve a minimum average score of 80% or higher on the written EMT-Basic examination.
- » Achieve a minimum average score of 80% or higher on each component of the comprehensive exam (math, English, science, reading comprehension and A and P).
- » Pass an oral interview panel.

Students offered admission to the paramedic program will be selected based upon their scores from the testing process. The scores of all applicants will be ranked numerically, and the class (which is limited to a maximum of 24) will be selected from this list beginning with the highest score.

Students admitted to the paramedic program will be notified by the paramedic office. The admitted student must complete the following requirements prior to the start of classes.

- » Satisfy all general college admission criteria.
- » Pass a physical examination by your doctor.
- » Provide evidence of current measles, mumps, rubella, and varicella immunizations or appropriate titer levels.
- » Provide evidence of current diphtheria-tetanus (DT) immunization.
- » Provide evidence of completed Hepatitis B immunization; and of a negative two step TB skin test or negative chest X-ray.
- » Provide evidence of major medical health coverage.
- » Be 18 years of age or older upon entrance to the program.
- » Pass an EMS department background check and drug test.
- » Failure to meet the above requirements by the deadline will result in the student's exclusion from the program.

**775-789-5416**



# CERTIFICATE OF ACHIEVEMENT - PARAMEDIC

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

MATHEMATICS ..... 3 CREDITS

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **9 CREDITS**

All paramedic courses are to be taken in the sequence indicated (a grade of “C” or better is required). The following courses are required for the certificate of achievement.

## EMPHASIS REQUIREMENTS

EMS 200	Fundamentals of Paramedic Medicine.....	1.5
EMS 205	Principles of Pathophysiology .....	3
EMS 206	Principles Pharm/Med Admin and Venous Access for the Paramedic.....	5
EMS 207	Airway Management & Ventilation for Paramedics....	1.5
EMS 209	Patient Assessment for Paramedics.....	2.5
EMS 210	Principles of Cardiology for the Paramedic.....	4
EMS 211	Para Care for Med Emerg and ACLS .....	7
EMS 212	Paramedic Trauma Emergencies and ITLS .....	5.5
EMS 214	Pediatrics and Special Consideration for Para & PALS....	3
EMS 215	Assessment Based Management-Operations for the Paramedic.....	3
EMS 216	Hospital Clinical Experience for the Paramedic.....	5.5
EMS 217	Field Internship for the Paramedic .....	12
EMS 218	Field Internship for the Paramedic II.....	3

» **TOTAL EMPHASIS REQUIREMENTS** **56.5 CREDITS**

» **TOTAL CERTIFICATE REQUIREMENTS** **65.5 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	EMS 200	FUNDAMENTALS OF PARAMEDIC MEDICINE	1.5
EMPHASIS	EMS 205	PRINCIPLES OF PATHOPHYSIOLOGY	3
EMPHASIS	EMS 206	PRINCIPLES PHARM/MED ADMIN AND VENOUS ACCESS FOR THE PARAMEDIC	5
EMPHASIS	EMS 207	AIRWAY MANAGEMENT AND VENTILATION FOR PARAMEDICS	1.5
EMPHASIS	EMS 209	PATIENT ASSESSMENT FOR PARAMEDICS	2.5
EMPHASIS	EMS 210	PRINCIPLES OF CARDIOLOGY FOR THE PARAMEDIC	4
EMPHASIS	EMS 211	PARA CARE FOR MED EMERG AND ACLS	7
EMPHASIS	EMS 212	PARAMEDIC TRAUMA EMERGENCIES AND ITLS	5.5
<b>Total</b>			<b>30</b>
<b>2nd Semester</b>			
EMPHASIS	EMS 214	PEDIATRICS AND SPECIAL CONSIDERATIONS FOR PARA AND PALS	3
EMPHASIS	EMS 215	ASSESSMENT BASED MANAGEMENT-OPERATIONS FOR THE PARAMEDIC	3
EMPHASIS	EMS 216	HOSPITAL CLINICAL EXPERIENCE FOR THE PARAMEDIC	5.5
EMPHASIS	EMS 217	FIELD INTERNSHIP FOR THE PARAMEDIC	12
EMPHASIS	EMS 218	FIELD INTERNSHIP FOR THE PARAMEDIC II	3
<b>Total</b>			<b>26.5</b>
<b>Certificate Total</b>			<b>56.5</b>

# SKILLS CERTIFICATE - EMERGENCY MEDICAL TECHNICIAN

This skills certificate 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.

This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Demonstrate the ability to understand the roles and responsibilities within an EMS system, methods to stay healthy and to prevent job related injuries in the field.
- » Demonstrate the ability to gain knowledge of basic legal issues that impact decisions made in the field and the importance of ethics when making these decisions.
- » Demonstrate the ability to effectively communicate psychologically and sociologically with all ages and cultures of patients in the prehospital environment.

## CERTIFICATE REQUIREMENT

EMS 108 Emergency Medical Technical Training.....6

» **TOTAL CERTIFICATE REQUIREMENT** **6 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	EMS 108	EMERGENCY MEDICAL TECHNICAL TRAINING	6
PREREQUISITE: CURRENT HEALTHCARE PROVIDER CPR CARD, PROOF OF HEALTH INSURANCE, MMR, TD, HEPATITIS B, 2-STEP TB SKIN TEST AND 18 YEARS OF AGE.			
<b>Total</b>			<b>6</b>
<b>Skills Certificate Total</b>			<b>6</b>

# SKILLS CERTIFICATE - EMERGENCY MEDICAL TECHNICIAN ADVANCED

This skills certificate will provide training for students 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 skills certificate will prepare students to receive EMT-Advanced Certification from the State of Nevada.

This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Demonstrate the ability to comprehend proper history taking techniques and apply the process of clinical decision making and to use assessment findings to help form a field impression.
- » Demonstrate the ability to explain the pathophysiological significance of examination findings.
- » Demonstrate the ability to effectively document the essential elements of a patient assessment and follow an accepted format for dissemination of the patient information in verbal form, either in person or on the radio.

## CERTIFICATE REQUIREMENT

EMS 112 EMT II-Enhanced Therapy ..... 7

» **TOTAL CERTIFICATE REQUIREMENTS** **7 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	EMS 112	EMT II-ENHANCED THERAPY	7
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.			
<b>Total</b>			<b>7</b>
<b>Skills Certificate Total</b>			<b>7</b>

# SKILLS CERTIFICATE - EMERGENCY MEDICAL TECHNICIAN INSTRUCTOR TRAINING

This skills certificate provides training and instruction focused on the development of teaching skills as opposed to emergency care skills. Topics include 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. These skills will be taught within the theme of emergency care. This skills certificate will provide students the training necessary to take the Nevada State EMS Instructor licensing exam and certification with the National Registry of Emergency Medical Technicians.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Demonstrate understanding of the three domains of adult learning; cognitive, psychomotor, and affective.
- » Demonstrate understanding of various teaching methods, i.e., lecture, scenario, and skills application using various media and materials, such as powerpoint, video, textbooks, articles, and simulation aids.
- » Demonstrate understanding of various types of student evaluation, i.e., multiple choice, fill-in, matching and other types of cognitive evaluation tools, as well as, practical skills proctoring for psychomotor evaluation.

## CERTIFICATE REQUIREMENT

EMS 108	Emergency Medical Technical Training.....	6
EMS 110	Emergency Medical Tech Instructor Training.....	3

» **TOTAL CERTIFICATE REQUIREMENT** **9 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	EMS 108	EMERGENCY MEDICAL TECHNICAL TRAINING	6
PREREQUISITE: CURRENT HEALTHCARE PROVIDER CPR CARD, PROOF OF HEALTH INSURANCE, MMR, TD, HEPATITIS B, 2-STEP TB SKIN TEST AND 18 YEARS OF AGE.			
CORE	EMS 110	EMERGENCY MEDICAL TECH INSTRUCTOR TRAINING	3
<b>Total</b>			<b>9</b>
<b>Skills Certificate Total</b>			<b>9</b>

# ENERGY TECHNOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Energy Technologies - Geothermal Energy Emphasis
- » Associate of Applied Science Degree - Energy Technologies - Solar Energy Emphasis
- » Associate of Applied Science Degree - Energy Technologies - Wind Energy Emphasis
- » Certificate of Achievement - Power Plant Operator
- » Skills Certificate - Solar Energy Technician
- » Skills Certificate - Wind Energy Technician

# ASSOCIATE OF APPLIED SCIENCE DEGREE - ENERGY TECHNOLOGIES

## GEOTHERMAL ENERGY EMPHASIS

The geothermal energy program is designed to provide students with the skills necessary to enter the workforce in the renewable energy field as Geothermal Power Plant Operators (GPO). GPOs control and monitor geothermal production for power plants. They regulate and distribute power among generators, monitor instruments to maintain voltage, and regulate electricity current from the plant. GPOs need strong mechanical, electrical, technical, and computer skills.

### 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:

- » Synthesize the design and operational aspects of the operation of a geothermal power plant.
- » Identify, analyze, and solve technical problems associated with the operation of a geothermal power plant.
- » Identify and apply the appropriate environmental regulations in the operation of a geothermal power plant.

## GENERAL EDUCATION REQUIREMENTS

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

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

Required: ENG 101 or ENG 113, ENG 107

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

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

Recommended: CE 201

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

Required: MATH 126 or higher

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

Required: GEOL 101

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

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

## CORE REQUIREMENTS

ENGR 100	Introduction to Engineering Design .....	3
ENGR 110	Introduction to Renewable Energy .....	3
ENGR 244	Introduction to Engineering Economics.....	2
ENRG 110	Basic Electricity .....	3
IS 101	Introduction to Information Systems .....	3
OSH 222	General Industry Safety.....	1

» **TOTAL CORE REQUIREMENTS** ..... 15 CREDITS

## EMPHASIS REQUIREMENTS

ELM 127	Introduction to AC Controls .....	3
ELM 129	Electric Motors and Drives .....	3
ELM 134	Programmable Logic Controllers I .....	3
ENGR 243	Fluid Mechanics, Hydraulics, and Hydrology.....	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
GEOL 101	Geology: Exploring Planet Earth (1 credit from GE) .....	1
GEOL 206	Geology of Geothermal Energy Resources .....	3

» **TOTAL EMPHASIS REQUIREMENTS** ..... 25 CREDITS

» **TOTAL DEGREE REQUIREMENTS** ..... 61 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	ENGR 100	INTRODUCTION TO ENGINEERING DESIGN	3
CORE	ENGR 110	INTRODUCTION TO RENEWABLE ENERGY	3
CORE	ENRG 110	BASIC ELECTRICITY	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total 16</b>
2nd Semester			
FINE ARTS/HUMANITIES/ SOCIAL SCIENCE/ DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	ELM 127	INTRODUCTION TO AC CONTROLS	3
ENGLISH	ENG 101	COMPOSITION I	3
CORE	ENGR 244	INTRODUCTION TO ENGINEERING ECONOMICS	2
EMPHASIS	ENRG 171	WELL DESIGN, CONSTRUCTION, AND GEOLOGY	1
EMPHASIS	ENRG 172	FLUIDS, PIPING, VALVES, AND PUMPS	4
			<b>Total 16</b>
Second Year	Course #	Title	Credits
1st Semester			
U. S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	ELM 129	ELECTRIC MOTORS AND DRIVES	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
EMPHASIS	ENGR 243	FLUID MECHANICS, HYDRAULICS, AND HYDROLOGY	3
EMPHASIS	ENRG 174	ENVIRONMENTAL REGULATIONS FOR GEOTHERMAL PLANT OPERATORS	1
SCIENCE	GEOL 101	GEOLOGY: EXPLORING PLANET EARTH	4
			<b>Total 17</b>
2nd Semester			
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
EMPHASIS	ELM 134	PROGRAMMABLE LOGIC CONTROLLERS I	3
EMPHASIS	ENRG 173	GEOTHERMAL PLANTS, TURBINES, AND GENERATORS	3
EMPHASIS	GEOL 206	GEOLOGY OF GEOTHERMAL ENERGY RESOURCES	3
			<b>Total 12</b>
			<b>Degree Total 61</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - ENERGY TECHNOLOGIES

## SOLAR ENERGY EMPHASIS

The solar energy program is designed to provide students with the skills necessary to enter the workforce in the renewable energy field as technicians in solar photovoltaic and thermal installations. The solar energy technician completes accurate site assessment and energy demand analysis from which a solar energy system will be designed and installed. The program prepares students to sit for industry-recognized certifications required to enter the workforce. Solar energy technicians need strong electrical, technical, and computer skills.

## DEGREE OUTCOMES

Students completing the degree will:

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

## EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Demonstrate knowledge of the operation of photovoltaic and solar thermal system.
- » Demonstrate the ability to solve technical problems associated with the photovoltaic and solar thermal installations.
- » Demonstrate an understanding of environmental regulations in the installation of photovoltaic and solar thermal systems.

## GENERAL EDUCATION REQUIREMENTS

DIVERSITY ..... (3 CREDITS)

COMMUNICATIONS/ENGLISH ..... 6 CREDITS

Required: ENG 101 or ENG 113, ENG 107

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

Recommended: AAD 201

HUMAN RELATIONS ..... 3 CREDITS

Recommended: CE 201

MATHEMATICS ..... 3 CREDITS

Required: MATH 120 or higher

SCIENCE ..... 3 CREDITS

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21 CREDITS

## CORE REQUIREMENTS

ENGR 100	Introduction to Engineering Design .....	3
ENGR 110	Introduction to Renewable Energy .....	3
ENGR 244	Introduction to Engineering Economics.....	2
ENRG 110	Basic Electricity .....	3
IS 101	Introduction to Information Systems .....	3
OSH 222	General Industry Safety.....	1

» **TOTAL CORE REQUIREMENTS** 15 CREDITS

## EMPHASIS REQUIREMENTS

AAD 230	Design with Climate .....	3
ADT 120	Introduction to LEED and Sustainable Building .....	3
ENRG 120	Fundamentals of Energy Efficiency .....	3
ENRG 130	Introduction to Solar Energy.....	3
ENRG 132	Solar Photovoltaic Technologies .....	3
ENRG 142	Solar Thermal Technologies.....	3
ENRG 215	Electrical Distribution Systems .....	3

» **TOTAL EMPHASIS REQUIREMENTS** 21 CREDITS

## ELECTIVE REQUIREMENTS

Choose at least three credits from the following:

BI 101	Introduction to Building Codes.....	3
CE 290	Work Experience .....	1-3
CONS 120	Print Reading and Specification .....	3
DFT 110	Print Reading for Industry .....	3
ELM 233	Introduction to Instrumentation .....	3
	Choose any other ENRG class not listed above .....	1-3

» **TOTAL ELECTIVE REQUIREMENTS** 3 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	ENGR 100	INTRODUCTION TO ENGINEERING DESIGN	3
CORE	ENGR 110	INTRODUCTION TO RENEWABLE ENERGY	3
CORE	ENRG 110	BASIC ELECTRICITY	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
MATHEMATICS	MATH 120	FUNDAMENTALS OF COLLEGE MATHEMATICS	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total 16</b>
2nd Semester			
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
ENGLISH	ENG 101	COMPOSITION I	3
CORE	ENGR 244	INTRODUCTION TO ENGINEERING ECONOMICS	2
EMPHASIS	ENRG 120	FUNDAMENTALS OF ENERGY EFFICIENCY	3
EMPHASIS	ENRG 130	INTRODUCTION TO SOLAR ENERGY	3
			<b>Total 17</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE FROM LIST	3
EMPHASIS	ADT 120	INTRODUCTION TO LEED AND SUSTAINABLE BUILDING	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
EMPHASIS	ENRG 132	SOLAR PHOTOVOLTAIC TECHNOLOGIES	3
EMPHASIS	ENRG 142	SOLAR THERMAL TECHNOLOGIES	3
			<b>Total 15</b>
2nd Semester			
U. S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	AAD 230	DESIGN WITH CLIMATE	3
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
EMPHASIS	ENRG 215	ELECTRICAL DISTRIBUTION SYSTEMS	3
			<b>Total 12</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - ENERGY TECHNOLOGIES

## WIND ENERGY EMPHASIS

The wind energy program is designed to provide students with the skills necessary to enter the workforce in the renewable energy field as large and small wind installers. Wind installers complete an accurate resource assessment and energy demand analysis from which a wind system will be designed and installed. The program prepares students to sit for industry-recognized certifications required to enter the workforce. Wind installers need strong mechanical, electrical, technical, and computer skills.

## DEGREE OUTCOMES

Students completing the degree will:

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

## EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Demonstrate knowledge of the operation of wind turbines and wind farms.
- » Solve technical problems associated with wind turbines.
- » Demonstrate knowledge of environmental regulations in the installation of wind turbines.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: AAD 201

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

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

Recommended: AAD 201

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

Recommended: CE 201

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

Recommended: MATH 126

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

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

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

## CORE REQUIREMENTS

ECON 102	Principles of Microeconomics .....	3
ENGR 100	Introduction to Engineering Design .....	3
ENGR 110	Introduction to Renewable Energy .....	3
ENRG 110	Basic Electricity .....	3
IS 101	Introduction to Information Systems .....	3
OSH 222	General Industry Safety.....	1

» **TOTAL CORE REQUIREMENTS** ..... 16 CREDITS

## EMPHASIS REQUIREMENTS

ELM 127	Introduction to AC Controls .....	3
ELM 129	Electric Motors and Drives .....	3
ELM 134	Programmable Logic Controllers I .....	3
ENRG 120	Fundamentals of Energy Efficiency .....	3
ENRG 150	Introduction to Wind Energy .....	3
ENRG 152	Wind Energy Technologies .....	3
ENRG 215	Electrical Distribution Systems .....	3
MT 108	Fluid Power (Pneumatics, Hydraulics, Instrumentation) 3	

» **TOTAL EMPHASIS REQUIREMENTS** ..... 24 CREDITS

» **TOTAL DEGREE REQUIREMENTS** ..... 61 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ENGR 100	INTRODUCTION TO ENGINEERING DESIGN	3
CORE	ENGR 110	INTRODUCTION TO RENEWABLE ENERGY	3
CORE	ENRG 110	BASIC ELECTRICITY	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total 16</b>
<b>2nd Semester</b>			
ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	ECON 102	PRINCIPLES OF MICROECONOMICS	3
EMPHASIS	ELM 127	INTRODUCTION TO AC CONTROLS	3
EMPHASIS	ENRG 120	FUNDAMENTALS OF ENERGY EFFICIENCY	3
EMPHASIS	ENRG 150	INTRODUCTION TO WIND ENERGY	3
			<b>Total 18</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
EMPHASIS	ELM 129	ELECTRIC MOTORS AND DRIVES	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
EMPHASIS	ENRG 152	WIND ENERGY TECHNOLOGIES	3
EMPHASIS	MT 108	FLUID POWER (PNEUMATICS, HYDRAULICS, INSTRUMENTATION)	3
			<b>Total 15</b>
<b>2nd Semester</b>			
U. S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
EMPHASIS	ELM 134	PROGRAMMABLE LOGIC CONTROLLERS I	3
EMPHASIS	ENRG 215	ELECTRICAL DISTRIBUTION SYSTEMS	3
			<b>Total 12</b>
			<b>Degree Total 61</b>



# CERTIFICATE OF ACHIEVEMENT - POWER PLANT OPERATOR

Power plant operators control and monitor 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. Power plant operators generally need a combination of higher education, on-the-job training, and experience. Power plant operators also need strong mechanical, electrical, technical, and computer skills.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Develop a power plant system in a controlled lab environment.
- » Identify, analyze, and provide solutions for technical problems associated with the operation of a power plant.
- » Demonstrate the ability to communicate with and function effectively on a team.
- » Apply appropriate environmental regulations for the operation of power plants.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: ENG 101 or 113

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

Recommended: CE 201

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

Recommended: MATH 120 or higher

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

## EMPHASIS REQUIREMENTS

ELM 127	Introduction to AC Controls .....	3
ELM 129	Electric Motors and Drives .....	3
ELM 134	Programmable Logic Controllers I .....	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
OSH 222	General Industry Safety.....	1

» **TOTAL EMPHASIS REQUIREMENTS** ..... 25 CREDITS

» **TOTAL CERTIFICATE REQUIREMENTS** ..... 34 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
COMMUNICATIONS	ENG 101	COMPOSITION I	3
EMPHASIS	ENRG 110	BASIC ELECTRICITY	3
MATHEMATICS	MATH 120	FUNDAMENTALS OF COLLEGE MATHEMATICS	3
EMPHASIS	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>13</b>
<b>2nd Semester</b>			
EMPHASIS	ELM 127	INTRODUCTION TO AC CONTROLS	3
EMPHASIS	ELM 233	INTRODUCTION TO INSTRUMENTATION	3
EMPHASIS	ENRG 171	WELL DESIGN, CONSTRUCTION AND GEOLOGY	1
EMPHASIS	ENRG 173	GEOTHERMAL PLANTS, TURBINES AND GENERATORS	3
EMPHASIS	ENRG 174	ENVIRONMENTAL REGULATIONS FOR GEOTHERMAL PLANT OPERATORS	1
<b>Total</b>			<b>11</b>
<b>3rd Semester</b>			
EMPHASIS	ELM 129	ELECTRIC MOTORS AND DRIVES	3
EMPHASIS	ELM 134	PROGRAMMABLE LOGIC CONTROLLERS I	3
EMPHASIS	ENRG 172	FLUIDS, PIPING, VALVES AND PUMPS	4
<b>Total</b>			<b>10</b>
<b>Certificate Total</b>			<b>34</b>

# SKILLS CERTIFICATE - SOLAR ENERGY TECHNICIAN

The solar energy technician skills certificate will prepare students for entry-level positions as solar photovoltaic (PV) installers. Students will assemble, install, or maintain solar photovoltaic systems on roofs or other structures in compliance with site assessment and schematics. This may include measuring, cutting, assembling, and bolting structural framing and solar modules; and the student may perform minor electrical work such as current checks. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Explain the basics of safety, electricity, and solar energy fundamentals.
- » Examine PV module fundamentals and system components, including sizing principles.
- » Apply PV system electrical and mechanical design principles.

## CERTIFICATE REQUIREMENT

ENRG 120	Fundamentals of Energy Efficiency.....	3
ENRG 130	Introduction to Solar Energy.....	3
ENRG 132	Solar Photovoltaic Technologies.....	3
OSH 222	General Industry Safety.....	1

» **TOTAL CERTIFICATE REQUIREMENT** **10 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	ENRG 120	FUNDAMENTALS OF ENERGY EFFICIENCY	3
CORE	ENRG 130	INTRODUCTION TO SOLAR ENERGY	3
CORE	ENRG 132	SOLAR PHOTOVOLTAIC TECHNOLOGIES	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>10</b>
<b>Skills Certificate Total</b>			<b>10</b>

# SKILLS CERTIFICATE - WIND ENERGY TECHNICIAN

The wind energy technician skills certificate will prepare students for entry-level positions as small wind turbine service technicians. Students will inspect, diagnose, adjust, and repair wind turbines, and perform maintenance on wind turbine equipment including resolving electrical, mechanical, and hydraulic malfunctions. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Examine the basics of electricity and wind energy fundamentals.
- » Describe wind turbine system components, including sizing principles.
- » Apply the principles of site assessment and electromechanical designs.

## CERTIFICATE REQUIREMENT

ENRG 150	Introduction to Wind Energy .....	3
ENRG 152	Wind Energy Technologies .....	3
MT 108	Fluid Power (Pneumatics, Hydraulics, Instrumentation) .....	3
OSH 222	General Industry Safety.....	1

» **TOTAL CERTIFICATE REQUIREMENT** **10 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	ENRG 150	INTRODUCTION TO WIND ENERGY	3
CORE	ENRG 152	WIND ENERGY TECHNOLOGIES	3
CORE	MT 108	FLUID POWER (PNEUMATICS, HYDRAULICS, INSTRUMENTATION)	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>10</b>
<b>Skills Certificate Total</b>			<b>10</b>

# ENGINEERING

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Engineering Emphasis

# ASSOCIATE OF SCIENCE DEGREE

## ENGINEERING EMPHASIS

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

## EMPHASIS OUTCOMES

Students completing the emphasis will:

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

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

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

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

**MATHEMATICS** ..... 3 CREDITS  
Required: \*MATH 181

**SCIENCE** ..... 6 CREDITS  
Required: \*CHEM 121 or 201 and \*PHYS 180/180L

**SOCIAL SCIENCE** ..... 3 CREDITS  
Required: ECON 102

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

**SCIENCE** ..... 6 CREDITS  
Science courses fulfilling the six credits include:

- \*PHYS 180 Physics for Scientists and Engineers I (1 credit from General Education)
- \*PHYS 180L Physics for Scientists/ Engineers Lab I (1 credit from General Education)
- \*PHYS 181 Physics for Scientists and Engineers II (3 credits)
- \*PHYS 181L Physics for Scientists/Engineers Lab II (1 credit)

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 9 CREDITS

## EMPHASIS REQUIREMENTS

CS 135R	Computer Science I	3
ENGR 100	Introduction to Engineering Design	3
*MATH 181	Calculus I (1 credit from General Education)	1
*MATH 182	Calculus II	4
*MATH 283	Calculus III	4
*MATH 285	Differential Equations	3
*ME 241	Statics	3

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

» **TOTAL EMPHASIS REQUIREMENTS** 21 CREDITS

## ELECTIVE REQUIREMENTS

Choose six credits from the following based on appropriate engineering major desired:

BIOL 190/190L	Introduction to Cell and Molecular Biology/ Laboratory (civil)	4
CHEM 202	General Chemistry for Scientists and Engineers II (chemical)	4
CPE 201	Introduction to Computer Engineering (electrical, computer)	4
CS 202	Computer Science II (computer)	3
ENGR 110	Introduction to Renewable Energy (renewable energy minor)	3
GEO 101	Geology: Exploring Plant Earth (civil)	4

Note: The proper selection of credits from this list is highly dependent on the engineering discipline. Please consult an advisor prior to selecting from this list.

» **TOTAL ELECTIVE REQUIREMENTS** 6-9 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

Note: To enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or have a qualifying ACCUPLACER, ACT or SAT score.

First Year	Course #	Title	Credits
<b>1st Semester</b>			
SCIENCE	CHEM 121 OR CHEM 201	GENERAL CHEMISTRY I OR GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS	4
ENGLISH	ENG 101	COMPOSITION I	3
HUMANITIES/DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	MATH 181	CALCULUS I	4
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
SOCIAL SCIENCE	ECON 102	PRINCIPLES OF MICROECONOMICS	3
U. S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 102	COMPOSITION II	3
EMPHASIS	ENGR 100	INTRODUCTION TO ENGINEERING DESIGN	3
EMPHASIS	MATH 182	CALCULUS II	4
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CS 135R	COMPUTER SCIENCE I	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MATH 283	CALCULUS III	4
SCIENCE	PHYS 180/ 180L	PHYSICS FOR SCIENTISTS AND ENGINEERS I/LAB I	4
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
ELECTIVE	CHOOSE FROM LIST APPROPRIATE FOR SPECIFIC PROGRAM		6
SCIENCE	PHYS 181/ 181L	PHYSICS FOR SCIENTISTS AND ENGINEERS II/LAB II	4
EMPHASIS	MATH 285	DIFFERENTIAL EQUATIONS	3
EMPHASIS	ME 241	STATICS	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>60</b>

# ENGLISH

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - English Emphasis

# ASSOCIATE OF ARTS DEGREE

## ENGLISH EMPHASIS

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... **3-6 CREDITS**  
Including ENG 102 or ENG 114

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

**HUMANITIES** ..... **3 CREDITS**  
Required: ENG 231 or ENG 232

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

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

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **21-24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... **(3 CREDITS)**  
Recommended: ENG 231 or 232

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

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** **17 CREDITS**

### CORE REQUIREMENTS

Choose three credits from the following language courses:

ENG 281 Introduction to Language .....(3)  
or

ENG 282 Introduction to Language and Literary Expression .....(3)

ENG 298 Writing About Literature ..... 3

» **TOTAL CORE REQUIREMENTS** **6 CREDITS**

### EMPHASIS REQUIREMENTS

Choose three credits from the following survey courses:

ENG 231 World Literature I .....(3)

or

ENG 232 World Literature II .....(3)

» **TOTAL EMPHASIS REQUIREMENTS** **3 CREDITS**

### ELECTIVE REQUIREMENTS

200 level transferable English courses ..... 6

Any university transfer course. (Recommended courses related to intended minor at university.) ..... 4

» **TOTAL ELECTIVE REQUIREMENTS** **10-13 CREDITS**

» **TOTAL DEGREE REQUIREMENTS** **60 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
<b>Total</b>			<b>16</b>
2nd Semester			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 102	COMPOSITION II	3
HUMANITIES/DIVERSITY	ENG 231 OR ENG 232	WORLD LITERATURE I OR WORLD LITERATURE II	3
CORE	ENG 298	WRITING ABOUT LITERATURE	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS		CHOOSE FROM LIST	3
U. S. AND NEVADA CONSTITUTIONS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	ENG 281 OR ENG 282	INTRODUCTION TO LANGUAGE OR INTRODUCTION TO LANGUAGE AND LITERARY EXPRESSION	3
<b>Total</b>			<b>15</b>
2nd Semester			
ELECTIVE		CHOOSE ANY OTHER ENGLISH COURSE	3
ELECTIVE		CHOOSE ANY OTHER ENGLISH COURSE	3
ELECTIVE		SEE AN ADVISOR	3
ELECTIVE		SEE AN ADVISOR	1
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# ENVIRONMENTAL SCIENCE

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Environmental Science Emphasis



# ASSOCIATE OF SCIENCE DEGREE

## ENVIRONMENTAL SCIENCE EMPHASIS

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 emphasis 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** ..... 3-6 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** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

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

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

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

Recommended: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 0 CREDITS

### CORE REQUIREMENTS

BIOL 190	Introduction to Cell and Molecular Biology	3
BIOL 191/191L	Introduction to Organismal Biology/Lab	4
CHEM 122	General Chemistry II (add'l. 2 credits from Gen. Ed.)	2
GEOG 210	Introduction to Geotechnology	3
GEOL 100	Earthquakes, Volcanoes, and Natural Disasters	3
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** 30 CREDITS

### ELECTIVE REQUIREMENTS

Choose from the following: For students transferring into a specific program at a university, choose electives appropriate for that program.

BIOL 251	General Microbiology	4
CHEM 241	Organic Chemistry I	3
GEOG 121	Climate Change	4
Phys 151	General Physics I	4

or  
PHYS 180/180L Physics for Scientists and Engineers I .....(4)

» **TOTAL ELECTIVE REQUIREMENTS** 6-9 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF SCIENCE DEGREE

## ENVIRONMENTAL SCIENCE EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
EMPHASIS	STAT 152	INSTRUCTION TO STATISTICS	3
EMPHASIS	ECON 102	PRINCIPLES OF MICROECONOMICS	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
CORE	NRES 100	PRINCIPLES OF NATURAL RESOURCES AND ENVIRONMENTAL SCIENCES	3
<b>Total</b>			<b>15</b>
2nd Semester			
EMPHASIS	BIOL 190	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY	3
SCIENCE	CHEM 121	GENERAL CHEMISTRY I	4
ENGLISH	ENG 102	COMPOSITION II	3
MATHEMATICS	MATH 176	INTRODUCTORY CALCULUS FOR BUSINESS AND SOCIAL SCIENCES	3
ELECTIVE		CHOOSE FROM LIST	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE FROM LIST	3
SCIENCE/EMPHASIS	CHEM 122	GENERAL CHEMISTRY II	4
EMPHASIS	GEOL 100	EARTHQUAKES, VOLCANOS, AND NATURAL DISASTERS	3
CORE	NRES 210	ENVIRONMENTAL POLLUTION	3
<b>Total</b>			<b>13</b>
2nd Semester			
EMPHASIS	BIOL 191/191L	INTRODUCTION TO ORGANISMAL BIOLOGY/ LAB	4
SOCIAL SCIENCE/U.S. AND NV CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
EMPHASIS	GEOG 210	INTRODUCTION TO GEOTECHNOLOGY	3
CORE/DIVERSITY	NRES 211	CONSERVATION, HUMANS AND BIODIVERSITY	3
HUMANITIES	CH 201	ANCIENT AND MEDIEVAL CULTURES	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>60</b>

# FINE ARTS

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Fine Arts - Art History Emphasis
- » Associate of Arts Degree - Fine Arts - Dance Emphasis
- » Associate of Arts Degree - Fine Arts - Music Emphasis
- » Associate of Arts Degree - Fine Arts - Musical Theater Emphasis
- » Associate of Arts Degree - Fine Arts - Theater Emphasis
- » Associate of Arts Degree - Fine Arts
- » Certificate of Achievement - Music
- » Certificate of Achievement - Theater

# ASSOCIATE OF ARTS DEGREE - FINE ARTS

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

## DEGREE OUTCOMES

Students completing the degree will:

- » Acquire specific practical fine arts skills.
- » Acquire the supportive and theoretical information necessary to sustain and forward techniques in the studio arts.
- » Transfer to a baccalaureate program or become a professional in the studio arts or in a related field.

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Required: ENG 102 or ENG 114

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

Required: ART 100

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

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

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

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

Required: CH 203

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

Required: ART 270

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

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

Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 0 CREDITS

## CORE REQUIREMENTS

ART 101\* Drawing I ..... 3

ART 260\* Survey of Art History I ..... 3

ART 261\* Survey of Art History II ..... 3

ART 270 Women in Art ..... 3

ART 298\* Portfolio Emphasis ..... 3

» **TOTAL CORE REQUIREMENTS** 15 CREDITS

## EMPHASIS REQUIREMENTS

Choose nine credits from the following:

ART 102\* Drawing II ..... (3)

or

ART 201 Life Drawing I ..... (3)

ART 135\* Photography I ..... 3

ART 141\* Introduction to Digital Photography ..... 3

ART 216 Sculpture I ..... 3

ART 231 Painting I ..... 3

» **TOTAL EMPHASIS REQUIREMENTS** 9 CREDITS

## ELECTIVE REQUIREMENTS

Choose six credits from the following:

Studio Art course ..... 6

Students transferring to UNR consult with an

advisor for course selection. .... 6

» **TOTAL ELECTIVE REQUIREMENTS** 12-15 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
EMPHASIS		CHOOSE FROM LIST	3
FINE ARTS	ART 100	VISUAL FOUNDATIONS	3
CORE	ART 260*	SURVEY OF ART HISTORY I	3
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total</b> 15
2nd Semester			
ELECTIVE		CHOOSE ANY STUDIO ART COURSE	3
EMPHASIS		CHOOSE FROM LIST	3
CORE	ART 101*	DRAWING I	3
CORE	ART 261*	SURVEY OF ART HISTORY I	3
ENGLISH	ENG 102	COMPOSITION II	3
			<b>Total</b> 15
Second Year	Course #	Title	Credits
1st Semester			
EMPHASIS		CHOOSE FROM LIST	3
CORE/DIVERSITY	ART 270	WOMEN IN ART	3
CORE	ART 298*	PORTFOLIO EMPHASIS	3
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total</b> 15
2nd Semester			
ELECTIVE		CHOOSE ANY STUDIO ART COURSE	3
ELECTIVE		SEE AN ADVISOR FOR COURSE SELECTION	3
ELECTIVE		SEE AN ADVISOR FOR COURSE SELECTION	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total</b> 15
			<b>Degree Total</b> 60

# ASSOCIATE OF ARTS DEGREE - FINE ARTS

## ART HISTORY EMPHASIS

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

## GENERAL EDUCATION REQUIREMENTS

ENGLISH ..... 6 CREDITS

FINE ARTS ..... 3 CREDITS

Required: ART 260

HUMANITIES ..... 3 CREDITS

MATHEMATICS ..... 3 CREDITS

SCIENCE ..... 6 CREDITS

SOCIAL SCIENCE ..... 3 CREDITS

Required: CH 203

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

DIVERSITY ..... (3 CREDITS)

Required: ART 270

FOREIGN LANGUAGE ..... 0-14 CREDITS

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

Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 14 CREDITS

## CORE REQUIREMENTS

ART 100 Visual Foundations ..... 3

ART 261\* Survey of Art History II ..... 3

ART 263 Survey of African, Oceanic and Native American Art ..... 3

ART 270 Women in Art ..... 3

» **TOTAL CORE REQUIREMENTS** 12 CREDITS

## ELECTIVE REQUIREMENTS

Choose 10 credits from the following:

ART 101\* Drawing I ..... 3

ART 102\* Drawing II ..... (3)

or

ART 201 Life Drawing I ..... (3)

ART 135\* Photography I ..... 3

ART 231 Painting I ..... 3

ART 295 Special Topics in Art History ..... 1

ART 296 Independent Study ..... 1

ART 297\* Field Study ..... 1

» **TOTAL ELECTIVE REQUIREMENTS** 10-13 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE FROM LIST	3
CORE	ART 100	VISUAL FOUNDATIONS	3
FINE ARTS	ART 260	SURVEY OF ART HISTORY I	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
<b>Total</b>			<b>16</b>
2nd Semester			
CORE	ART 261*	SURVEY OF ART HISTORY II	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 102	COMPOSITION II	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE FROM LIST	3
CORE/DIVERSITY	ART 270	WOMEN IN ART	3
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTION	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>15</b>
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	1
CORE	ART 263	SURVEY OF AFRICAN, OCEANIC AND NATIVE AMERICAN ART	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# ASSOCIATE OF ARTS DEGREE - FINE ARTS

## DANCE EMPHASIS

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Demonstrate competency in specific dance skills.
- » Demonstrate competence in skills relating to the knowledge of the historical and cultural dimensions of dance.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Required: Including ENG 102 or ENG 114

**FINE ARTS** ..... 3 CREDITS  
Recommended: THTR 210

**HUMANITIES** ..... 3 CREDITS  
Recommended: THTR 100

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

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

**SOCIAL SCIENCE** ..... 3 CREDITS  
Required: CH 203

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Required: DAN 101

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

**U.S. AND NEVADA CONSTITUTIONS** ..... (3) CREDITS  
Recommended: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 14 CREDITS

### CORE REQUIREMENTS

DAN 101 Dance Appreciation ..... 3  
DAN 188 Choreography I: Improvisation for Composition ..... 2  
DAN 288 Choreography II: Elements of Dance Composition ..... 2

» **TOTAL CORE REQUIREMENTS** 7 CREDITS

### EMPHASIS REQUIREMENTS

Choose six credits from the following:

DAN 132 Jazz Dance (Beginning) ..... 1  
DAN 135 Ballet, Beginning ..... 1  
DAN 136 Ballet, Beginning/Intermediate ..... 1

DAN 138 Modern Dance, Beginning ..... 1  
DAN 232 Jazz Dance (Intermediate) ..... 1  
DAN 235 Ballet (Intermediate) ..... 1  
DAN 238 Modern Dance Intermediate ..... 1  
DAN 281 Dance Performance ..... 1  
DAN 287 Concert Dance Company ..... 1

» **TOTAL EMPHASIS REQUIREMENTS** 6 CREDITS

### ELECTIVE REQUIREMENTS

Choose nine credits from the following:

DAN 136 Ballet Beginning/Intermediate ..... 1  
DAN 139 Modern Dance, Beginning/Intermediate ..... 1  
DAN 144 Tap Dance (Beginning) ..... 1  
DAN 145 Intermediate Tap Dance ..... 1  
DAN 236 Ballet, (Intermediate/Advanced) ..... 1  
DAN 239 Modern Dance, Intermediate/Advanced ..... 1  
DAN 244 Tap Dance (Intermediate) ..... 1  
DAN 295 Independent Study: Dance ..... 1-3  
Note: Students transferring to UNR should consult an advisor.

» **TOTAL ELECTIVE REQUIREMENTS** 9-12 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS		CHOOSE FROM LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
CORE/DIVERSITY	DAN 101	DANCE APPRECIATION	3
CORE	DAN 188	CHOREOGRAPHY I: IMPROVISATION FOR COMPOSITION	2
			<b>Total 15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	2
EMPHASIS		CHOOSE FROM LIST	2
CORE	DAN 288	CHOREOGRAPHY II: ELEMENTS OF DANCE COMPOSITION	2
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	4
EMPHASIS		CHOOSE FROM LIST	1
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
			<b>Total 14</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
HUMANITIES	THTR 100	INTRODUCTION TO THEATER	3
FINE ARTS	THTR 210	THEATER: A CULTURAL CONTEXT	3
			<b>Total 15</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF ARTS DEGREE - FINE ARTS

## MUSIC EMPHASIS

The music program seeks to be an outstanding performing arts program within the visual and performing arts department noted for its excellence in the classroom and on stage that provides our students with the knowledge and skills upon which they build careers and become productive citizens.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Show competence in specific practical music skills.
- » Show competence in supportive and theoretical and information necessary to sustain and forward music as an art form.
- » Transfer to a baccalaureate program or work in the music field as an instructor, educator, technician or performer.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including ENG 102 or ENG 114

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

Required: THTR 210

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

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

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

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

Required: CH 203

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

Required: THTR 210

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

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

Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 14 CREDITS

### CORE REQUIREMENTS

MUS 203	Music Theory I .....	3
MUS 204	Music Theory II .....	3
MUS 207E	Music Theory III .....	3
MUS 208E	Music Theory IV .....	3
MUS 111	Piano Class I..... (2)	
or		
MUS 112R	Piano Class II..... (2)	
MUS 211	Sight-Singing and Dictation I.....	1
MUS 212	Sight-Singing and Dictation II.....	1
	Any MUSA course .....	3
	Any MUSE course .....	3

» **TOTAL CORE REQUIREMENTS** 22 CREDITS

### ELECTIVE REQUIREMENTS

Note: Students transferring to UNR should consult with an advisor regarding elective course selection.

» **TOTAL ELECTIVE REQUIREMENTS** 0-3 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	MUS 203	MUSIC THEORY I	3
CORE	MUS 211	SIGHT-SINGING AND DICTATION I	1
CORE	MUSE 101 OR MUSE 111	CONCERT CHOIR OR CONCERT BAND	1
CORE	MUSA	CHOOSE APPLIED LESSONS COURSE	1
			<b>Total 16</b>
<b>2nd Semester</b>			
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
HUMANITIES/CORE	MUS 204	MUSIC THEORY II	3
CORE	MUS 212	SIGHT-SINGING AND DICTATION II	1
CORE	MUSA	CHOOSE APPLIED LESSONS COURSE	1
CORE	MUSE 101 OR MUSE 111	CONCERT CHOIR OR CONCERT BAND	1
			<b>Total 16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	MUS 207E	MUSIC THEORY III	3
CORE	MUSA	CHOOSE A MUSIC APPLIED COURSE	1
CORE	MUSE 101 OR MUSE 111	CONCERT CHOIR OR CONCERT BAND	1
			<b>Total 16</b>
<b>2nd Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	MUS 111 OR MUS 112R	PIANO CLASS I OR PIANO CLASS II	2
CORE	MUS 208E	MUSIC THEORY IV	3
FINE ARTS/ DIVERSITY	THTR 210	THEATER: A CULTURAL CONTEXT	3
			<b>Total 14</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF ARTS DEGREE - FINE ARTS

## MUSICAL THEATER EMPHASIS

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 skills relating to the knowledge of the historical and cultural dimensions of musical theater which is necessary to forward musical theater as an art form.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including ENG 102 or ENG 114

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

Required: THTR 210

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

Required: THTR 105

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

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

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

Required: CH 203

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

Required: THTR 210

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

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

Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 14 CREDITS

### CORE REQUIREMENTS

MUSA 147 Voice for Musical Theater Major-Lower Division ..... 2

THTR 116 Dance Styles: Musical Theater ..... 2

THTR 175 Musical Theater ..... 3

THTR 176 Musical Theater Workshop I ..... 1

THTR 204 Theater Technology I ..... 3

THTR 276 Musical Theater Workshop II ..... 1

» **TOTAL CORE REQUIREMENTS** 12 CREDITS

### EMPHASIS REQUIREMENTS

Choose a total of ten credits from the following THTR, MUS and DAN categories:

Select three credits from the following theater courses:

THTR 205 Introduction to Acting II ..... 3

THTR 206 Theater Workshop: Acting III ..... 3

THTR 207 Laboratory Theater: Acting IV ..... 3

Select three credits from the following music courses:

MUS 111 Piano Class I ..... 2-3

MUS 112R Piano Class II ..... 2-3

MUS 203 Music Theory I ..... 3

MUS 204 Music Theory II ..... 3

Select four credits from the following dance courses:

DAN 101 Dance Appreciation ..... 3

DAN 132 Jazz Dance (Beginning) ..... 1

DAN 133 Jazz Dance (Beginning/Intermediate) ..... 1

DAN 135 Ballet, Beginning ..... 1

DAN 136 Ballet Beginning/Intermediate ..... 1

DAN 138 Modern Dance, Beginning ..... 1

DAN 139 Modern Dance, Beginning/Intermediate ..... 1

DAN 144 Tap Dance (Beginning) ..... 1

DAN 145 Intermediate Tap Dance ..... 1

DAN 232 Jazz Dance (Intermediate) ..... 1

DAN 235 Ballet (Intermediate) ..... 1

DAN 236 Ballet (Intermediate/Advanced) ..... 1

DAN 238 Modern Dance Intermediate ..... 1

DAN 239 Modern Dance, Intermediate/Advanced ..... 1

DAN 244 Tap Dance (Intermediate) ..... 1

DAN 281 Dance Performance ..... 1

DAN 287 Concert Dance Company ..... 1

DAN 295 Independent Study: Dance ..... 1-3

» **TOTAL EMPHASIS REQUIREMENTS** 10 CREDITS

### ELECTIVE REQUIREMENTS

THTR 100 Introduction to Theater ..... 3

THTR 133 Fundamentals of Directing ..... 3

THTR 176 Musical Theater Workshop I ..... 1-3

THTR 180 Cinema as Art and Communication ..... 3

THTR 198 Special Topics Speech and Theater ..... 50-6

THTR 207 Laboratory Theater: Acting IV ..... 3

THTR 231 Children's Theater ..... 3

THTR 235 Acting for the Camera ..... 3

THTR 258 Theater Experience and Travel ..... 1-2

THTR 276 Musical Theater Workshop II ..... 1-3

THTR 290 Internship in Speech and Theater ..... 1-8

THTR 295 Independent Study: Theater ..... 1-3

Note: Students transferring to UNR should consult with an advisor regarding elective course selection.

» **TOTAL ELECTIVE REQUIREMENTS** 0-3 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.



# ASSOCIATE OF ARTS DEGREE - FINE ARTS

## MUSICAL THEATER EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	THTR 175	MUSICAL THEATER	3
CORE	THTR 204	THEATER TECHNOLOGY I	3
<b>Total</b>			<b>16</b>
2nd Semester			
EMPHASIS	DAN	CHOOSE FROM DANCE COURSE LIST	1
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
CORE	MUSA 147	VOICE FOR MUSICAL THEATER MAJOR – LOWER DIVISION	1
HUMANITIES	THTR 105	INTRODUCTION TO ACTING I	3
CORE	THTR 116	DANCE STYLES: MUSICAL THEATER	1
FINE ARTS/DIVERSITY	THTR 210	THEATER: A CULTURAL CONTEXT	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
1st Semester			
SOCIAL SCIENCE/U.S. AND NEVADA CONSTITUTION	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MUS	CHOOSE FROM MUSIC COURSE LIST	3
CORE	MUSA 147	VOICE FOR MUSICAL THEATER MAJOR – LOWER DIVISION	1
CORE	THTR 116	DANCE STYLES: MUSICAL THEATER	1
CORE	THTR 176	MUSICAL THEATER WORKSHOP I	1
<b>Total</b>			<b>15</b>
2nd Semester			
EMPHASIS	DAN	CHOOSE FROM DANCE COURSE LIST	
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	THTR 276	MUSICAL THEATER WORKSHOP II	1
EMPHASIS	THTR	CHOOSE FROM THEATER COURSE LIST	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# ASSOCIATE OF ARTS DEGREE - FINE ARTS

## THEATER EMPHASIS

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Demonstrate competence in practical theatre skills including acting, design, technical direction, directing, stage management, playwriting and research.
- » Demonstrate competence in skills relating to the knowledge of the historical and cultural dimensions of theatre, including the works of leading playwrights, actors, directors, and designers, both past and present.

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS

Including ENG 102 or ENG 114

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

Required: THTR 210

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

Required: THTR 100

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

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

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

Required: CH 203

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

Required: THTR 210

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

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

Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 14 CREDITS

## CORE REQUIREMENTS

THTR 175 Musical Theater ..... 3

THTR 204 Theater Technology I ..... 3

THTR 209 Theater Practicum ..... 4

» **TOTAL CORE REQUIREMENTS** 10 CREDITS

## EMPHASIS REQUIREMENTS

Choose six credits from the following:

THTR 105	Introduction to Acting I .....	3
THTR 205	Introduction to Acting II .....	3
THTR 206	Theater Workshop: Acting III .....	3
THTR 207	Laboratory Theater: Acting IV .....	3
THTR 231	Children's Theater.....	3
THTR 235	Acting for the Camera .....	3

» **TOTAL EMPHASIS REQUIREMENTS** 6 CREDITS

## ELECTIVE REQUIREMENTS

Choose six credits from the following:

THTR 100	Introduction to Theater I .....	3
THTR 133	Fundamentals of Directing.....	3
THTR 176	Musical Theater Workshop I .....	1-3
THTR 180	Cinema as Art and Communication .....	3
THTR 198	Special Topics Speech and Theater .....	0.5-6
THTR 207	Laboratory Theater: Acting IV .....	3
THTR 231	Children's Theater.....	3
THTR 235	Acting for the Camera .....	3
THTR 258	Theater Experience and Travel.....	1-2
THTR 276	Musical Theater Workshop II .....	1-3
THTR 290	Internship in Speech and Theater .....	1-8
THTR 295	Independent Study: Theater.....	1-3

Note: Students transferring to UNR should consult with an advisor.

» **TOTAL ELECTIVE REQUIREMENTS** 6-9 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	THTR 175	MUSICAL THEATER	3
CORE	THTR 204	THEATER TECHNOLOGY I	3
<b>Total</b>			<b>16</b>
2nd Semester			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
HUMANITIES	THTR 100	INTRODUCTION TO THEATER	3
EMPHASIS	THTR 105	INTRODUCTION TO ACTING I	3
CORE	THTR 209	THEATER PRACTICUM	2
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
SOC. SCI./U.S. & NV CONST.	CH 203	AMERICAN EXP. AND CONST. CHANGE	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	THTR 205	INTRODUCTION TO ACTING II	3
CORE	THTR 209	THEATER PRACTICUM	2
<b>Total</b>			<b>14</b>
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
FINE ARTS/DIVERSITY	THTR 210	THEATER: A CULTURAL CONTEXT	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# CERTIFICATE OF ACHIEVEMENT - MUSIC

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

MATHEMATICS ..... 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 & 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 112R 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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	1
CORE		APPLIED LESSONS (MUSA)	1-2
CORE		CHOOSE FROM MUSIC ENSEMBLE LIST	1
COMMUNICATIONS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	MUS 111 OR 112R	PIANO CLASS I OR PIANO CLASS II	2
CORE	MUS 203 OR MUS 207E	MUSIC THEORY I OR MUSIC THEORY III	3
CORE	MUS 211	SIGHT-SINGING AND DICTATION I	1
			<b>Total 15-16</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
CORE		APPLIED LESSONS (MUSA)	1-2
CORE		CHOOSE FROM MUSIC ENSEMBLE LIST	1
HUMAN RELATIONS	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	MUS 204 OR MUS 208E	MUSIC THEORY II OR MUSIC THEORY IV	3
CORE	MUS 212	SIGHT-SINGING AND DICTATION II	1
			<b>Total 15-16</b>
			<b>Certificate Total 30-32</b>

# CERTIFICATE OF ACHIEVEMENT - THEATER

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

MATHEMATICS ..... 3 CREDITS

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **9 CREDITS**

## CORE REQUIREMENTS

THTR 209 Theater Practicum.....6

» **TOTAL CORE REQUIREMENTS** **6 CREDITS**

## ELECTIVE REQUIREMENTS

Choose 15 credits from the following:

COM 113 Fundamentals of Speech Communications.....3

COM 215 Introduction to Group Communication.....3

THTR 100 Introduction to Theater.....3

THTR 105 Introduction to Acting I.....3

THTR 116 Dance Styles: Musical Theater .....2

THTR 133 Fundamentals of Directing.....3

THTR 175 Musical Theater .....3

THTR 180 Cinema as Art and Communication .....3

THTR 204 Theater Technology I.....3

THTR 205 Introduction to Acting II.....3

THTR 206 Theater Workshop: Acting III.....3

THTR 207 Laboratory Theater: Acting IV.....3

THTR 210 Theater: A Cultural Context.....3

THTR 231 Children's Theater.....3

THTR 235 Acting for the Camera.....3

THTR 258 Theater Experience and Travel.....1-2

THTR 295 Independent Study: Theater.....1-3

» **TOTAL ELECTIVE REQUIREMENTS** **15 CREDITS**

» **TOTAL CERTIFICATE REQUIREMENTS** **30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
COMMUNICATIONS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	THTR 209	THEATER PRACTICUM	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
ELECTIVE		CHOOSE FROM LIST	3
HUMAN RELATIONS	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	THTR 209	THEATER PRACTICUM	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# FIRE TECHNOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Fire Technology - Fire Suppression Emphasis
- » Certificate of Achievement - Fire Technology

# ASSOCIATE OF APPLIED SCIENCE DEGREE - FIRE TECHNOLOGY

## FIRE SUPPRESSION EMPHASIS

The fire technology degree is designed for individuals who wish to advance their careers in fire fighting or fire prevention. Students completing the Fire and Rescue Academy may also apply their academy credits toward completion of this degree. For those interested in a career in fire prevention or fire suppression systems, we recommend this degree with additional certificate courses in fire suppression systems.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Define the All Hazards approach and interdisciplinary relationships in the modern emergency service environment.
- » Describe the elements and governmental levels of the National Response Framework specific to the Incident Command System (ICS), National Incident Management System (NIMS), Emergency Operations Center (EOC) functions, and through practical application, the principles of emergency mitigation, response and recovery.
- » Identify and define the physical, mental, interpersonal and leadership aspect that have resulted from the multifaceted evolution of the emergency services professions and the ability to function cohesively amongst diverse ethnicity and backgrounds of people within the services and communities.

## GENERAL EDUCATION REQUIREMENTS

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

Required: ENG 101 and English 102

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

\*Required: MGT 201

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

Required: MATH 120 or higher

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

Required: ENV 100

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

Recommended: SOC 205

**US AND NEVADA CONSTITUTIONS** ..... 3 CREDITS

Recommended: CH 203

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

Recommended: SOC 205

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

## CORE REQUIREMENTS

FT 100	Introduction to Emergency Services.....	3
FT 200	ICS/NIMS/EOC.....	3
FS 150	Physical Fitness and Nutrition for Fire Science.....	3
SOC 110	Conflict Resolution .....	3
EM 200	Leadership and Emergency Services.....	3
BUS 107	Business Speech Communications.....	3

» **TOTAL CORE REQUIREMENTS** ..... 18 CREDITS

## EMPHASIS REQUIREMENTS

FT 125	Building Construction I.....	3
FT 122	Codes and Ordinances .....	3

» **TOTAL EMPHASIS REQUIREMENTS** ..... 6 CREDITS

## ELECTIVE REQUIREMENTS

FT 131	Hazardous Materials Operations.....	3
FT 110	Introduction to Wildland Fire .....	3
FT 121	Fire prevention I.....	3
EMS 108	Emergency Medical Technical.....	6
FT 151	Fire Services Hydraulics .....	3
FT 106	Firefighter I Academy .....	12

» **TOTAL ELECTIVE REQUIREMENTS** ..... 15 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
GE-ENGLISH	ENG 101	COMPOSITION I	3
GE- MATH	MATH 120	FUNDAMENTALS OF COLLEGE MATHEMATICS	3
CORE	FT 200	INTRODUCTION TO EMERGENCY SERVICES	3
CORE	FS 150	PHYSICAL FITNESS AND NUTRITION FOR FIRE SCIENCE	3
ELECTIVE	FT 131	HAZARDOUS MATERIALS OPERATIONS	3
			<b>Total 15</b>
<b>2nd Semester</b>			
GE-ENGLISH	ENG 102	COMPOSITION II	3
GE-SCIENCE	ENV 100	HUMANS AND THE ENVIRONMENT	3
GE-SOCIAL SCIENCE/ DIVERSITY	SOC 205	ETHNIC GROUPS IN CONTEMPORARY SOCIETIES	3
CORE	SOC 110	CONFLICT RESOLUTION	3
CORE	FT 100	ICS/NIMS/EOC	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
<b>3rd Semester</b>			
EMPHASIS	FT 125	BUILDING CONSTRUCTION I	3
EMPHASIS	FT 122	CODES & ORDINANCES	3
CORE	EM 200	LEADERSHIP AND EMERGENCY SERVICES	3
GE - US & NV CONSTITUTION	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
			<b>Total 12</b>
<b>4th Semester</b>			
ELECTIVE	EMS 108	EMERGENCY MEDICAL TECHNICIAN	6
			<b>Total 6</b>
<b>5th Semester</b>			
ELECTIVE	FT 151	FIRE SERVICE HYDRAULICS	3
ELECTIVE	FT 110	INTRODUCTION TO WILDLAND FIRE	3
CORE	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
ELECTIVE	FT 121	FIRE PREVENTION I	3
OR			
ELECTIVE	FT 106	FIREFIGHTER I ACADEMY	15
			<b>Total 9-15</b>
			<b>Degree Total 60</b>

# CERTIFICATE OF ACHIEVEMENT - FIRE TECHNOLOGY

## 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

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

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## CORE REQUIREMENTS

EM 200 Leadership in Emergency Services.....3

FT 101 Introduction to Fire Protection.....3

FT 125 Build Construction I.....3

FT 131 Hazardous Materials.....3

FT 200 ICS/NIMS/EOC.....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

**» TOTAL ELECTIVE REQUIREMENTS 6 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Fire Technology 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.**

# GENERAL STUDIES

---

## OPTIONS AVAILABLE:

- » Associate of General Studies Degree
- » Certificate of Achievement - General Studies



# ASSOCIATE OF GENERAL STUDIES DEGREE

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

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

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

**COMMUNICATIONS/ENGLISH ..... 9 CREDITS**

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

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

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

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

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

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

**MATHEMATICS ..... 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 career, technical or general courses. Developmental courses (numbered less than 100) cannot be applied to any degree or certificate.

Credits earned in many WDCE "C" courses may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to the Associate of General Studies degree. Please check with a TMCC advisor for further information. The WDCE "C" courses may not be counted for financial aid credit requirements.

**» TOTAL 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.

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ELECTIVE			3
ELECTIVE			3
ENGLISH	ENG 101	COMPOSITION I	3
FINE ARTS	HUM 101	INTRODUCTION TO HUMANITIES I	3
COMPUTER SCIENCE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
<b>Total</b>			<b>15</b>
2nd Semester			
ELECTIVE			3
ELECTIVE			3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 102	COMPOSITION II	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE			3
ELECTIVE			3
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
HUMAN RELATIONS	PSY 102	PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT	3
<b>Total</b>			<b>15</b>
2nd Semester			
ELECTIVE			3
ELECTIVE			3
ELECTIVE			3
SCIENCE	BIOL 100	GENERAL BIOLOGY FOR NON-MAJORS	3
DIVERSITY/HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# 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.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Demonstrate competencies specific to their choice of career, technical or general courses.

## GENERAL EDUCATION REQUIREMENTS

COMPUTER SCIENCE/MATHEMATICS/SCIENCE ..... 3 CREDITS

COMMUNICATIONS/ENGLISH ..... 6 CREDITS

FINE ARTS/HUMANITIES ..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

SOCIAL SCIENCE ..... 3 CREDITS

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **18 CREDITS**

## ELECTIVE REQUIREMENTS

Electives ..... 12

Great latitude is allowed in the selection of the 12 elective credits. Choice of credits can focus on one area alone or from any combination of career, technical or general courses. Developmental courses, those numbered less than 100, cannot be applied to any degree or certificate.

Credits earned in many WDCE “C” courses may be considered nontraditional and must be approved by the vice president of academic affairs in order to be applied to the Associate of General Studies degree. Please check with a TMCC advisor for further information. The WDCE “C” courses may not be counted for financial aid credit requirements.

» **TOTAL 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.

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ELECTIVE			3
ELECTIVE			3
SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
FINE ARTS/HUMANITIES	HUM 101	INTRODUCTION TO HUMANITIES I	3
<b>Total</b>			<b>15</b>
2nd Semester			
ELECTIVE			3
ELECTIVE			3
COMMUNICATIONS	ENG 102	COMPOSITION II	3
COMPUTER SCIENCE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
HUMAN RELATIONS	PSY 102	PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# GRAPHIC COMMUNICATIONS

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Graphic Communications
- » Certificate of Achievement - Graphic Communications

# ASSOCIATE OF APPLIED SCIENCE DEGREE - GRAPHIC COMMUNICATIONS

## DEGREE OUTCOMES

The graphic communications (GRC) program offers classes that lead to an associate degree or a certificate of achievement. Instruction includes the use of industry standard graphics software, and GRC computer labs are equipped with the latest Macintosh computers with support scanners, printers, a sound recording facility and a complete prepress/print shop facility.

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: AAD 201

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

Recommended: ENG 101, 107 113, or BUS 106/ENG 102, 114, BUS 107 or COM 113

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

Recommended: AAD 201

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

Recommended: MGT 212, EPY 101

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

Recommended: BUS 117 or MATH 120

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

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

Recommended: PSC 101 or CH 203

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

## CORE REQUIREMENTS

GRC 107	Design Fundamentals.....	4
GRC 109	Color and Design .....	4
GRC 110	Rendering and Illustration .....	4
GRC 118	Computer Graphics/Print Media .....	4
GRC 119	Computer Graphics/Digital Media .....	4
GRC 294	Portfolio Workshop.....	2

» **TOTAL CORE REQUIREMENTS** ..... 22 CREDITS

## EMPHASIS REQUIREMENTS

Choose 17 credits from the following:

GRC 132	Basic Principles of Animation .....	3
GRC 135	Storyboarding .....	3
GRC 144	Electronic Layout and Typography .....	3
GRC 153	Commercial Printing Processes .....	4
GRC 156	Computer Illustration .....	3
GRC 175	Web Design and Publishing I.....	1-3
GRC 182	Digital Video Production .....	3
GRC 183	Electronic Imaging I .....	3
GRC 188	Web Animation and Interactivity I .....	3
GRC 244	Electronic Layout and Typography II.....	3
GRC 275	Web Design and Publishing II.....	3
GRC 282	Motion Graphics for Video.....	3
GRC 283	Electronic Imaging II .....	3
GRC 284	3D Modeling and Animation .....	3
GRC 290	Internship in Graphic Communications.....	1-3
GRC 298	Special Problems in Graphic Communications.....	0.5-6
GRC 299	Independent Study.....	1-3

» **TOTAL EMPHASIS REQUIREMENTS** ..... 17 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
ENGLISH	GE ELECTIVE	SEE RECOMMENDED LIST	3
CORE	GRC 107	DESIGN FUNDAMENTALS	4
CORE	GRC 109	COLOR AND DESIGN	4
CORE	GRC 110	RENDERING AND ILLUSTRATION	4
<b>Total</b>			<b>15</b>
2nd Semester			
COMMUNICATIONS	GE ELECTIVE	SEE RECOMMENDED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	GE ELECTIVE	SEE RECOMMENDED LIST	3
CORE	GRC 118	COMPUTER GRAPHICS/PRINT MEDIA	4
CORE	GRC 119	COMPUTER GRAPHICS/DIGITAL MEDIA	4
<b>Total</b>			<b>17</b>
Second Year	Course #	Title	Credits
1st Semester			
EMPHASIS		CHOOSE FROM LIST	3
EMPHASIS		CHOOSE FROM LIST	3
EMPHASIS		CHOOSE FROM LIST	3
EMPHASIS		CHOOSE FROM LIST	3
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
<b>Total</b>			<b>15</b>
2nd Semester			
EMPHASIS		CHOOSE FROM LIST	3
EMPHASIS		CHOOSE FROM LIST	3
HUMAN RELATIONS	GE ELECTIVE	SEE RECOMMENDED LIST	3
CORE	GRC 294	PORTFOLIO WORKSHOP	2
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

Note: For students who have completed the Web Design Fast-Track Certificate of Achievement, completion credit for BUS 107, BUS 117, and MGT 212 will be applied to the General Education requirements for the Graphic Communications AAS degree.

# CERTIFICATE OF ACHIEVEMENT - GRAPHIC COMMUNICATIONS

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 126, 129, 132, MGT 171, 201, 235 or PSY 102
- MATHEMATICS ..... 3 CREDITS**  
 BUS 117 or MATH 120 preferred or choose from CUL 245, ECON 261, 262, all other MATH courses 100-level or above, PSY 210 or SOC 210

» **TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## EMPHASIS REQUIREMENTS

Choose 21 credits from the following list:

GRC 107	Design Fundamentals.....	3-4
GRC 109	Color and Design .....	3-4
GRC 110	Rendering and Illustration .....	3-4
GRC 118	Computer Graphics/Print Media .....	3-4
GRC 119	Computer Graphics/Digital Media .....	3-4
GRC 125	Graphics Software.....	1-9
GRC 132	Basic Principles of Animation .....	3
GRC 135	Storyboarding .....	3
GRC 144	Electronic Layout and Typography .....	3
GRC 153	Commercial Printing Processes.....	4
GRC 156	Computer Illustration .....	3
GRC 175	Web Design and Publishing I.....	3
GRC 183	Electronic Imaging I .....	3
GRC 188	Web Animation and Interactivity I .....	3
GRC 244	Electronic Layout and Typography II.....	3
GRC 275	Web Design and Publishing II .....	3
GRC 283	Electronic Imaging II .....	3
GRC 284	3D Modeling and Animation .....	3
GRC 294	Portfolio Workshop .....	3

» **TOTAL EMPHASIS REQUIREMENTS 21 CREDITS**

» **TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

## SUGGESTED COURSE SEQUENCE

FOR A SUGGESTED PROGRAM SEQUENCE, PLEASE CONTACT THE GRC PROGRAM OFFICE AT 775-673-7291.

# HISTORY

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - History Emphasis

# ASSOCIATE OF ARTS DEGREE

## HISTORY EMPHASIS

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Evaluate historical arguments and interpretations.
- » Interpret evidence found in primary sources and develop a historical argument based on and sustained by the evidence available.
- » Write historical essays that are coherent, cogent, and grammatically correct.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

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

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

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

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

**SOCIAL SCIENCE** ..... 3 CREDITS  
Required: HIST 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Recommended: HIST 208, 209, 227, 228, 291 or 294

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

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS  
Recommended: HIST 102

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

### CORE REQUIREMENTS

HIST 105 European Civilization to 1648 ..... 3  
HIST 106 European Civilization since 1648 ..... 3  
HIST 251 Introduction to Historical Methods ..... 3

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

### EMPHASIS REQUIREMENTS

Choose nine credits from the following courses, at least one course must satisfy the diversity requirement (indicated by \*\*):

HIST 208**	World History I .....	3
HIST 209**	World History II .....	3
HIST 217	Nevada History .....	3
HIST 225	Introduction to the Vietnam War .....	3
HIST 227**	Introduction to Latin American History and Culture I ...	3
HIST 228**	Introduction to Latin American History and Culture II ...	3
HIST 248	Introduction to the American Civil War .....	3
HIST 273	Introduction to the History and Culture of the Cold War .....	3
HIST 288	Hitler and Stalin: Studies in Tyranny .....	3
HIST 291**	Introduction to Women's History and Literature in the U.S. ....	3
HIST 294**	Introduction to African American History II .....	3
HIST 295	Special Topics in History .....	1-3 (HIST 295 can be taken a total of 3 times for 9 credits)

» **TOTAL EMPHASIS REQUIREMENTS** ..... 9 CREDITS

### ELECTIVE REQUIREMENTS

Choose any transferable courses.

Transferable Courses ..... 1-15

» **TOTAL ELECTIVE REQUIREMENTS** ..... 1-4 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE	HIST 101	U.S. HISTORY TO 1877	3
CORE	HIST 105	EUROPEAN CIVILIZATION TO 1648	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
U.S. AND NEVADA CONSTITUTIONS	HIST 102	U. S. HISTORY SINCE 1877	3
<b>Total</b>			<b>16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS		CHOOSE FROM LIST	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
CORE	HIST 106	EUROPEAN CIVILIZATION SINCE 1648	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE ANY TRANSFERABLE COURSE	1
EMPHASIS		CHOOSE FROM LIST	3
EMPHASIS/DIVERSITY		CHOOSE FROM LIST A COURSE THAT MEETS THE DIVERSITY REQUIREMENT	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
CORE	HIST 251	INTRODUCTION TO HISTORICAL METHODS	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# HUMANITIES

---

## OPTIONS AVAILABLE:

- » Associate of Arts Degree - Philosophy Emphasis
- » Associate of Arts Degree - Spanish Emphasis



# ASSOCIATE OF ARTS DEGREE

## PHILOSOPHY EMPHASIS

The Associate of Arts degree is primarily for the student who plans to transfer with junior standing to a four-year college or university for a baccalaureate degree. The philosophy emphasis is intended to adequately prepare the transfer student who plans to obtain a B.A. in philosophy.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Describe major historical developments in Western philosophy.
- » Identify major philosophical figures and define their contributions to the history and the development of philosophical thought.
- » Explain ethical theory.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

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

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

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

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

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Required: PHIL 210

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

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 17 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

Choose electives from the following or see an advisor to choose courses that fulfill UNR's breadth requirement.

PHIL 119 Introduction to the Old Testament ..... 3  
 PHIL 200 The Judeo-Christian Tradition ..... 3  
 PHIL 201 Philosophy Goes to the Movies ..... 3  
 PHIL 203 Introduction to Existentialism ..... 3  
 PHIL 204 Introduction to Contemporary Philosophy ..... 3  
 PHIL 207 Introduction to Social and Political Philosophy ..... 3  
 PHIL 225 Introduction to Indian Philosophy ..... 3  
 PHIL 244 Bioethics ..... 3  
 PHIL 295 Topical Issues in Philosophy ..... 1-3

» **TOTAL ELECTIVE REQUIREMENTS** 1-4 CREDIT

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	PHIL 101	INTRODUCTION TO PHILOSOPHY	3
EMPHASIS/DIVERSITY	PHIL 210	WORLD RELIGIONS	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	PHIL 102	CRITICAL THINKING AND REASONING	3
<b>Total</b>			<b>16</b>
<b>Emphasis</b>			
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	PHIL 114	INTRODUCTION TO SYMBOLIC LOGIC	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST OR SEE AN ADVISOR	1
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	PHIL 135	INTRODUCTION TO ETHICS	3
EMPHASIS	PHIL 224	INTRODUCTION TO THE PHILOSOPHY OF SCIENCE	3
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# ASSOCIATE OF ARTS DEGREE

## SPANISH EMPHASIS

This degree emphasizes the study of the Spanish language structures and cultural topics with a focus on development of communicative proficiency in listening, speaking, reading and writing. A cultural-comparative approach will be drawn throughout the program, focusing on history and literature from Spain and Hispanic Latin American countries. The Spanish emphasis within the Associate of Arts degree program allows the TMCC Humanities department to serve those students seeking transfer into a baccalaureate program.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Read, understand, interpret and communicate spoken and/or written Spanish.
- » Identify values and cultural mores associated with Hispanic Iberian and Latin American cultures.
- » Explain and analyze the major historical challenges of Spain and Hispanic Latin American countries and will appraise their popular cultures and literature.

## GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

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

**HUMANITIES** ..... 3 CREDITS  
Recommended: CH 203

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

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

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

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

**FOREIGN LANGUAGE** ..... 14 CREDITS  
Required: SPAN 111, 112, 211, 212

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 14 CREDITS

## EMPHASIS REQUIREMENTS

SPAN 221 Iberia and Its Cultures ..... 3  
SPAN 222 Hispanic-America and Its Culture..... 3  
SPAN/HUM 225 A Cultural Perspective: Spain...New Mexico..... 3

» **TOTAL EMPHASIS REQUIREMENTS** 9 CREDITS

## ELECTIVE REQUIREMENTS

Choose 13 credits from the following:

### RECOMMENDED:

PHIL 102 Critical Thinking and Reasoning ..... 3  
HIST 227 Introduction to Latin American History & Culture I..... 3  
HIST 228 Intro to Latin American History and Culture II ..... 3

### CHOOSE ANY APPROVED UNIVERSITY TRANSFER COURSE.

Elective ..... 3  
Elective ..... 1

» **TOTAL ELECTIVE REQUIREMENTS** 13-16 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
FOREIGN LANGUAGE	SPAN 111	FIRST YEAR SPANISH I	4
			<b>Total 16</b>
<b>2nd Semester</b>			
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
HUMANITIES/U.S. AND NEVADA CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
ENGLISH	ENG 102	COMPOSITION II	3
FOREIGN LANGUAGE	SPAN 112	FIRST YEAR SPANISH II	4
EMPHASIS	SPAN 221	IBERIA AND ITS CULTURE	3
			<b>Emphasis 16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
ELECTIVE	HIST 227	INTRODUCTION TO LATIN AMERICAN HISTORY & CULTURE I	3
ELECTIVE	PHIL 102	CRITICAL THINKING AND REASONING	3
FOREIGN LANGUAGE	SPAN 211	SECOND YEAR SPANISH I	3
EMPHASIS	SPAN 222	HISPANIC-AMERICA AND ITS CULTURE	3
			<b>Total 15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE APPROVED UNIVERSITY TRANSFER COURSE	1
ELECTIVE		CHOOSE APPROVED UNIVERSITY TRANSFER COURSE	3
ELECTIVE	HIST 228	INTRO TO LATIN AMERICAN HISTORY AND CULTURE II	3
FOREIGN LANGUAGE	SPAN 212	SECOND YEAR SPANISH II	3
DIVERSITY/EMPHASIS	SPAN /HUM 225	A CULTURAL PERSPECTIVE: SPAIN...NEW MEXICO	3
			<b>Total 13</b>
			<b>Degree Total 60</b>

# MANUFACTURING TECHNOLOGIES

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Manufacturing Technologies - Drafting Emphasis
- » Associate of Applied Science Degree - Manufacturing Technologies - Food Processing Technology Emphasis
- » Associate of Applied Science Degree - Manufacturing Technologies - Machining Emphasis
- » Associate of Applied Science Degree - Manufacturing Technologies - Production Systems Emphasis
- » Associate of Applied Science Degree - Manufacturing Technologies - Welding Emphasis
- » Certificate of Achievement - Computer Numeric Controlled (CNC) Machining
- » Certificate of Achievement - Drafting Technologies
- » Certificate of Achievement - Production Technician
- » Certificate of Achievement - Welding Technology
- » Skills Certificate - Machining Level 1 CNC Milling: Operations and Programming
- » Skills Certificate - Machining Level 1 CNC Turning: Operations and Programming
- » Skills Certificate - Flux-Cored Arc Welding (FCAW) & Gas Tungsten Arc Welding (GTAW)
- » Skills Certificate - Shielded Metal Arc-Welding (SMAW) and Gas Metal Arc-Welding (GMAW)

# ASSOCIATE OF APPLIED SCIENCE DEGREE - MANUFACTURING TECHNOLOGIES

## DRAFTING EMPHASIS

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)

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

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

Recommended: ENG 107

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

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

Recommended: CE 201

### MATHEMATICS ..... 3 CREDITS

Recommended: MATH 126

### SCIENCE ..... 3 CREDITS

Recommended: PHYS 100

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **21 CREDITS**

## CORE REQUIREMENTS

DFT 110	Print Reading for Industry .....	3
MPT 140	Quality Control .....	3
OSH 222	General Industry Safety.....	1

» **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**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
HUMANITIES/ DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
EMPHASIS	CADD 100	INTRODUCTION TO COMPUTER-AIDED DRAFTING	3
EMPHASIS	DFT 100	BASIC DRAFTING PRINCIPLES	3
CORE	DFT 110	PRINT READING FOR INDUSTRY	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>16</b>
2nd Semester			
EMPHASIS	CADD 105	INTERMEDIATE COMPUTER-AIDED DRAFTING	3
EMPHASIS	CADD 140	TECHNICAL DRAFTING I	3
EMPHASIS	CADD 141	TECHNICAL DRAFTING II	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
EMPHASIS	MATH 127	PRE-CALCULUS II	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE CADD COURSE	3
EMPHASIS	CADD 142	TECHNICAL DRAFTING III	3
ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
CORE	MPT 140	QUALITY CONTROL	3
<b>Total</b>			<b>15</b>
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	3
EMPHASIS	CADD 245	SOLID MODELING AND PARAMETRIC DESIGN	3
EMPHASIS	CADD 299	CAPSTONE/ASSESSMENT	1
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
EMPHASIS	ENGR 100	INTRODUCTION TO ENGINEERING DESIGN	3
SCIENCE	PHYS 100	INTRODUCTORY PHYSICS	3
<b>Total</b>			<b>16</b>
<b>Degree Total</b>			<b>62</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - MANUFACTURING TECHNOLOGIES

## FOOD PROCESSING TECHNOLOGY EMPHASIS

The food processing technology emphasis prepares students for entry level employment in the food manufacturing industry. It provides an understanding of the selection, preservation, processing, packaging and distribution of safe, nutritious, and wholesome foods

### DEGREE OUTCOMES

Students completing the degree will:

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Practice occupational safety at all levels in a modern food processing plant.
- » Have the ability to work in commercial food processing plants.
- » Apply sanitation standards in a bulk food preparation environment.

## GENERAL EDUCATION REQUIREMENTS

**DIVERSITY** ..... 3 CREDITS

Recommended: LGM 202

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

Communications-Required: ENG 107

English- Required: ENG 101

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

Required: PHIL 135

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

Recommended: CE 201

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

Required: MATH 126 or higher

**SCIENCE** ..... 4 CREDITS

Required: BIOL 190/190L

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

Recommended: PSC 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 25 CREDITS

## CORE REQUIREMENTS

MPT 140 Quality Control ..... 3

OSH 222 General Industry Safety..... 1

» **TOTAL CORE REQUIREMENTS** ..... 4 CREDITS

## EMPHASIS REQUIREMENTS

CHEM 121	General Chemistry I.....	4
CUL 100	Sanitation/HACCP .....	2
CUL 105	Basic Skills Development.....	3
CUL 106	Understanding Culinary Techniques I.....	6
NUTR 220	Food Service Systems Management .....	3
NUTR 222	Principles of Food Science .....	3
NUTR 223	Principles of Nutrition .....	3
NUTR 226	Food Processing Microbiology.....	4

» **TOTAL EMPHASIS REQUIREMENTS** ..... 28 CREDITS

## ELECTIVE REQUIREMENTS

Choose three credits from the following:

CE 290	Work Experience .....	0.5-9
CUL 125	Principles of Baking.....	3
CUL 245	The Business Chef.....	3
NUTR 221	Quantity Food Purchasing .....	3
STAT 152	Introduction to Statistics I.....	3

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

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CUL 100	SANITATION /HACCP	2
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
CORE	MPT 140	QUALITY CONTROL	3
EMPHASIS	NUTR 220	FOOD SERVICE SYSTEMS MANAGEMENT	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total 15</b>
<b>2nd Semester</b>			
SCIENCE	BIOL 190	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY	3
SCIENCE	BIOL 190L	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY LAB	1
EMPHASIS	CUL 105	BASIC SKILLS DEVELOPMENT	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
DIVERSITY	LGM 202	INTERNATIONAL LOGISTICS MANAGEMENT	3
			<b>Total 13</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CHEM 121	GENERAL CHEMISTRY I	4
EMPHASIS	CUL 106	UNDERSTANDING CULINARY TECHNIQUES I	6
EMPHASIS	NUTR 222	PRINCIPLES OF FOOD SCIENCE	3
HUMANITIES	PHIL 135	INTRODUCTION TO ETHICS	3
			<b>Total 16</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
EMPHASIS	NUTR 223	PRINCIPLES OF NUTRITION	3
EMPHASIS	NUTR 226	FOOD PROCESSING MICROBIOLOGY	4
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
			<b>Total 16</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - MANUFACTURING TECHNOLOGIES

## MACHINING EMPHASIS

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. The TMCC machining emphasis AAS curriculum aligns with the standards set forth by the National Institute for Metalworking Skills (NIMS) and prepares students to earn a variety of NIMS credentials.

### 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 and interpret technical prints for the production and inspection of manufactured work pieces.
- » Produce precision machined work pieces within print specifications on manually controlled machine tools.
- » Produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: AAD 201

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

Recommended: ENG 101, ENG 107

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

Recommended: AAD 201

**HUMAN RELATIONS** ..... (3 CREDITS)

Human Relations requirement is satisfied through embedded curriculum in MPT 140, MTT 230, MTT 232, OSH 222 courses.

**MATHEMATICS** ..... (3 CREDITS)

Mathematics requirement is satisfied through embedded curriculum in DFT 110, MPT 140, MTT 230, 232, 292 courses.

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

Recommended: MTT 150

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

Recommended: PSC 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... 15 CREDITS

## CORE REQUIREMENTS

DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1

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

## EMPHASIS REQUIREMENTS

MTT 105	Machine Shop I	3
MTT 140	Inspection Techniques	3
MTT 230	Computer Numerical Control I	4
MTT 232	Computer Numerical Control II	4
MTT 250	Machine Shop III	3
MTT 292	Computer Aided Manufacturing I	4

» **TOTAL EMPHASIS REQUIREMENTS** ..... 21 CREDITS

## ELECTIVE REQUIREMENTS

Choose 17 credits from the following:

CE 290	Work Experience	3
MTT 101	Introduction to Machine Shop	3
MTT 110	Machine Shop II	3
MTT 145	Lean Manufacturing Systems	3
MTT 234	Computer Numerical Control III	4
MTT 260	Machine Shop IV	3
MTT 261	Machine Projects	1-6
MTT 291	CNC Practice	1-6
MTT 293	Computer Aided Manufacturing II	4
	Any other MTT course not listed above or WELD course.	3

» **TOTAL ELECTIVE REQUIREMENTS** ..... 17 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	DFT 110	PRINT READING FOR INDUSTRY	3
CORE	MPT 140	QUALITY CONTROL	3
EMPHASIS	MTT 105	MACHINE SHOP I	3
SCIENCE	MTT 150	METALLURGY I	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
			<b>Total 16</b>
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	6
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
EMPHASIS	MTT 250	MACHINE SHOP III	3
			<b>Total 15</b>
Second Year	Course #	Title	Credits
1st Semester			
ELECTIVE		CHOOSE FROM LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
EMPHASIS	MTT 230	COMPUTER NUMERICAL CONTROL I	4
EMPHASIS	MTT 292	COMPUTER AIDED MANUFACTURING I	4
			<b>Total 14</b>
2nd Semester			
ELECTIVE		CHOOSE FROM LIST	8
EMPHASIS	MTT 140	INSPECTION TECHNIQUES	3
EMPHASIS	MTT 232	COMPUTER NUMERICAL CONTROL II	4
			<b>Total 15</b>
			<b>Degree Total 60</b>

# ASSOCIATE OF APPLIED SCIENCE DEGREE - MANUFACTURING TECHNOLOGIES

## PRODUCTION SYSTEMS EMPHASIS

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 manufacturing, assembly, fabrication, or distribution manager or technician. The program utilizes an advanced automated systems lab in which students demonstrate and manipulate production system controls and techniques at both the technician and managerial levels.

### 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 and interpret technical prints for inspection of manufactured and/or assembled products.
- » Manage complex production systems, equipment, and controls.
- » Apply quality and statistical process control techniques to complex production and distribution systems.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: AAD 201

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

RECOMMENDED: ENG 101, ENG 107

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

Recommended: AAD 201

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

Recommended: MGT 171

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

Recommended: MATH 126

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

Recommended: PHYS 100

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

Recommended: PSC 101

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

## CORE REQUIREMENTS

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

MPT 140 Quality Control ..... 3

OSH 222 General Industry Safety ..... 1

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

## EMPHASIS REQUIREMENTS

LGM 201	Essentials of Logistics Management .....	3
LGM 205	Logistics Planning and Control .....	3
LGM 206	Logistics Planning and Control Laboratory .....	3
MPT 110	Automated Production Concepts I .....	3
MPT 120	Automated Production Concepts II .....	3
STAT 152	Introduction to Statistics .....	3

» **TOTAL EMPHASIS REQUIREMENTS** ..... 16 CREDITS

## ELECTIVE REQUIREMENTS

Choose nine credits from the following:

CE 290	Work Experience .....	3
ENRG 110	Basic Electricity .....	3
IS 101	Introduction to Information Systems .....	3
MPT 130	Automated Production Concepts III .....	3
MPT 135	Material Handling .....	2
MT 108	Fluid Power (Pneumatics, Hydraulics, Instrumentation) .....	3
MT 109	Small Engine Operations and Maintenance .....	3
MTT 140	Inspection Techniques .....	3
	Any ELM course .....	3-12
	Any remaining LGM courses .....	3-12

» **TOTAL ELECTIVE REQUIREMENTS** ..... 16 CREDITS

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
CORE	DFT 110	PRINT READING FOR INDUSTRY	3
EMPHASIS	LGM 201	ESSENTIALS OF LOGISTICS MANAGEMENT	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
CORE	MPT 140	QUALITY CONTROL	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total</b>
<b>16</b>			
<b>2nd Semester</b>			
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
ELECTIVE		CHOOSE FROM LIST	3
EMPHASIS	MPT 110	AUTOMATED PRODUCTION CONCEPTS I	3
GE SCIENCE	PHYS 100	INTRODUCTORY PHYSICS	3
			<b>Total</b>
<b>15</b>			
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	4-6
ENGLISH	ENG 101	COMPOSITION I	3
EMPHASIS	LGM 205	INTRODUCTION TO STATISTICS	3
EMPHASIS	LGM 206	INTRODUCTION TO STATISTICS LABORATORY	3
EMPHASIS	MPT 120	AUTOMATED PRODUCTION CONCEPTS II	3
GE-ENGLISH	ENG 101	COMPOSITION I	3
			<b>Total</b>
<b>14-16</b>			
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
HUMAN RELATIONS	MGT 171	SUPERVISION	3
EMPHASIS	STAT 152	INTRODUCTION TO STATISTICS	3
U.S. AND NEVADA CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
			<b>Total</b>
<b>13-17</b>			
			<b>Degree Total</b>
<b>60</b>			

# ASSOCIATE OF APPLIED SCIENCE DEGREE - MANUFACTURING TECHNOLOGIES

## WELDING EMPHASIS

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

Students completing the emphasis will:

- » Be proficient in four major welding processes and prepared for industry-standard certification.
- » Identify and explain technical drawings and apply print reading techniques required in the welding industry.
- » 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)

Recommended: AAD 201

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

Recommended: ENG 101, ENG 107

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

Recommended: AAD 201

**HUMAN RELATIONS** ..... (3 CREDITS)

Human Relations requirement is satisfied through embedded curriculum in MPT 140, OSH 222, WELD 211, 212, 221, 222 courses.

**MATHEMATICS** ..... (3 CREDITS)

Mathematics requirement is satisfied through embedded curriculum in DFT 110, MPT 140, WELD 211, 212, 221, 222 courses.

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

Recommended: MTT 150

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... **15 CREDITS**

## CORE REQUIREMENTS

DFT 110	Print Reading for Industry	3
MPT 140	Quality Control	3
OSH 222	General Industry Safety	1

» **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 15 credits from the following:

ENRG 110	Basic Electricity	3
MTT 101	Introduction to Machine Shop	3
MTT 105	Machine Shop I	3
MTT 150	Metallurgy I	3
WELD 101	Basic Metals	3
WELD 250	Welding Certification Preparation	1-9
WELD 290	Internship in Welding	1-8

» **TOTAL ELECTIVE REQUIREMENTS** ..... **15 CREDITS**

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
CORE	DFT 110	PRINT READING FOR INDUSTRY	3
ENGLISH	ENG 101	COMPOSITION I	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
EMPHASIS	WELD 211	WELDING I	3
EMPHASIS	WELD 212	WELDING PRACTICE I	2
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	6
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
CORE	MPT 140	QUALITY CONTROL	3
EMPHASIS	WELD 221	WELDING II	3
EMPHASIS	WELD 222	WELDING II PRACTICE	2
<b>Total</b>			<b>17</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
EMPHASIS	WELD 231	WELDING III	3
EMPHASIS	WELD 232	WELDING III PRACTICE	2
<b>Total</b>			<b>14</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	6
SCIENCE	MTT 150	METALLURGY	3
EMPHASIS	WELD 241	WELDING IV	3
EMPHASIS	WELD 242	WELDING IV PRACTICE	2
<b>Total</b>			<b>14</b>
<b>Total</b>			<b>60</b>
<b>Degree Total</b>			<b>60</b>



# CERTIFICATE OF ACHIEVEMENT - COMPUTER NUMERIC CONTROLLED (CNC) MACHINING

The CNC machining certificate of achievement provides students with the skills and knowledge required for an entry level position as a computer numerical control (CNC) machine tool operator. This certificate stresses the skill sets required to set up, program, and operate CNC mills and lathes in order to produce high quality, precision machined components required by today's competitive and diverse manufacturing industries. The certificate incorporates the general education skills that are strongly requested by commercial and industrial employers. The TMCC CNC machining certificate of achievement curriculum aligns with the standards set forth by the National Institute for Metalworking Skills (NIMS) and prepares students to earn a variety of NIMS credentials.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Read and interpret technical prints for the production and inspection of manufactured work pieces.
- » Produce precision machined work pieces within print specifications on computer numerical controlled (CNC) machine tools.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: ENG 107

**HUMAN RELATIONS ..... (3 CREDITS)**

Human Relations requirement is satisfied through embedded curriculum in MPT 140, MTT 230, 232, OSH 222 courses.

**MATHEMATICS ..... (3 CREDITS)**

Mathematics requirement is satisfied through embedded curriculum in DFT 110, MPT 140, MTT 230, 232 courses.

**» TOTAL GENERAL EDUCATION REQUIREMENTS 3 CREDITS**

## CORE REQUIREMENTS

DFT 110	Print Reading for Industry .....	3
MPT 140	Quality Control .....	3
MTT 230	Computer Numerical Control I .....	4
MTT 232	Computer Numerical Control II .....	4
MTT 292	Computer-Aided Manufacturing I .....	4
OSH 222	General Industry Safety.....	1

**» TOTAL CORE REQUIREMENTS 19 CREDITS**

## ELECTIVE REQUIREMENTS

Choose at least eight credits from the following:

CE 290	Work Experience .....	1-6
MTT 101	Introduction to Machine Shop .....	3
MTT 140	Inspection Techniques.....	3
MTT 145	Lean Manufacturing Systems .....	3
MTT 150	Metallurgy I.....	3
MTT 234	Computer Numerical Control III .....	4
MTT 291	CNC Practice .....	1-6
MTT 293	Computer-Aided Manufacturing II .....	4
	Any other MTT course not listed above or WELD course.	

**» TOTAL ELECTIVE REQUIREMENTS 8 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
CORE	DFT 110	PRINT READING FOR INDUSTRY	3
CORE	MTT 230	COMPUTER NUMERICAL CONTROL I	4
CORE	MTT 292	COMPUTER-AIDED MANUFACTURING I	4
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	5
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
CORE	MPT 140	QUALITY CONTROL	3
CORE	MTT 232	COMPUTER NUMERICAL CONTROL II	4
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# CERTIFICATE OF ACHIEVEMENT - DRAFTING TECHNOLOGIES

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

**MATHEMATICS** ..... 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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	CADD 100	INTRODUCTION TO COMPUTER-AIDED DRAFTING	3
CORE	DFT 100	BASIC DRAFTING PRINCIPLES	3
CORE	DFT 110	PRINT READING FOR INDUSTRY	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
MATHEMATICS	MATH 120	FUNDAMENTALS OF COLLEGE MATH	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
CORE	CADD 105	INTERMEDIATE COMPUTER-AIDED DRAFTING	3
CORE	CADD 140	TECHNICAL DRAFTING I	3
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
<b>Total</b>			<b>12</b>
<b>3rd Semester</b>			
ELECTIVE		CHOOSE CADD OR DFT COURSE	3
CORE	CADD 210	CADD PROJECT	3
<b>Total</b>			<b>6</b>
<b>Degree Total</b>			<b>33</b>

# CERTIFICATE OF ACHIEVEMENT - PRODUCTION TECHNICIAN

This program prepares individuals in the core competencies of front-line production employment for the manufacturing industry. It complies with nationally recognized industry standards and emphasizes basic skills in workplace safety, quality practices and measurement, manufacturing processes and production, and maintenance awareness.

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Practice safety at all levels in a modern manufacturing and distribution plant.
- » Diagnose and repair electrical and mechanical components commonly used in a production operation.
- » Use quality control standards to troubleshoot inefficiencies in a production system.

## GENERAL EDUCATION REQUIREMENTS

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

**HUMAN RELATIONS ..... (3 CREDITS)**

Human Relations requirement is satisfied through embedded curriculum in MT 108, MPT 110, MPT 120, MPT 135, and MPT 140 courses.

**MATHEMATICS ..... (3 CREDITS)**

Mathematics requirement is satisfied through embedded curriculum in ENRG 110, ELM 127, ELM 129, ELM 134, and MT 108 courses.

**» TOTAL GENERAL EDUCATION REQUIREMENTS 3 CREDITS**

## CORE REQUIREMENTS

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
MPT 110	Automated Production Concepts I .....	3
MPT 120	Automated Production Concepts II .....	3
MPT 135	Material Handling .....	2
MPT 140	Quality Control .....	3
MT 108	Fluid Power (Pneumatics, Hydraulics, Instrumentation) .....	3
OSH 222	General Industry Safety .....	1

**» TOTAL CORE REQUIREMENTS 27 CREDITS**

## ELECTIVE REQUIREMENTS

Choose at least one credit from the following:

AC 121	Sheet Metal I .....	3
ELM 233	Introduction to Instrumentation .....	3
MT 109	Small Engine Operation and Maintenance .....	3
MT 290	Internship in Mechanical Technology .....	1-8
WELD 101	Basic Metals .....	3

**» TOTAL ELECTIVE REQUIREMENTS 1 CREDIT**

**» TOTAL CERTIFICATE REQUIREMENTS 31 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
CORE	ENRG 110	BASIC ELECTRICITY	3
COMMUNICATIONS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	MPT 110	AUTOMATED PRODUCTION CONCEPTS I	3
CORE	MPT 135	MATERIAL HANDLING	2
CORE	MT 108	FLUID POWER (PNEUMATICS, HYDRAULICS, INSTRUMENTATION)	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	1
CORE	ELM 127	INTRODUCTION TO AC CONTROLS	3
CORE	ELM 129	ELECTRIC MOTORS AND DRIVES	3
CORE	ELM 134	PROGRAMMABLE LOGIC CONTROLLERS I	3
CORE	MPT 120	AUTOMATED PRODUCTION CONCEPTS II	3
CORE	MPT 140	QUALITY CONTROL	3
<b>Total</b>			<b>16</b>
<b>Certificate Total</b>			<b>31</b>

# CERTIFICATE OF ACHIEVEMENT - WELDING TECHNOLOGY

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.
- » Identify and explain technical drawings and apply print reading techniques required in the welding industry.
- » 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

Recommended: ENG 107

### HUMAN RELATIONS ..... (3 CREDITS)

Human Relations requirement is satisfied through embedded curriculum in MPT 140, OSH 222, WELD 211, 212, 221, 222 courses.

### MATHEMATICS ..... (3 CREDITS)

Mathematics requirement is satisfied through embedded curriculum in DFT 110, MPT 140, WELD 211, 212, 221, 222 courses.

### » TOTAL GENERAL EDUCATION REQUIREMENTS 3 CREDITS

## CORE REQUIREMENTS

DFT 110	Print Reading for Industry.....	3
MPT 140	Quality Control.....	3
OSH 222	General Industry 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 17 CREDITS

## ELECTIVE REQUIREMENTS

Choose 10 credits from the following:

MTT 101	Introduction to Machine Shop.....	3
MTT 150	Metallurgy I.....	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 10 CREDITS

### » TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	6
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
CORE	WELD 211	WELDING I	3
CORE	WELD 212	WELDING I PRACTICE	2
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	4
CORE	DFT 110	PRINT READING FOR INDUSTRY	3
CORE	MPT 140	QUALITY CONTROL	3
CORE	WELD 221	WELDING II	3
CORE	WELD 222	WELDING II PRACTICE	2
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# SKILLS CERTIFICATE - MACHINING LEVEL 1-CNC MILLING: OPERATIONS AND PROGRAMMING

The CNC milling: operations and programming, skills certificate will introduce students to computer numerical control (CNC) milling operations, program formats, and machine setups. G and M codes, control functions, the letter address system, and math issues related to CNC mills are included. Students will program, set-up and produce a variety of CNC milling projects. This skills certificate will prepare students to take four credentialing exams: 1) Materials, Measurement, and Safety, 2) Job Planning, Benchwork, and Layout, 3) CNC Milling-Operations, and 4) CNC Milling-Programming, Setup, and Operations through the National Institute for Metalworking (NIMS) Machining Level 1, an 11-part series of tests for entry-level positions. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Write ISO standard G-Code programs for CNC milling operations.
- » Set-up, operate, and produce a finished product using CNC milling equipment.
- » Employ appropriate workplace skills, including the application of personal and mechanical safety measures for CNC mill equipment.

## CERTIFICATE REQUIREMENT

MTT 101	Introduction to Machine Shop.....	3
MTT 110	Machine Shop II.....	3
MTT 232	Computer Numerical Control II.....	4
MTT 292	Computer-Aided Manufacturing I.....	4

» **TOTAL CERTIFICATE REQUIREMENT** **14 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	MTT 101	INTRODUCTION TO MACHINE SHOP	3
CORE	MTT 110	MACHINE SHOP II	3
CORE	MTT 232	COMPUTER NUMERICAL CONTROL II	4
CORE	MTT 292	COMPUTER-AIDED MANUFACTURING I	4
<b>Total</b>			<b>14</b>
<b>Skills Certificate Total</b>			<b>14</b>

# SKILLS CERTIFICATE - MACHINING LEVEL 1-CNC TURNING: OPERATIONS AND PROGRAMMING

The CNC turning: operations and programming, skills certificate will introduce students to computer numerical control (CNC) lathe operations, program formats, and machine setups. G and M codes, control functions, the letter address system, and math issues related to CNC lathes are included. Students will program, set-up and produce a variety of CNC lathe projects. This skills certificate will prepare students to take four credentialing exams: 1) Materials, Measurement, and Safety, 2) Job Planning, Benchwork, and Layout, 3) CNC Turning-Operations, and 4) CNC Turning-Programming, Setup, and Operations through the National Institute for Metalworking (NIMS) machining level 1, an 11-part series of tests for entry-level positions. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Write ISO standard G-Code programs for CNC turning operations.
- » Set-up, operate, and produce a finished product using CNC lathe equipment.
- » Employ appropriate workplace skills, including the application of personal and mechanical safety measures for CNC lathe equipment.

## CERTIFICATE REQUIREMENT

MTT 101	Introduction to Machine Shop.....	3
MTT 105	Machine Shop I.....	3
MTT 230	Computer Numerical Control I.....	4
MTT 292	Computer-Aided Manufacturing I.....	4

» **TOTAL CERTIFICATE REQUIREMENT** **14 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	MTT 101	INTRODUCTION TO MACHINE SHOP	3
CORE	MTT 105	MACHINE SHOP I	3
CORE	MTT 230	COMPUTER NUMERICAL CONTROL I	4
CORE	MTT 292	COMPUTER-AIDED MANUFACTURING I	4
<b>Total</b>			<b>14</b>
<b>Skills Certificate Total</b>			<b>14</b>

# SKILLS CERTIFICATE - WELDING: FLUX-CORED ARC WELDING (FCAW) & GAS TUNGSTEN ARC WELDING (GTAW)

The welding: flux-cored arc welding (FCAW) and gas tungsten arc welding (GTAW) skills certificate will prepare students to take the American Welding Society (AWS) certified welding (CW) exams. Students will learn various cutting processes and develop manual skills using FCAW, GTAW, and plasma arc cutting (PAC) processes that comply with AWS standards, including critical safety procedures. Students will learn to fabricate simple parts from basic drawings, sketches, and technical plans. Students must pass all coursework with a score of 75% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Use the FCAW, GTAW, and plasma arc cutting processes to produce a variety of welds.
- » Fabricate simple parts from basic drawings, sketches, and technical plans.
- » Demonstrate appropriate workplace skills and tools, including the application of personal and mechanical safety measures for using welding equipment and techniques.

## CERTIFICATE REQUIREMENT

WELD 231	Welding III.....	3
WELD 232	Welding III Practice .....	2
WELD 241	Welding IV.....	3
WELD 242	Welding IV Practice .....	2

» **TOTAL CERTIFICATE REQUIREMENT** **10 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	WELD 231	WELDING III	3
CORE	WELD 232	WELDING III PRACTICE	2
CORE	WELD 241	WELDING IV	3
CORE	WELD 242	WELDING IV PRACTICE	2
<b>Total</b>			<b>10</b>
<b>Skills Certificate Total</b>			<b>10</b>

# SKILLS CERTIFICATE - WELDING: SHIELDED METAL ARC-WELDING (SMAW) & GAS METAL ARC-WELDING (GMAW)

The welding: shielded metal arc-welding (SMAW) and gas metal arc-welding (GMAW) skills certificate will prepare students to take the American Welding Society (AWS) certified welding (CW) exams. Students will learn fillet and groove welds using SMAW and GMAW processes, air carbon arc cutting, and develop manual skills using SMAW and GMAW that comply with AWS standards, including critical safety procedures. Students will learn to fabricate simple parts from basic drawings, sketches, and technical plans. Students must pass all coursework with a score of 75% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Use the SMAW and GMAW processes to produce a variety of welds.
- » Fabricate simple parts from basic drawings, sketches, and technical plans.
- » Demonstrate appropriate workplace skills and tools, including the application of personal and mechanical safety measures for using welding equipment and techniques.

## CERTIFICATE REQUIREMENT

WELD 211	Welding I.....	3
WELD 212	Welding I Practice .....	2
WELD 221	Welding II.....	3
WELD 222	Welding II Practice .....	2

» **TOTAL CERTIFICATE REQUIREMENT** **10 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	WELD 211	WELDING I	3
CORE	WELD 212	WELDING I PRACTICE	2
CORE	WELD 221	WELDING II	3
CORE	WELD 222	WELDING II PRACTICE	2
<b>Total</b>			<b>10</b>
<b>Skills Certificate Total</b>			<b>10</b>



# MATHEMATICS

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Mathematics Emphasis

# ASSOCIATE OF SCIENCE DEGREE

## MATHEMATICS EMPHASIS

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Select and apply the appropriate algorithm or methodology to solve mathematical problems.
- » Use deductive reasoning to construct mathematical proofs.
- » Communicate mathematical information formally through appropriate notation, terminology, and graphical representation as well as communicate mathematical ideas informally using everyday language.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... **3-6 CREDITS**  
Including ENG 102 or ENG 114

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

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

**MATHEMATICS** ..... **3 CREDITS**  
Required: MATH 181

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

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** ..... **21-24 CREDITS**

### ADDITIONAL DEGREE REQUIREMENTS

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

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

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** ..... **9 CREDITS**

### EMPHASIS REQUIREMENTS

CS 135R	Computer Science I.....	3
CS 202	Computer Science II.....	3
MATH 181	Calculus I (1 credit from General Education).....	1
MATH 182	Calculus II.....	4
MATH 283	Calculus III.....	4
MATH 285	Differential Equations.....	3

Note: to enroll in MATH 181, students must first successfully complete the MATH 126/127 sequence or have a qualifying ACCUPLACER, ACT or SAT score.

» **TOTAL EMPHASIS REQUIREMENTS** ..... **18 CREDITS**

### ELECTIVE REQUIREMENTS

Choose nine transferable elective credits.

Note: MATH 126 and MATH 127 qualify if taken; additional credits from science courses may be electives.

» **TOTAL ELECTIVE REQUIREMENTS** ..... **9-12 CREDITS**

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
EMPHASIS	CS 135R	COMPUTER SCIENCE I	3
ENGLISH	ENG 101	COMPOSITION I	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS/EMPHASIS	MATH 181	CALCULUS I	4
			<b>Total</b>
<b>16</b>			
<b>2nd Semester</b>			
EMPHASIS	CS 202	COMPUTER SCIENCE II	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 102	COMPOSITION II	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	MATH 182	CALCULUS II	4
			<b>Total</b>
<b>16</b>			
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE TRANSFERABLE ELECTIVE COURSE	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	DEGREE ELECTIVE	CHOOSE ANY TRANSFERABLE SCIENCE COURSE	3
SCIENCE	DEGREE ELECTIVE	CHOOSE ANY TRANSFERABLE SCIENCE COURSE	3
EMPHASIS	MATH 283	CALCULUS III	4
			<b>Total</b>
<b>16</b>			
<b>2nd Semester</b>			
ELECTIVE		CHOOSE ANY TRANSFERABLE COURSE	3
ELECTIVE		CHOOSE ANY TRANSFERABLE COURSE	3
SOCIAL SCIENCE/ DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MATH 285	DIFFERENTIAL EQUATIONS	3
			<b>Total</b>
<b>12</b>			
			<b>Degree Total</b>
<b>60</b>			

# NURSING

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Nursing

# 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 Science degree. The Associate of Science degree in nursing is awarded upon completion of the curriculum and the student will be eligible to apply to take the national NCLEX-RN examination leading to licensure as a Registered Nurse.

Nursing program graduates are eligible to apply for licensure in the state of their choice. Each state has specific criteria for licensure eligibility. It is the student's responsibility to contact the state to ascertain eligibility requirements. Graduation from an accredited program is only one of the requirements and does not mean automatic licensure as a nurse. The State of Nevada licensure application contains five questions which may impact the applicant's ability to obtain licensure. These questions have to do with revocation, denial or suspension of a license or certificate, conviction of a criminal offense, problems with drug or alcohol use, treatment for mental illness and physical disability which could impair one's ability to practice nursing.

Nursing courses are to be taken in the sequence outlined on the following page. General education support courses may be taken as outlined or prior to acceptance into the program. However, because clinical experiences and/or theory courses may be scheduled during both day and evening hours, it is suggested that as many general education classes as possible be taken prior to acceptance into the program with the exception of required pre-requisites.

Background checks are a requirement of the clinical facilities with which Truckee Meadows Community College has a contract for nursing student clinical experience. If a student declines to provide a background check or if the background is unsatisfactory to the facility, the student will not be permitted to participate in the clinical portion of the program. Prospective students are advised that they will be withdrawn from the program if clinical requirements are not able to be met for any reason. TMCC will not be responsible for obtaining background checks and will not receive the results of any background investigations.

A student's progression in the ADN program is contingent upon attaining and maintaining a grade of "C" or better in each course in the nursing curriculum.

### ADMISSION REQUIREMENTS

The pre-requisite courses, MATH 126, BIOL 223, and 251 must be taken prior to application for admission to the nursing program. There are additional admission requirements. Please go [online](#) for information.

### ACCREDITATION AND REGULATION

The TMCC ADN program is approved by the Nevada State Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing, Inc. (ACEN). Students may contact the [Nevada State Board of Nursing](#) at 888-590-6726.

ACEN, a U.S. Department of Education recognized accrediting agency for nursing programs maintains information on TMCC's nursing program. ACEN's address is 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326.

### PROGRAM OUTCOMES

Students completing the program will:

- » Achieve a passing score on the NCLEX-RN.
- » Complete the program in a timely manner.
- » Be employable.

# ASSOCIATE OF SCIENCE DEGREE - NURSING

## 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

**ENGLISH** ..... 3-6 CREDITS  
Required: Including ENG 102 or ENG 114

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

**HUMANITIES** ..... 3 CREDITS  
Recommended: CH 201 or CH 202

**MATHEMATICS** ..... 3 CREDITS  
Required: MATH 126 or higher

**SCIENCE** ..... 6 CREDITS  
Required: BIOL 190/190L and BIOL 251

**SOCIAL SCIENCE** ..... 3 CREDITS  
Recommended: CH 203 or PSC 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

## ADDITIONAL DEGREE REQUIREMENTS

**DIVERSITY** ..... (3 CREDITS)  
Required: NURS 212

**SCIENCE** ..... 6 CREDITS  
BIOL 223 Human Anatomy and Physiology I 4  
BIOL 224 Human Anatomy and Physiology II 4

**U.S. AND NEVADA CONSTITUTIONS** ..... (3 CREDITS)  
Required: CH 203 or PSC 101

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 6 CREDITS

## CORE REQUIREMENTS

BIOL 224	(additional 2 credits from Gen. Ed.)	2
BIOL 251	(additional 2 credits from Gen. Ed.)	2
NURS 102	Professional Behaviors	2
NURS 138	Nursing Care I	7
NURS 142	Fundamentals of Pharmacology	2
NURS 170	Nursing Care 2	7
NURS 202	Nursing Care 3	7
NURS 209	Principles of Pathophysiology	3
NURS 212	Cultural Aspects of Nursing Care	3
NURS 274	Nursing Care 4	7

» **TOTAL CORE REQUIREMENTS** 42 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 69-72 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
<b>Prerequisite Semester</b>			
SCIENCE	BIOL 190/190L (FAST-TRACK)	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY/LAB	4
SCIENCE	BIOL 223 (FAST-TRACK)	HUMAN ANATOMY AND PHYSIOLOGY I	4
SCIENCE	BIOL 251 (FAST-TRACK)	GENERAL MICROBIOLOGY	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 126	PRE-CALCULUS I	3
NOTE: AFTER COMPLETION OF PREREQUISITE SEMESTER, STUDENTS APPLY FOR ADMISSION TO THE NURSING DEGREE PROGRAM.			
<b>Total</b>			<b>18</b>
<b>1st Semester</b>			
SCIENCE	BIOL 224 (FAST-TRACK)	HUMAN AND ANATOMY PHYSIOLOGY II	4
CORE	NURS 138	NURSING CARE I	7
CORE	NURS 142 (LATE-START)	FUNDAMENTALS OF PHARMACOLOGY	2
CORE/DIVERSITY	NURS 212	CULTURAL ASPECTS OF NURSING CARE	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
ENGLISH	ENG 102	COMPOSITION II	3
CORE	NURS 102	PROFESSIONAL BEHAVIORS	2
CORE	NURS 170	NURSING CARE 2	7
CORE	NURS 209	PRINCIPLES OF PATHOPHYSIOLOGY	3
<b>Total</b>			<b>15</b>
<b>3rd Semester</b>			
SOCIAL SCIENCE/ U.S. AND NEVADA CONSTITUTIONS	CH 203 OR PSC 101	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE OR INTRODUCTION TO AMERICAN POLITICS	3
CORE	NURS 202	NURSING CARE 3	7
<b>Total</b>			<b>10</b>
<b>4th Semester</b>			
HUMANITIES	CH 201 OR CH 202	ANCIENT AND MEDIEVAL CULTURES OR THE MODERN WORLD	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	NURS 274	NURSING CARE 4	7
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>72</b>

\*\* The Associate of Science Nursing Degree will be offered as of Fall 2015.

# PARALEGAL/LAW

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Paralegal/Law

# ASSOCIATE OF APPLIED SCIENCE DEGREE - PARALEGAL/LAW

Paralegals 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.

## DEGREE OUTCOMES

Students completing the degree will:

- » Exhibit knowledge of the following areas of the law: torts, civil procedure, ethics, and real property.
- » Demonstrate the ability to do basic legal research and basic legal writing.
- » Acquire the knowledge and skills to obtain entry-level employment as a paralegal.

## GENERAL EDUCATION REQUIREMENTS

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

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

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

Recommended: BUS 108, ENG 101 (113)

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

Humanities: all English courses (except 101, 102, 107, 108, 112D, 113, 114, 181, 221), all foreign languages, CH 201, 202, 203, HIST 105, 106, 217, HUM 101, 102, all philosophy courses, THTR 100  
 Social Science: all anthropology courses (except 102), CH 203, all geography courses (except 103), all history courses, HDFS 201, all political science courses, all psychology courses, all sociology courses

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

Choose from: MGT 171, 201, 212, 235

### MATHEMATICS ..... 3 CREDITS

Choose from: math courses 100 or above (except 100, 105, 107, 108, 122, 123, 190)

### SCIENCE ..... 3 CREDITS

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

Both U.S. and Nevada constitutions must be completed, only classes labeled \* will fulfill both requirements.  
 Choose from: CH 203\*, HIST 101, 102, 217, PSC 101\*, 208

### » TOTAL GENERAL EDUCATION REQUIREMENTS 21 CREDITS

## CORE REQUIREMENTS

IS 101	Introduction to Information Systems .....	3
LAW 101	Fundamentals of Law I (*LS) .....	3
LAW 203	Real Property (LS) .....	3
LAW 204	Torts (LS) .....	3
LAW 205	Contracts (LS) .....	3
LAW 206	Case Analysis (LS) .....	3
LAW 231	Procedure – Civil (LS) .....	3
LAW 259	Legal Writing (LS) .....	3
LAW 261	Legal Research I (LS) .....	3
LAW 263	Ethics (LS).....	3
LAW 264	Civil Evidence (LS) .....	3

### » TOTAL CORE REQUIREMENTS 33 CREDITS

## ELECTIVE REQUIREMENTS

Choose 12 credits from the following:

LAW 198	Special Topics Legal Assistant.....	5-6
LAW 232	Procedure – Criminal (LS) .....	3
LAW 233	Business Structures (LS) .....	3
LAW 251	Bankruptcy (LS).....	3
LAW 252	Family Law (LS) .....	3
LAW 255	Probate Procedures (LS) .....	3
LAW 295	Supervised Field Experience (LS).....	3

### » TOTAL ELECTIVE REQUIREMENTS 12 CREDITS

### » TOTAL DEGREE REQUIREMENTS 66 CREDITS

\*The LAW 101 (Fundamentals of Law I) course is open to all students. Upon completion of LAW 101 with a grade of 'B' or better a student may register for additional LAW courses through normal registration procedures as long as the proper prerequisites have been met. A student must maintain a 3.0 GPA average through all legal specialty coursework to graduate with an AAS degree in paralegal. Students must complete a minimum of 12 semester credits of paralegal "legal specialty" courses in a live traditional classroom format, or acceptable equivalents, as specified by the American Bar Association Standing Committee on Paralegals. Transfer credits intended to satisfy legal specialty credit will be reviewed by the program coordinator for course content to ensure that the course(s) satisfy ABA requirements. No more than 12 semester credits will be allowed via transfer for legal specialty courses. No legal specialty transfer credits are allowed via examination or portfolio. Paralegals may not provide legal services directly to the public, except as permitted by law. "LS" denotes legal specialty courses. Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF APPLIED SCIENCE DEGREE - PARALEGAL/LAW

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
HUMAN RELATIONS	GE ELECTIVE	CHOOSE FROM LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
CORE	LAW 101	FUNDAMENTALS OF LAW I	3
<b>Total</b>			<b>15</b>
2nd Semester			
ENGLISH	GE ELECTIVE	CHOOSE FROM LIST	3
MATHEMATICS	GE ELECTIVE	CHOOSE FROM LIST	3
CORE	LAW 206	CASE ANALYSIS	3
CORE	LAW 261	LEGAL RESEARCH I	3
CORE	LAW 263	ETHICS	3
<b>Total</b>			<b>15</b>
Second Year	Course #	Title	Credits
1st Semester			
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	CHOOSE FROM LIST	3
CORE	LAW 203	REAL PROPERTY	3
CORE	LAW 205	CONTRACTS	3
ELECTIVE	LAW 232	PROCEDURE-CRIMINAL	3
CORE	LAW 259	LEGAL WRITING	3
<b>Total</b>			<b>15</b>
Summer Session			
ELECTIVE	LAW 233	BUSINESS STRUCTURES	3
ELECTIVE	LAW 251	BANKRUPTCY	3
<b>Total</b>			<b>6</b>
2nd Semester			
FINE ARTS/ HUMANITIES/ SOCIAL SCIENCE/ DIVERSITY	GE ELECTIVE	CHOOSE FROM LIST	3
CORE	LAW 204	TORTS	3
CORE	LAW 231	PROCEDURE-CIVIL	3
ELECTIVE	LAW 252	FAMILY LAW	3
CORE	LAW 264	CIVIL EVIDENCE	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>66</b>



# PHYSICAL SCIENCES

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Geoscience Emphasis

# ASSOCIATE OF SCIENCE DEGREE

## GEOSCIENCE EMPHASIS

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** ..... 3-6 CREDITS  
Including ENG 101 or ENG 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** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

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

**U.S. AND NEVADA CONSTITUTIONS** ..... (3 CREDITS)  
Required: CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 0 CREDITS

### EMPHASIS REQUIREMENTS

BIOL 100 General Biology for Non-Majors ..... 3

CH 203 American Experiences and Constitutional Change..... 3

ECON 102 Principles of Microeconomics ..... (3)

or

ECON 103 Principles of Macroeconomics ..... (3)

GEOL 101 Geology: Exploring Planet Earth..... 4

GEOL 102 Earth and Life Through Time..... 4

GEOL 260 Introduction to Field Methods..... 2

MATH 181 Calculus I ..... 4

MATH 182 Calculus II ..... 4

PHYS 151 General Physics I..... (4)

or

PHYS 180/180L Physics for Scientists & Engineers I/Lab I (preferred) ..(4)

Additional GE science credits..... 2

» **TOTAL EMPHASIS REQUIREMENTS** 33 CREDITS

### ELECTIVE REQUIREMENTS

Choose 3 credits from the following:

GEOG 103/104 Physical Geography/Lab ..... 4

GEOG 121 Climate Change: The Science Basis ..... 4

GEOG 210R Introduction to Geotechnology ..... 3

GEOL 100 Earthquakes, Volcanoes and Natural Disasters ..... 3

GEOL 105R Introduction to Geology of National Parks..... 3

GEOL 206 Geology of Geothermal Energy Resources..... 3

NRES 100 Principles of Natural Resources and

Environmental Sciences ..... 3

PHYS 152\* General Physics II..... (4)

or

PHYS 181/181L Physics for Scientists & Engineers II/Lab II (preferred) (4)

\*Required for UNR Geology baccalaureate degree.

Note: PHYS 152 is not regularly taught at TMCC, however, PHYS 181/181L is normally taught at TMCC.

» **TOTAL ELECTIVE REQUIREMENTS** 3-6 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF SCIENCE DEGREE

## GEOSCIENCE EMPHASIS

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
SCIENCE	CHEM 121	GENERAL CHEMISTRY I	4
ENGLISH	ENG 101	COMPOSITION I	3
EMPHASIS	GEOL 101	GEOLOGY: EXPLORING PLANET EARTH	4
MATHEMATICS	MATH 127	PRE-CALCULUS II	3
DIVERSITY/FINE ARTS	THTR 210	THEATER: A CULTURAL CONTEXT	3
<b>Total</b>			<b>17</b>
2nd Semester			
EMPHASIS	ECON 102 OR ECON 103	PRINCIPLES OF MICROECONOMICS OR PRINCIPLES OF MACROECONOMICS	3
ENGLISH	ENG 102	COMPOSITION II	3
SCIENCE	CHEM 122	GENERAL CHEMISTRY II	4
MATHEMATICS	MATH 181	CALCULUS I	4
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
1st Semester			
EMPHASIS	BIOL 100	GENERAL BIOLOGY FOR NON-MAJORS	3
HUMANITIES	CH 201	ANCIENT AND MEDIEVAL CULTURES	3
EMPHASIS	GEOL 102	EARTH AND LIFE THROUGH TIME	4
EMPHASIS	GEOL 260	INTRODUCTION TO FIELD METHODS	2
EMPHASIS	PHYS 151 OR PHYS 180/180L	GENERAL PHYSICS I OR PHYSICS FOR SCIENTISTS AND ENGINEERS I/LAB I	4
<b>Total</b>			<b>16</b>
2nd Semester			
SOCIAL SCIENCE	CH 202	THE MODERN WORLD	3
U.S. AND NV CONSTITUTIONS	CH 203	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE	3
ELECTIVE		CHOOSE FROM LIST	
MATHEMATICS	MATH 182	CALCULUS II	4
<b>Total</b>			<b>13</b>
<b>Degree Total</b>			<b>60</b>

# PHYSICS

---

## OPTIONS AVAILABLE:

- » Associate of Science Degree - Physics Emphasis

# ASSOCIATE OF SCIENCE DEGREE

## PHYSICS EMPHASIS

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** ..... 3-6 CREDITS

Required: including 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** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

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

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

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 0 CREDITS

### EMPHASIS REQUIREMENTS

CHEM 201 General Chemistry for Scientists and Engineers I.....(4)

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 135R Computer Science I.....3

MATH 181 Calculus I (1 cr. from Gen. Ed.) ..... 1

MATH 182 Calculus II .....4

MATH 283 Calculus III .....4

MATH 285 Differential Equations.....3

PHYS 180L Physics for Scientists and Engineers I Lab..... 1

PHYS 181L Physics for Scientists and Engineers II Lab..... 1

PHYS 182/182L Physics for Scientists and Engineers III .....4

» **TOTAL EMPHASIS REQUIREMENTS** 29 CREDITS

### ELECTIVE REQUIREMENTS

Choose from seven credits from the following:

AST 104 Introductory Astronomy: Stars and Galaxies .....3

CHEM 241 Organic Chemistry I.....3

CHEM 241L Organic Chemistry for Life Science Lab I.....1

CS 202 Computer Science II.....3

ME 241 Statics .....3

PHYS 117 Introduction to Space Science and Engineering.....3

PHYS 198 Special Topics in Physics ..... 1-6

» **TOTAL ELECTIVE REQUIREMENTS** 7-10 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Cr.
<b>1st Semester</b>			
EMPHASIS	CHEM 201	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS I	4
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 181	CALCULUS I	4
SCIENCE/EMPHASIS	PHYS 180/180L	PHYSICS FOR SCIENTISTS AND ENGINEERS I/LAB	4
			<b>Total 15</b>
<b>2nd Semester</b>			
EMPHASIS	CHEM 202	GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS II	4
ENGLISH	ENG 102	COMPOSITION II	3
EMPHASIS	MATH 182	CALCULUS II	4
SCIENCE/EMPHASIS	PHYS 181/181L	PHYSICS FOR SCIENTISTS AND ENGINEERS II/LAB	4
			<b>Total 15</b>
Second Year	Course #	Title	Cr.
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3-4
EMPHASIS	CS 135R	COMPUTER SCIENCE I	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
HUMANITIES/U.S. AND NEVADA CONSTITUTIONS	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MATH 283	CALCULUS III	4
			<b>Total 16-17</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3-4
DIVERSITY/SOC. SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	MATH 285	DIFFERENTIAL EQUATIONS	3
EMPHASIS	PHYS 182	PHYSICS FOR SCIENTISTS AND ENGINEERS III	3
EMPHASIS	PHYS 182L	PHYSICS FOR SCIENTISTS AND ENGINEERS LAB III	1
			<b>Total 13-14</b>
			<b>Degree Total 60-61</b>

# RADIOLOGIC TECHNOLOGY

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Radiologic Technology
- » Certificate of Achievement - Medical Imaging for Re-Entry Radiographers

# 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 21 months of educational experiences. Students are provided with 1,680 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. 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 being selected for admission to the radiologic technology program).

## 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:

- » Submit an application for admission to the college.
  - » Have completed the following courses with a grade of "C" or better.
    - » MATH 120, Fundamentals of College Mathematics or higher
    - » ENG 101, Composition I
    - » RAD 101, Exploration in Radiology
    - » \*NURS 130, Nursing Assistant
    - » \*BIOL 141, Human Structure and Function I
    - » \*BIOL 142, Human Structure and function II
  - OR
    - » \*BIOL 223, Anatomy and Physiology I and
    - » \*BIOL 224, Anatomy and Physiology II
- \*Must have been completed in the past five years:
- » Submit official transcripts of all previous college education to records office.
  - » Have a minimum grade point average of 2.7 in all coursework applying to the Associate of Applied Science radiologic technology degree.
  - » 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).
  - » Obtain the current **radiologic technology program application**.
  - » Submit the completed application to the division of sciences dean's office (RDMT 324) or mail to: 7000 Dandini Blvd., Reno, NV 89512. Application must be received by March 1 of the current year.

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, credentialed health occupation, completion of general education degree requirements, HESI score, prerequisite GPA, and support area. Admission will be offered to the applicants on the list with the highest points. The point system can be found at [www.tmcc.edu/x-ray](http://www.tmcc.edu/x-ray). In the event of applicants having an equal number of points, the students' HESI score will be used to break the tie. If the HESI score 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.

# RADIOLOGIC TECHNOLOGY PROGRAM

## PROGRAM INFORMATION

### ACCEPTABLE ALTERNATIVE DOCUMENTATION FOR NURS

#### 130

- » Current certification as a CNA
- » Completion of EMT Intermediate Level or higher course
- » Current certification as EMT Intermediate or higher
- » Medical Assisting is not an acceptable alternative for CNA.

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.

### AFTER ACCEPTANCE TO THE PROGRAM

After selection 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:

- » Evidence of current major medical insurance coverage.
- » 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).
- » Evidence of required immunization status for hepatitis B, Varicella, MMR, TDAP or TD, and influenza vaccine.
- » Evidence of a current Health Care Provider CPR card (preferably from the American Heart Association).
- » Complete an Essentials Function form for Clinical Education.
- » A background check (instructions to be provided by the program coordinator).
- » A drug test (instructions to be provided by the program coordinator).



# ASSOCIATE OF APPLIED SCIENCE DEGREE - RADIOLOGIC TECHNOLOGY

## DEGREE OUTCOMES

Students completing the degree will:

- » Demonstrate clinical competence in diagnostic radiographic examinations.
- » Be prepared to take the American Registry of Radiologic Technologists (ARRT) examination for radiographers.
- » Demonstrate proficiency in radiation protection, equipment operation and quality control, image acquisition and evaluation, image procedures, and patient care and education.

RAD 245	Clinical Radiography IV.....	3
RAD 247	Radiography Quality Control .....	1
RAD 259	Seminar in Radiography .....	2

» **TOTAL CORE REQUIREMENTS** **44 CREDITS**

» **TOTAL DEGREE REQUIREMENTS** **76.5 CREDITS**

General education degree requirements may be taken prior to program or in the sequence listed below. A grade of “C” or better is required. All radiologic courses must be taken in the sequence listed.

## GENERAL EDUCATION REQUIREMENTS

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

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

Required: ENG 101 or ENG 113 (program prerequisite)

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

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

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

Required: MATH 120 or higher (program prerequisite)

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

Required: BIOL 141 or BIOL 223

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

Recommended: PSC 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **21 CREDITS**

## PREREQUISITES

(a grade of “C” or better required)

BIOL 141 or 223 additional 1 credit from General Education..... 1

BIOL 142 Human Structure and Function II .....(4)

or

BIOL 224 Human Anatomy and Physiology II.....(4)

NURS 130 Nursing Assistant ..... 6

RAD 101 Exploration of Radiology ..... 0.5

» **TOTAL PREREQUISITE REQUIREMENTS** **11.5 CREDITS**

## CORE REQUIREMENTS

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

RAD 103 Medical Ethics ..... 1

RAD 110 Fundamentals of Clinical Radiography I ..... 2

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 125 Clinical Radiography I ..... 2

RAD 126 Radiography II ..... 3

RAD 128 Imaging Equipment ..... 3

RAD 220 Clinical Radiography II ..... 3

RAD 230 Clinical Radiography III ..... 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

## SUGGESTED COURSE SEQUENCE

	Course #	Title	Credits
Prerequisites			
SCIENCE	BIOL 141 OR BIOL 223	HUMAN STRUCTURE AND FUNCTION I OR HUMAN ANATOMY AND PHYSIOLOGY I	4
SCIENCE	BIOL 142 OR BIOL 224	HUMAN STRUCTURE AND FUNCTION II OR HUMAN ANATOMY AND PHYSIOLOGY II	4
COMMUNICATIONS/ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 120	FUNDAMENTALS OF COLLEGE MATHEMATICS	3
CORE	NURS 130	NURSING ASSISTANT	6
CORE	RAD 101	EXPLORATION OF RADIOLOGY	0.5
			<b>Total</b> 20.5
NOTE: AFTER COMPLETION OF PREREQUISITES, STUDENTS APPLY FOR ADMISSION TO THE RADIOLOGIC TECHNOLOGY PROGRAM.			
	Course #	Title	Credits
1st Semester – Fall			
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
CORE	RAD 103	MEDICAL ETHICS	1
CORE	RAD 110	FUNDAMENTALS OF CLINICAL RADIOGRAPHY I	2
CORE	RAD 112	PATIENT CARE AND MEDICAL TERMINOLOGY	2
CORE	RAD 116	RADIOGRAPHY I	3
CORE	RAD 118	RADIOLOGY PHYSICS AND CIRCUITRY	3
			<b>Total</b> 14
2nd Semester – Spring			
U. S. & NEVADA CONSTITUTION	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
CORE	RAD 124	RADIOGRAPHIC PHOTO AND TECHNIQUES	3
CORE	RAD 125	CLINICAL RADIOGRAPHY I	2
CORE	RAD 126	RADIOGRAPHY II	3
CORE	RAD 128	IMAGING EQUIPMENT	3
			<b>Total</b> 14
3rd Semester – Summer			
CORE	RAD 220	CLINICAL RADIOGRAPHY II	3
			<b>Total</b> 3
	Course #	Title	Credits
4th Semester – Fall			
COMMUNICATIONS/ENGLISH	GE ELECTIVE	SEE APPROVED LIST	3
FINE ARTS/HUMANITIES/SOCIAL SCIENCE/DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
CORE	RAD 230	CLINICAL RADIOGRAPHY III	3
CORE	RAD 236	RADIOGRAPHIC CONTRAST—ROUTINE EXAMS	2
CORE	RAD 238	RADIATION SAFETY AND PROTECTION	2
			<b>Total</b> 13
5th Semester – Spring			
HUMAN RELATIONS	GE ELECTIVE	SEE APPROVED LIST	3
CORE	RAD 242	RADIOGRAPHY QUALITY MANAGEMENT	1
CORE	RAD 244	DIAGNOSTIC AND THERAPEUTIC RADIATION	2
CORE	RAD 245	CLINICAL RADIOGRAPHY IV	3
CORE	RAD 247	RADIOGRAPHY QUALITY CONTROL	1
CORE	RAD 259	SEMINAR IN RADIOGRAPHY	2
			<b>Total</b> 12
			<b>Degree Total</b> 76.5

# CERTIFICATE OF ACHIEVEMENT - MEDICAL IMAGING FOR RE-ENTRY RADIOGRAPHERS

TMCC offers a certificate of achievement for radiologic technologists (radiographers) who wish to re-enter the profession and 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 775-673-7281. An individualized educational plan will be developed following the receipt of transcripts and appropriate documentation demonstrating completion of an ARRT acceptable program.

## CERTIFICATE OUTCOMES

Students completing the Certificate of Achievement will:

- » Demonstrate clinical competence in diagnostic radiographic examinations.
- » Be prepared to take the American Registry of Radiographic Technologists (ARRT) examinations for radiographers.

## GENERAL EDUCATION REQUIREMENTS

The following must be completed at TMCC.

COMMUNICATIONS..... 3 CREDITS

HUMAN RELATIONS ..... 3 CREDITS

MATHEMATICS ..... 3 CREDITS

Required: MATH 120 or higher

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 9 CREDITS

## CORE REQUIREMENTS

Note: Student transcript from original Radiography Program will be evaluated to assure completion of the following content.

IS 101	Intro to Informations Systems .....	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
	Total previous program completion, transfer credits from previous ARRT approved program or ARRT certifications .....	29

The following core requirements must be completed at TMCC.

RAD 259	Seminar in Radiography .....	2
RAD 290	Internship in Radiologic Technology.....	8

**TOTAL CORE REQUIREMENTS THAT MUST BE TAKEN AT TMCC... 10 CREDITS**

» **TOTAL CORE REQUIREMENTS** 39 CREDITS

GEN. ED. REQUIREMENTS TO BE TAKEN AT TMCC..... 9 CREDITS

CORE REQ. PREVIOUSLY COMPLETED/TRANSFERRED/AART..... 29 CREDITS

CORE REQUIREMENTS TAKEN AT TMCC..... 10 CREDITS

» **TOTAL CERTIFICATE REQUIREMENTS** 48 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
GEN. ED.	COMM.	SEE APPROVED LIST	3
GEN. ED.	MATH	FUNDAMENTALS OF COLLEGE MATH	3
CORE	RAD 290*	INTERNSHIP IN RADIOLOGIC TECHNOLOGY	4
<b>Total</b>			<b>10</b>
2nd Semester			
GEN. ED.	HUMAN RELATIONS	SEE APPROVED LIST	3
CORE	RAD 259*	SEMINAR IN RADIOGRAPHY	2
CORE	RAD 290**	INTERNSHIP IN RADIOLOGIC TECHNOLOGY	4
<b>Total</b>			<b>9</b>
<b>Semester 1 and 2. Courses taken at TMCC</b>			<b>Total 19</b>
<b>Previous Program, Transferred, or ARRT credit</b>			<b>Total 29</b>
<b>Certificate Total</b>			<b>48</b>

# **SOCIAL SCIENCES**

---

## **OPTIONS AVAILABLE:**

- » Associate of Arts Degree - Psychology Emphasis

# ASSOCIATE OF ARTS DEGREE

## PSYCHOLOGY EMPHASIS

The Associate of Arts degree in psychology is designed for students seeking careers in psychology or related fields. The degree requirements include a well-balanced general education curriculum. Specific curriculum provides students with major concepts, theoretical perspectives and empirical findings in psychology. In addition, students will come to understand and apply basic research methods in psychology. This course of study is designed as a university transfer program that substantially meets the requirements for the first two years of study for the B.A. in psychology at UNR. In addition, students have the possibility to begin work on a minor in addiction treatment services that is available at UNR. Students wishing to transfer to any other baccalaureate program should work closely with TMCC advisors and advisors at the institution of transfer to obtain recommended courses for transfer.

### EMPHASIS OUTCOMES

Students completing the emphasis will:

- » Demonstrate familiarity with the major concepts, theoretical perspectives and empirical findings in psychology.
- » Understand and apply basic academic research methods in psychology including research design, data analysis and interpretation.
- » Apply psychological principles to understand human behavior.

### GENERAL EDUCATION REQUIREMENTS

**ENGLISH** ..... 3-6 CREDITS  
Including ENG 102 or ENG 114

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

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

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

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

**SOCIAL SCIENCE** ..... 3 CREDITS  
Recommended: Choose a course that meets diversity.

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21-24 CREDITS

### ADDITIONAL DEGREE REQUIREMENTS

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

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

**U.S. AND NEVADA CONSTITUTIONS** ..... 3 CREDITS  
Recommended: PSC 101 or CH 203

» **TOTAL ADDITIONAL DEGREE REQUIREMENTS** 17 CREDITS

### EMPHASIS REQUIREMENTS

Choose 19 credits from the following:

PSY 101	General Psychology .....	3
PSY 210	Introduction to Statistical Methods.....	4
PSY 233	Child Psychology .....	3
PSY 240	Introduction to Research Methods .....	3
PSY 261	Introduction to Social Psychology .....	3
PSY 275	Undergraduate Research .....	3

» **TOTAL EMPHASIS REQUIREMENTS** 19 CREDITS

### ELECTIVE REQUIREMENTS

Note: Recommended additional psychology course (PSY 241-Introduction to Abnormal Psychology)

» **TOTAL ELECTIVE REQUIREMENTS** 0-3 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 60 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

### SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 101	COMPOSITION I	3
FINE ARTS	GE ELECTIVE	SEE APPROVED LIST	3
MATHEMATICS	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	PSY 101	GENERAL PSYCHOLOGY	3
<b>Total</b>			<b>16</b>
<b>2nd Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	4
ENGLISH	ENG 102	COMPOSITION II	3
EMPHASIS	PSY 210	INTRODUCTION TO STATISTICAL METHODS	4
EMPHASIS	PSY 233	CHILD PSYCHOLOGY	3
<b>Total</b>			<b>14</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
HUMANITIES	GE ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
SOCIAL SCIENCE/ DIVERSITY	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	PSY 240	INTRODUCTION TO RESEARCH METHODS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
U.S. AND NEVADA CONSTITUTIONS	CH 203 OR PSC 101	AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE OR INTRODUCTION TO AMERICAN POLITICS	3
FOREIGN LANGUAGE	ELECTIVE	SEE APPROVED LIST	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
EMPHASIS	PSY 261	INTRODUCTION TO SOCIAL PSYCHOLOGY	3
EMPHASIS	PSY 275	UNDERGRADUATE RESEARCH	3
<b>Total</b>			<b>15</b>
<b>Degree Total</b>			<b>60</b>

# TECHNICAL SCIENCES

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Apprenticeship Program
- » Certificate of Achievement - Apprenticeship
- » Certificate of Achievement - Unmanned Aerial Systems Technician

# ASSOCIATE OF APPLIED SCIENCE DEGREE - APPRENTICESHIP PROGRAM

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

## QUALIFYING APPRENTICESHIP PROGRAMS:

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

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

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

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

Recommended: ENG 107

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

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

\*Embedded in apprenticeship credits.

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

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

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

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

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 21 CREDITS

## CORE REQUIREMENTS

CE 290 Work Experience ..... 6

OSH 222 General Industry Safety..... 1

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 mathematics 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.

# CERTIFICATE OF ACHIEVEMENT - APPRENTICESHIP

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

## QUALIFYING APPRENTICESHIP PROGRAMS:

Field Ironworkers, JATC .....	916-428-7420
International Union of Painters & Allied Trades, JATC .....	775-323-0567
Northern Nevada Bricklayers/Tilesetters, JATC .....	702-876-6563
Northern Nevada Carpenters, JATC.....	702-452-5099
Northern Nevada Electrical, JATC.....	775-358-4301
Northern Nevada Operating Engineers, JATC.....	775-575-2729
Northern Nevada Plasterers & Cement Masons, JATC .....	775-359-4241
Northern Nevada Plumbers & Pipefitters, JATC .....	775-359-2229
Northern Nevada Sheet Metal Workers, JATC .....	775-331-6393
NV Energy Gas Utility	775-834-7018

## 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.

### MATHEMATICS ..... 3 CREDITS\*\*

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

(Human Relations and Mathematics 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

CE 290 Work Experience .....6

OSH 222 General Industry Safety..... 1

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 mathematics curriculum must complete at least 17 credits.

## SUGGESTED COURSE SEQUENCE

COURSE SEQUENCES ARE ESTABLISHED SEPARATELY FOR EACH QUALIFIED APPRENTICESHIP PROGRAM. PLEASE SEE YOUR APPRENTICESHIP COORDINATOR FOR THE REQUIRED SEQUENCE.

# CERTIFICATE OF ACHIEVEMENT - UNMANNED AERIAL SYSTEMS TECHNICIAN

The UAS Certificate program will enable the student to gain knowledge of how unmanned aircraft systems operate and prepare for a future in the aerospace industry.

## CERTIFICATE OUTCOMES

Students completing the certificate will be able to:

- » Analyze the past, present, and future of unmanned aircraft systems (UAS) in civil aviation and explain how UAS can support a wide variety of civil applications.
- » Explain theories of operations for unmanned aerial systems components.
- » Use mathematical computations to develop and construct an unmanned aerial system.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: COM 215

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

Recommended: CE 201

**QUANTITATIVE REASONING ..... (3)CREDITS**

This requirement is satisfied by embedded curriculum in the following courses: ENRG 110, MPT 110, and AV 102.

**» TOTAL GENERAL EDUCATION REQUIREMENTS (9) CREDITS**

## CORE REQUIREMENTS

AV 101	Unmanned Aircraft Systems Introduction .....	3
MT 100	Fabrication Composites.....	3
MT 109	Small engine Operation and repair.....	3
ELM 110	Basic Electricity .....	4
MPT 110	Automated Production Concepts I.....	3
CIT 114R	IT Essentials.....	4
AV 102	UAS Construction Project .....	4

**» TOTAL CORE REQUIREMENTS 24 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
COMMUNICATIONS	COM 215	INTRODUCTION TO GROUP COMMUNICATIONS	3
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
CORE	AV 101	INTRO TO UNMANNED AERIAL SYSTEMS	3
CORE	MT 100	FABRICATION COMPOSITES	3
CORE	MT 109	SMALL ENGINE OPERATIONS AND MAINTENANCE	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
CORE	ELM 110	BASIC ELECTRICITY	4
CORE	MPT 110	AUTOMATED PRODUCTION CONCEPTS I	3
CORE	CIT 114R	IT ESSENTIALS	4
CORE	AV 102	UAS CONSTRUCTION PROJECT	4
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>



# TRANSPORTATION TECHNOLOGIES

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Transportation Technologies - Automotive Certified Technician Emphasis
- » Associate of Applied Science Degree - Transportation Technologies - Diesel Technician Emphasis
- » Certificate of Achievement - Automotive ASE Technician
- » Certificate of Achievement - Automotive General Service Technician
- » Certificate of Achievement - Diesel General Service Technician
- » Skills Certificate - Automotive Service Excellence (ASE) - Basic
- » Skills Certificate - Automotive Service Excellence (ASE) - Diesel Technician: Heavy Duty Power Trains
- » Skills Certificate - Automotive Service Excellence (ASE) - Diesel Technician: Light and Heavy Duty (HD) Diesel Engines
- » Skills Certificate - Automotive Service Excellence (ASE) - General
- » Skills Certificate - Automotive Service Excellence (ASE) - Master

# ASSOCIATE OF APPLIED SCIENCE DEGREE - TRANSPORTATION TECHNOLOGIES

## AUTOMOTIVE CERTIFIED TECHNICIAN EMPHASIS

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

### DEGREE OUTCOMES

Students completing the degree will:

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

### EMPHASIS OUTCOMES

Students completing the emphasis will:

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

## GENERAL EDUCATION REQUIREMENTS

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

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

Recommended: ENG 107

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

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

Recommended: CE 201

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

Recommended: MATH 108 or higher

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

Recommended: PHYS 100

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

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

## CORE REQUIREMENTS

AUTO 111 Automotive Electricity ..... 4  
 DT 211 Light Duty Performance ..... 2  
 OSH 222 General Industry Safety ..... 1

» **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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester – Summer			
EMPHASIS	AUTO 101	GENERAL AUTO	4
ENGLISH	ENG 101	COMPOSITION I	3
			<b>Total 7</b>
2nd Semester – Fall			
CORE	AUTO 111	AUTOMOTIVE ELECTRICITY	4
EMPHASIS	AUTO 145	AUTOMOTIVE BRAKES	5
EMPHASIS	AUTO 150	STEERING AND SUSPENSION SYSTEMS	5
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total 18</b>
3rd Semester – Spring			
EMPHASIS	AUTO 112	AUTOMOTIVE ELECTRICITY II	4
EMPHASIS	AUTO 136	ENGINE REPAIR	5
EMPHASIS	AUTO 225	ENGINE PERFORMANCE I	4
SCIENCE	PHYS 100	INTRODUCTORY PHYSICS	3
			<b>Total 16</b>
Second Year			
1st Semester – Fall			
EMPHASIS	AUTO 227	ENGINE PERFORMANCE II	4
EMPHASIS	AUTO 265	ELECTRICAL/ELECTRONIC SYSTEMS III	4
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
TRACK REQUIREMENT	ELECTIVE	CHOOSE TRACK 1 OR TRACK 2	4
			<b>Total 15</b>
2nd Semester – Spring			
HUMANITIES/DIVERSITY	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
CORE	DT 211	LIGHT DUTY PERFORMANCE	2
TRACK REQUIREMENT	ELECTIVE	CHOOSE TRACK 1 OR TRACK 2	5
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
			<b>Total 16</b>
			<b>Degree Total 72</b>



# ASSOCIATE OF APPLIED SCIENCE DEGREE - TRANSPORTATION TECHNOLOGIES

## DIESEL TECHNICIAN EMPHASIS

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)

Recommended: AAD 201

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

Communications-Recommended: BUS 107  
English-Recommended: ENG 107

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

Recommended: AAD 201

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

Recommended: CE 201

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

Recommended: MATH 108 or higher

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

Recommended: PHYS 100

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

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

## CORE REQUIREMENTS

AUTO 111 Automotive Electricity ..... 4  
DT 211 Light Duty Performance ..... 2  
OSH 222 General Industry Safety ..... 1

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

## EMPHASIS REQUIREMENTS

DT 101 Basic Diesel Engines ..... 4  
DT 106 Heavy Duty Transmissions and Power Trains ..... 5  
DT 107 Heavy Duty Drive Trains ..... 5  
DT 110 Heavy Duty Electrical Systems ..... 3  
DT 130 Heavy Duty Hydraulics ..... 2  
DT 201 Diesel Brakes and Pneumatics ..... 3  
DT 210 Advanced Diesel Engines ..... 4  
DT 217 Electronic Fuel Injection II ..... 3  
DT 235 Steering and Suspension ..... 2  
DT 250 Preventative Maintenance ..... 2

» **TOTAL EMPHASIS REQUIREMENTS** ..... 33 CREDITS

» **TOTAL DEGREE REQUIREMENTS** ..... 61 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
MATHEMATICS	GE ELECTIVE	MATH 108 OR HIGHER	3
EMPHASIS	DT 101	BASIC DIESEL ENGINES	4
EMPHASIS	DT 210	ADVANCED DIESEL ENGINES	4
EMPHASIS	DT 217	ELECTRONIC FUEL INJECTION II	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total 15</b>
<b>2nd Semester</b>			
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
CORE	AUTO 111	AUTOMOTIVE ELECTRICITY	4
CORE	DT 211	LIGHT DUTY PERFORMANCE	2
EMPHASIS	DT 235	STEERING AND SUSPENSION	2
EMPHASIS	DT 250	PREVENTATIVE MAINTENANCE	2
SCIENCE	PHYS 100	INTRODUCTORY PHYSICS	3
			<b>Total 16</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
EMPHASIS	DT 110	HEAVY DUTY ELECTRICAL SYSTEMS	3
EMPHASIS	DT 201	BRAKES AND PNEUMATICS	3
ENGLISH	ENG 107	TECHNICAL COMMUNICATIONS I	3
DIVERSITY/SOCIAL SCIENCE	AAD 201	HISTORY OF THE BUILT ENVIRONMENT	3
			<b>Total 15</b>
<b>2nd Semester</b>			
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
EMPHASIS	DT 106	HEAVY DUTY TRANSMISSIONS AND POWER TRAINS	5
EMPHASIS	DT 107	HEAVY DUTY DRIVE TRAINS	5
EMPHASIS	DT 130	HEAVY DUTY HYDRAULICS	2
			<b>Total 15</b>
			<b>Degree Total 61</b>

# CERTIFICATE OF ACHIEVEMENT - AUTOMOTIVE ASE TECHNICIAN

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

MATHEMATICS ..... 3 CREDITS

MATH 108 or higher

» **TOTAL GENERAL EDUCATION REQUIREMENTS** **9 CREDITS**

## CORE REQUIREMENTS

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
OSH 222	General Industry Safety.....	1

» **TOTAL CORE REQUIREMENTS** **40 CREDITS**

» **TOTAL CERTIFICATE REQUIREMENTS** **49 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester – Summer			
CORE	AUTO 101	GENERAL AUTO	4
			<b>Total</b> <b>4</b>
2nd Semester – Fall			
CORE	AUTO 111	AUTOMOTIVE ELECTRICITY	4
CORE	AUTO 145	AUTOMOTIVE BRAKES	5
CORE	AUTO 150	STEERING AND SUSPENSION SYSTEMS	5
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total</b> <b>18</b>
3rd Semester – Spring			
CORE	AUTO 112	AUTOMOTIVE ELECTRICITY II	4
CORE	AUTO 136	ENGINE REPAIR	5
CORE	AUTO 225	ENGINE PERFORMANCE I	4
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
			<b>Total</b> <b>19</b>
Second Year	Course #	Title	Credits
1st Semester – Fall			
CORE	AUTO 227	ENGINE PERFORMANCE II	4
CORE	AUTO 265	ELECTRICAL/ELECTRONIC SYSTEMS III	4
			<b>Total</b> <b>8</b>
			<b>Certificate Total</b> <b>49</b>



# CERTIFICATE OF ACHIEVEMENT - AUTOMOTIVE GENERAL SERVICE TECHNICIAN

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

**MATHEMATICS** ..... 3 CREDITS  
MATH 108 or higher

» **TOTAL GENERAL EDUCATION REQUIREMENTS**      **9 CREDITS**

## CORE REQUIREMENTS

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
OSH 222	General Industry Safety.....	1

» **TOTAL CORE REQUIREMENTS**      **28 CREDITS**

» **TOTAL CERTIFICATE REQUIREMENTS**      **37 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester – Summer</b>			
CORE	AUTO 101	GENERAL AUTO	4
			<b>Total</b> 4
<b>2nd Semester – Fall</b>			
CORE	AUTO 111	AUTOMOTIVE ELECTRICITY	4
CORE	AUTO 145	AUTOMOTIVE BRAKES	5
CORE	AUTO 150	STEERING AND SUSPENSION SYSTEMS	5
MATHEMATICS	MATH 108	MATH FOR TECHNICIANS	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
			<b>Total</b> 18
<b>3rd Semester – Spring</b>			
CORE	AUTO 112	AUTOMOTIVE ELECTRICITY II	4
CORE	AUTO 136	ENGINE REPAIR	5
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
COMMUNICATIONS	ENG 107	TECHNICAL COMMUNICATIONS I	3
			<b>Total</b> 15
			<b>Certificate Total</b> 37

# CERTIFICATE OF ACHIEVEMENT - DIESEL GENERAL SERVICE TECHNICIAN

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.
- » Demonstrate correct repair strategies and techniques by applying knowledge of system operation and demonstration of mechanical skills to accomplish repair tasks.

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: BUS 107 or ENG 107

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

Recommended: CE 201

**MATHEMATICS ..... (3) CREDITS**

Mathematics requirement is satisfied through embedded curriculum in AUTO 111, DT 101, 201, 211, 235, 250 courses.

**» TOTAL GENERAL EDUCATION REQUIREMENTS 6 CREDITS**

## CORE REQUIREMENTS

AUTO 111	Automotive Electricity.....	4
DT 211	Light Duty Performance .....	2
OSH 222	General Industry Safety.....	1

**» TOTAL CORE REQUIREMENTS 7 CREDITS**

## EMPHASIS REQUIREMENTS

DT 101	Basic Diesel Engines .....	4
DT 201	Diesel Brakes and Pneumatics.....	3
DT 235	Steering and Suspension .....	2
DT 250	Preventative Maintenance .....	2

**» TOTAL EMPHASIS REQUIREMENTS 11 CREDITS**

## ELECTIVE REQUIREMENTS

Choose at least six credits from the following:

AUTO 101	General Auto .....	4
AUTO 112	Automotive Electricity II.....	4
AUTO 145	Automotive Brakes .....	5
DT 130	Heavy Duty Hydraulics .....	2
DT 210	Advanced Diesel Engines.....	4
DT 217	Electronic Fuel Injection II .....	3

**» TOTAL ELECTIVE REQUIREMENTS 6 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
CORE	AUTO 111	AUTOMOTIVE ELECTRICITY	4
EMPHASIS	DT 101	BASIC DIESEL ENGINES	4
EMPHASIS	DT 201	DIESEL BRAKES AND PNEUMATICS	3
CORE	OSH 222	GENERAL INDUSTRY SAFETY	1
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE		CHOOSE FROM LIST	3
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
HUMAN RELATIONS	CE 201	WORKPLACE READINESS	3
CORE	DT 211	LIGHT DUTY PERFORMANCE	2
EMPHASIS	DT 235	STEERING AND SUSPENSION	2
EMPHASIS	DT 250	PREVENTATIVE MAINTENANCE	2
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# SKILLS CERTIFICATE - AUTOMOTIVE SERVICE EXCELLENCE (ASE)-BASIC

The ASE basic skills certificate will introduce students to the theory and fundamental principles of automotive and light truck maintenance and repair procedures. Students will learn fundamental principles of automotive and light truck automatic transmissions and transaxles, with emphasis on the mechanical, hydraulic, and electrical components of the transmission. The skills certificate will help prepare students to take the Automotive Service Excellence (ASE) Automatic Transmissions (A2), Manual Drive Trains and Axles (A3), and Automotive Electrical (A6) exams. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify, test, and interpret failed electrical systems and components, and formulate appropriate repair strategies.
- » Identify, test, and interpret failed systems for automatic transmissions, manual drive trains and axles, and apply appropriate repair strategies.
- » Demonstrate knowledge of the appropriate workplace skills and tools, including the application of personal and mechanical safety measures used in automotive systems diagnoses and repair.

## CERTIFICATE REQUIREMENT

AUTO 111	Automotive Electricity.....	4
AUTO 112	Automotive Electricity II.....	4
AUTO 205	Manual Drive Trains and Axles.....	4
AUTO 216	Automotive Transmissions.....	5

» **TOTAL CERTIFICATE REQUIREMENTS** **17 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	AUTO 111	AUTOMOTIVE ELECTRICITY	4
CORE	AUTO 112	AUTOMOTIVE ELECTRICITY II	4
<b>Total</b>			<b>8</b>
2nd Semester			
CORE	AUTO 205	MANUAL DRIVE TRAINS AND AXLES	4
CORE	AUTO 216	AUTOMOTIVE TRANSMISSIONS	5
<b>Total</b>			<b>9</b>
<b>Skills Certificate Total</b>			<b>17</b>

# SKILLS CERTIFICATE - AUTOMOTIVE SERVICE EXCELLENCE (ASE)-DIESEL TECHNICIAN: HEAVY DUTY POWER TRAINS

The automotive service excellence (ASE) diesel technician: heavy duty power trains skills certificate prepares students for entry-level positions as diesel technicians for medium-heavy truck drive trains. Students will diagnose, adjust and repair heavy duty transmission and power train components and equipment. The heavy duty power trains skills certificate will help prepare students to take the ASE Drive Train (T3) exam. This exam is part of the ASE T-Series Medium-Heavy Truck Certification Tests, a six-part series that may lead to a master medium-heavy truck technician status. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Analyze and apply the proper heavy duty drive and power train components, diagnosis, rebuild, and repair procedures.
- » Identify, test, and interpret failed heavy duty drive and power train components, and apply appropriate repair strategies.
- » Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

## CERTIFICATE REQUIREMENT

DT 106	Heavy Duty Transmissions and Power Trains .....	5
DT 107	Heavy Duty Drive Trains.....	5

» **TOTAL CERTIFICATE REQUIREMENTS** **10 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester (spring)			
CORE	DT 106	HEAVY DUTY TRANSMISSIONS AND POWER TRAINS	5
CORE	DT 107	HEAVY DUTY DRIVE TRAINS	5
<b>Total</b>			<b>10</b>
<b>Skills Certificate Total</b>			<b>10</b>



# SKILLS CERTIFICATE - AUTOMOTIVE SERVICE EXCELLENCE (ASE)-DIESEL TECHNICIAN: LIGHT AND HEAVY DUTY (HD) DIESEL ENGINES

The automotive service excellence (ASE) diesel technician: light and heavy duty diesel engines skills certificate will prepare students for entry-level positions as diesel technicians for light and heavy duty diesel engines. Students will diagnose, adjust, and repair light and heavy duty diesel engines. The light and heavy duty diesel engines skills certificate will help prepare students to take the ASE-Light Vehicle Diesel Engines (A9) and Diesel Engines (T2) exams. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Analyze and apply the proper light and heavy duty diesel engines diagnoses, rebuild, and repair procedures.
- » Identify, test, and interpret failed light and heavy duty diesel engine components, and apply appropriate repair strategies.
- » Analyze and apply appropriate workplace skills and tools, including the application of personal and mechanical safety measures in the workplace.

## CERTIFICATE REQUIREMENT

DT 101	Basic Diesel Engines .....	4
DT 110	Heavy Duty Electrical Systems.....	3
DT 210	Advanced Diesel Engines .....	4
DT 211	Light Duty Performance .....	2
DT 217	Electronic Fuel Injection II .....	3

» **TOTAL CERTIFICATE REQUIREMENTS** **16 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	DT 101	BASIC DIESEL ENGINES	4
CORE	DT 110	HEAVY DUTY ELECTRICAL SYSTEMS	3
CORE	DT 210	ADVANCED DIESEL ENGINES	4
<b>Total</b>			<b>11</b>
2nd Semester			
CORE	DT 211	LIGHT DUTY PERFORMANCE	2
CORE	DT 217	ELECTRONIC FUEL INJECTION II	3
<b>Total</b>			<b>5</b>
<b>Skills Certificate Total</b>			<b>16</b>

# SKILLS CERTIFICATE - AUTOMOTIVE SERVICE EXCELLENCE (ASE)-GENERAL SERVICE

The ASE general service skills certificate will introduce students to the theory and fundamental principles of automotive and light truck maintenance and repair procedures. Students will diagnose and repair various engine, steering, suspension, and brake systems. This general service skills certificate will help prepare students to take the Automotive Service Excellence (ASE) Engine Repair (A1), Steering and Suspension (A4), and Automotive Brakes (A5) exams. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify, test, and interpret failed engine systems and apply appropriate repair strategies.
- » Identify, test, and interpret failed steering, suspension, and brake systems, and apply appropriate repair strategies.
- » Demonstrate knowledge of the appropriate workplace skills and tools, including the application of personal and mechanical safety measures used in general automotive systems diagnoses and repair.

## CERTIFICATE REQUIREMENT

AUTO 136	Engine Repair .....	5
AUTO 145	Automotive Brakes .....	5
AUTO 150	Steering and Suspension Systems .....	5

» **TOTAL CERTIFICATE REQUIREMENTS** **15 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	AUTO 136	ENGINE REPAIR	5
CORE	AUTO 145	AUTOMOTIVE BRAKES	5
CORE	AUTO 150	STEERING AND SUSPENSION SYSTEMS	5
<b>Total</b>			<b>15</b>
<b>Skills Certificate Total</b>			<b>15</b>

# SKILLS CERTIFICATE - AUTOMOTIVE SERVICE EXCELLENCE (ASE)-MASTER

The ASE master skills certificate will introduce students to the theory, diagnosis, and hands-on skills to service and repair light-duty vehicle climate control and air conditioning systems. Students will learn EPA-approved safety requirements for the handling of refrigerant, recovery, recycling, and recharge of the refrigerant system. Students will also be introduced to the basic fundamentals of diagnosis and repair of engine fuel and ignition systems, and computerized fuel injection control sensors and components. Students will be introduced to hybrid vehicle propulsion systems and service procedures. The engine performance skills certificate will help prepare students to take the Automotive Service Excellence (ASE) Heating and Air Conditioning (A7), and Engine Performance (A8) exams. Students must pass all coursework with a score of 70% or higher.

These courses may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## CERTIFICATE OUTCOMES

Students completing the certificate will:

- » Identify, test, and interpret failed heating and air conditioning systems, and formulate appropriate repair strategies.
- » Identify, test, and interpret failed engine, powertrain, and emission components, and formulate repair strategies.
- » Demonstrate knowledge of the appropriate workplace skills and tools, including the application of personal and mechanical safety measures used in engine performance diagnosis and repair.

## CERTIFICATE REQUIREMENTS

AUTO 165	Auto Heating and Air Conditioning.....	5
AUTO 225	Engine Performance I.....	4
AUTO 227	Engine Performance II.....	4
AUTO 235	Engine Performance III.....	4

» **TOTAL CERTIFICATE REQUIREMENTS** **17 CREDITS**

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
CORE	AUTO 165	AUTO HEATING AND AIR CONDITIONING	5
CORE	AUTO 225	ENGINE PERFORMANCE I	4
<b>Total</b>			<b>9</b>
2nd Semester			
CORE	AUTO 227	ENGINE PERFORMANCE II	4
<b>Total</b>			<b>4</b>
3rd Semester			
CORE	AUTO 235	ENGINE PERFORMANCE III	4
<b>Total</b>			<b>4</b>
<b>Skills Certificate Total</b>			<b>17</b>

# VETERINARY TECHNICIAN

---

## OPTIONS AVAILABLE:

- » Associate of Applied Science Degree - Veterinary Technology

# 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.

- » Evidence of current medical insurance.
- » 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.

# ASSOCIATE OF APPLIED SCIENCE DEGREE - VETERINARY TECHNOLOGY

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.

## PREREQUISITE REQUIREMENTS

The following prerequisites must be completed prior to admission into the program. These courses also satisfy the English, math and science general education requirements. It is strongly suggested that students have as many of the general education requirements completed as possible before starting the veterinary technician program.

BIOL 190/190L	Introduction to Cell and Molecular Biology/Lab. ....	4
ENG 101	Composition I .....	(3)
	or	
ENG 113	Composition I for International Students.....	(3)
MATH 120	Fundamentals of College Mathematics (or higher).....	3

» **TOTAL PREREQUISITE REQUIREMENTS** (10 CREDITS)

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: ANTH 205, ANTH 208, ANTH 229, EDU 203, ENG 231, ENG 232, GEOG 200, HIST 208, HIST 209, PHIL 210, PSY 276, SOC 205, or SOC 276

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

Required: ENG 101 (113) and 102 (114)

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

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

Recommended: CE 201, EPY 101, MGT 171, MGT 201

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

Required: MATH 120 or higher

**SCIENCE** ..... 4 CREDITS

Required: BIOL 190/190L

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

Recommended: PSC 101

» **TOTAL GENERAL EDUCATION REQUIREMENTS** 22 CREDITS

## CORE REQUIREMENTS

VETT 101	Introduction to Animal Health Technology.....	4
VETT 105	Veterinary Medical Terminology .....	1
VETT 110	Comparative Animal Anatomy and Physiology I.....	4
VETT 112	Comparative Animal Anatomy and Physiology II.....	4
VETT 125	Veterinary Office Procedures .....	1
VETT 128	Animal Nursing .....	4
VETT 203	Clinical Pathology/General Pathology .....	4
VETT 205	Veterinary Diagnostic Imaging.....	2
VETT 208	Laboratory Animal Science.....	2
VETT 209	Parasitology .....	2
VETT 211	Animal Nutrition .....	2
VETT 225	Pharmacology/Toxicology .....	2
VETT 227	Advanced Animal Nursing .....	4
VETT 235	Anesthesia, Surgical Nursing and Dental Procedures.....	4
VETT 240	Large Animal Medicine.....	4
VETT 250	Small Animal Critical Care .....	3
VETT 266	Directed Clinical Practices .....	2
VETT 267	Advanced Clinical Practices .....	2

» **TOTAL CORE REQUIREMENTS** 51 CREDITS

» **TOTAL DEGREE REQUIREMENTS** 73 CREDITS

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF APPLIED SCIENCE DEGREE - VETERINARY TECHNOLOGY

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
1st Semester			
HUMAN RELATIONS	GE ELECTIVE	CHOOSE FROM LIST	3
ENGLISH	ENG 101	COMPOSITION I	3
MATHEMATICS	MATH 120	FUNDAMENTALS OF COLLEGE MATHEMATICS	3
<b>Total</b>			<b>9</b>
2nd Semester			
SCIENCE	BIOL 190/190L	INTRODUCTION TO CELL AND MOLECULAR BIOLOGY/LAB	4
DIVERSITY/FINE ARTS/ HUMANITIES/ SOCIAL SCIENCE	GE ELECTIVE	CHOOSE FROM RECOMMENDED LIST	3
COMMUNICATIONS	ENG 102	COMPOSITION II	3
U.S. AND NV CONSTITUTIONS	PSC 101	INTRODUCTION TO AMERICAN POLITICS	3
<b>Total</b>			<b>13</b>
Second Year	Course #	Title	Credits
1st Semester			
CORE	VETT 101	INTRODUCTION TO ANIMAL HEALTH TECHNOLOGY	4
CORE	VETT 105	VETERINARY MEDICAL TERMINOLOGY	1
CORE	VETT 110	COMPARATIVE ANIMAL ANATOMY AND PHYSIOLOGY I	4
CORE	VETT 125	VETERINARY OFFICE PROCEDURES	1
CORE	VETT 211	ANIMAL NUTRITION	2
<b>Total</b>			<b>12</b>
2nd Semester			
CORE	VETT 112	COMPARATIVE ANIMAL ANATOMY AND PHYSIOLOGY II	4
CORE	VETT 128	ANIMAL NURSING	4
CORE	VETT 203	CLINICAL PATHOLOGY/GENERAL PATHOLOGY	4
CORE	VETT 205	VETERINARY DIAGNOSTIC IMAGING	2
<b>Total</b>			<b>14</b>
Third Year	Course #	Title	Credits
1st Semester			
CORE	VETT 209	PARASITOLOGY	2
CORE	VETT 225	PHARMACOLOGY/TOXICOLOGY	2
CORE	VETT 235	ANESTHESIA, SURGICAL NURSING AND DENTAL PROCEDURES	4
CORE	VETT 240	LARGE ANIMAL MEDICINE	4
CORE	VETT 266	DIRECTED CLINICAL PRACTICES	2
<b>Total</b>			<b>14</b>
2nd Semester			
CORE	VETT 208	LABORATORY ANIMAL SCIENCE	2
CORE	VETT 227	ADVANCED ANIMAL NURSING	4
CORE	VETT 250	SMALL ANIMAL CRITICAL CARE	3
CORE	VETT 267	ADVANCED CLINICAL PRACTICES	2
<b>Total</b>			<b>11</b>
<b>Degree Total</b>			<b>73</b>

# **WORKFORCE DEVELOPMENT AND CONTINUING EDUCATION (WDCE)**

---

## **OPTIONS AVAILABLE:**

- » Associate of Applied Science Degree - Administrative Professional
- » Certificate of Achievement - Administrative Professional
- » Certification Preparation - Massage Certificate Program
- » Certification Preparation - Personal Trainer Program



# ASSOCIATE OF APPLIED SCIENCE DEGREE - ADMINISTRATIVE PROFESSIONAL

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

## DEGREE OUTCOMES

Students completing the degree will:

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

## GENERAL EDUCATION REQUIREMENTS

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

Recommended: ANTH 208

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

Communications-Recommended: BUS 107

English-Recommended: BUS 106 or BUS 108

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

Recommended: ANTH 208

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

Recommended: CE 201, MGT 212

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

Recommended: BUS 117

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

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

**» TOTAL GENERAL EDUCATION REQUIREMENTS 21 CREDITS**

## CORE REQUIREMENTS

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

**» TOTAL CORE REQUIREMENTS 21 CREDITS**

## EMPHASIS REQUIREMENTS

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

**» TOTAL EMPHASIS REQUIREMENTS 13 CREDITS**

## ELECTIVE REQUIREMENTS

Choose one of the following:

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

Choose one of the following:

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

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

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

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

# ASSOCIATE OF APPLIED SCIENCE DEGREE - ADMINISTRATIVE PROFESSIONAL

## SUGGESTED COURSE SEQUENCE

FIRST YEAR	COURSE #	TITLE	CREDITS
<b>1ST SEMESTER</b>			
ELECTIVE	COM 215 OR SPAN 101 OR SPAN 111 OR PHIL 102	INTRODUCTION TO GROUP COMMUNICATION OR BASICS OF SPANISH I OR FIRST YEAR SPANISH I OR CRITICAL THINKING AND REASONING	(3) (3) (4) (3)
ENGLISH	BUS 106 OR BUS 108	BUSINESS ENGLISH OR BUSINESS LETTERS AND REPORTS	3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
U.S. AND NEVADA CONSTITUTIONS	ELECTIVE	SEE APPROVED LIST	3
CORE	IS 101	INTRODUCTION TO INFORMATION SYSTEMS	3
<b>TOTAL</b>			<b>15-16</b>
<b>2ND SEMESTER</b>			
CORE	BUS 101	INTRODUCTION TO BUSINESS	3
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
CORE	BUS 112	CUSTOMER SERVICE	3
EMPHASIS	CIT 201	WORD CERTIFICATION PREPARATION	3
SCIENCE	GE ELECTIVE	SEE APPROVED LIST	3
<b>TOTAL</b>			<b>15</b>
SECOND YEAR	COURSE #	TITLE	CREDITS
<b>1ST SEMESTER</b>			
CORE	ACC 135 OR ACC 201	BOOKKEEPING I OR FINANCIAL ACCOUNTING	3
EMPHASIS	CIT 202	EXCEL CERTIFICATION PREPARATION	3
CORE	COT 240	EXECUTIVE OFFICE PROCEDURES	3
CORE	MGT 171	SUPERVISION	3
HUMAN RELATIONS	MGT 212 OR CE 201	LEADERSHIP AND HUMAN RELATIONS OR WORKPLACE READINESS	3
<b>TOTAL</b>			<b>15</b>
<b>2ND SEMESTER</b>			
DIVERSITY/SOCIAL SCIENCE	ANTH 208	FUNDAMENTALS OF CULTURAL DIVERSITY	3
EMPHASIS	CIT 107	DATABASES	1
EMPHASIS	COT 207	BUSINESS APPLICATIONS ON THE INTERNET	3
EMPHASIS	COT 217	OFFICE PUBLICATIONS	3
ELECTIVE	COT 290 OR COT 198	INTERNSHIP IN COMPUTER/OFFICE TECHNOLOGY OR SPECIAL TOPICS IN COT	2
CORE	MGT 201	PRINCIPLES OF MANAGEMENT	3
<b>TOTAL</b>			<b>15</b>
<b>DEGREE TOTAL</b>			<b>60-61</b>

# CERTIFICATE OF ACHIEVEMENT - ADMINISTRATIVE PROFESSIONAL

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

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

Recommended: MGT 212 or CE 201

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

Recommended: BUS 117

**» TOTAL GENERAL EDUCATION REQUIREMENTS 9 CREDITS**

## EMPHASIS REQUIREMENTS

BUS 106 Business English .....(3)  
or

BUS 108 Business Letters and Reports .....(3)

BUS 112 Customer Service.....3

CIT 201 Word Certification Preparation.....3

CIT 202 Excel Certification Preparation .....3

COT 217 Office Publications.....3

COT 240 Executive Office Procedures .....3

**» TOTAL EMPHASIS REQUIREMENTS 18 CREDITS**

## ELECTIVE REQUIREMENTS

Choose three credits from the following:

ACC 135 Bookkeeping I .....3

ACC 201 Financial Accounting .....3

**» TOTAL ELECTIVE REQUIREMENTS 3 CREDITS**

**» TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

First Year	Course #	Title	Credits
<b>1st Semester</b>			
COMMUNICATIONS	BUS 107	BUSINESS SPEECH COMMUNICATIONS	3
EMPHASIS	BUS 106 OR BUS 108	BUSINESS ENGLISH OR BUSINESS LETTERS AND REPORTS	3
MATHEMATICS	BUS 117	APPLIED BUSINESS MATH	3
EMPHASIS	CIT 201	WORD CERTIFICATION PREPARATION	3
EMPHASIS	COT 217	OFFICE PUBLICATIONS	3
<b>Total</b>			<b>15</b>
<b>2nd Semester</b>			
ELECTIVE	ACC 135 OR ACC 201	BOOKKEEPING I OR FINANCIAL ACCOUNTING	3
EMPHASIS	BUS 112	CUSTOMER SERVICE	3
EMPHASIS	CIT 202	EXCEL CERTIFICATION PREPARATION	3
EMPHASIS	COT 240	EXECUTIVE OFFICE PROCEDURES	3
HUMAN RELATIONS	MGT 212 OR CE 201	LEADERSHIP AND HUMAN RELATIONS OR WORKPLACE READINESS	3
<b>Total</b>			<b>15</b>
<b>Certificate Total</b>			<b>30</b>

# CERTIFICATION PREPARATION - MASSAGE CERTIFICATE PROGRAM

## 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 I for Massage Professionals..(4)  
and  
MASG 208C Anatomy and Physiology II for Massage Professionals.(4)

or

BIOL 141 Human Structure and Function I .....(4)  
and  
BIOL 142 Human Structure and Function II .....(4)

or

BIOL 223 Human Anatomy and Physiology I .....(4)  
and  
BIOL 224 Human Anatomy and Physiology II.....(4)

EMS 101 CPR and First Aid ..... 1  
NURS 140 Medical Terminology.....(3)

or

MASG 149C Medical Terminology.....(1)  
MASG 106C Meridians of Oriental Medicine ..... 1  
MASG 110C Integrated Massage ..... 1  
MASG 129C Deep Tissue and Neuromuscular Therapy ..... 1  
MASG 130C Sports Massage ..... 1  
MASG 200C Introduction to Massage Training.....0.5  
MASG 201C Fundamentals of Professional Massage ..... 6  
Prerequisite: MASG 200C.

MASG 203C Pathology for Massage Professionals ..... 3  
Offered spring semester only.

MASG 205C Kinesiology..... 3  
Prerequisite : MASG 202C or BIOL 141 or 223.

MASG 210C Massage Clinic..... 7  
Prerequisites: MASG 201C and MASG 205C.

MASG 215C Business and Marketing for Professionals..... 3  
Offered spring semester only

MASG 216C Ethics for Massage Therapists ..... 0.5  
MASG 221C National Test Prep and Review ..... 1

» **TOTAL COURSE REQUIREMENTS** **38 CREDITS**

## 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 of academic affairs in order to be applied to the general studies associate degree or certificate. Also “C” classes may not be counted for financial aid credit requirements. Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

Sequence designed for a full-time student.

First Year	Course #	Title	Credits
<b>1st Semester</b>			
	ELECTIVES	ELECTIVES IN MASG	0.5+
	MASG 106C	MERIDIANS OF ORIENTAL MEDICINE	1
	MASG 130C	SPORTS MASSAGE	1
	MASG 202C	ANATOMY AND PHYSIOLOGY I FOR MASSAGE PROFESSIONALS	4
	MASG 200C	INTRODUCTION TO MASSAGE TRAINING	0.5
	MASG 201C	FUNDAMENTALS OF PROFESSIONAL MASSAGE	6
	MASG 149C	MEDICAL TERMINOLOGY	1
			<b>Total 14</b>
<b>2nd Semester</b>			
	ELECTIVES	ELECTIVES IN MASG	2
	MASG 110C	INTEGRATED MASSAGE	1
	MASG 129C	DEEP TISSUE AND NEUROMUSCULAR THERAPY	1
OFFERED SPRING ONLY	MASG 203C	PATHOLOGY FOR MASSAGE PROFESSIONALS	3
	MASG 205C	KINESIOLOGY	3
OFFERED SPRING ONLY	MASG 215C	BUSINESS AND MARKETING FOR PROFESSIONALS	3
	MASG 216C	ETHICS FOR MASSAGE THERAPISTS	0.5
			<b>Total 13.5</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
	ELECTIVES	ELECTIVES IN MASG	0.5+
	EMS 101	CPR AND FIRST AID	1
	MASG 208C	FUNCTIONAL ANATOMY AND PHYSIOLOGY II FOR MASSAGE PROFESSIONALS	4
OFFERED SPRING ONLY	MASG 210C	MASSAGE CLINIC	7
	MASG 221C	NATIONAL TEST PREP AND REVIEW	1
			<b>Total 13.5</b>
<b>Certificate Program Total 41</b>			

# CERTIFICATION PREPARATION - PERSONAL TRAINER PROGRAM

## COURSE REQUIREMENTS

Choose one of the following sets:

PT 202C	Anatomy and Physiology I for Fitness Professionals ....(4)	
and		
PT 208C	Anatomy and Physiology II for Fitness Professionals ... (4)	
or		
BIOL 141	Human Structure and Function I .....(4)	
and		
BIOL 142	Human Structure and Function II .....(4)	
or		
BIOL 223	Human Anatomy and Physiology I .....(4)	
and		
BIOL 224	Human Anatomy and Physiology II.....(4)	
EMS 101	CPR and First Aid ..... 1	
MASG 215C	Business and Marketing for Massage Professionals .....(3)	
or	Spring semester only.	
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 of academic affairs in order to be applied to the general studies associate degree or certificate. Also “C” classes may not be counted for financial aid credit requirements.

Recommended courses are listed in the course sequence; however, other courses may apply. Please see an advisor or the department.

## SUGGESTED COURSE SEQUENCE

Sequence designed for a full-time student.

First Year	Course #	Title	Credits
<b>1st Semester</b>			
	ELECTIVE	ELECTIVE IN PEX/PT	1-3
	EMS 101	CPR AND FIRST AID	1
	PEX 174	FITNESS PRINCIPLES AND PRACTICE	2
	PEX 183	WEIGHT TRAINING	1
OFFERED FALL ONLY	PT 100C	INTRODUCTION TO PERSONAL TRAINING	3
	PT 202C	ANATOMY AND PHYSIOLOGY I FOR FITNESS PROFESSIONALS	4
<b>Total</b>			<b>12-15</b>
<b>2nd Semester</b>			
	ELECTIVE	ELECTIVE IN PEX/PT	1-3
	MASG 205C	KINESIOLOGY	3
OFFERED SPRING ONLY	MASG 215C	BUSINESS AND MARKETING FOR MASSAGE PROFESSIONALS	3
	PEX 199	SPECIAL TOPICS (CIRCUIT TRAINING)	1
OFFERED SPRING ONLY	PT 120C	TECHNIQUES OF TEACHING WEIGHT TRAINING	1
OFFERED SPRING ONLY	PT 205C	FITNESS ANALYSIS AND APPLICATION	3
<b>Total</b>			<b>12-15</b>
Second Year	Course #	Title	Credits
<b>1st Semester</b>			
	PT 208C	ANATOMY AND PHYSIOLOGY II FOR FITNESS PROFESSIONALS	4
	ELECTIVE	ELECTIVE IN PEX/PT	1-3
	NUTR 121	HUMAN NUTRITION	3
<b>Total</b>			<b>8-10</b>
<b>2nd Semester</b>			
	PT 250C	INTERNSHIP	1
<b>Total</b>			<b>1</b>
<b>Preparation for Certification Total</b>			<b>33</b>

# COURSE PLANNING GUIDE



In order for students to stay on track for graduation, TMCC would like to preview its course offerings for the 2015-2016 and 2016-2017 academic years so that students may better plan their upcoming schedules.

### Key to course formats

<b>P</b>	<b>In-Person:</b> The class will be taught in-person at one of TMCC's campus locations.
<b>WB</b>	<b>Web/Online:</b> The class will be taught online.
<b>HY</b>	<b>Hybrid:</b> The class will be taught in hybrid format, with part of the curriculum taught online and part of the curriculum taught in person at one of the campus locations.
<b>IN</b>	<b>Internship:</b> Internships are coordinated through the department and TMCC's Internship Program. Contact the department for details.
<b>IS</b>	<b>Independent Study:</b> The class will be taught through the department as an independent study, which generally does not have regular meeting days/times. Contact the department for details.
<b>AN</b>	<b>As Needed:</b> This is not a regularly-scheduled course and will only be taught if there is adequate student demand. Contact the department for details.
<b>(Blank)</b>	Not being offered by the department, or the department provided no information. Contact the department for details.

Note: In cases where a class is shown to be offered in multiple formats (eg. P, WB), the department will offer the class in one format or another.

Course	Prefix	Title	2015-2016				2016-2017			
			Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
AA	100	Intro Architectural Design	P				P			
AA	101	Design with Nature			P				P	
AA	125	Const Drawings & Detailing	P		P		P		P	
AA	180	Fundamentals of Design I	P				P			
AA	181	Fund Design I Discussion	P				P			
AA	182	Fundamentals of Design II			P				P	
AA	183	Fund of Design II Discuss			P				P	
AA	201	History of the Built Env	P		P		P		P	
AA	202	Analysis of the Built Env			P				P	
AA	223	Graphic Software	P				P			
AA	230	Design with Climate			P				P	
AA	265	Computer Appls in Arch I			P				P	
AA	280	Fund of Arch Design I	P				P			
AA	282	Fund of Arch Design II			P				P	
AC	102	Refrigeration Theory	P	WB	P	WB	P	WB	P	WB
AC	106	Residential Gas Heating			P				P	
AC	107	Electrical and Controls HVAC	P, HY		HY		P, HY		HY	
AC	111	Heat Pumps	AN		AN		AN		AN	
AC	121	Sheet Metal I			AN				AN	
AC	150	Basic Refrig Servicing	P		P		P		P	
AC	198	Special Topics in HVAC	P		P		P		P	
AC	200	Commercial Refrigeratn I			P				P	
AC	210	Boiler Operat/Maintenance			AN		AN			
AC	295	Internship HVAC Career			AN, IN		AN, IN			
ACC	105	Taxation/Individuals			WB				WB	
ACC	135	Bookkeeping I	P, WB			P, WB	P, WB		P, WB	
ACC	136	Bookkeeping II	WB		P, WB		WB		P, WB	
ACC	180	Payroll & Emp Benefit Acc	WB		WB		WB		WB	
ACC	201	Financial Accounting	P, WB			P, WB	P, WB		P, WB	
ACC	202	Managerial Accounting	P, WB			P, WB	P, WB		P, WB	
ACC	220	Microcomputer Acctng Syst			WB				WB	
ACC	295	Work Experience			IN		IN		IN	
ADT	105	Architectural Dftg I	P				P			
ADT	120	Intro Leed/Sustainbl Bldg	P				P			
ADT	230	Mech/Elect Equip/Bldg	P				P			
ADT	245	Statics/Strength/Mtrls			P				P	
ADT	256	Intro Land Use Planning	P				P			
ADT	290	Intern in Arch Design	AS, IN							
AM	145	Sign Language I	P			P	P			P
AM	146	Sign Language II			P	P			P	P
AM	147	Sign Language III	P				P			
AM	148	Sign Language IV			P				P	
ANTH	101	Intro to Cultural Anthro	P, WB		P, WB	WB	P, WB		P, WB	WB
ANTH	102	Intro to Physical Anthro	P, WB		P, WB		P, WB		P, WB	
ANTH	110L	Physical Anthro Lab	P		P		P		P	
ANTH	201	Peoples/Cultures of World	P, WB	WB	P, WB	WB	P, WB	WB	P, WB	WB
ANTH	202	Archaeology	P, WB		P, WB		P, WB		P, WB	
ANTH	205	Ethnic Grps Contmpry Soc	P, WB		P, WB		P, WB		P, WB	
ANTH	208	Fund Cultural Diversity	P		P		P		P	
ANTH	227	Foundatn Arch Lab Methods	AN		AN		AN		AN	
ANTH	281	Introduction to Language	WB		P		WB		P	
ANTH	290	Intern in Anthropology			IN		IN		IN	
ART	100	Visual Foundations	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
ART	101*	Drawing I	P		P	P	P		P	P
ART	102*	Drawing II	P		P	P	P		P	P
ART	106	Jewelry I	P		P		P		P	
ART	124*	Intro to Printmaking	P		P		P		P	
ART	127	Water Color I	P		P		P		P	
ART	135*	Photography I	P		P		P		P	

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
ART	141*	Intro Digital Photo	P		P		P		P	
ART	142	Intro Digital Photo II	P		P		P		P	
ART	160	Art Appreciation	P, WB	WB	P	P, WB	P, WB	WB	P, WB	P, WB
ART	198	Special Topics	P		P		P		P	
ART	201	Life Drawing I	P		P		P		P	
ART	209	Intro Gallery Practices	P		P		P		P	
ART	211	Ceramics I	P		P		P		P	
ART	212	Ceramics II	P		P		P		P	
ART	216	Sculpture I	P		P		P		P	
ART	227	Water Color II	P		P		P		P	
ART	231	Painting I	P		P		P		P	
ART	232	Painting II	P		P		P		P	
ART	235+	Photography II			P				P	
ART	236+	Photography III	P				P			
ART	260*	Survey of Art History I	P, WB		P, WB		P, WB		P, WB	
ART	261*	Survey of Art History II	P, WB		P, WB		P, WB		P, WB	
ART	263	Afrcn,OcnC,Natv Amer Art	P, WB		P, WB		P, WB		P, WB	
ART	270	Women in Art	P, WB	WB	P, WB		P, WB	WB	P, WB	
ART	295	Special Topics in Art History	P		P		P		P	
ART	296	Independent Study	P		P		P		P	
ART	297*	Field Study	P		P		P		P	
ART	298*	Portfolio Emphasis	P		P		P		P	
ART	299*	Special Topics/Studio Art	P		P		P		P	
AST	104	Int Astro-Stars/GalXys	P		P		P		P	
AUTO	101	General Auto	P		P	AN	P		P	AN
AUTO	111	Automotive Electricity	P		P	AN	P		P	AN
AUTO	112	Automotive Electricity II	P		P	AN	P		P	AN
AUTO	136	Engine Repair			P	AN			P	AN
AUTO	145	Automotive Brakes	P		P	AN	P		P	AN
AUTO	150	Steer & Susp Systems	P		P	AN	P		P	AN
AUTO	165	Auto Heating & Air Cond			P	AN			P	AN
AUTO	205	Manual Drive Trains & AXI	P			AN	P			AN
AUTO	216	Automatic Transmissions			P	AN			P	AN
AUTO	225	Engine Performance I	P		P		P		P	
AUTO	227	Engine Performance II	P		P		P		P	
AUTO	235	Engine Performance III	P		P		P		P	
AUTO	265	Elec/Electron Systems III				P			P	
AUTO	290	Intern in Automotive Lv 1			IN				IN	
AV	101	Intro to Unmanned Aeerial Sys	P		P		P		P	
AV	110	Private Pilot Grnd School	P		P		P		P	
BI	101	Intro to Building Codes	P		P		P		P	
BIOL	100	General Biol/Non-Majors	P, WB	WB	P, WB	WB	P, WB	WB	P, WB	WB
BIOL	106	Intro Evolution & Adaptation	P				P			
BIOL	110	Biol Elem/Middle Level Ed	P				P			
BIOL	113	Life in the Ocean	WB		WB	WB	WB		WB	WB
BIOL	141	Human Structure/Fnctn I								
BIOL	142	Human Structure/Fnctn II	P							
BIOL	188	Foundations Sci Literacy								
BIOL	190	Intro Cell/Molecular Biol	P		P	P	P		P	P
BIOL	190L	Intro Cell/Molecular Biol Lab	P		P	P	P		P	P
BIOL	191	Intro Organismal Biology	P		P		P		P	
BIOL	191L	Intro Organismal Biol Lab	P		P		P		P	
BIOL	200	Elements of Human A & P			WB					
BIOL	201	General Zoology								
BIOL	202	General Botany			P				P	
BIOL	223	Human Anatomy & Physlgy I	P, HY		P, WB	P	P, HY		P, WB	P
BIOL	224	Human Anatomy & Physlgy II	P, HY		P, HY	P	P, HY		P, HY	P
BIOL	251	General Microbiology	P, HY		P, HY	P	P, HY		P, HY	P
BIOL	273	Research Experience	AN		AN		AN		AN	
BIOL	275	Gross Anatomy Dissection	AN		AN		AN		AN	
BIOL	290	Internship in Biology	IN		IN		IN		IN	
BIOL	295	Topics in Infectious Disease			P				P	
BIOL	299	Selected Topics in Biology	AN		AN		AN		AN	
BUS	101	Intro to Business	P, WB		P, WB		P, WB		P, WB	
BUS	106	Business English	P, WB		P, WB		P, WB		P, WB	
BUS	107	Business Speech Communications	P		P, HY		P		P, HY	
BUS	108	Bus Letters & Reports	P, WB		WB		P, WB		WB	
BUS	112	Customer Service	WB		WB		WB		WB	
BUS	117	Applied Business Math	P, WB		WB		P, WB		WB	
BUS	150	Personal Finance	WB		P, WB		WB		P, WB	
BUS	198	Specl Topics Business	AN				AN			
BUS	290	Intern in Business	IN		IN					
CADD	100	Intro to Comp Aided Draft	P		P		P		P	
CADD	105	Intrmd Comp-Aided Draftng	P		P		P		P	
CADD	140	Tech Drafting I			HY				HY	
CADD	141	Tech Drafting II			HY				HY	
CADD	142	Tech Drafting III	P				P			
CADD	198	Special Topics in CADD	AN		AN		AN		AN	



			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
CADD	200	Adv Computer-Aided Dft	AN		AN		AN		AN	
CADD	210	CADD Project			IN				IN	
CADD	245	Solid Mdl/Parametric Dsgn	IN				IN			
CADD	290	Intern in CADD			AN				AN	
CADD	299	Capstone/Assessment	AN		AN		AN		AN	
CE	198	Spec Topics in Coop Education	AN		AN		AN		AN	
CE	201	Workplace Readiness	WB		WB	WB	WB		WB	WB
CE	290	Work Experience	IN		IN	IN	IN		IN	IN
CEP	254	Biopsych/Soc Factors Addict	AN		AN		AN		AN	
CEP	255	Dev Thry/Prevntn/Ed Stratgs	AN		AN		AN		AN	
CH	201	Ancient and Medieval Ctr	P, WB	WB	P, WB	P, WB	P, WB	WB	P, WB	P, WB
CH	202	The Modern World	P, WB	WB	P, WB	P, WB	P, WB	WB	P, WB	P, WB
CH	203	Am Exp & Const Change	P, WB	WB	P, WB	P, WB	P, WB	WB	P, WB	P, WB
CHEM	100	Molecules and Life in Mdn Wrld	P		P	P	P		P	P
CHEM	103	Preparatory Chemistry	AN		AN		AN		AN	
CHEM	120	Recitation General Chem I	AN		AN		AN		AN	
CHEM	121	General Chemistry I	P		P	P	P		P	P
CHEM	122	General Chemistry II	P		P		P		P	
CHEM	198	Spec Topics in Chemistry	AN		AN		AN		AN	
CHEM	220	Intro Organic Chem	P		P		P		P	
CHEM	241	Organic Chemistry I			P				P	
CHEM	241L	Orgnc Chem Lfe Sci Lab I			P				P	
CHEM	242	Organic Chemistry II	P				P			
CHEM	242L	Orgnc Chem Lfe Sci Lab II	P				P			
CHS	101	Intro to Community Health Science	P, WB	WB	P, WB	WB	P, WB	WB	P, WB	WB
CHS	102	Fndtns of Pers Health/Wellness	P, WB	WB	P, WB	WB	P, WB	WB	P, WB	WB
CHS	200	Intro to Public Health Biology	WB		P	WB	WB		P	WB
CHS	230	Intro to Environmental Health	WB		WB	WB	WB		WB	WB
CIT	95	Personal Computer Basics	P		P		P		P	
CIT	105R	Word Processing	P, WB		P, WB	WB	P, WB		P, WB	WB
CIT	106	Spreadsheets	WB		WB	WB	WB		WB	WB
CIT	107	Databases	WB				WB			
CIT	108	PowerPoint	WB		WB	WB	WB		WB	WB
CIT	112	Network +	WB, HY		WB, HY		WB, HY		WB, HY	
CIT	114R	IT Essentials	P, WB, HY		P, WB, HY		P, WB, HY		P, WB, HY	
CIT	128	Intro Software Developmnt	P		P		P		P	
CIT	130	Beginning Java			P, HY				P, HY	
CIT	134	Beginning C# Programming	P				P			
CIT	151	Beginning Web Development	P, WB		P, WB		P, WB		P, WB	
CIT	152R	Web Script Lang Prog	WB				WB			
CIT	173	Introduction to Linux	P, WB		P, WB		P, WB		P, WB	
CIT	174	Linux System Administrtn	HY		HY					
CIT	176	Linux Shell Programming	AN				AN			
CIT	180	Database Concepts and SQL	P, HY				P, HY			
CIT	201	Word Certification Prep	P, WB		P, WB	P	P, WB		P, WB	P
CIT	202	Excel Certification Prep	P, WB		P, WB	P	P, WB		P, WB	P
CIT	203	Access Certification Prep			P, WB		P, WB			
CIT	204	Powerpoint Cert Prep	P, WB		P	P	P, WB		P	P
CIT	211	MCITP/MCTS Windows Workstat OS	P				P			
CIT	212	MCITP/MCTS Windows Server OS			P				P	
CIT	213*	MCITP/MCTS Netw Infrastructure	AN		AN		AN		AN	
CIT	214*	MCITP App Infrastructure	AN				AN			
CIT	215	MCITP Active Directory	P		P		P		P	
CIT	217	Security +	HY				HY			
CIT	230	Advanced Java	P				P			
CIT	234	Advanced C# Programming			P				P	
CIT	251	Advanced Web Development			WB				WB	
CIT	257	Web Languages			HY				HY	
CIT	263R	Project Management			P, HY				P, HY	
CIT	290	Internship in CIT I	IN		IN		IN		IN	
CIT	299	Independent Study in CIT	IS		IS		IS		IS	
CLS	151	Phlebotomy	P		P		P		P	
CLS	152	Applied Phlebotomy	P		P		P		P	
CLS	153	Phlebotomy Clinical Practicum	P		P		P		P	
COM	113	Fund of Speech Comm	P	P	P	P	P	P	P	P
COM	215	Intro to Group Communication	P, WB		P, WB		P, WB		P, WB	
COM	285	Comm Disabilities & Film	WB		WB		WB		WB	
CONS	120	Print Reading and Specificatn	P				P			
CONS	121	Prins of Const Estimating	P							
CONS	155	On-Site Construction Supr	P				P			
CONS	198	Special Topics in Construction	AN		AN		AN		AN	
CONS	211	Construction Cost Control			P				P	
CONS	221	Cons Estimating II			P				P	
CONS	281	Cons Plan, Sched & Control			P				P	
CONS	282	Construction Law			P				P	
CONS	283	Cons Documents and Specs			P				P	
CONS	290	Intrn in Construction	AN				AN			
COT	101	Computer Keyboarding I	WB		WB		WB		WB	

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
COT	110	Business Machines	P		P		P		P	
COT	207	Bus Appl on the Internet	WB				WB			
COT	217	Office Publications			WB				WB	
COT	240	EXecutive Office Procedures	WB				WB			
COT	290	Intern in Comp/Offc Tech	IN		IN	IN	IN		IN	IN
CPD	116	Substance Abuse-Facts/Insights	P		P		P		P	
CPD	120	Treatment Plng/Case Mgt	AN		AN		AN		AN	
CPD	123	Career Choices & Changes								
CPD	291	Substance Abuse Practicum I	AN		AN		AN		AN	
CPE	201	Intro to Comp Engineering	P				P			
CRJ	101	Intro to Criminal Justice								
CRJ	102	Intro to Crim Justice II								
CRJ	106	Intro to Corrections								
CRJ	108	Intro to Homeland Security								
CRJ	125	Legal Careers and Law								
CRJ	126	Legal Research & Methods								
CRJ	127	Legal Writing								
CRJ	145	Trans and Border Security								
CRJ	155	The Juvenile Justice System								
CRJ	160	Prin of Private Invest								
CRJ	162	Investigative Photography I								
CRJ	164	Intro Criminal Investigation								
CRJ	198	Special Topics in CRJ								
CRJ	211	Police in America: An Intro								
CRJ	214	Prin/Pol Patrol Tech								
CRJ	215	Probation & Parole								
CRJ	222	Criminal Law & Procedures								
CRJ	225	Criminal Evidence								
CRJ	226	Prev & Contrl/Delinquency								
CRJ	261	Intel Analysis & Security Mgt								
CRJ	265	Intro/Phys Evidence								
CRJ	270	Intro to Criminology								
CRJ	285	Selected Topics in CRJ								
CRJ	289	Law and Justice								
CRJ	290	Intrn in Crim Justice								
CRJ	299	Special Topics								
CS	135R	Computer Science I	P		P		P		P	
CS	202	Computer Science II	P		P		P		P	
CS	282	Simulation Physics			P				P	
CSCO	120	CCNA Internetworking Fund	P		P		P		P	
CSCO	121	CCNA Rout/Switch Essentials	P		P		P		P	
CSCO	220	CCNA Scaling Networks	P		P		P		P	
CSCO	221	CCNA WAN Fundamentals	P		P		P		P	
CSCO	230	Fund of Network Security			HY				HY	
CUL	100	Sanitation/HACCP	P		P	P	P		P	P
CUL	101	Sanitation/HACCP (CFPM)	P		P	P	P		P	P
CUL	105	Basic Skills Dev	P		P		P		P	
CUL	106	Und Culinary Techniques I	P		P		P		P	
CUL	108	Und Culnry Tech II	P		P		P		P	
CUL	114	Buffet Catering	P				P			
CUL	125	Principles of Baking	P				P			
CUL	130	Garde Manger			P				P	
CUL	170	Retail Deli and Bakery			P				P	
CUL	195	Selected Topics in Cul Arts	P		P		P		P	
CUL	198	Special Topics in Culinary Art	P, IS	P, IS	P, IS		P, IS	P, IS	P, IS	
CUL	200	Aromatics/Restaurant EXpr			P				P	
CUL	210	American Regional Cuisine	P				P			
CUL	220	International Cuisine			P				P	
CUL	225	Advanced Baking	P				P			
CUL	230*	Pastry Arts			P				P	
CUL	245	The Business Chef	WB		P		WB		P	
CUL	250	Saucier	P				P			
CUL	295	Work EXP in Culinary Arts	P, IN		P, IN	P, IN	P, IN		P, IN	P, IN
DA	110	Orient/Dental Assist	P				P			
DA	111	Dental Radiography I	P				P			
DA	112	Dntl/Head & Neck Anat	P, HY				P, HY			
DA	115	Dental Health Educ	P				P			
DA	116	Preclinical Dental Scienc	P				P			
DA	117	Dental Mat/Lab Tech I	P				P			
DA	119	Dental Chairside Procedur	P				P			
DA	121	Dental Radiography II			P				P	
DA	122	Clinical Dental Science			HY				HY	
DA	123	Prac Mgt & Procedures			P, HY				P, HY	
DA	125	Supervised Clinical I			P, HY				P, HY	
DA	127	Dental Mater/Lab Tech II			P				P	
DA	135	Supervised Clinid II				HY				HY
DA	137	Spec Dental Assist				P, HY				P, HY
DAN	101	Dance Appreciation	P		P		P		P	

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
DAN	132	Jazz Dance (Beginning)	P		P		P		P	
DAN	133	Jazz Dance (Beg/Intermed)	P		P		P		P	
DAN	135	Ballet, Beginning	P		P		P		P	
DAN	136	Ballet, Begin/Intermed	P		P		P		P	
DAN	138	Modern Dance, Beginning	P		P		P		P	
DAN	139	Modern Dance, Beg/Intermed	P		P		P		P	
DAN	144	Tap Dance (Beginning)	P		P		P		P	
DAN	145	Intermediate Tap Dance	P		P		P		P	
DAN	232	Jazz Dance (Intermediate)	P		P		P		P	
DAN	235	Ballet (Intermediate)	P		P		P		P	
DAN	236	Ballet (Intermed/Adv)	P		P		P		P	
DAN	238	Modern Dance Intermediate	P		P		P		P	
DAN	239	Modern Dance, Intermed/Adv	P		P		P		P	
DAN	244	Tap Dance (Intermediate)	P		P		P		P	
DAN	295	Independent Study: Dance	IS		IS		IS		IS	
DFT	100	Basic Drafting Principles	P		P		P		P	
DFT	110	Print Reading for Industry	P		P	P	P		P	P
DH	102	Oral Biology	P				P			
DH	103	Head and Neck Anatomy	P				P			
DH	104	Dental Hygiene I	P				P			
DH	105	Intro Clinical Practice	P				P			
DH	107	Legal/Ethical Implication			WB				WB	
DH	110	Concepts of Oral Health				P				P
DH	112	Oral Radiology	P				P			
DH	113	General/Oral Pathology			P				P	
DH	115	Clinical Practice I			P				P	
DH	118	Adv Clinical Topics in Dh			P				P	
DH	120	Fund of Nutrition in Dent			P				P	
DH	202	Pharmacology			P				P	
DH	203	Special Patients	P, HY				P, HY			
DH	205	Clinical Practice II	P				P			
DH	207	Periodontics I	P				P			
DH	208	Community Dental Health I	P				P			
DH	209	Pain and Anxiety Control			P				P	
DH	211	Dental Materials & Techniques	P				P			
DH	214	Periodontics II			P				P	
DH	215	Clinical Practice III			P				P	
DH	218	Community Dental Health II			P				P	
DH	299	Independent Study	P		P		P		P	
DT	101	Basic Diesel Engines	P				P			
DT	106	Hd Trans and Pwr Trains			P				P	
DT	107	Heavy Duty Drive Trains			P				P	
DT	110	Heavy Duty Electrical Sys	P				P			
DT	130	Heavy Duty Hydraulics			P				P	
DT	198	Spec Topics in Diesel Tec			AN				AN	
DT	201	Diesel Brakes\Pneumatics	P		P		P		P	
DT	210	Advanced Diesel Engines	P				P			
DT	211	Light Duty Performance	P		P		P		P	
DT	217	Electronic Fuel Injctn II	P		P		P		P	
DT	235	Steering and Suspension	P		P		P		P	
DT	250	Preventive Maintenance	P		P		P		P	
ECE	121	Parent Caregivr Reltns	P				P			
ECE	123	Hlth/Nutrtn Yng Child			P				P	
ECE	124	Sensorimotor Dev/Infnt/Todlrs			AN				AN	
ECE	125	Lang Dev/Infant/Toddlr			AN				AN	
ECE	126	Soc/Emtl Dev Inf/Todlr			AN				AN	
ECE	127	Role of Play/Inf/Todd			AN				AN	
ECE	128	Self Help Skills Inf/Todd	AN		AN		AN		AN	
ECE	129	Envrnmnt Infnt Toddlr	AN				AN			
ECE	130	Infancy	P		WB		P		WB	
ECE	151	Math/Preschool Curr	AN		AN		AN		AN	
ECE	152	Science/Preschl Curr	AN		AN		AN		AN	
ECE	154	Lit Preschool Child	AN		AN		AN		AN	
ECE	155	Literacy and the Yng Chld	AN		AN		AN		AN	
ECE	156	Music/Preschool Curr			AN				AN	
ECE	157	Art/Preschool Curr	AN		AN		AN		AN	
ECE	158	Activities for Phys Dev	AN		AN		AN		AN	
ECE	167	Child Abuse & Neglect	AN		AN		AN		AN	
ECE	168	Infect Disease/1st Aid	AN		AN		AN		AN	
ECE	169	Bilingual/Multicul/ECE	AN		AN		AN		AN	
ECE	190	Professionalsm Early Care & Ed	P, WB				P, WB			
ECE	198	Special Topics in ECE	AN		AN		AN		AN	
ECE	200	The EXceptional Child	WB		P		WB		P	
ECE	204	Prin Child Guidance	P, WB				P, WB			
ECE	210	Obsrv, Doc/Assess Yng Chd			P, WB, HY				P, WB, HY	
ECE	231	Preschool Pract: Early Chd Lab			P, IN				P, IN	
ECE	232	Practicum: Infant and Toddler			P, IN				P, IN	
ECE	240	Admin of the Preschool			WB, IS				WB, IS	

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
ECE	244	Practicum Admin ECE Pgrm			P, IN				P, IN	
ECE	245	Practicum Seminar			P				P	
ECE	250	Intro Early Childhood Ed	P, WB		P, WB	WB	P, WB		P, WB	WB
ECE	251	Curriculum in ECE	P, WB, HY				P, WB, HY			
ECE	252	Infant-Toddler Curriculum			P, WB		P, WB			
ECON	102	Prin/Microeconomics	P, WB		P, WB	P	P, WB		P, WB	P
ECON	103	Prin/Macroeconomics	P, WB		P, WB	P	P, WB		P, WB	P
ECON	261	Prin of Statistics I	P, WB	WB	P, WB		P, WB	WB	P, WB	
ECON	262	Prin of Statistics II	P, WB		P, WB		P, WB		P, WB	
EDU	110	Society and Education	P, HY		P, HY		P, HY		P, HY	
EDU	201	Intro to Elementary Ed	P, WB, HY		P, WB, HY		P, WB, HY		P, WB, HY	
EDU	202	Intro to Secondary Ed	P, WB, HY		P, WB, HY		P, WB, HY		P, WB, HY	
EDU	203	Intro to Special Ed	P, WB, HY		P, WB, HY		P, WB, HY		P, WB, HY	
EDU	204	Info Tech in Teaching	WB		WB		WB		WB	
EDU	207	EXploration Childrens Lit	HY		HY		HY		HY	
EDU	208	Diverse Abilities/Bckgrmd			P, HY				P, HY	
EDU	209	EXplore Teach/Learn Prac	AN		AN		AN		AN	
EDU	210	Nevada School Law	P		P		P		P	
EDU	211	Teaching in Inclusive Classrms	AN		AN		AN		AN	
EDU	212	Family Involvement			AN				AN	
EDU	214	Prepare Teachers Use Tech	WB		WB		WB		WB	
ELM	127	Intro to AC Controls	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
ELM	129	Electric Motors & Drives	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
ELM	134	Prog Logic Controllers I	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
ELM	233	Intro to Instrumentation	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
EMS	101	CPR and First Aid	P		P		P		P	
EMS	108	Emer Med Tech-Basic	P		P	P	P		P	P
EMS	110	Emer Med Tec Instr Tr			P				P	
EMS	112	EMT II - Enhanced Therapy	P		P		P		P	
EMS	198	Special Topics in EMS	AN		AN		AN		AN	
EMS	200	Fund Paramedic Medicine	P				P			
EMS	205	Prin of Pathophysiology	P				P			
EMS	206	Prin Pharm/Med Adm/Ven Ac	P				P			
EMS	207	Airway Mgmt & Ventilation			P				P	
EMS	209	Patient Assessment	P				P			
EMS	210	Principles of Cardiology	P				P			
EMS	211	Para Care Med Emerg/ACLS			P				P	
EMS	212	Paramedic Trauma Emrg/ITLS			P				P	
EMS	214	Ped/Spec Consid Para/Pals			P				P	
EMS	215	Assess Based Mgmt-Oper			P				P	
EMS	216	Hosp Clinical EXperience			P				P	
EMS	217	Field Internshp Paramedic			P				P	
ENG	81A	ESL Listening and Speaking	P		P		P		P	
ENG	81C	ESL Reading/Writing	P		P		P		P	
ENG	83	Pronunciation & Spelling			AN				AN	
ENG	88	ESL Grammar	P		P		P		P	
ENG	95	Basic Writing II	P		P		P		P	
ENG	97	Basic Tech Communications	P		P		P		P	
ENG	98R	Preparatory Composition	P, WB, HY		P, WB, HY	P, WB	P, WB, HY		P, WB, HY	P, WB
ENG	101	Composition I	P, WB, HY	WB	P, WB, HY	P, WB	P, WB, HY	WB	P, WB, HY	P, WB
ENG	102	Composition II	P, WB, HY	WB	P, WB, HY	P, WB	P, WB, HY	WB	P, WB, HY	P, WB
ENG	107	Tech Communications I	WB		P, WB	WB	WB		P, WB	WB
ENG	112A	ESL Listening Skills	P		P		P		P	
ENG	112C	ESL Reading Skills	P		P		P		P	
ENG	112D	ESL Composition	P		P		P		P	
ENG	113	Composition I for Intl Student	P		P		P		P	P
ENG	114	Comp II For Intl Students	P		P		P		P	P
ENG	181	Vocabulary & Meaning	WB		P, WB	WB	WB		P, WB	WB
ENG	200	Novels Into Film	AN		P		AN		P	
ENG	205	Intro Creative Writing	P		P		P		P	
ENG	220	Writing Poetry	P, HY		P, HY	P	P, HY		P, HY	P
ENG	221	Writing Fiction	P		P, WB	WB	P		P, WB	WB
ENG	222	Adv Fiction:Novel Writing			AN					
ENG	223	Themes of Literature	WB		WB		WB		WB	
ENG	224	Intro to Screenwriting				WB				WB
ENG	225	Advanced Screenwriting			AN				AN	
ENG	230	Writing Creative Non-Fiction	AN		P		AN		P	
ENG	231	World Literature I	P, WB		P	WB	P, WB		P	WB
ENG	232	World Literature II	P		P, WB	WB	P		P, WB	WB
ENG	235	Survey/English Lit I	AN				AN			
ENG	236	Survey/English Lit II			P				P	
ENG	241	Survey of American Lit I	AN				AN			
ENG	242	Surv American Lit II			AN				AN	
ENG	243	Intro to Short Story	P		AN		P		AN	
ENG	245	Introduction to the Novel	AN		P		AN		P	
ENG	250	Intro to Children's Literature			WB				WB	
ENG	252	Intro to Drama	WB				WB			
ENG	261	Intro to Poetry			WB				WB	

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
ENG	264	Psychology & Literature	AN				AN			
ENG	267	Intro to Women and Literature	P, WB		WB		P, WB		WB	
ENG	275	Contemporary Literature	AN				AN			
ENG	281	Intro to Language	WB		AN		WB		AN	
ENG	282	Intro to Lang & Lit Expression	WB		WB		WB		WB	
ENG	288	Multicultural Literature	AN		AN		AN		AN	
ENG	297	Reading & Interpreting								
ENG	298	Writing About Literature	P		P		P		P	
ENG	299	Special Topics in English	P, I		P, I		P, I		P, I	
ENGR	100	Intro Engineering Design	P		P		P		P	
ENGR	110	Intro to Renewable Energy	P		P		P		P	
ENGR	242	Case Hist in Civil Engineering	HY				HY			
ENGR	243	Fluid Mech, Hydraulic/Hydro			P				P	
ENGR	244	Intro to Engineering Economics			WB				WB	
ENGR	245	Materials Behavr/Stat Analysis	P				P			
ENRG	110	Basic Electricity	P				P			
ENRG	120	Fund of Energy Efficiency			P				P	
ENRG	130	Intro to Solar Energy			P				P	
ENRG	132	Solar Photovoltac Technologies	P				P			
ENRG	142	Solar Thermal Technologies	P				P			
ENRG	150	Intro to Wind Energy	P		P		P		P	
ENRG	171	Well Design, Const, & Geology			P				P	
ENRG	172	Fluids, Piping, Valves & Pumps	HY				HY			
ENRG	173	Geotherm Plnts, Trbines, & Gen			P				P	
ENRG	174	Env Regs Geothermal Plant Ops	WB		WB					
ENRG	215	Electrical Distribution System			HY				HY	
ENT	200	Fund of Entrepreneurship	P	P		P	P	P		P
ENT	210	Art, Sci, Disp of Creativity	AN				AN			
ENT	220	Intl Women's Entrepreneur	AN				AN			
ENT	230	Financing Your Small Bus			AN				AN	
ENT	240	Marketing for Small Bus			AN				AN	
ENT	280	Entrepreneurship/Bus Plan	P				P			
ENV	100	Humans & the Environment	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
EPY	101	Ed, Career & Pers Dev	P, WB		P, WB	WB	P, WB		P, WB	WB
ESC	1	English Skills Course	P		P		P		P	
FREN	111	First Year French I	P				P			
FREN	112	First Year French II			P				P	
FREN	211	Second Year French I	P				P			
FREN	212	Second Year French II			P				P	
FS	150	Phys Fitness/Nutr for FS			P				P	
FS	198	Special Topics in Fire Science	AN		AN		AN		AN	
FT	100	Intro to Emergency Services			P				P	
FT	101	Intro Fire Protection			P				P	
FT	102	Entry Level Firefighter			P				P	
FT	106	Firefighter I Academy	P				P			
FT	109	Internship in Fire Science			P				P	
FT	110	Bsc Wildland Firefighting	P				P			
FT	121	Fire Prevention I			P				P	
FT	122	Codes & Ordinances	WB				WB			
FT	125	Building Construction I			HY				HY	
FT	131	Hazardous Materials	P				P			
FT	151	Fire Service Hydraulics			HY				HY	
FT	200	ICS/NIMS/EOC	HY				HY			
FT	206	Firefighter II Academy			P				P	
FT	212	Fire and Ecology			WB		WB			
GEOG	103	Physical Geography	P		P		P		P	
GEOG	104	Physical Geography Lab	P		P		P		P	
GEOG	106	Intro to Cultural Geog	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
GEOG	121	Climate Change: Sci Basis			P				P	
GEOG	200	World Regional Geography	P		P		P		P	
GEOG	205	Applications of Geographic Info. Sys.	AN		AN		AN		AN	
GEOG	210R	Intro to Geotechnology	P		P		P		P	
GEOL	100	Earthquake, Vol & Nat Dis	P		P		P		P	
GEOL	101	Geology: EXploring Planet Earth	P		P		P		P	
GEOL	102	Earth and Life Through Time	P				P			
GEOL	206	Geol of Geothermal Energy			P				P	
GEOL	260	Intro to Field Methods	P				P			
GEOL	290	Intern in Geology	AN		AN		AN		AN	
GER	111	First Year German I								
GER	112	First Year German II								
GER	211	Second Year German I	P							
GER	212	Second Year German II			P					
GRC	107	Design Fundamentals	P		P		P		P	
GRC	109	Color and Design	P		P		P		P	
GRC	110	Rendering & Illustration	P		P		P		P	
GRC	118	Comp Graphics/Print Media	P		P		P		P	
GRC	119	Comp Graphic/Digital Media	P		P		P		P	
GRC	120	Software Apps-Beg Photoshop				P				P

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
GRC	123	Software Apps-Adv Photoshop				P				P
GRC	124	Software Apps-Beg Illustrator				P				P
GRC	127	Software Apps-Beg InDesign				P				P
GRC	130	Software Apps-Beg Flash								
GRC	132	Basic Prin of Animation	P				P			
GRC	135	Storyboarding			P				P	
GRC	136	Graphic Comm Fundamentals								
GRC	137	GRC Content Dev & Prd Technique								
GRC	138	Graphics Web Design I								
GRC	144	Elec Layout & Typography			P				P	
GRC	153	Commercial Printing Processes			P				P	
GRC	156	Computer Illustration	P				P			
GRC	175	Web Design & Publishing I	P		P				P	
GRC	182	Digital Video Production	P				P			
GRC	183	Electronic Imaging I	P				P			
GRC	188	Web Animation/Intracvty I								
GRC	198	Special Topics in GRC	P		P		P			
GRC	238	Graphics Web Design II								
GRC	239	Graphics Web Design III								
GRC	244	Elec Layout/Typography II					P			
GRC	275	Web Design/Publishing II					P			
GRC	283	Electronic Imaging II			P				P	
GRC	284	3D Modeling and Animation			P				P	
GRC	290	Intern in Graphic Comm	P		P		P		P	
GRC	294	Portfolio Workshop			P				P	
GRC	298	Spec Prob in Graphic Comm	P		P		P		P	
GRC	299	Independent Study	P		P		P		P	
HDFS	201	Lifespan Human Developmnt	P, WB, HY	WB	P, WB, HY	WB	P, WB, HY	WB	P, WB, HY	WB
HDFS	202	Introduction to Families	WB		WB		WB		WB	
HDFS	232	Diversity in Children	P, WB		P, WB	WB	P, WB		P, WB	WB
HEB	113	Hebrew I								
HEB	114	Hebrew II								
HEB	221	Intermediat Hebrew I								
HEB	222	Intermediate Hebrew II								
HIST	101	US History I	P, WB		P, WB	WB	P, WB		P, WB	WB
HIST	102	US History II	P, WB		P, WB	P	P, WB		P, WB	P
HIST	105	European Civ I	P, WB	P	P, WB	P, WB	P, WB	P	P, WB	P, WB
HIST	106	European Civ II	P, WB		P, WB	WB	P, WB		P, WB	WB
HIST	208	World History I	P		P, WB		P		P, WB	
HIST	209	World History II	AN		AN		AN		AN	
HIST	217	Nevada History	P		P		P		P	
HIST	227	Int Latin Amer Hist/Cul I			AN				AN	
HIST	248	Intro to Amer Civil War	P							
HIST	273	Intro Hist/Culture of Cold War	AN				AN			
HIST	288	Hitler & Stalin: Tyranny	AN				AN			
HIST	289	Intro Hist of Middle East	AN		AN		AN		AN	
HIST	291	Intro Women's Hist & Lit			AN				AN	
HIST	295	Special Topics in History	P		P		P		P	
HLTH	110	Health Occupations			X					
HUM	101	Intro to Humanities I	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
HUM	102	Intro to Humanities II	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
HUM	105	Art in Film	P		P		P		P	
HUM	106	Intro to Motion Pictures	P		P		P		P	
HUM	201	History of the Built Env	P		P		P		P	
HUM	211	Survey of Chinese Culture	AN		AN		AN		AN	
HUM	214	Survey Middle East Ctr	AN		AN		AN		AN	
HUM	225	Cultrl Perspective: Spain...NM			P				P	
HUM	271	Film and Literature	AN		AN		AN		AN	
HUM	272	Shakespeare Through Film	AN		AN		AN		AN	
HUM	295	Issues in Humanities	P		P		P		P	
IS	101	Intro Information Systems	P, WB, HY	WB	P, WB, HY	WB	P, WB, HY	WB	P, WB, HY	WB
IS	201	Computer Applications	WB		WB		WB		WB	
ITAL	113	Elementary Italian I	P				P			
ITAL	114	Elementary Italian II			P				P	
ITAL	213	Intermediate Italian I	P				P			
ITAL	214	Intermediate Italian II			P				P	
JOUR	101	Crtcl Analysis Mass Media	WB		WB		WB		WB	
JOUR	105	News Production I								
JOUR	106	News Production II								
JOUR	107	Multimedia News Reprtnq/Writng								
JOUR	108	Media Production I								
JOUR	207	Multimedia Reportng/Writing II								
JOUR	208	Media Production II								
JOUR	225	News Production III								
JOUR	226	News Production IV								
JOUR	290	Internship in Journalism								
JPN	101	Conv Japanese I	P		P		P		P	
JPN	102	Conv Japanese II								

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
LAW	101	Fundamentals of Law I	P		P		P		P	
LAW	203	Real Property	P		P		P		P	
LAW	204	Torts			P				P	
LAW	205	Contracts	P				P			
LAW	206	Case Analysis	P		P		P		P	
LAW	231	Procedure - Civil			P				P	
LAW	232	Procedure - Criminal	WB				WB			
LAW	233	Business Structures				WB				WB
LAW	251	Bankruptcy				WB				WB
LAW	252	Family Law			WB				WB	
LAW	255	Probate, Trust & Guardian				WB				WB
LAW	259	Legal Writing	P		P		P		P	
LAW	261	Legal Research I	P		P		P		P	
LAW	263	Ethics	WB		P, WB		WB		P, WB	
LAW	264	Civil Evidence	P		P		P		P	
LAW	295	Supervised Field Exper	IN		IN		IN		IN	
LGM	201	Essentials Logistics Mgmt	P				P			
LGM	202	Intl Logistics Mgmt	AN				AN			
LGM	205	Logistics Planning/Control			P				P	
LGM	208	Logistics/Quality Mgt Tools I	AN		AN		AN		AN	
LGM	210	Procurement & Logistics			WB				WB	
LGM	212	Transportation Mgmt			AN				AN	
LGM	280	Current Topics Logistics			AN				AN	
LGM	285	CPIM Prep	AN				AN			
MASG	105C	Oriental Massage	P		P		P		P	
MASG	106C	Meridians of Oriental Med	P		P		P		P	
MASG	107C	Masg Mechanics & Position	P				P			
MASG	110C	Integrated Massage	AN		AN		AN		AN	
MASG	112C	Touching Bone Energy	P				P			
MASG	113C	Intro to Reflexology			AN				AN	
MASG	117C	Aromatherapy for Massage	AN				AN			
MASG	118C	PNF for Massage Therapy	P		P		P		P	
MASG	119C	Chair Massage				P				P
MASG	125C	Reiki			P				P	
MASG	128C	Acupressure Made Simple				P				P
MASG	129C	Deep Tissue/Neuromuscular Thrp	P				P			
MASG	130C	Sports Massage: Basics/Beyond	P		P		P		P	
MASG	132C	Hot Stone Massage	P				P			
MASG	135C	Myofascial Release	AN				AN			
MASG	137C	Osteo Symmetry Therapy			AN				AN	
MASG	140C	Prenatal Massage				P			P	
MASG	149C	Med Terminology for Masg Prof	P		P		P		P	
MASG	200C	Intro to Massage Training	P		P		P		P	
MASG	201C	Fund Professional Massage	P		P		P		P	
MASG	202C	Anat & Phys for Massage Profs	P		P		P		P	
MASG	203C	Pathology for Massage Pro	P		P		P		P	
MASG	205C	Kinesiology	P		P		P		P	
MASG	208C	Functional Anat Massage Prof	P		P		P		P	
MASG	210C	Massage Clinic	P		P		P		P	
MASG	215C	Bus & Market Massage Profs			P				P	
MASG	216C	Ethics for Massage Therapists				P				P
MASG	221C	Natl Test Prep and Review	P		P		P		P	
MASG	224C	Trigger Point Therapy			AN				AN	
MATH	92	Algebra Review	P, IS				P, IS			
MATH	95	Elementary Algebra	P, WB, HY		P, HY	P	P, WB, HY		P, HY	P
MATH	96	Intermediate Algebra	P, WB, HY	P	P, WB	P, WB	P, WB, HY	P	P, WB	P, WB
MATH	100	Math for Allied Health	P		P		P		P	
MATH	105R	Math for Radiologic Tech	P		P		P		P	
MATH	106	Geometry	P		P		P		P	
MATH	107	Real Estate Math	P		P		P		P	
MATH	108	Math for Technicians	P		P		P		P	
MATH	120	Fund of Coll Mathematics	P, WB, IS	P	P, WB, IS	P	P, WB, IS	P	P, WB, IS	P
MATH	122	Number Concepts for Elem Tchrs	P				P			
MATH	123	Stats & Geomtrcl Concepts			P				P	
MATH	126	Pre-Calculus I	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
MATH	127	Pre-Calculus II	P, WB		P, WB	P	P, WB		P, WB	P
MATH	176	Intro Calc Bus & Social Sci	P		P		P		P	
MATH	181	Calculus I	P, WB		P, WB		P, WB		P, WB	
MATH	182	Calculus II	P		P		P		P	
MATH	283	Calculus III	P		P		P		P	
MATH	285	Differential Equations			P				P	
ME	241	Statics	P, IS		P		P, IS		P	
MGT	171	Supervision	P		P, WB		P		P, WB	
MGT	201	Prin of Management	P		P, WB		P		P, WB	
MGT	212	Leadership & Hum Rel	P, WB		P, WB		P, WB		P, WB	
MGT	290	Intern in Management	AN		AN		AN		AN	
MHDD	101	Role of the Technician	WB		WB		WB		WB	
MHDD	102	Medical Component	AN				AN			

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
MHDD	105	Conflict Prev/Rspnse Trng	AN				AN			
MHDD	107	Medication Fundamentals			P				P	
MHDD	109	Intro Therap Interven	P				P			
MHDD	126	Understanding Dev Dsblts	AN				AN			
MHDD	150	Issues in Substance Abuse	P				P			
MHDD	153	Life Span Development			AN					AN
MHDD	154	Adv Therapeutic Interven	AN				AN			AN
MHDD	160	Understanding Mental Illness			P				X	
MHDD	295	Practicum	AN		AN		AN			AN
MKT	210	Marketing Principles	P, WB		P, WB		P, WB			P, WB
MKT	295	Internship			IN					IN
MPT	110	Automated Prod Concepts I	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
MPT	120	Automated Prod Concept II	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
MPT	130	Automated Prod Concept III	AN	AN	AN	AN	AN	AN	AN	AN
MPT	135	Material Handling	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
MPT	140	Quality Control	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
MT	108	Fluid Power	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY	P, WB, HY
MT	109	Small Engine Oper and Maint	P		P		P		P	
MTT	101	Intro Machine Shop	P		P	P	P		P	P
MTT	105	Machine Shop I	P		P		P		P	
MTT	110	Machine Shop II	P		P		P		P	
MTT	140	Inspection Techniques	P		P	P	P		P	P
MTT	150	Material Science	P		P		P		P	
MTT	230	Comp Numerical Control I	P				P			
MTT	232	Comp Numerical Control II			P	P			P	P
MTT	250	Machine Shop III	P		P		P		P	
MTT	260	Machine Shop IV	P		P		P		P	
MTT	261	Machine Projects	P		P		P		P	
MTT	291	CNC Practice	P		P		P		P	
MTT	292	Com-Aided Manufacturing I	P				P			
MTT	293	Comp-Aided Manufactur II			P				P	
MUS	101	Music Fundamentals	P		P		P		P	
MUS	105	Vocal Techniques	P		P		P		P	
MUS	107	Guitar Class I	P		P		P		P	
MUS	108	Guitar Class II	P		P		P		P	
MUS	111	Piano Class I	P		P		P		P	
MUS	112R	Piano Class II	P		P		P		P	
MUS	121	Music Appreciation	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
MUS	125	History of Rock Music	P		P		P		P	
MUS	131	Intro to Music Literature			P				P	
MUS	203	Music Theory I	P				P			
MUS	204	Music Theory II			P				P	
MUS	207E	Music Theory III	P				P			
MUS	208E	Music Theory IV			P				P	
MUS	211	Sight-Singing/Dictation I	P				P			
MUS	212	Sight-Singng/Dictation II			P				P	
MUSA	109	Drum Set-Lower Division	AN				AN			
MUSA	115	Guitar-Lower Division	IS		IS		IS		IS	
MUSA	129	Piano-Lower Division	IS		IS		IS		IS	
MUSA	145	Voice-Lower Division	IS		IS		IS		IS	
MUSA	147	Voice for Mus Thtr Maj-Lo Div	IS		IS		IS		IS	
MUSE	101	Concert Choir	P		P		P		P	
MUSE	111	Concert Band	P		P		P		P	
NRES	100	Prin Natrl Rsrc & Env Sci	P				P			
NRES	210	Environmental Pollution	P				P			
NRES	211	Consvtn, Humans & Biodvrs			P				P	
NURS	102	Professional Behaviors			P		P		P	
NURS	130	Nursing Assistant	P		P	P	P		P	P
NURS	138	Nursing Care I	P		P		P		P	
NURS	140	Medical Terminology	P, WB		P, WB		P, WB		P, WB	
NURS	142	Fundamentals of Pharmacology	P		P		P		P	
NURS	152	Fnd Pharmacology in Nursing I								
NURS	153	Fnd Pharmacology in Nursing II	P							
NURS	170	Nursing Care 2	P		P		P		P	
NURS	202	Nursing Care 3	P		P		P		P	
NURS	209	Principles of Pathophysiology	P		P		P		P	
NURS	212	Cultural Aspects of Nurs Care	WB		WB		WB		WB	
NURS	240	RN Refresher-Theory	AN				AN			
NURS	242	RN Refresher-Clinical			AN				AN	
NURS	274	Nursing Care 4	P		P		P		P	
NURS	285	Selected Topics in Nursing	AN		AN		AN		AN	
NUTR	100	Intro Dietetic Tech Pgrm	P		P		P		P	
NUTR	121	Human Nutrition	P, HY		P, HY		P, HY		P, HY	
NUTR	220	Food Service Systems Mgmt	P				P			
NUTR	221	Quantity Food Purchasing			P				P	
NUTR	223	Prin of Nutrition	P, WB	WB	P, WB	WB	P, WB	WB	P, WB	WB
NUTR	233	Comm and Lifecycle Nutr			HY				HY	
NUTR	243	Med Nutr Therapy Diet Tec	HY		HY		HY		HY	



			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
NUTR	244	Med Nutr Thr/Diet Tech II	HY				HY			
NUTR	253	Cultural Considerations	P		P		P		P	
NUTR	291	Nutrition Internship:Food Srvc	IN		IN	IN	IN		IN	IN
NUTR	292	Nutrition Internship:Community	IN		IN	IN	IN		IN	IN
NUTR	293	Nutrition Internship:Clinical	IN		IN	IN	IN		IN	IN
NUTR	298	Special Topics in Nutr			IN				IN	
OSH	101	Intro to Safety and Health								
OSH	222	General Industry Safety								
PEX	143	Karate	AN		AN		AN		AN	
PEX	146	Self Defense	P		P	P	P		P	P
PEX	149	Zumba	P		P		P		P	
PEX	151	Boxing	P		P		P		P	
PEX	155	Fencing	P		P		P		P	
PEX	155A	Fencing, Intermed/Advance	P		P		P		P	
PEX	169	Yoga	P		P	P	P		P	P
PEX	169A	Yoga, Intermediate/Adv	P		P		P		P	
PEX	170	Cardio Fitness	P		P	P	P		P	P
PEX	172	Body Contouring/Condition	P		P		P		P	
PEX	174	Fitness Prin and Practice	P		P	AN	P		P	AN
PEX	183	Weight Training	P		P	AN	P		P	AN
PEX	199	Special Topics	AN		AN	AN	AN		AN	AN
PEX	207	Slimnstcs/Weight Cntrl	P		P		P		P	
PHIL	101	Intro to Philosophy	P, WB	WB	P		P, WB	WB	P	
PHIL	102	Critical Thinking & Reasoning	P, WB		P		P, WB		P	
PHIL	114	Intro to Symbolic Logic			P				P	
PHIL	119	Intro to the Old Testament	AN		AN		AN		AN	
PHIL	135	Introduction to Ethics	P, WB	WB	P, WB		P, WB	WB	P, WB	
PHIL	200	Judeo-Christian Tradition	AN		AN		AN		AN	
PHIL	201	Phil Goes to the Movies	AN		AN		AN		AN	
PHIL	203	Intro to EXistentialism			P				P	
PHIL	204	Intro to Contemporary Phil	AN		AN		AN		AN	
PHIL	207	Intro Social & Political Phil	AN		AN		AN		AN	
PHIL	210	World Religions	P, WB		P, WB	P, WB	P, WB		P, WB	P, WB
PHIL	225	Intro to Indian Philosophy	AN		AN		AN		AN	
PHIL	244	Bioethics	AN		AN		AN		AN	
PHIL	295	Topical Issues in Philosophy	AN		AN		AN		AN	
PHYS	100	Introductory Physics	P		P		P		P	
PHYS	117	Intro Space Sci and Engr	AN			AN	AN		AN	
PHYS	151	General Physics I	P		P		P		P	
PHYS	152	General Physics II			P				P	
PHYS	180	Phys for Scientsts/Engr I	P		P		P		P	
PHYS	180L	Physics for Sci/Engr Lab	P		P		P		P	
PHYS	181	Phys for Scientsts/Engnrs			P				P	
PHYS	181L	Phys for Sci/Engr Lab II			P				P	
PHYS	182	Phys for Scientsts/Engnrs III	AN		AN		AN		AN	
PHYS	182L	Phys for Sci/Engr Lab III	AN		AN		AN		AN	
PHYS	198	Special Topics in Physics	AN		AN		AN		AN	
PORT	111	First-Year Portuguese I								
PORT	112	First-Year Portuguese II								
PORT	211	Second-Year Portuguese I								
PORT	212	Second-Year Portuguese II								
PSC	100	Nevada Constitution	WB		WB	WB	WB		WB	WB
PSC	101	Intro American Politics	P, WB	WB	P, WB	P, WB	P, WB	WB	P, WB	P, WB
PSC	211	Intro Comparative Politcs	WB				WB			
PSC	231	Intro to Intl Relations			P				P	
PSC	290	Intern Political Sci			IN				IN	
PSC	295	Special Topics/Political Sci	IS				IS			
PSC	299	Government Internship			AN				AN	
PSY	101	General Psychology	P, WB, HY	WB	P, WB, HY	P, WB	P, WB, HY	WB	P, WB, HY	P, WB
PSY	102	Psy of Per & Soc Adj	P, WB		P, WB	WB	P, WB		P, WB	WB
PSY	130	Human Sexuality	P, WB		P, WB		P, WB		P, WB	
PSY	198	Special Topics in Psy	AN		AN		AN		AN	
PSY	210	Intro to Stat Methods	P		P		P		P	
PSY	233	Child Psychology	P, WB		P, WB	WB	P, WB		P, WB	WB
PSY	240	Intro to Research Methods	P		P		P		P	
PSY	241	Intro to Abnormal Psy	P, WB		P, WB		P, WB		P, WB	
PSY	261	Intro Social Psychology	WB		WB		WB		WB	
PSY	275	Undergraduate Research	IS		P		IS		P	
PT	100C	Intro to Personal Training	P				P			
PT	120C	Tech of Teach Weight Tran			P				P	
PT	202C	Anat & Phys for Fitness Profs	P		P		P		P	
PT	205C	Fitness Analysis & Appl			P				P	
PT	208C	Functional Anat Fitness Prof	P		P		P		P	
PT	250C	Internship in PT	IN		IN	IN	IN		IN	IN
RAD	101	EXploration of Radiology	P		P		P		P	
RAD	103	Medical Ethics	P				P			
RAD	110	Fund of Clinical Rad I	P				P			
RAD	112	Patient Care & Med Term	P				P			

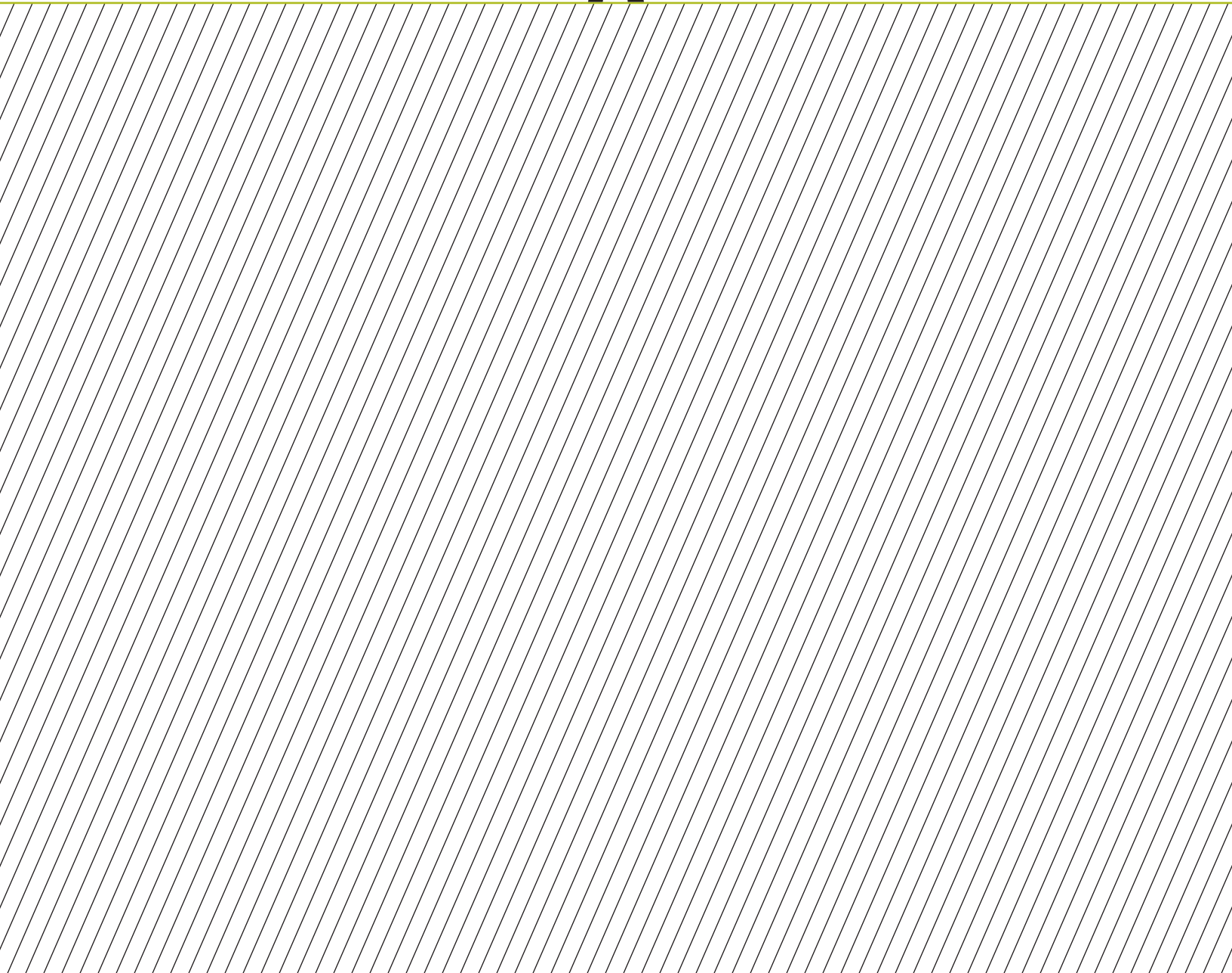
			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
RAD	116	Radiography I	P				P			
RAD	118	Radiology Phys/Circuitry	P				P			
RAD	124	Rad Photo & Techniques			P				P	
RAD	125	Clinical Radiog I			P				P	
RAD	126	Radiography II			P				P	
RAD	128	Imaging Equipment			P				P	
RAD	198	Special Topics Radio Tech	AN		AN		AN		AN	
RAD	220	Clinical Radiog II				P				P
RAD	230	Clinical Radiog III	P				P			
RAD	236	Rad Contrast Routine EXam	P				P			
RAD	238	Rad Safety & Protectn	P				P			
RAD	242	Radiography Quality Mgmt			P				P	
RAD	244	Diagnostic & Ther Rad			P				P	
RAD	245	Clinical Radiog IV			P				P	
RAD	247	Radiography Quality Cntrl			P				P	
RAD	250	Clinical Radiog V								
RAD	259	Seminar/Radiography			P				P	
RAD	290	Intrn Radiologic Tech	AN		AN		AN		AN	
RE	101	Real Estate Principles	P, WB		P, WB		P, WB		P, WB	
RE	103	Real Estate Law and Pract	P, WB		P, WB		P, WB		P, WB	
READ	93	Reading Improvement								
READ	95	Reading and Improvement	P, WB		P, WB		P, WB		P, WB	
READ	135	College Readng Strategies	P, WB, HY		P, WB, HY	WB	P, WB, HY		P, WB, HY	WB
RUS	111	First-Year Russian I								
RUS	112	First-Year Russian II								
RUS	211	Second-Year Russian I	P							
RUS	212	Second-Year Russian II			P					
SKC	1	Skills Center			IS				IS	
SKC	80	Skills Cntr Mathematics Lvl I	P	P		P	P	P		P
SKC	85	Skills Cntr Mathematics Lvl II	P	P		P	P	P		P
CTM	86	College Transition Math	P		P	AN	P		P	AN
SOC	101	Principles of Sociology	P, WB	WB	P, WB	P, WB	P, WB	WB	P, WB	P, WB
SOC	102	Contemporary Social Issue	WB				WB			
SOC	110	Conflict Resolution				AN			AN	
SOC	205	Ethnic Grps Contmpry Soc	P, WB		P, WB		P, WB		P, WB	
SOC	210	Intro to Stat Methods	P		P		P		P	
SOC	261	Intro Social Psychology	WB		WB		WB		WB	
SOC	275	Intro Marriage & Family	WB		WB		WB		WB	
SPAN	101	Basics of Spanish I	P		P		P		P	
SPAN	102	Basics of Spanish II								
SPAN	111	First Year Spanish I	P, WB		P, WB	P	P, WB		P, WB	P
SPAN	112	First Year Spanish II	P, WB		P, WB	P	P, WB		P, WB	P
SPAN	211	Second Year Spanish I	P, WB		P, WB		P, WB		P, WB	
SPAN	212	Second Year Spanish II	P, WB		P, WB		P, WB		P, WB	
SPAN	221	Iberia and Its Cultures					P			
SPAN	222	Hispanic-America & Its Culture	AN		AN		AN		P	
SPAN	225	Cultrl Perspective: Spain...NM			P				P	
SPAN	226	Span for Heritage Speakers I	P				P			
SPAN	227	Span Heritage Speaker II			P				P	
STAT	152	Intro to Statistics	P, WB		P, WB		P, WB		P, WB	
SUR	161	Elementary Surveying	P				P			
SW	220	Intro to Social Work	WB		P, WB		WB		P, WB	
THTR	100	Intro to Theater	P		P		P		P	
THTR	105	Intro to Acting I	P		P		P		P	
THTR	116	Dance Styles: Mus Theater	P		P		P		P	
THTR	160	Television Production I			AN				AN	
THTR	161	Television Production II			AN				AN	
THTR	175	Musical Theater	P				P			
THTR	176	Musical Theater Wrkshp I	P		P		P		P	
THTR	180	Cinema as Art & Communica	P		P	P	P		P	P
THTR	204	Theater Technology I	P				P			
THTR	205	Intro to Acting II	P		P		P		P	
THTR	206	Theater Wkshp: Acting III			P				P	
THTR	207	Lab Theater: Acting IV			P				P	
THTR	209	Theater Practicum	P		P		P		P	
THTR	210	Theater: Cultural Context	WB	WB	WB	WB	WB	WB	WB	WB
THTR	231	Children's Theater	P				P			
THTR	258	Theater Exper and Travel			P				P	
THTR	276	Musical Theater Wrkshp II	P		P		P		P	
THTR	290	Intrn in Spch/Theater	AN		AN		AN		AN	
THTR	295	Independent Study:Theater	IS		IS		IS		IS	
VETT	101	Intro Animal Hlth Tchnlgy	P				P			
VETT	105	Vet Medical Terminology	HY				HY			
VETT	110	Comp Animal Anat & Phys I	P				P			
VETT	112	Comp Animal Anat/Phys II			P				P	
VETT	125	Vet Office Procedures	HY				HY			
VETT	128	Animal Nursing			P				P	
VETT	203	Clinical & Gen Pathology			P				P	

			2015-2016				2016-2017			
Course	Prefix	Title	Fall	Winter	Spring	Summer	Fall	Winter	Spring	Summer
VETT	205	Vet Diagnostic Imaging			P				P	
VETT	208	Lab Animal Science and Exotics			P				P	
VETT	209	Parasitology	P				P			
VETT	211	Animal Nutrition	P				P			
VETT	225	Pharmacology & Toxicology	P				P			
VETT	227	Advanced Animal Nursing			P				P	
VETT	235	Ansthsia, Surg Nurs, Dntl	P				P			
VETT	240	Large Animal Medicine	P				P			
VETT	250	Small Animal Critical Care			P				P	
VETT	266	Directed Clinical Pract	P				P			
VETT	267	Adv Clinical Practices			IN				IN	
WELD	101	Basic Metals	P		P		P		P	
WELD	198	Special Topics in Welding	P		P	P	P		P	P
WELD	211	Welding I	P		P	P	P		P	P
WELD	212	Welding I Practice	P		P	P	P		P	P
WELD	221	Welding II	P		P	P	P		P	P
WELD	222	Welding II Practice	P		P	P	P		P	P
WELD	225	Independent Study	IN		IN		IN		IN	
WELD	231	Welding III	P		P	P	P		P	P
WELD	232	Welding III Practice	P		P	P	P		P	P
WELD	241	Welding IV	P		P		P		P	
WELD	242	Welding IV Practice	P		P		P		P	
WELD	250	Welding Cert Preparation	P		P	P	P		P	P
WELD	290	Internship in Welding				AN				AN
WMST	101	Intro Women's Studies			WB				WB	

# COURSE DESCRIPTIONS



**A**



# ACCOUNTING

<b>ACC</b>	<b>105</b>	<b>TAXATION FOR INDIVIDUALS</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
Income, expenses, exclusions, deductions and credits. Emphasis on the preparation of individual income tax returns. This course is transferable as an elective to UNR.			
<b>ACC</b>	<b>135</b>	<b>BOOKKEEPING I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
An introductory course for those without previous study in bookkeeping or accounting. Includes the purpose and nature of accounting, measuring business income, basic accounting principles covering the accounting cycle from source documents through preparation of financial statements for a service business and a retail firm, banking procedures and payroll procedures. Some assignments will be solved using a computerized general ledger program. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ACC</b>	<b>136</b>	<b>BOOKKEEPING II</b>	<b>3.00</b>
<i>Prerequisite: ACC 135.</i>			
Continuation of ACC 135. Includes accounting principles, assets and equity accounting for external financial reporting. Topics covered include notes receivable and payable, uncollectible accounts, inventory, accounting for plant and equipment, partnerships, corporations, bonds, financial statement analysis and statement of cash flows. Use of computer software for setup of an actual accounting system and for simulated case studies. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ACC</b>	<b>180</b>	<b>PAYROLL AND EMPLOYEE BENEFIT ACCOUNTING</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
An introductory course covering the concepts and principles of payroll accounting with practical manual and computer applications. Legal responsibilities of employers and rights of employees are included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ACC</b>	<b>201</b>	<b>FINANCIAL ACCOUNTING</b>	<b>3.00</b>
<i>Prerequisite: MATH 96 and ENG 98R, or qualifying Accuplacer, ACT, SAT scores, or permission of the instructor.</i>			
Purpose and nature of accounting, measuring business income, accounting principles, assets and equity accounting for external financial reporting.			
<b>ACC</b>	<b>202</b>	<b>MANAGERIAL ACCOUNTING</b>	<b>3.00</b>
<i>Prerequisite: ACC 201.</i>			
Forms of business organization; cost concepts and decision making; break-even analysis, fixed and variable costs and budgeting for internal reporting.			
<b>ACC</b>	<b>220</b>	<b>MICROCOMPUTER ACCOUNTING SYSTEMS</b>	<b>3.00</b>
<i>Prerequisite: ACC 136 or 201.</i>			
This course is transferable as an elective to UNR. Develop skills in the use of computerized accounting. Interact with on-line real-time computerized accounting systems. Primary objective will be to focus on an applications approach using actual business case studies.			
<b>ACC</b>	<b>290</b>	<b>CERTIFIED BOOKKEEPER COURSE</b>	<b>3.00 - 6.00</b>
<i>Prerequisite: ACC 135 &amp; 136 OR ACC 201; and ACC 180</i>			
Offers skills for working professionals and students who wish to advance their career in the bookkeeping profession. Upon successful completion, students will be able to sit for a national exam administered by the American Institute of Professional Bookkeepers (AIPB). Upon passing this exam and completing two years of bookkeeping experience, individuals earn the right to call themselves "Certified Bookkeepers." This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ACC</b>	<b>295</b>	<b>WORK EXPERIENCE</b>	<b>1.00 - 8.00</b>
<i>Prerequisite: None</i>			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. The course may be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# AIR CONDITIONING

<b>AC</b>	<b>102</b>	<b>REFRIGERATION THEORY</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>AC</b>	<b>106</b>	<b>RESIDENTIAL GAS HEATING</b>	<b>6.00</b>
	<i>Prerequisite: AC 102 and AC 107.</i>		
	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).		
<b>AC</b>	<b>107</b>	<b>ELECTRICAL AND CONTROLS FOR HVAC</b>	<b>6.00</b>
	<i>Prerequisite: None</i>		
	This course will familiarize students with electrical applications and controls used in HVAC/R. Topics include basic electricity, wiring, schematics, and controls found in heating, ventilation, air conditioning and refrigeration. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AC</b>	<b>111</b>	<b>HEAT PUMPS</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>AC</b>	<b>121</b>	<b>SHEET METAL I</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	This course will allow the student to understand the concepts of basic drawing, drawing equipment, and practical geometry. The use of the drawing equipment will further the student's ability to produce actual sheet metal work by using practical geometry and practical pattern drafting. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AC</b>	<b>122</b>	<b>SHEET METAL II</b>	<b>3.00</b>
	<i>Prerequisite: AC 121.</i>		
	This course will introduce students to the proper and safe use of the equipment found in a sheet metal environment. Students will focus on practical pattern drafting. Using the skills developed in AC 121, Sheet Metal I, students will be able to develop patterns, transfer them to sheet metal, and form finished products. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>AC</b>	<b>150</b>	<b>BASIC REFRIGERATION SERVICING</b>	<b>6.00</b>
	<i>Prerequisite: AC 107.</i>		
	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).		
<b>AC</b>	<b>198</b>	<b>SPECIAL TOPICS IN HVAC</b>	<b>0.50 - 6.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>AC</b>	<b>200</b>	<b>COMMERCIAL REFRIGERATION I</b>	<b>6.00</b>
	<i>Prerequisite: AC 150 (formerly ECT 101) or approval of instructor.</i>		
	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).

## 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**  
*Co-requisite: 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**  
*Co-requisite: 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.



<b>ANTH</b>	<b>205</b>	<b>ETHNIC GROUPS IN CONTEMPORARY SOCIETIES</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ANTH</b>	<b>208</b>	<b>FUNDAMENTALS OF CULTURAL DIVERSITY</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ANTH</b>	<b>225</b>	<b>ARCHAEOLOGICAL FIELD METHODS: SURVEY</b>	<b>3.00</b>
		<i>Prerequisite: ANTH 202 or permission of instructor.</i>	
		This course provides the student with introductory training in basic archaeological field survey techniques.	
<b>ANTH</b>	<b>226</b>	<b>ARCHAEOLOGICAL FIELD METHODS: EXCAVATION</b>	<b>3.00</b>
		<i>Prerequisite: ANTH 202 or permission of instructor.</i>	
		This course provides the student with introductory training in basic archaeological field excavation techniques.	
<b>ANTH</b>	<b>227</b>	<b>FOUNDATIONS OF ARCHAEOLOGICAL LAB METHODS</b>	<b>3.00</b>
		<i>Prerequisite: ANTH 202 or permission of instructor.</i>	
		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.	
<b>ANTH</b>	<b>229</b>	<b>FUNDAMENTALS OF APPLIED ANTHROPOLOGY</b>	<b>3.00</b>
		<i>Prerequisite: ANTH 101 or SOC 101.</i>	
		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.	
<b>ANTH</b>	<b>279</b>	<b>PARA-PROFESSIONAL SKILLS IN SOCIAL SCIENCE</b>	<b>3.00</b>
		<i>Prerequisite: ANTH 229 (may be taken concurrently).</i>	
		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.	
<b>ANTH</b>	<b>281</b>	<b>INTRODUCTION TO LANGUAGE</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ANTH</b>	<b>290</b>	<b>INTERNSHIP IN ANTHROPOLOGY</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: ANTH 279 (may be taken concurrently).</i>	
		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.	

## ARCHITECTURAL DESIGN

<b>AAD</b>	<b>100</b>	<b>INTRODUCTION TO ARCHITECTURAL DESIGN</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		This is a survey course of the profession of design. Covered in this course is a discussion of the fields of Architecture, Landscape Architecture and Planning. Other design fields may be discussed as they relate to these professions. Topics may include types of firms and their specialties, what it takes to become a licensed practitioner for whom a design professional might work, salaries that might be achieved and the professional associations to which a design professional might belong.	
<b>AAD</b>	<b>101</b>	<b>DESIGN WITH NATURE</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Introduces the concepts of natural systems and their influence on human activity and the living environment. Reviews the historical context and cultural adaptations and introduces the basic management and use of the natural systems. Reviews natural, biological, cultural and design management philosophies.	
<b>AAD</b>	<b>125</b>	<b>CONSTRUCTION DRAWINGS AND DETAILING</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Analysis of assembling and detailing for construction in the field of architecture and landscape architecture. Techniques for the production of construction details will be discussed and demonstrated. Visits to construction sites and professional offices.	
<b>AAD</b>	<b>180</b>	<b>FUNDAMENTALS OF DESIGN I</b>	<b>3.00</b>
		<i>Coresquisite: Must be taken concurrently with AAD 181.</i>	
		Investigation of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.	

<b>AA</b>	<b>181</b>	<b>FUNDAMENTALS OF DESIGN I DISCUSSION</b>	<b>3.00</b>
		<i>Corequisite: Must be taken concurrently with AAD 180.</i>	
		Discussion of the elements, principles and theories of design in two dimensions. Emphasis placed upon principles of organization, principles of visual and geometric logic, design methodology and color theory.	
<b>AA</b>	<b>182</b>	<b>FUNDAMENTALS OF DESIGN II</b>	<b>3.00</b>
		<i>Prerequisite: AAD 180 and 181. Corequisite: Need to enroll in AAD 182 &amp; 183 at the same time.</i>	
		Design is the main focus of this class. The students will create order among visual elements. Each student will be challenged with a series of design problems that will advance their skills in spatial sequencing and design methodologies.	
<b>AA</b>	<b>183</b>	<b>FUNDAMENTALS OF DESIGN DISCUSSION II</b>	<b>3.00</b>
		<i>Prerequisite: AAD 180 and 181. Corequisite: Need to enroll in AAD 182 &amp; 183 at the same time.</i>	
		Design theories and principles will be researched, analyzed and applied to either site specific projects or with the actual construction of full scale forms.	
<b>AA</b>	<b>198</b>	<b>SPECIAL TOPICS IN AAD</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: AAD 100</i>	
		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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>AA</b>	<b>201</b>	<b>HISTORY OF THE BUILT ENVIRONMENT</b>	<b>3.00</b>
		<i>Prerequisite: ENG 98R or equivalent placement score.</i>	
		This course will review the built form of architecture and urban design from various cultures and civilizations throughout history. Specific periods of study include the Ancient World, the Medieval Period, the Renaissance and Modern Times. Historical events along with developments in architecture of non-western civilizations that have shaped philosophies, cultures and civilizations will also be discussed. Same as course as HUM 201. Satisfies TMCC Diversity requirement.	
<b>AA</b>	<b>202</b>	<b>ANALYSIS OF THE BUILT ENVIRONMENT</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		This course will discuss the history of architecture and city design in western and non-western civilization. The time periods to be covered will be from classical Greek, Hellenistic and Roman, through the Romanesque period, including the events and architecture of non-western civilizations happening within the same time frame. The influences that the architecture and design philosophies have had on the shaping of civilization will also be discussed. What civilization reflects through its architecture during these periods will be examined.	
<b>AA</b>	<b>223</b>	<b>GRAPHIC SOFTWARE FOR ARCH, CONST, DSGNR, PLANNERS</b>	<b>3.00</b>
		<i>Prerequisite: AAD 180 &amp; 181. Co-requisite: AAD 280.</i>	
		Application of graphic software packages for presentation techniques. Emphasis will be placed upon the preparation of materials for a portfolio.	
<b>AA</b>	<b>230</b>	<b>DESIGN WITH CLIMATE</b>	<b>3.00</b>
		<i>Prerequisite: AAD 100 or ENGR 100.</i>	
		This course will prepare the student with the basic knowledge in the following areas of solar design history, solar procession, climatological data for Reno and northern Nevada, energy reflection, transmission and absorption, heat transfer, heat storage, types of collector systems and their sizing as it relates to architecture.	
<b>AA</b>	<b>257</b>	<b>PLANT MATERIALS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>AA</b>	<b>265</b>	<b>COMPUTER APPLICATIONS IN ARCHITECTURE I</b>	<b>3.00</b>
		<i>Prerequisite: AAD 223 and AAD 280. Co-requisite: Need to enroll in AAD 265 &amp; AAD 282 at the same time.</i>	
		Advanced work in computer-aided drafting and design. Includes development of speed, understanding of CAD techniques and logic and the understanding of office environment that incorporates CAD as a drafting alternative.	
<b>AA</b>	<b>280</b>	<b>FUNDAMENTALS OF ARCHITECTURE DESIGN I</b>	<b>3.00</b>
		<i>Prerequisite: AAD 180 and 181. Co-requisite: AAD 223.</i>	
		This course explores the elements, principles, and theories of design as applied to projects in various media. It emphasizes 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 is also discussed.	
<b>AA</b>	<b>282</b>	<b>FUNDAMENTALS OF ARCHITECTURE DESIGN II</b>	<b>3.00</b>
		<i>Prerequisite: AAD 280. Co-requisite: AAD 265.</i>	
		Discussion of the elements, principles and theories of design. Emphasis is placed upon integration of design principles to urban landscapes, buildings, interiors, furnishings and environmental graphic applications.	

# ARCHITECTURAL DESIGN TECH

<b>ADT</b>	<b>105</b>	<b>ARCHITECTURAL DRAFTING I</b>	<b>5.00</b>
	<i>Prerequisite: None</i>		
	Basic techniques of architectural drafting. Use of drafting room equipment. Emphasizes residential buildings and leads to completion of a full set of professional level working drawings. Four hours lecture and three hours lab.		
<b>ADT</b>	<b>120</b>	<b>INTRODUCTION TO LEED AND SUSTAINABLE BUILDING</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>ADT</b>	<b>168</b>	<b>LANDSCAPE MANAGEMENT I</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>ADT</b>	<b>170</b>	<b>SOIL MANAGEMENT</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>ADT</b>	<b>174</b>	<b>URBAN TREE CARE I</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>ADT</b>	<b>178</b>	<b>FUNDAMENTALS OF HORTICULTURE</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>ADT</b>	<b>198</b>	<b>SPECIAL TOPICS IN ADT</b>	<b>0.50 - 6.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>ADT</b>	<b>230</b>	<b>MECHANICAL AND ELECTRICAL EQUIP FOR BUILDINGS</b>	<b>3.00</b>
	<i>Prerequisite: ADT 105 or AAD 125.</i>		
	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).		
<b>ADT</b>	<b>245</b>	<b>STATICS AND STRENGTH OF MATERIALS</b>	<b>3.00</b>
	<i>Prerequisite: MATH 108 or higher or qualifying Accuplacer.</i>		
	This course provides students an introduction to the fundamental study of statics or external forces upon rigid bodies and how the internal strength of materials or stresses within a structural member react to various load conditions and applications. Students will study vector resultants, calculate equilibrium of forces, design truss solutions, analyze material stresses and strains and cover advanced topics including load tracing, deflection and calculating moment and shear force diagrams. 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).

**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**  
*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.

<b>ART</b>	<b>160</b>	<b>ART APPRECIATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ART</b>	<b>198</b>	<b>SPECIAL TOPICS IN ART</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>ART</b>	<b>201</b>	<b>LIFE DRAWING I</b>	<b>3.00</b>
		<i>Prerequisite: ART 100, 101* (formerly ART 121) and 102* (formerly ART 221).</i>	
		Exploration of the human figure in pictorial space with emphasis on drawing from a live model and working with gesture, memory and imagination.	
<b>ART</b>	<b>209</b>	<b>INTRODUCTION TO GALLERY PRACTICES</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		A course in the practices and ethics of operating an art gallery.	
<b>ART</b>	<b>211</b>	<b>CERAMICS I</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Introduction to techniques and concepts focusing on hand-built techniques and characteristics of various clay bodies.	
<b>ART</b>	<b>212</b>	<b>CERAMICS II</b>	<b>3.00</b>
		<i>Prerequisite: ART 100 and 211.</i>	
		Introduction to techniques and concepts focusing on wheel thrown techniques.	
<b>ART</b>	<b>216</b>	<b>SCULPTURE I</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Introduction to the concepts of three-dimensional composition.	
<b>ART</b>	<b>227</b>	<b>WATER COLOR II</b>	<b>3.00</b>
		<i>Prerequisite: ART 127 (formerly ART 145).</i>	
		Intermediate course involving continued exploration of watercolor media.	
<b>ART</b>	<b>231</b>	<b>PAINTING I</b>	<b>3.00</b>
		<i>Prerequisite: ART 100 and 101* (formerly ART 121).</i>	
		Introduction to concepts of painting including color, form, and composition.	
<b>ART</b>	<b>232</b>	<b>PAINTING II</b>	<b>3.00</b>
		<i>Prerequisite: ART 100 and 231 (formerly ART 135).</i>	
		Intermediate course in painting, emphasizing various materials and methods.	
<b>ART</b>	<b>235+</b>	<b>PHOTOGRAPHY II</b>	<b>3.00</b>
		<i>Prerequisite: ART 135*.</i>	
		Lecture/study with emphasis on improving basic technical and conceptual skills.	
<b>ART</b>	<b>236+</b>	<b>PHOTOGRAPHY III</b>	<b>3.00</b>
		<i>Prerequisite: ART 135* and 235+.</i>	
		Advanced photography course involving continued explorations of numerous photographic techniques, compositional styles, concepts and critical analysis of photography as a Fine Art.	
<b>ART</b>	<b>260*</b>	<b>SURVEY OF ART HISTORY I</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Art of the western world from prehistoric times through the Gothic period. Satisfies UNR Fine Arts core curriculum.	
<b>ART</b>	<b>261*</b>	<b>SURVEY OF ART HISTORY II</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Art of the western world from the Renaissance to the present. Satisfies UNR fine arts core curriculum.	
<b>ART</b>	<b>263</b>	<b>SURVEY OF AFRICAN, OCEANIC, &amp; NATIVE AMERICAN ART</b>	<b>3.00</b>
		<i>Prerequisite: Completion of ENG 98R or equivalent/qualifying placement scores.</i>	
		This course is a survey of African, Oceanic, and Native American art. Satisfies TMCC Diversity requirement.	
<b>ART</b>	<b>265</b>	<b>INTRODUCTION TO CONTEMPORARY ART</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Survey of the major art forms and movements since World War II and of the critical and cultural milieu in which those art forms developed.	

<b>ART</b>	<b>270</b>	<b>WOMEN IN ART</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 98R or equivalent/qualifying placement scores.</i>			
This class examines works of art by women artists and representations of women in art from antiquity to the present. This course satisfies the TMCC diversity requirement.			
<b>ART</b>	<b>295</b>	<b>SPECIAL TOPICS IN ART HISTORY</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
Special topics in art history. May be repeated up to 12 credits.			
<b>ART</b>	<b>296</b>	<b>INDEPENDENT STUDY</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>ART</b>	<b>297*</b>	<b>FIELD STUDY</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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 may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ART</b>	<b>298*</b>	<b>PORTFOLIO EMPHASIS</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>ART</b>	<b>299*</b>	<b>SPECIAL TOPICS IN STUDIO ART</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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

<b>AST</b>	<b>104</b>	<b>INTRODUCTORY ASTRONOMY: STARS AND GALAXIES</b>	<b>3.00</b>
<i>Prerequisite: MATH 120 or equivalent or qualifying ACCUPLACER, ACT/SAT test result.</i>			
An introductory astronomy course covering the cosmic perspective, visual astronomy, gravity, electromagnetic radiation, star properties and life cycles, star death and stellar remnants, galactic systems, exoplanets, the search for life in the universe, and Big Bang cosmology. Includes four required laboratory experiences. Satisfies UNR Science core curriculum requirements. Transfers to UNR as AST 110.			
<b>AST</b>	<b>198</b>	<b>SPECIAL TOPICS IN ASTRONOMY</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
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).			

## AUTOMOTIVE

<b>AUTO</b>	<b>101</b>	<b>GENERAL AUTO</b>	<b>2.00 - 7.00</b>
<i>Prerequisite: None</i>			
An introductory course describing the principles of operation, design, construction and maintenance of automobiles. Activities include shop safety emphasis, use of service manuals, use of tools and fasteners, general maintenance of cooling systems, lubricating systems; an overview and demonstration of electrical, fuel and ignition systems; an overview and explanation of chassis, steering, suspension and brake systems. Human relations, leadership and work ethics related to the automotive industry will also be covered. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>111</b>	<b>AUTOMOTIVE ELECTRICITY</b>	<b>4.00</b>
<i>Prerequisite: AUTO 101 or DT 101 or DT 250</i>			
Foundation course in concepts and theories of light duty vehicle electrical circuits and components. Emphasis is placed on application of principles to operate electrical meters, scope meters, and other electrical test equipment. Schematic wiring diagrams will be used to interpret circuit operation and formulate diagnostic procedures. This course satisfies 20 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada System of Higher Education (NSHE).			

<b>AUTO</b>	<b>112</b>	<b>AUTOMOTIVE ELECTRICITY II</b>	<b>4.00</b>
<i>Prerequisite: AUTO 111 or instructor permission. Course may be taken concurrently with AUTO 111.</i>			
Building on prior training, AUTO 112 examines the fundamental operation and testing of electronic devices and components. Operation and diagnostic methods for testing and repair of the battery, charging systems, and starting systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>136</b>	<b>ENGINE REPAIR</b>	<b>5.00</b>
<i>Prerequisite: AUTO 101 or instructor permission.</i>			
This course introduces the theory and operation of internal combustion engines and related sub-systems used in light duty vehicles. Different types of light duty engines will be disassembled; parts will be identified and inspected. The engine will be reassembled to manufacturer's specification. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>145</b>	<b>AUTOMOTIVE BRAKES</b>	<b>5.00</b>
<i>Prerequisite: AUTO 101 or instructor permission.</i>			
This course introduces the theory and design requirements for brake systems used on automotive and light truck application. Emphasis is placed on mechanical, hydraulic and vacuum system operations. Students will be introduced to principles of hands-on skills for service and repair of brake systems. Student will be introduced to principles of operation and repair of anti-lock brake systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>150</b>	<b>STEERING AND SUSPENSION SYSTEMS</b>	<b>5.00</b>
<i>Prerequisite: AUTO 101 or instructor permission.</i>			
This course introduces theory and practical application of operation, diagnosis, and hands-on skills to maintain and repair light duty vehicle steering and suspension systems. Emphasis will be placed on front wheel and rear wheel vehicles, four wheel drive, and all wheel drive vehicles. Students will be introduced to wheel alignment strategies and alignment procedures. Tire and wheel maintenance will be included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>165</b>	<b>AUTO HEATING AND AIR CONDITIONING</b>	<b>5.00</b>
<i>Prerequisite: AUTO 111 or instructor permission.</i>			
This course introduces students to theory, diagnosis, and hands-on skills to service and repair light duty vehicle climate control and air conditioning systems. Presented in this course are operation of air distribution systems, refrigeration system and computer controlled systems. Students will be introduced to safe handling of refrigerant, recovery/recycling, and recharge of the refrigerant system. Students may apply for the ASE recovery and recycle license during class. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>198</b>	<b>SPECIAL TOPICS IN AUTO</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>205</b>	<b>MANUAL DRIVE TRAINS AND AXLES</b>	<b>4.00</b>
<i>Prerequisite: AUTO 101 or instructor permission.</i>			
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).			
<b>AUTO</b>	<b>216</b>	<b>AUTOMATIC TRANSMISSIONS</b>	<b>5.00</b>
<i>Prerequisite: AUTO 101 or instructor permission.</i>			
Study of theory and fundamental principles of automotive and light truck automatic transmissions and transaxles. Emphasis is placed on the mechanical, hydraulic, and electrical control systems of the transmission. Student will be introduced to service operations and hands-on skills needed for repair and overhaul of a variety of transmissions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>225</b>	<b>ENGINE PERFORMANCE I</b>	<b>4.00</b>
<i>Prerequisite: AUTO 111 or instructor permission.</i>			
Foundation course for engine performance concerns, testing, and repair. Study of operation and relationships of basic mechanical engine components, ignition system, and fuel delivery systems. Develop hands-on skills while testing and repair using specialized test equipment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>AUTO</b>	<b>227</b>	<b>ENGINE PERFORMANCE II</b>	<b>4.00</b>
<i>Prerequisite: AUTO 225.</i>			
Building on prior training, AUTO 227 introduces the student to computerized fuel injection control sensors and components. Presented in this course are OBD II strategies, emission systems, and hands-on diagnostic skills for engine performance concerns. Use of wiring diagrams, specialized test equipment, and advanced problem-solving techniques will be used for repair or failed system			

or component. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

**AUTO 235 ENGINE PERFORMANCE III 4.00**

*Prerequisite: AUTO 227 and AUTO 265.*

Integrates all previous engine performance course content in a systematic approach to isolate drivability concerns. Formulate repair strategies for complex powertrain CAN/BUS control systems. Students will be introduced to hybrid vehicle propulsion systems and service procedures. Successful students will be prepared to take ASE A-8 and L-1 exams. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

**AUTO 265 ELECTRICAL/ELECTRONIC SYSTEMS III 4.00**

*Prerequisite: AUTO 112 or instructor permission.*

Advanced course in trouble-shooting, diagnosis and problem solving for computer based body and chassis electrical/electronic systems. Employ the use of appropriate specialized test equipment and advance strategies to identify system or component failures. Successful students will be prepared to take ASE A-6 exam. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

**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 101 INTRODUCTION TO UNMANNED AERIAL SYSTEMS 3.00**

*Prerequisite: None*

A study into the wide variety of unmanned aircraft systems. Topics will include the development, applications, regulatory issues, and responsible use of this new 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).

**AV 102 UNMANNED AERIAL SYSTEM CONSTRUCTION PROJECT 3.00**

*Prerequisite: AV 101*

This course will allow students to construct an unmanned aerial system of their design using locally acquired materials to fulfill various roles. 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 satisfies 12 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A.

**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).

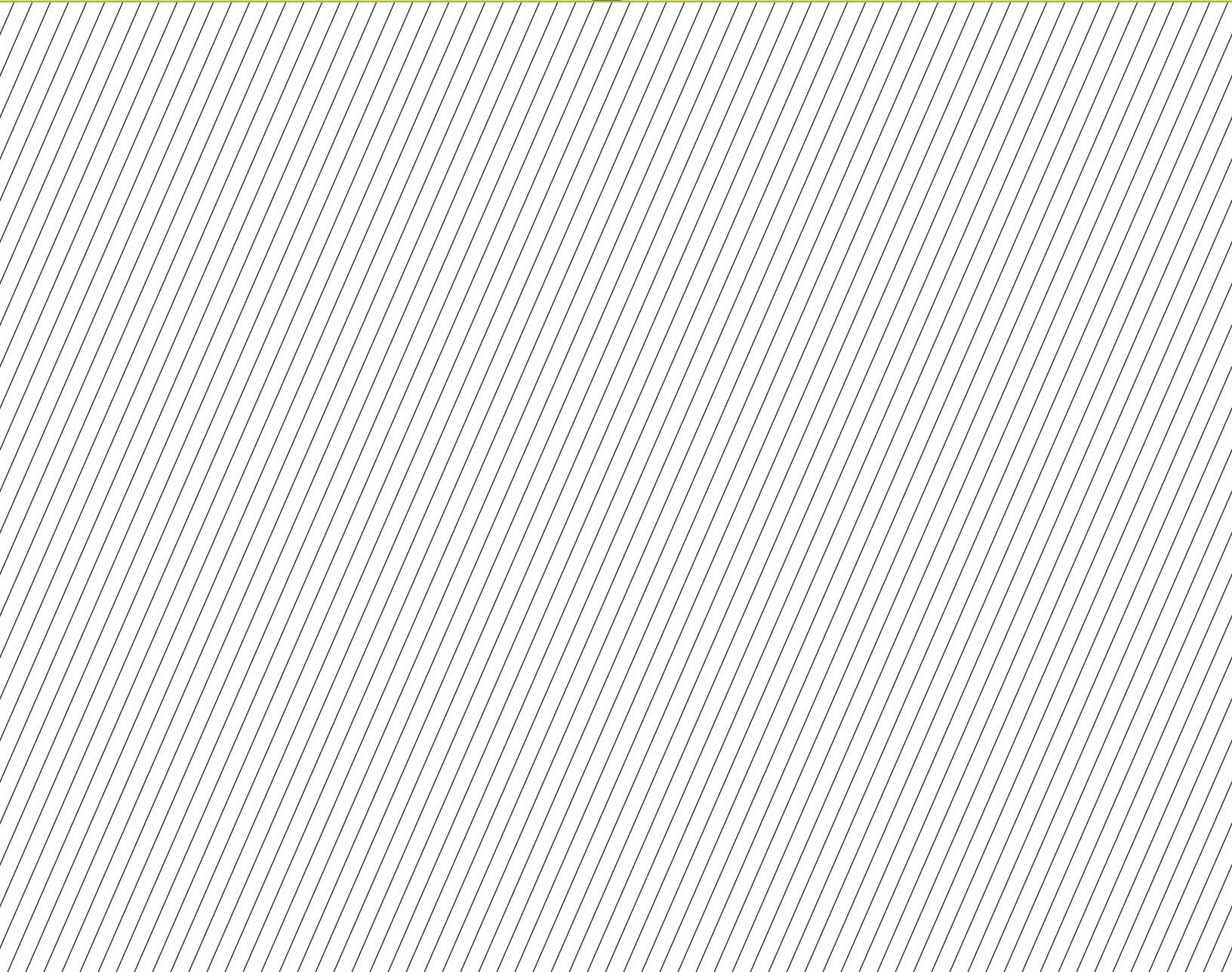
**AV 210 INSTRUMENT GROUND SCHOOL (AIRPLANE) 3.00**

*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).



**B**



# BIOLOGY

<b>BIOL</b>	<b>100</b>	<b>GENERAL BIOLOGY FOR NON-MAJORS</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 98R or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores.</i>			
An introductory course emphasizing the processes of science and the fundamentals of biology. Includes a basic introduction to molecules, cells and metabolism, the flow of genetic information, evolutionary theory, and ecological processes. Connects life science concepts to the understanding of everyday concerns such as human health. Designed for the non-science major and meets UNR core curriculum science requirement; cannot be used for credit toward biology major. Three lecture hours per week and four laboratory experiences throughout the semester.			
<b>BIOL</b>	<b>106</b>	<b>INTRODUCTION TO EVOLUTION AND ADAPTATION</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 98R or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores.</i>			
An introductory course examining evolution and adaptation in organisms. Includes a review of history of the scientific process, Darwinian and Neo-Darwinian evolution, introduction to genetic variation, natural and artificial selection, theories on the origin of life, human evolution and genetically modified organisms (GMOs). Three hours of lecture per week and four labs per semester.			
<b>BIOL</b>	<b>110</b>	<b>BIOLOGY FOR ELEMENTARY/MIDDLE LEVEL EDUCATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
An introductory course emphasizing major concepts and pedagogical techniques in the field of biology. The course is designed for prospective teachers. It incorporates scientific methodology and content knowledge into hands-on investigation that may be used at the elementary and middle school levels. Transfers as 3 credits to UNR and meets TMCC and UNR requirements for AA and BS degrees in Elementary Education. Two hours of lecture and three hours of laboratory per week.			
<b>BIOL</b>	<b>113</b>	<b>LIFE IN THE OCEAN</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 98R or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores.</i>			
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. Satisfies the general education requirement in natural sciences and is transferable to UNLV as a general education course in the natural sciences.			
<b>BIOL</b>	<b>141</b>	<b>HUMAN STRUCTURE AND FUNCTION I</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
A lecture and laboratory course covering the morphology and physiology of the human body. Topics include cell chemistry, cell biology and basic histology. The following organ systems are covered: digestive, skeletal, muscular, and circulatory. The course is designed specifically for students enrolled in or planning to enroll in Radiological Technology, Dietetic Technology, Massage, Emergency Medical Technology and Paramedic programs and does not satisfy Nursing, Dental Hygiene or advanced radiological training prerequisites. This course may not transfer to a baccalaureate degree of art or science at the universities in the Nevada System of Higher Education (NSHE). Three hours of lecture and three hours of lab per week, 4 credits.			
<b>BIOL</b>	<b>142</b>	<b>HUMAN STRUCTURE AND FUNCTION II</b>	<b>4.00</b>
<i>Prerequisite: BIOL 141.</i>			
A lecture and laboratory course covering the morphology and physiology of the human body. The following organ systems are covered: nervous, integumentary, respiratory, endocrine, urinary, reproductive, immune and lymphatic. The course is designed specifically for students enrolled in or planning to enroll in Radiological Technology, Dietetic Technology, Massage, Emergency Medical Technology and Paramedic programs and does not satisfy Nursing, Dental Hygiene or advanced radiological training prerequisites. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education System (NSHE). Three hours of lecture and three hours of lab per week, 4 credits.			
<b>BIOL</b>	<b>188</b>	<b>FOUNDATIONS IN SCIENTIFIC LITERACY</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
This course is designed to help prepare students for the first introductory majors Biology course, BIOL 190, by reviewing basic mathematics and introducing the scientific method, basic chemistry, fundamental concepts, laboratory techniques, and study skills used in the biological sciences. The class consists of 16.5 lecture hours and six hours of lab per semester. * This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BIOL</b>	<b>190</b>	<b>INTRODUCTION TO CELL AND MOLECULAR BIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: MATH 120 or higher as a pre-requisite OR MATH 126 or higher as a co-requisite AND ENG 101 or 113 as a pre or co-requisite; OR qualifying Accuplacer, SAT or ACT scores for these courses. MATH 126 or higher is recommended for AS degrees.</i>			
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 & BIOL 190L are prerequisites for the following biology courses: BIOL 191, BIOL 191L, BIOL 201, and BIOL 251. BIOL 190L can be taken as a pre or co-requisite for BIOL 223. BIOL 190 is a prerequisite for BIOL 223.			
<b>BIOL</b>	<b>190L</b>	<b>INTRODUCTION TO CELL AND MOLECULAR BIOLOGY LABORATORY</b>	<b>1.00</b>
<i>Prerequisite: MATH 120 or higher as a pre-requisite OR MATH 126 or higher as a co-requisite AND ENG 101 or 113 as a pre or co-requisite; OR qualifying Accuplacer, SAT or ACT scores for these courses. MATH 126 or higher is recommended for AS degrees.</i>			
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, and BIOL 251. BIOL 190L can be taken as a pre or co-requisite for BIOL 223.			

<b>BIOL</b>	<b>191</b>	<b>INTRODUCTION TO ORGANISMAL BIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: BIOL 190 &amp; 190L; Co-requisite: BIOL 191L.</i>			
A 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 BIOL 191L concurrently with this course. Note: BIOL 190/190L plus BIOL 191/191L transfers to UNR as fulfilling BIOL 190, 191 and 192.			
<b>BIOL</b>	<b>191L</b>	<b>INTRO TO ORGANISMAL BIOLOGY LAB</b>	<b>1.00</b>
<i>Prerequisite: BIOL 190 &amp; 190L; Co-requisite: BIOL 191.</i>			
A comprehensive laboratory introduction to the ecology, biodiversity and structure and function of living systems, with emphasis on the equipment and skills used to investigate organisms. Must be taken concurrently with BIOL 191. Note: BIOL 190/190L plus BIOL 191/191L satisfies BIOL 190, BIOL 191 and BIOL 192 at UNR.			
<b>BIOL</b>	<b>198</b>	<b>SPECIAL TOPICS IN BIOLOGY</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Selected topics will be presented in lecture and/or laboratory format that focus on specific areas in the biological sciences. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BIOL</b>	<b>200</b>	<b>ELEMENTS OF HUMAN ANATOMY AND PHYSIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
A basic survey of human anatomy and physiology for medical office workers and technicians. Supports the Surgical Technology program at Western Nevada College and satisfies the general education science requirement for an AAS, AGS and Certificate of GS at TMCC.			
<b>BIOL</b>	<b>201</b>	<b>GENERAL ZOOLOGY</b>	<b>4.00</b>
<i>Prerequisite: BIOL 190 &amp; BIOL 190L</i>			
An introduction to the classification of the major animal Phyla with an emphasis on the evolutionary relationships among major groups. Includes an exploration of the anatomical structure, physiological function, and the ecology of a wide range of animals. This is a prerequisite course for the TMCC Veterinary Technician program and also appropriate for anyone interested in animal diversity. Three hours of lecture and three hours of laboratory per week.			
<b>BIOL</b>	<b>202</b>	<b>GENERAL BOTANY</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
An introduction to the development, anatomy, physiology, taxonomy, diversity and evolutionary relationships of the major plant groups. Topics include organization of plant cells and tissue systems, morphology, respiration and photosynthesis, genetics, growth and development, environmental factors, nutrition, ecology, and mechanisms of evolution.			
<b>BIOL</b>	<b>223</b>	<b>HUMAN ANATOMY AND PHYSIOLOGY I</b>	<b>4.00</b>
<i>Prerequisite: BIOL 190. Pre or co-requisite: BIOL 190L.</i>			
An intensive lecture and laboratory-based course that examines the structure and function of the human body. Basic histology is covered along with the following body systems: integumentary, skeletal, muscular and nervous, including special senses. Required for most allied health programs. Three hours of lecture and three hours of lab per week. This course transfers for four credits to UNR, UNLV, and NSC.			
<b>BIOL</b>	<b>224</b>	<b>HUMAN ANATOMY AND PHYSIOLOGY II</b>	<b>4.00</b>
<i>Prerequisite: A grade of 'C' or better in BIOL 223.</i>			
A continuation of BIOL 223 with increased emphasis on body chemistry. Body systems covered include circulatory, respiratory, digestive, reproductive, urinary, endocrine, lymphatic and immune. Required for most allied health programs. Three hours of lecture and three hours lab per week. May not be taken prior to or concurrently with BIOL 223. This course transfers for four credits to UNR, UNLV, and NSC.			
<b>BIOL</b>	<b>251</b>	<b>GENERAL MICROBIOLOGY</b>	<b>4.00</b>
<i>Prerequisite: BIOL 190 and 190L.</i>			
A lecture and laboratory course emphasizing the morphology and physiology of archaea, bacteria, algae, fungi, protozoa, helminthes, and viruses; principles of infectious disease and host immune response; and skills in aseptic procedure, isolation and identification. Satisfies the general education requirements for the AS Nursing degree and is recommended for all allied health students.			
<b>BIOL</b>	<b>273</b>	<b>RESEARCH EXPERIENCE</b>	<b>1.00</b>
<i>Prerequisite: A grade of 'B' or better in BIOL 190 and BIOL 190L and permission of the instructor.</i>			
A laboratory-intensive course designed to foster competency in experimental design, laboratory techniques, problem-solving ability, data collection and analysis, and communication of scientific information through open-ended investigation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BIOL</b>	<b>275</b>	<b>GROSS ANATOMY DISSECTION</b>	<b>1.00</b>
<i>Prerequisite: A grade of 'B' or better in both BIOL 223 and BIOL 224 or BIOL 141 and BIOL 142; AND an acceptable application to enroll in the course.</i>			
A laboratory-intensive course designed to expand knowledge of human anatomy through the preparation of specimens for use in TMCC anatomy and physiology classes. Students will be expected to learn and demonstrate appropriate dissection technique and to complete 40 hours of in-class dissection. This is a one-credit laboratory 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).			

**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

---

**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**  
This course prepares students with the fundamental skills that are required to achieve success within business studies and the related disciplines. Students will focus upon skills in reading business materials, doing basic business calculations and on writing and presenting business analysis.

**BUS 101 INTRODUCTION TO BUSINESS 3.00**  
*Prerequisite: MATH 96 or a grade of 'C' or better in BUS 117; ENG 101/113 or BUS 108; or equivalent ACCUPLACER, SAT/ACT test results.*  
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: ENG 98R or higher or qualifying ACCUPLACER, ACT/SAT test scores.*  
This course in practical business English includes principles of grammar, punctuation, and word usage, paragraph development and formatting of basic business correspondence. The English language is constantly changing and this course will reflect leading-edge practices in use in the business community.

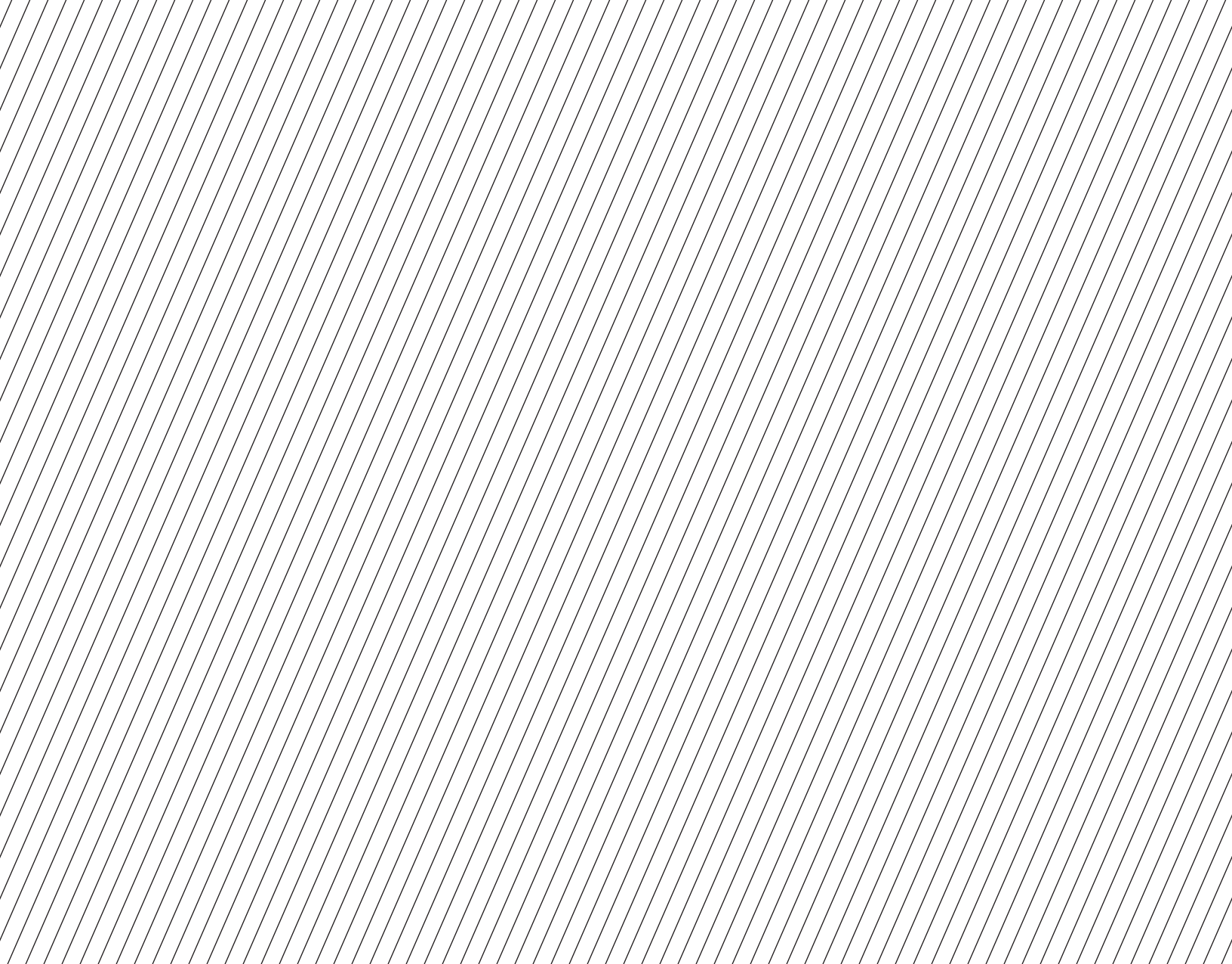
**BUS 107 BUSINESS SPEECH COMMUNICATIONS 3.00**  
*Prerequisite: None*  
This course provides business students and career professionals with intensive coaching in listening skills, oral grammar and effective speech construction. Students will practice delivering a variety of individual and small group 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 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).

<b>BUS</b>	<b>117</b>	<b>APPLIED BUSINESS MATH</b>	<b>3.00</b>
<i>Prerequisite: MATH 095 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.</i>			
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 reconciliations, present value, markup and markdowns, simple and compound interest, trade and cash discounts, sales and property taxes, payroll, understanding overhead and analyzing financial reports. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BUS</b>	<b>150</b>	<b>PERSONAL FINANCE</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Introductory course in personal finance planning. Topic areas include: budgeting, spending, credit, investments, insurance, saving, retirement planning, interest and banking. Recommended for all students. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BUS</b>	<b>198</b>	<b>SPECIAL TOPICS IN BUSINESS</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>BUS</b>	<b>272</b>	<b>LEGAL ENVIRONMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course covers the fundamentals of business law; the legal system, legal reasoning, public, commercial, managerial and property law, and government regulation. Emphasis is placed upon those facets of the law that impact managers and small business owners.			
<b>BUS</b>	<b>275</b>	<b>FUNDAMENTALS OF INTERNATIONAL BUSINESS</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course will introduce the student to the exciting world of International Business. It will examine the following: direct focus on the development of management skills in handling problems of multinational business; analysis of problems stemming from the movement of goods, services, human resources, technology, finance, legal and political risk and ownership across national boundaries.			
<b>BUS</b>	<b>290</b>	<b>INTERNSHIP IN BUSINESS</b>	<b>1.00 - 8.00</b>
<i>Prerequisite: None</i>			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to eight semester hour credits may be earned on a basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>IBUS</b>	<b>280</b>	<b>INTERNATIONAL BUSINESS CULTURES</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course, through classroom exploration, examines the impacts on business practices by the culture in which you live and the culture in which you interact. This course prepares students for IBUS 281 and IBUS 282. The course explores the culture and languages of the countries to be visited during the current year's International Business Practices Field Study. Topics covered include: meeting, time orientation, Hofstede's cultural dimensions, Hall's cultural factors, verbal and non-verbal communication, foods and etiquette. Students must apply for admission to the course in the preceding fall. Students must complete this course in the spring with a satisfactory grade to travel on the field study trip in the summer.			
<b>IBUS</b>	<b>281</b>	<b>INTERNATIONAL BUSINESS PRACTICES FIELD STUDY</b>	<b>3.00</b>
<i>Prerequisite: IBUS 280.</i>			
This course is a five week field study that through travel and interaction with businesses and universities in the country of interest allows students to discover how business is practiced differently in different regions of the world. The course looks at: human resource management, financial management, marketing and accounting practices. Topics will include: foreign currency exchange, financial markets that are impacted in that country, marketing and advertising in that country, benefits and expectations of and by employees. This course requires a trip journal and reflective notes within the journal. This course requires admission in the preceding fall and satisfactory completion of IBUS 280.			
<b>IBUS</b>	<b>282</b>	<b>FIELD STUDY INTERNATIONAL BUSINESS EMPHASIS EXPLORATION</b>	<b>1.00</b>
<i>Prerequisite: IBUS 280. Corequisite: IBUS 281</i>			
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.			

**c**



# CHEMISTRY

<b>CHEM</b>	<b>100</b>	<b>MOLECULES AND LIFE IN THE MODERN WORLD</b>	<b>3.00</b>
<i>Prerequisite: ENG 98R and MATH 96 or qualifying ACCUPLACER, ACT/SAT scores.</i>			
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.			
<b>CHEM</b>	<b>103</b>	<b>PREPARATORY CHEMISTRY</b>	<b>3.00</b>
<i>Prerequisite: MATH 096 or placement in MATH 120 or higher.</i>			
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.			
<b>CHEM</b>	<b>120</b>	<b>RECITATION FOR GENERAL CHEMISTRY I</b>	<b>1.00</b>
<i>Corequisite: Must be concurrently enrolled in CHEM 121.</i>			
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.			
<b>CHEM</b>	<b>121</b>	<b>GENERAL CHEMISTRY I</b>	<b>4.00</b>
<i>Prerequisite: ENG 98R and MATH 120 or equivalent or qualifying ACCUPLACER, ACT/SAT scores for these courses.</i>			
A first semester general chemistry course which focuses on the chemical principles of atomic structure, electron configurations, inorganic nomenclature, stoichiometry, reactions in aqueous solutions, thermochemistry, gas laws, and Lewis structures. Course includes a weekly lab.			
<b>CHEM</b>	<b>122</b>	<b>GENERAL CHEMISTRY II</b>	<b>4.00</b>
<i>Prerequisite: CHEM 121 and MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results.</i>			
A second semester general chemistry course covering topics on intermolecular forces, kinetics, equilibrium, acid/base chemistry, thermodynamics, and electrochemistry. Course includes a weekly lab.			
<b>CHEM</b>	<b>198</b>	<b>SPECIAL TOPICS IN CHEMISTRY</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CHEM</b>	<b>201</b>	<b>GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS</b>	<b>4.00</b>
<i>Prerequisite: Taken or co-enrolled in MATH 181 AND completion of ENG 101 or 102, or qualifying ACCUPLACER, ACT/SAT scores.</i>			
A first semester course on the 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.			
<b>CHEM</b>	<b>202</b>	<b>GENERAL CHEMISTRY FOR SCIENTISTS AND ENGINEERS II</b>	<b>4.00</b>
<i>Prerequisite: CHEM 121 or 201 with a grade of 'B' or better; MATH 181 and ENG 101 or 102, or qualifying ACCUPLACER, ACT/SAT scores.</i>			
A continuation of the introductory sequence on the 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.			
<b>CHEM</b>	<b>220</b>	<b>INTRODUCTORY ORGANIC CHEMISTRY</b>	<b>4.00</b>
<i>Prerequisite: CHEM 121. Recommended: CHEM 122.</i>			
A laboratory course which acquaints students with some of the fundamental principles of carbon chemistry and biological chemistry.			
<b>CHEM</b>	<b>241</b>	<b>ORGANIC CHEMISTRY I</b>	<b>3.00</b>
<i>Prerequisite: CHEM 122 or 202.</i>			
Intensive introduction to the chemistry of carbon and its functional groups, including the structure and behavior of its molecules.			
<b>CHEM</b>	<b>241L</b>	<b>ORGANIC CHEMISTRY FOR LIFE SCIENCES LAB I</b>	<b>1.00</b>
<i>Prerequisite or corequisite: CHEM 241.</i>			
Laboratory exercises in introductory organic chemistry. Stereo chemistry, separation and purification techniques, micro-scale organic reaction procedures.			
<b>CHEM</b>	<b>242</b>	<b>ORGANIC CHEMISTRY II</b>	<b>3.00</b>
<i>Prerequisite: CHEM 241.</i>			
Continuation of CHEM 241, covering simple and polyfunctional compounds, with emphasis on synthesis of organic molecules.			
<b>CHEM</b>	<b>242L</b>	<b>ORGANIC CHEMISTRY FOR LIFE SCIENCES LAB II</b>	<b>1.00</b>
<i>Prerequisite or corequisite: CHEM 242</i>			
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

---

<b>CSCO</b>	<b>120</b>	<b>CCNA INTERNETWORKING FUNDAMENTALS</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
Prerequisite: Strongly recommend minimum ACCUPLACER Reading Comprehension score of 74. This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced.			
<b>CSCO</b>	<b>121</b>	<b>CCNA ROUTING AND SWITCHING ESSENTIALS</b>	<b>4.00</b>
<i>Prerequisite: CSCO 120 with a 'C' or better.</i>			
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. Students will configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.			
<b>CSCO</b>	<b>220</b>	<b>CCNA SCALING NETWORKS</b>	<b>3.00</b>
<i>Prerequisite: CSCO 121 with a C or better.</i>			
This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. Students will configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.			
<b>CSCO</b>	<b>221</b>	<b>CCNA WAN FUNDAMENTALS</b>	<b>3.00</b>
<i>Prerequisite: CSCO 220 with a C or better.</i>			
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.			
<b>CSCO</b>	<b>230</b>	<b>FUNDAMENTALS OF NETWORK SECURITY</b>	<b>4.00</b>
<i>Prerequisite: CSCO 121</i>			
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

---

<b>CLS</b>	<b>151</b>	<b>PHLEBOTOMY</b>	<b>2.00</b>
<i>Prerequisite: None</i>			
Study of blood collection methods with emphasis on patient preparation, order of draw, identification, sample collection, and selected diagnostic tests performed in the clinical laboratory. This course must be taken concurrently with CLS 152, Applied Phlebotomy. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CLS</b>	<b>152</b>	<b>APPLIED PHLEBOTOMY</b>	<b>2.00</b>
<i>Prerequisite: None</i>			
A laboratory and classroom experience in which students obtain knowledge in and supervised practice of blood collection methods routinely used to collect patent samples for diagnostic testing. This course must be taken concurrently with CLS 151, Phlebotomy. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired CLS 153 must be taken in addition to CLS 151 and CLS 152. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CLS</b>	<b>153</b>	<b>PHLEBOTOMY CLINICAL PRACTICUM</b>	<b>2.00</b>
<i>Prerequisite: None</i>			
A clinical rotation in blood collection and specimen processing procedures. If certification as a Phlebotomy Technician by the American Society for Clinical Pathology and licensure as a Lab Assistant in Nevada is desired, CLS 153 must be taken in addition to CLS 151 and CLS 152. The student must complete 90 hours of supervised clinical experience and 100 successful venipunctures including dermal. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



## COLLEGE TRANSITION MATH

---

<b>CTM</b>	<b>86</b>	<b>COLLEGE TRANSITION MATH</b>	<b>4.00</b>
<i>Prerequisite: ACCUPLACER score of 34-79 in Arithmetic (AR) or 50-75 in Elementary Algebra (AG).</i>			
The College Transition Math course is an intensive course designed to develop basic mathematical skills in arithmetic and pre-algebra as well as skills in note taking, studying and time management.			

## COMMUNICATIONS

---

<b>COM</b>	<b>101</b>	<b>ORAL COMMUNICATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Theory and practice in the composition and delivery of public speeches. Advanced techniques of message development, organization, and style.			
<b>COM</b>	<b>113</b>	<b>FUNDAMENTALS OF SPEECH COMMUNICATIONS</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Study of theories and principles of speech with participation in public speaking and interpersonal communication activities.			
<b>COM</b>	<b>215</b>	<b>INTRODUCTION TO GROUP COMMUNICATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>COM</b>	<b>285</b>	<b>COMMUNICATION DISABILITIES AND FILM</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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

---

<b>CHS</b>	<b>101</b>	<b>INTRODUCTION TO COMMUNITY HEALTH SCIENCES</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course introduces the basic tenets of community health. These include concepts of health, health promotion and disease prevention, risk factors affecting community health, health information and research, ethics and health programs.			
<b>CHS</b>	<b>102</b>	<b>FOUNDATIONS OF PERSONAL HEALTH AND WELLNESS</b>	<b>3.00</b>
<i>Prerequisite: ENG 98R or higher and MATH 96 or higher, or equivalent placement scores.</i>			
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.			
<b>CHS</b>	<b>200</b>	<b>INTRODUCTION TO PUBLIC HEALTH BIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: CHS 101 or BIOL 100 or higher.</i>			
This course introduces the basic biological principles and processes of human disease, the public health burden of infectious and chronic diseases, and the management of diseases through public health practices.			
<b>CHS</b>	<b>230</b>	<b>INTRODUCTION TO ENVIRONMENTAL HEALTH</b>	<b>3.00</b>
<i>Prerequisite: CHS 101 or BIOL 100 or higher, CHEM 100 or higher, or ENV 100 or higher.</i>			
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

---

<b>CADD</b>	<b>100</b>	<b>INTRODUCTION TO COMPUTER-AIDED DRAFTING</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: None</i>			
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.			
<b>CADD</b>	<b>105</b>	<b>INTERMEDIATE COMPUTER-AIDED DRAFTING</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 100 and either DFT 100 or ADT 105.</i>			
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.			

<b>CADD</b>	<b>140</b>	<b>TECHNICAL DRAFTING I</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: DFT 100 or CADD 100 or approval of instructor.</i>			
Applies the knowledge gained in DFT 100 to manufacturing situations according to industrial standards. Computer Aided Drafting Techniques are used to solve advanced drafting problems.			
<b>CADD</b>	<b>141</b>	<b>TECHNICAL DRAFTING II</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 140 or approval of instructor. Course may be taken concurrently with CADD 140.</i>			
Introduces shop processes, detail working drawings, precision dimensioning, limits and tolerances, design layouts, shop notes, parts lists, assembly drawings, developments and intersections, and pictorial drawings. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CADD</b>	<b>142</b>	<b>TECHNICAL DRAFTING III</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 140. Course may be taken concurrently with CADD 140.</i>			
Covers descriptive geometry and electronic drafting. Advances concepts introduced in CADD 141 through project oriented problem solving. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CADD</b>	<b>198</b>	<b>SPECIAL TOPICS IN CADD</b>	<b>1.00 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CADD</b>	<b>200</b>	<b>ADVANCED COMPUTER AIDED DRAFTING</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 105 and 140.</i>			
An advanced course providing instruction and skill development on advanced features of CADD. Emphasis will be on Alternate Dimensioning Practices, Advanced Texting and Formatting, Advanced Dynamic Block Properties and an introduction to solid modeling.			
<b>CADD</b>	<b>210</b>	<b>CADD PROJECT</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 100 and 140.</i>			
Each student will complete a project that will increase his/her CAD skills. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CADD</b>	<b>245</b>	<b>SOLID MODELING AND PARAMETRIC DESIGN</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 100 and 105.</i>			
This course will introduce the student to 3D and solid modeling on a CAD system. Students will draw and solve graphic problems on a CAD system.			
<b>CADD</b>	<b>255</b>	<b>CAD CUSTOMIZATION I</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 100 and 105.</i>			
A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (screen appearance, pull-down menus, accelerator keys, tool bar groups and dialog boxes).			
<b>CADD</b>	<b>256</b>	<b>CAD CUSTOMIZATION II</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: CADD 100 and 105.</i>			
A basic course in customizing AutoCAD software. By using lecture as well as hands-on exercises, you will learn how to make AutoCAD more efficient and productive on an individual basis (tablet menus, line types, multi-line types, hatch patterns, intro to autolisp and script files).			
<b>CADD</b>	<b>290</b>	<b>INTERNSHIP IN CADD</b>	<b>1.00 - 6.00</b>
<i>Prerequisite: None</i>			
A course designed wherein students will apply knowledge and skills to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed most Core and Major requirements and have a 2.5 G.P.A. Contact the instructor for the application, screening and required skills evaluation. Up to 8 semester hour credits may be earned on the basis of 75 hours of internship for 1 credit. May be repeated for up to 6 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>CADD</b>	<b>299</b>	<b>CAPSTONE/ASSESSMENT</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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 may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

**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 DIGITAL DESIGN 3.00**

*Prerequisite: CS 135R with a 'C' or better; MATH 127 or higher or qualifying SAT, ACT, or Accuplacer score.*

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

<b>CIT</b>	<b>105R</b>	<b>WORD PROCESSING</b>	<b>1.00 - 3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>CIT</b>	<b>106</b>	<b>SPREADSHEETS</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>CIT</b>	<b>107</b>	<b>DATABASES</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>CIT</b>	<b>108</b>	<b>POWERPOINT</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>CIT</b>	<b>112</b>	<b>NETWORK +</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	This course covers basic networking terminology, network components, transmission media and protocols. It focuses on the OSI model of network computing. Course serves as preparation for the CompTIA Network+ exam. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CIT</b>	<b>114R</b>	<b>IT ESSENTIALS</b>	<b>4.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>CIT</b>	<b>128</b>	<b>INTRODUCTION TO SOFTWARE DEVELOPMENT</b>	<b>4.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>CIT</b>	<b>130</b>	<b>BEGINNING JAVA</b>	<b>3.00</b>
	<i>Prerequisite: CIT 128 or permission of instructor.</i>		
	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.		
<b>CIT</b>	<b>134</b>	<b>BEGINNING C# PROGRAMMING</b>	<b>3.00</b>
	<i>Prerequisite: CIT 128 or permission of instructor.</i>		
	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).		
<b>CIT</b>	<b>138</b>	<b>INTRODUCTION TO INTERACTIVE 3D APPLICATION DEVELOPMENT</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	This course provides an introduction to the development of basic interactive objects and simulations as well as three dimensional simulation applications. Students will learn how to create basic simulations by importing objects and manipulating object behaviors and interactivity functions. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

<b>CIT</b>	<b>151</b>	<b>BEGINNING WEB DEVELOPMENT</b>	<b>3.00</b>
		<i>Prerequisite: CIT 128 or instructor approval. May take CIT 128 concurrently.</i>	
		This course introduces students to HTML5 and XHTML coding and Web page development. Topics cover creating and managing a Web site and developing/ designing Web pages, including tables and forms. Students will also learn to enhance Web pages with cascading style sheets, multimedia, and JavaScript. Web Standards and best practices are emphasized. No prior HTML experience is necessary.	
<b>CIT</b>	<b>152R</b>	<b>WEB SCRIPT LANGUAGE PROGRAMMING</b>	<b>3.00</b>
		<i>Prerequisite: CIT 151 with a 'C' or better, and CIT 130 or CIT 134 with a 'C' or better.</i>	
		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 (HTML5, XHTML and JavaScript), and will also provide an introduction to server-side scripting. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>CIT</b>	<b>173</b>	<b>INTRODUCTION TO LINUX</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>CIT</b>	<b>174</b>	<b>LINUX SYSTEM ADMINISTRATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>CIT</b>	<b>176</b>	<b>LINUX SHELL PROGRAMMING</b>	<b>3.00</b>
		<i>Prerequisite: CIT 173</i>	
		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.	
<b>CIT</b>	<b>180</b>	<b>DATABASE CONCEPTS AND SQL</b>	<b>3.00</b>
		<i>Prerequisite: CIT 128 or permission of instructor.</i>	
		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.	
<b>CIT</b>	<b>198</b>	<b>SPECIAL TOPICS IN CIT</b>	<b>1.00 - 6.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>CIT</b>	<b>201</b>	<b>WORD CERTIFICATION PREPARATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>CIT</b>	<b>202</b>	<b>EXCEL CERTIFICATION PREPARATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>CIT</b>	<b>203</b>	<b>ACCESS CERTIFICATION PREPARATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>CIT</b>	<b>204</b>	<b>POWERPOINT CERTIFICATION PREPARATION</b>	<b>2.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>CIT</b>	<b>211</b>	<b>MCITP/MCTS WINDOWS WORKSTATION OS</b>	<b>3.00 - 5.00</b>
		<i>Prerequisite: None</i>	
		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.	

<b>CIT</b>	<b>212</b>	<b>MCITP/MCTS WINDOWS SERVER OS</b>	<b>3.00 - 5.00</b>
	<i>Prerequisite or corequisite: CIT 211.</i>		
	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.		
<b>CIT</b>	<b>213*</b>	<b>MCITP/MCTS NETWORK INFRASTRUCTURE</b>	<b>3.00 - 5.00</b>
	<i>Prerequisite: CIT 212.</i>		
	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.		
<b>CIT</b>	<b>214*</b>	<b>MCITP APPLICATION INFRASTRUCTURE</b>	<b>3.00 - 5.00</b>
	<i>Prerequisite: CIT 212.</i>		
	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.		
<b>CIT</b>	<b>215</b>	<b>MCITP ACTIVE DIRECTORY</b>	<b>3.00 - 5.00</b>
	<i>Prerequisite: None</i>		
	This course teaches a topic which is selected from Microsoft's Windows electives used in its certification programs. Topics will be selected based on current standards in computer networking and industry demands in training. Topics will include, but not be limited to, active directory design, infrastructure design, security design, SQL design, implementation and administration, SNA implementation, Exchange Server design, implementation and administration, Proxy Server design, implementation and administration, as well as implementation of new utilities and programs as developed. This course may be repeated under different topics up to 50 times.		
<b>CIT</b>	<b>217</b>	<b>SECURITY +</b>	<b>3.00</b>
	<i>Prerequisite: CIT 112 or CSCO 120 or instructor approval.</i>		
	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.		
<b>CIT</b>	<b>230</b>	<b>ADVANCED JAVA</b>	<b>3.00</b>
	<i>Prerequisite: CIT 130 with a 'C' or better.</i>		
	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.		
<b>CIT</b>	<b>234</b>	<b>ADVANCED C# PROGRAMMING</b>	<b>3.00</b>
	<i>Prerequisite: CIT 134 with a grade of 'C' or better.</i>		
	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).		
<b>CIT</b>	<b>251</b>	<b>ADVANCED WEB DEVELOPMENT</b>	<b>3.00</b>
	<i>Prerequisite: CIT 151 and a beginning programming course (CIT 130 or CIT 134 or CS 135R), or instructor approval.</i>		
	This course prepares students to use server-side web technologies. The course covers the concepts, design and basic coding of advanced web applications, and is currently using PHP with MySQL Database.		
<b>CIT</b>	<b>257</b>	<b>WEB LANGUAGES</b>	<b>3.00</b>
	<i>Prerequisite: CIT 152R or instructor approval.</i>		
	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. This particular course extends web programming with the introduction of MITs App Inventor, a visual programming environment used to create mobile applications for the Android smart phone operating system.		
<b>CIT</b>	<b>263R</b>	<b>PROJECT MANAGEMENT</b>	<b>3.00</b>
	<i>Prerequisite: CIT 114R and CIT 128 or instructor approval.</i>		
	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.		
<b>CIT</b>	<b>271</b>	<b>INFORMATION ASSURANCE II</b>	<b>3.00</b>
	<i>Prerequisite: CIT 217</i>		
	This course focuses on understanding the layers of hardware and software control measures required to control the flow of traffic into and out of the network perimeter and provide an optimized perimeter defense. This course covers the content of the Security Certified Network Specialist (SCNS) certification. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

**CIT 290 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 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).

**HIT 180 HEALTH INFORMATION MANAGEMENT 3.00**

*Prerequisite: None*

Students who wish to work in the healthcare industry must show skills as pertaining to the collection, storage and safety of patient's information. Students will learn the basics of Information Technology to accomplish this to include computers, software, servers and networking. This course may not transfer to a baccalaureate degree of art or science within the universities of the Nevada System of Higher Education (NSHE).

## 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 219 COMPUTER ORGANIZATION 3.00**

*Prerequisite: CS 202 or CPE 201*

Introduction to organization and integration of computer components. Topics include: computer abstractions and performance, arithmetic operations, instruction set architecture, assembly programming, datapath, pipelining, memory hierarchy, I/O, and parallel architectures.

## 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).

<b>CONS</b>	<b>121</b>	<b>PRINCIPLES OF CONSTRUCTION ESTIMATING</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	A basic course designed to help construction professionals develop their understanding of the material take off or quality survey process for estimating. Specific estimating methods for assemblies of materials and by trade will form the basis for the approach used in class. The course will emphasize the basic formulas for area and volume for materials measurement and how it is used in manual and computerized estimating software. Use of online plan and document bid services will supplement the class lectures and text. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS</b>	<b>155</b>	<b>ON-SITE CONSTRUCTION SUPERVISION</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	On-Site Supervision provides the basis for that education. It is a comprehensive, competency-based program that gives both veteran and new field managers a step by step approach to honing natural abilities, developing essential skills, and generally improving their performances as leaders. This course may be repeated for up to four credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS</b>	<b>198</b>	<b>SPECIAL TOPICS IN CONSTRUCTION</b>	<b>0.50 - 6.00</b>
	<i>Prerequisite: None</i>		
	Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS</b>	<b>211</b>	<b>CONSTRUCTION COST CONTROL</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: the construction cycle, estimates, work and cost analysis, reporting and cost comparison, short interval production scheduling and production control. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS</b>	<b>221</b>	<b>CONSTRUCTION ESTIMATING II</b>	<b>3.00</b>
	<i>Prerequisite: CONS 121.</i>		
	This is a continuation of CONS 121, Principles of Construction Estimating with an emphasis on more complex construction projects and the use of current industry computer applications.		
<b>CONS</b>	<b>281</b>	<b>CONSTRUCTION PLANNING, SCHEDULING AND CONTROL</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	The course will explain the various types of schedules used in the construction industry and the specific applications for successful project planning. The evolution of the scheduling process will be discussed, and examples of bar charts, Gantt charts, CPM and PERT scheduling techniques will be used throughout the class in presentations and practical assignments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS</b>	<b>282</b>	<b>CONSTRUCTION LAW</b>	<b>2.00 - 3.00</b>
	<i>Prerequisite: None</i>		
	This course is one of a series prepared for professional construction supervisors to help them become better supervisors. The instructor acts as a discussion stimulator and program guide in exposing the students to a variety of resources: workbooks with exercises, role-playing, case studies, critical incident studies, simulation, audio-tape presentation and testing. Topics include: contracts, contract risk, changes and differing site conditions clauses, how to read a construction contract, negotiation, documentation, liens, bonds and closing out the job and case histories. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS</b>	<b>283</b>	<b>CONSTRUCTION DOCUMENTS AND SPECIFICATIONS</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	A basic course designed to help professional construction managers and supervisors understand the many different types of documents used in construction and how they relate to the various projects within their specific company and the construction industry. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>CONS</b>	<b>290</b>	<b>INTERNSHIP IN CONSTRUCTION</b>	<b>1.00 - 8.00</b>
	<i>Prerequisite: None</i>		
	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

---

<b>CE</b>	<b>198</b>	<b>SPECIAL TOPICS IN COOPERATIVE EDUCATION</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>CE</b>	<b>201</b>	<b>WORKPLACE READINESS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>CE</b>	<b>290</b>	<b>WORK EXPERIENCE</b>	<b>0.50 - 9.00</b>
		<i>Prerequisite: None</i>	
		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

---

<b>CH</b>	<b>201</b>	<b>ANCIENT AND MEDIEVAL CULTURES</b>	<b>3.00</b>
		<i>Prerequisite: ENG 102 or ENG 114; or completion of CH 202 or CH 203 with a 'D' or better.</i>	
		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.	
<b>CH</b>	<b>202</b>	<b>THE MODERN WORLD</b>	<b>3.00</b>
		<i>Prerequisite: ENG 102 or ENG 114; or completion of CH 201 or CH 203 with a 'D' or better.</i>	
		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.	
<b>CH</b>	<b>203</b>	<b>AMERICAN EXPERIENCES AND CONSTITUTIONAL CHANGE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 102 or ENG 114; or completion of CH 201 or CH 202 with a 'D' or better.</i>	
		Identities, ideas, and institutions from pre-contact to present, emphasizing civil rights, liberty, individualism, federalism, environmentalism, urbanization, industrialization, and cultural diversity. Satisfies the U.S. and Nevada Constitution requirements.	

# COUNSELING AND PERSONAL DEVELOPMENT

---

<b>CEP</b>	<b>254</b>	<b>BIOPSYCHO-SOCIAL FACTORS IN ADDICTION</b>	<b>3.00</b>
		<i>Prerequisite: CPD116 or permission of instructor.</i>	
		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.	
<b>CEP</b>	<b>255</b>	<b>DEVELOPMENTAL THEORIES-PREVENTION/EDUCATION STRATEGIES</b>	<b>3.00</b>
		<i>Prerequisite: CPD116.</i>	
		Impact of addiction on development in children and families, prenatal addiction and fetal alcohol syndrome, and current prevention and education models and services.	
<b>CPD</b>	<b>116</b>	<b>SUBSTANCE ABUSE-FUNDAMENTAL FACTS AND INSIGHTS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>CPD</b>	<b>120</b>	<b>TREATMENT PLANNING AND CASE MANAGEMENT</b>	<b>2.00</b>
		<i>Prerequisite: CPD 116.</i>	
		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 2.00**  
*Prerequisite: None*  
 A course in life and career planning, offered to help students make informed occupational choices. The course includes self-assessment (personal values, abilities, and interests), opportunities for research into different careers, and training in proper decision-making and goal-setting procedures.

**CPD 291 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.

## 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*  
 Adjudicatory process, adult and juvenile corrections functions within the criminal justice system.

**CRJ 103 COMMUNICATION WITHIN THE CRIMINAL JUSTICE FIELD 3.00**  
*Students must be accepted to the Northern Nevada Law Enforcement Academy.*  
 This course is part of the Northern Nevada Law Enforcement Academy. It prepares the student to communicate within the criminal justice and law enforcement systems through report-writing, non-verbal communication, public speaking, interviewing and interrogation, and courtroom testimony. 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 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 110 INTRODUCTION TO NEVADA LAW ENFORCEMENT 3.00**  
*Students must be accepted to the Northern Nevada Law Enforcement Academy.*  
 This course examines the law enforcement system in Nevada. It will also include an overview of the major criminal justice subsystems: police, prosecution, defense, courts, corrections, and juvenile 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 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.

<b>CRJ</b>	<b>164</b>	<b>INTRODUCTION TO CRIMINAL INVESTIGATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>CRJ</b>	<b>198</b>	<b>SPECIAL TOPICS IN CRIMINAL JUSTICE</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i> 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).	
<b>CRJ</b>	<b>211</b>	<b>POLICE IN AMERICA: AN INTRODUCTION</b>	<b>3.00</b>
		<i>Prerequisite: None</i> Historical development, roles, socialization and problems of police work. Transfers to UNR as CJ 211 Police in America.	
<b>CRJ</b>	<b>214</b>	<b>PRINCIPLES OF POLICE PATROL TECHNIQUES</b>	<b>3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>CRJ</b>	<b>215</b>	<b>PROBATION AND PAROLE</b>	<b>3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>CRJ</b>	<b>222</b>	<b>CRIMINAL LAW AND PROCEDURE</b>	<b>3.00</b>
		<i>Prerequisite: CRJ 101 and 102.</i> Integrated overview of the elements of substantive criminal law and the fundamentals concepts of due process and fairness underlying American criminal procedures.	
<b>CRJ</b>	<b>225</b>	<b>CRIMINAL EVIDENCE</b>	<b>3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>CRJ</b>	<b>226</b>	<b>PREVENTIONS AND CONTROL OF DELINQUENCY</b>	<b>3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>CRJ</b>	<b>265</b>	<b>INTRODUCTION TO PHYSICAL EVIDENCE</b>	<b>3.00 - 4.00</b>
		<i>Prerequisite: None</i> 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.	
<b>CRJ</b>	<b>270</b>	<b>INTRODUCTION TO CRIMINOLOGY</b>	<b>3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>CRJ</b>	<b>285</b>	<b>SELECTED TOPICS IN CRIMINAL JUSTICE</b>	<b>1.00 - 6.00</b>
		<i>Prerequisite: None</i> 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).	
<b>CRJ</b>	<b>289</b>	<b>LAW AND JUSTICE</b>	<b>3.00</b>
		<i>Prerequisite: None</i> Survey of law and justice from a multi-disciplinary perspective with special emphasis on comparative justice systems, race, ethnicity, and gender.	
<b>CRJ</b>	<b>290</b>	<b>INTERNSHIP IN CRIMINAL JUSTICE</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: None</i> 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).	

*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.

**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.

**CUL 105 BASIC SKILLS DEVELOPMENT 3.00**

*Prerequisite: ENG 101 & MATH 96 or equivalent/qualifying test scores.*

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, canapè½s, hors d'oeuvres, tea sandwiches and buffet sweets. Students gain experience as they work with phyllo dough, puff pastry, eclair 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, canapè½s 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.

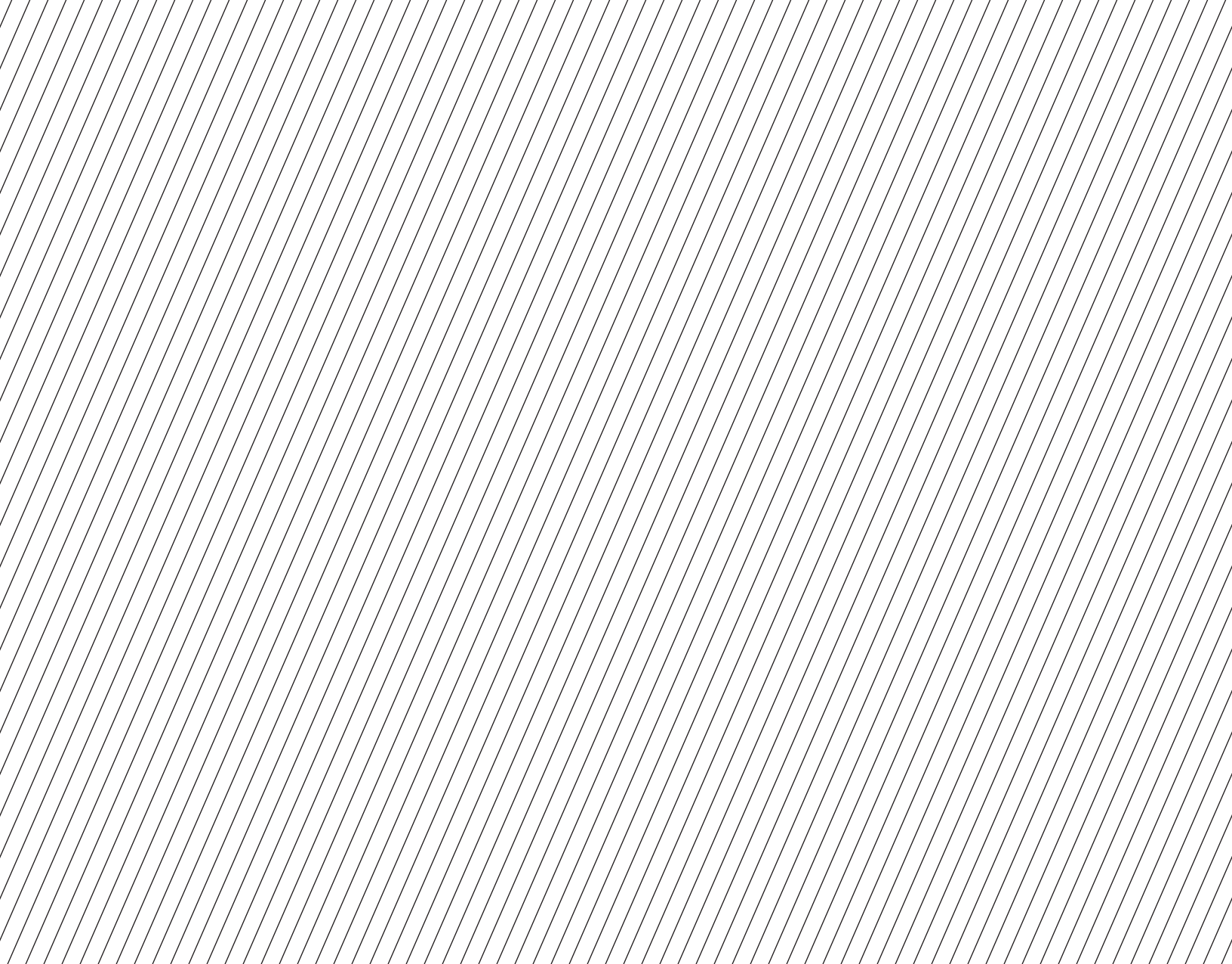
**CUL 170 RETAIL DELI AND BAKERY 3.00**

*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.

<b>CUL</b>	<b>195</b>	<b>SELECTED TOPICS IN CULINARY ARTS</b>	<b>1.00 - 6.00</b>
		<i>Prerequisite: None</i>	
		Course designed to bring students current topical information on problems and/or issues, skills and/or techniques in various areas of food service. This course may be repeated for up to six credits.	
<b>CUL</b>	<b>198</b>	<b>SPECIAL TOPICS IN CULINARY ARTS</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		Various short courses and workshops covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits.	
<b>CUL</b>	<b>200</b>	<b>AROMATICS/RESTAURANT EXPERIENCE</b>	<b>4.00</b>
		<i>Prerequisite: CUL 106, 108 or permission of the instructor.</i>	
		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.	
<b>CUL</b>	<b>210</b>	<b>AMERICAN REGIONAL CUISINE</b>	<b>3.00</b>
		<i>Prerequisite: CUL108 or permission of the instructor.</i>	
		Through lecture and hands-on cooking, students explore seven American regional cuisines and their local food specialties - New England, Middle Atlantic, Deep South, Texas and Southwest, Midwest and Mountain States, Pacific Northwest, California and Hawaii. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasonings are emphasized.	
<b>CUL</b>	<b>220</b>	<b>INTERNATIONAL CUISINE</b>	<b>3.00</b>
		<i>Prerequisite: CUL 106, 108 or permission of instructor.</i>	
		Through lecture and hands-on cooking, students explore seven important classical and trendy cuisines and some of their food specialties - French, German, Italian, Mexican, Japanese, Chinese and Caribbean. Authentic recipes and ingredients will be utilized. Correct cooking techniques and authentic traditional seasoning are emphasized.	
<b>CUL</b>	<b>225</b>	<b>ADVANCED BAKING</b>	<b>3.00</b>
		<i>Prerequisite: CUL 125</i>	
		An advanced course, utilizing CUL 125 principles with emphasis on more sophisticated American and European goods such as layered dough, baked custards, gelatinization, and restaurant type desserts. Students are expected to continue development of skills for producing quality products.	
<b>CUL</b>	<b>230*</b>	<b>PASTRY ARTS</b>	<b>3.00</b>
		<i>Prerequisite: CUL 125</i>	
		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 eclair dough. The emphasis on the production of fine pastry such as tea cookies, petit fours, chocolates and truffles, individual French pastries, tortes and gateau.	
<b>CUL</b>	<b>245</b>	<b>THE BUSINESS CHEF</b>	<b>3.00</b>
		<i>Prerequisite: MATH 96 equivalent/qualifying test scores.</i>	
		Course is intended to give the student the tools needed in today's tight labor market for advancement in the food service industry. Today, chefs, sous chefs and food managers, as well as owners, must know and understand food service math and importance of the bottom line to an operations success. You will be exposed to such topics as organizing a business's food, labor and overhead costs, purchasing, equipment selection, basic facilities design and scheduling staff. Students exposed to completing spreadsheets and will demonstrate how to control costs, calculate cost percentages, and breakeven points. Students should bring a calculator to the first class.	
<b>CUL</b>	<b>250</b>	<b>SAUCIER</b>	<b>3.00</b>
		<i>Prerequisite: CUL 106, 108 or permission of the instructor.</i>	
		Course teaches that sauces are created through patience, diligence and study while using top quality ingredients. Students learn both classical and modern methods of sauce making. Each student will be able to use each sauce in at least one dish and will understand other uses for the same sauce.	
<b>CUL</b>	<b>295</b>	<b>WORK EXPERIENCE IN CULINARY ARTS</b>	<b>1.00 - 6.00</b>
		<i>Prerequisite: None</i>	
		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 Program Coordinator at 775-674-7917 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.	

**D**



# DANCE

---

<b>DAN</b>	<b>101</b>	<b>DANCE APPRECIATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		This course is an exploration of the world's first and most universal art form. Various forms of multicultural ethnic dance forms, plus an overview of popular dance forms, are explored through the use of lecture, video and demonstration. Satisfies the Diversity requirement for TMCC. Satisfies UNR Fine Arts core curriculum and applies as a general elective at UNLV.	
<b>DAN</b>	<b>132</b>	<b>JAZZ DANCE (BEGINNING)</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		Beginning techniques of jazz dance. May be repeated to a maximum of four credits.	
<b>DAN</b>	<b>133</b>	<b>JAZZ DANCE (BEGINNING/INTERMEDIATE)</b>	<b>1.00</b>
		<i>Prerequisite: DAN 132 or instructor approval.</i>	
		Beginning/Intermediate work in the techniques of jazz dance. Repeatable up to four credits.	
<b>DAN</b>	<b>135</b>	<b>BALLET, BEGINNING</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		Beginning techniques of ballet. May be repeated to a maximum of four credits.	
<b>DAN</b>	<b>136</b>	<b>BALLET, BEGINNING/INTERMEDIATE</b>	<b>1.00</b>
		<i>Prerequisite: DAN 135 or instructor approval.</i>	
		Beginning/Intermediate work in the techniques of ballet. Repeatable up to four credits.	
<b>DAN</b>	<b>138</b>	<b>MODERN DANCE, BEGINNING</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		Beginning techniques of modern dance. May be repeated to a maximum of four credits.	
<b>DAN</b>	<b>139</b>	<b>MODERN DANCE, BEGINNING/INTERMEDIATE</b>	<b>1.00</b>
		<i>Prerequisite: DAN 138 or instructor permission.</i>	
		Beginning/Intermediate work in the techniques of modern dance. Repeatable up to four credits.	
<b>DAN</b>	<b>144</b>	<b>TAP DANCE (BEGINNING)</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		Beginning, basic techniques of tap dance. Repeatable up to four credits.	
<b>DAN</b>	<b>145</b>	<b>INTERMEDIATE TAP DANCE</b>	<b>1.00</b>
		<i>Prerequisite: DAN 144.</i>	
		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.	
<b>DAN</b>	<b>188</b>	<b>CHOREOGRAPHY I: IMPROVISATION FOR COMPOSITION</b>	<b>2.00</b>
		<i>Prerequisite: None</i>	
		Practical application of the techniques of improvisation for its use in composition.	
<b>DAN</b>	<b>232</b>	<b>JAZZ DANCE (INTERMEDIATE)</b>	<b>1.00</b>
		<i>Prerequisite: DAN 133 or instructor approval.</i>	
		Intermediate work in the techniques of jazz dance.	
<b>DAN</b>	<b>235</b>	<b>BALLET (INTERMEDIATE)</b>	<b>1.00</b>
		<i>Prerequisite: DAN 136 or instructor approval.</i>	
		Ballet, Intermediate work in the techniques of ballet. Repeatable up to four credits.	
<b>DAN</b>	<b>236</b>	<b>BALLET (INTERMEDIATE/ADVANCED)</b>	<b>1.00</b>
		<i>Prerequisite: DAN 235 or instructor approval.</i>	
		Ballet (Intermediate/Advanced) work in the techniques of ballet. Repeatable up to four credits.	
<b>DAN</b>	<b>238</b>	<b>MODERN DANCE INTERMEDIATE</b>	<b>1.00</b>
		<i>Prerequisite: DAN 139 or instructor permission.</i>	
		Intermediate techniques of modern dance. May be repeated to a maximum of four credits.	
<b>DAN</b>	<b>239</b>	<b>MODERN DANCE, INTERMEDIATE/ADVANCED</b>	<b>1.00</b>
		<i>Prerequisite: DAN 238 or equivalent experience.</i>	
		Intermediate/Advanced work in the techniques of modern dance. Repeatable up to four credits.	
<b>DAN</b>	<b>244</b>	<b>TAP DANCE (INTERMEDIATE)</b>	<b>1.00</b>
		<i>Prerequisite: DAN 145 or instructor approval.</i>	
		Intermediate work in the techniques of tap dance. Repeatable up to four credits.	
<b>DAN</b>	<b>281</b>	<b>DANCE PERFORMANCE</b>	<b>1.00</b>
		<i>Prerequisite: Audition and/or approval of instructor.</i>	
		Learning of repertory and new choreography leading to formal and informal performance opportunities. Repeatable up to four credits.	

<b>DAN</b>	<b>287</b>	<b>CONCERT DANCE COMPANY</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>DAN</b>	<b>288</b>	<b>CHOREOGRAPHY II: ELEMENTS OF DANCE COMPOSITION</b>	<b>3.00</b>
		<i>Prerequisite: DAN 188.</i>	
		Elements of dance composition including experience in spatial relationships, dynamics, movement qualities and design. Exploration of these elements through movement studies.	
<b>DAN</b>	<b>295</b>	<b>INDEPENDENT STUDY: DANCE</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: Approval of instructor.</i>	
		Tutorial study of special projects in Dance. A student submits a detailed project description and the objectives and learning outcomes specific to the project are formulated by the instructor and student.	

## DENTAL ASSISTING

<b>DA</b>	<b>110</b>	<b>ORIENTATION TO DENTAL ASSISTING</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>111</b>	<b>DENTAL RADIOGRAPHY I</b>	<b>3.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>112</b>	<b>DENTAL/HEAD AND NECK ANATOMY</b>	<b>3.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>115</b>	<b>DENTAL HEALTH EDUCATION</b>	<b>1.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>116</b>	<b>PRECLINICAL DENTAL SCIENCE</b>	<b>1.50</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>117</b>	<b>DENTAL MATERIALS AND TECHNIQUES I</b>	<b>2.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>119</b>	<b>DENTAL CHAIRSIDE PROCEDURES</b>	<b>4.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	



<b>DA</b>	<b>121</b>	<b>DENTAL RADIOGRAPHY II</b>	<b>2.00 - 3.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>122</b>	<b>CLINICAL DENTAL SCIENCE</b>	<b>2.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>123</b>	<b>PRACTICE MANAGEMENT AND PROCEDURES</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>125</b>	<b>SUPERVISED CLINICAL I</b>	<b>4.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>127</b>	<b>DENTAL MATERIALS AND LAB TECHNIQUES II</b>	<b>2.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>135</b>	<b>SUPERVISED CLINICAL II</b>	<b>5.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>137</b>	<b>SPECIALIZED DENTAL ASSISTING</b>	<b>1.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>198</b>	<b>SPECIAL TOPICS DENTAL ASSISTING</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>DA</b>	<b>285</b>	<b>SELECTED TOPICS IN DENTAL ASSISTING</b>	<b>1.00 - 6.00</b>
		<i>Prerequisite: Acceptance to the Dental Assisting Program.</i>	
		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).	
<b>DA</b>	<b>290</b>	<b>INTERNSHIP IN DENTAL ASSISTING</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: None</i>	
		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

---

<b>DH</b>	<b>102</b>	<b>ORAL BIOLOGY</b>	<b>4.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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.			
<b>DH</b>	<b>103</b>	<b>HEAD AND NECK ANATOMY</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
Anatomy of the head and neck with emphasis on structure and physiology of the oral cavity.			
<b>DH</b>	<b>104</b>	<b>DENTAL HYGIENE I</b>	<b>3.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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)			
<b>DH</b>	<b>105</b>	<b>INTRO TO CLINICAL PRACTICE</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
Must be taken concurrently with DH 104. Clinical application of diagnostic, preventive and therapeutic procedures utilized in patient care by a dental hygienist.			
<b>DH</b>	<b>107</b>	<b>LEGAL AND ETHICAL IMPLICATIONS IN DENTAL HYGIENE</b>	<b>1.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
Introduction to professional, legal and ethical concepts in Dental Hygiene. (1 hour lecture/discussion)			
<b>DH</b>	<b>110</b>	<b>CONCEPTS OF ORAL HEALTH</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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.			
<b>DH</b>	<b>112</b>	<b>ORAL RADIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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)			
<b>DH</b>	<b>113</b>	<b>GENERAL AND ORAL PATHOLOGY</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.</i>			
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)			
<b>DH</b>	<b>115</b>	<b>CLINICAL PRACTICE I</b>	<b>3.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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.			
<b>DH</b>	<b>118</b>	<b>ADVANCED CLINICAL TOPICS IN DENTAL HYGIENE</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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.			
<b>DH</b>	<b>120</b>	<b>FUNDAMENTALS OF NUTRITION IN DENTISTRY</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of all first semester Dental Hygiene courses and acceptance in the Dental Hygiene program.</i>			
Introduction to principles of basic biochemistry. Application of nutritional education to dental hygiene practice. (3 hours lecture).			
<b>DH</b>	<b>202</b>	<b>PHARMACOLOGY</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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).			
<b>DH</b>	<b>203</b>	<b>SPECIAL PATIENTS</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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)			
<b>DH</b>	<b>205</b>	<b>CLINICAL PRACTICE II</b>	<b>5.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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.			

<b>DH</b>	<b>207</b>	<b>PERIODONTICS I</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
The study of periodontal diseases, etiologies, recognition of normal periodontium and deviations of normal, clinical assessment, treatment, and prevention of disease progression.			
<b>DH</b>	<b>208</b>	<b>COMMUNITY DENTAL HEALTH I</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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)			
<b>DH</b>	<b>209</b>	<b>PAIN AND ANXIETY CONTROL</b>	<b>3.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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.)			
<b>DH</b>	<b>211</b>	<b>DENTAL MATERIALS AND TECHNIQUES</b>	<b>2.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
Study of dental materials including physical and chemical properties, manipulation, utilization, and application in dental and dental hygiene procedures.			
<b>DH</b>	<b>214</b>	<b>PERIODONTICS II</b>	<b>1.00</b>
<i>Prerequisite: DH 207 and acceptance in the Dental Hygiene program.</i>			
Advanced study of periodontology with special emphasis on new surgical modalities and equipment. Orientation to all aspects of periodontal practice.			
<b>DH</b>	<b>215</b>	<b>CLINICAL PRACTICE III</b>	<b>5.00</b>
<i>Prerequisite: DH 205 and acceptance to the Dental Hygiene program.</i>			
A continuation of Clinical Practice II. 1 hour seminar, 16 hours clinic.			
<b>DH</b>	<b>216</b>	<b>PRINCIPLES OF DENTAL PRACTICE</b>	<b>1.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
Concepts of dental office management, productivity, marketing, interviewing and responsibilities of professionals. (1 lecture hour.)			
<b>DH</b>	<b>218</b>	<b>COMMUNITY DENTAL HEALTH II</b>	<b>2.00</b>
<i>Prerequisite: DH 208 and acceptance in the Dental Hygiene program.</i>			
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).			
<b>DH</b>	<b>299</b>	<b>INDEPENDENT STUDY</b>	<b>1.00 - 5.00</b>
<i>Prerequisite: Acceptance to the Dental Hygiene program.</i>			
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**

<b>DT</b>	<b>101</b>	<b>BASIC DIESEL ENGINES</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
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 satisfies 12 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 15 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada System of Higher Education (NSHE)			
<b>DT</b>	<b>106</b>	<b>HEAVY DUTY TRANSMISSIONS AND POWER TRAINS</b>	<b>5.00</b>
<i>Prerequisite: None</i>			
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).			
<b>DT</b>	<b>107</b>	<b>HEAVY DUTY DRIVE TRAINS</b>	<b>5.00</b>
<i>Prerequisite: None</i>			
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).			

<b>DT</b>	<b>110</b>	<b>HEAVY DUTY ELECTRICAL SYSTEMS</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>DT</b>	<b>130</b>	<b>HEAVY DUTY HYDRAULICS</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>DT</b>	<b>198</b>	<b>SPECIAL TOPICS IN DIESEL TECHNOLOGY</b>	<b>0.50 - 6.00</b>
	<i>Prerequisite: None</i>		
	Various short courses and experimental classes covering a variety of subjects. The course will be variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>DT</b>	<b>201</b>	<b>DIESEL BRAKES AND PNEUMATICS</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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 satisfies 8 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course satisfies 7 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada System of Higher Education (NSHE)		
<b>DT</b>	<b>210</b>	<b>ADVANCED DIESEL ENGINES</b>	<b>4.00</b>
	<i>Prerequisite: DT 101 or instructor permission. Course may be taken concurrently with DT 101.</i>		
	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).		
<b>DT</b>	<b>211</b>	<b>LIGHT DUTY PERFORMANCE</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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 satisfies 10 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course satisfies 5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada System of Higher Education (NSHE)		
<b>DT</b>	<b>217</b>	<b>ELECTRONIC FUEL INJECTION II</b>	<b>3.00</b>
	<i>Prerequisite: DT 101, DT 210, and AUTO 111 or instructor permission.</i>		
	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).		
<b>DT</b>	<b>235</b>	<b>STEERING AND SUSPENSION</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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 satisfies 5 hours toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course satisfies 5 hours toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course may not transfer to a baccalaureate degree of art or science within the University of 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 satisfies 5 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course satisfies 5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines, Option A. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada System of Higher Education (NSHE)

**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

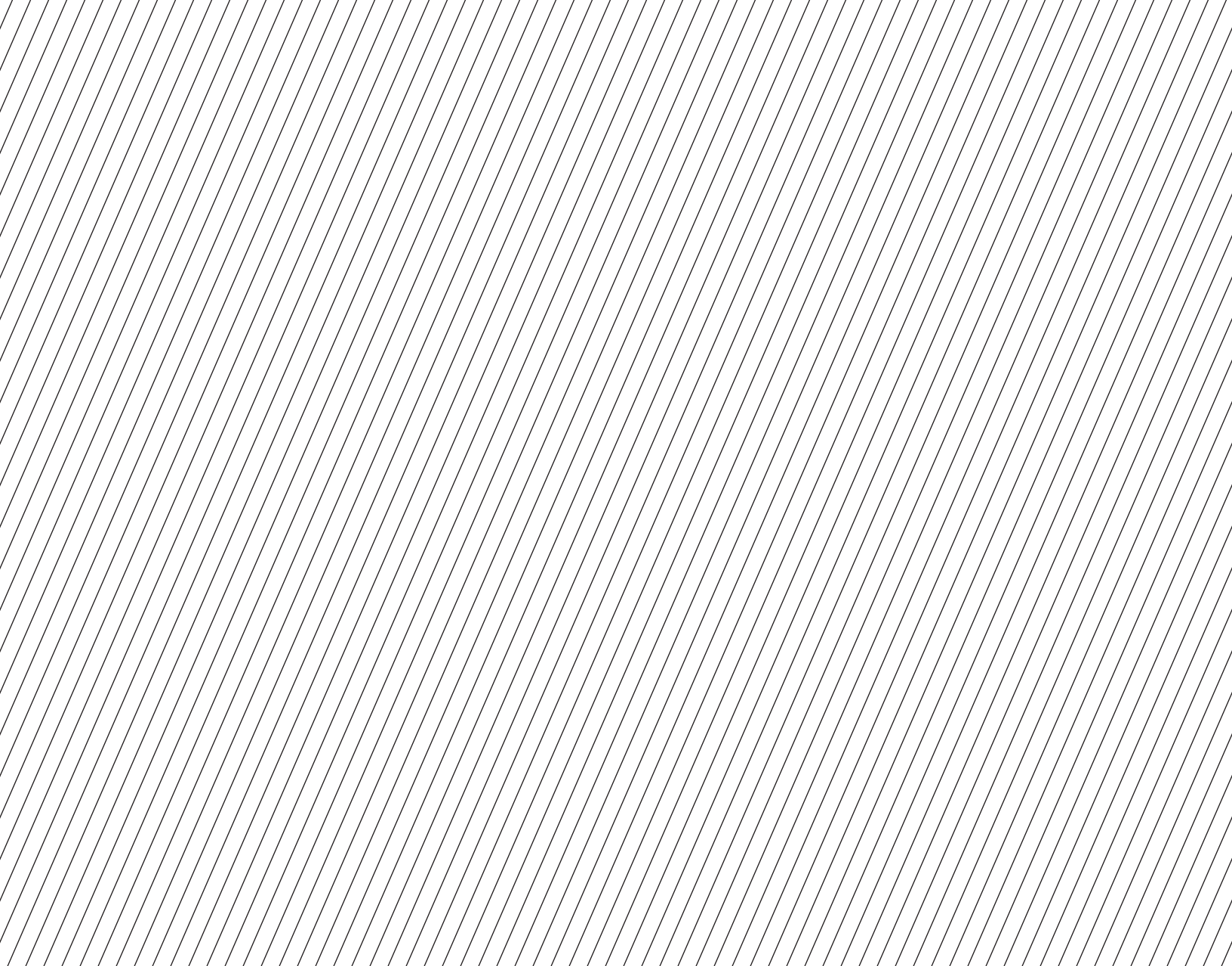
---

**DFT 100 BASIC DRAFTING PRINCIPLES 3.00**  
*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 satisfies 6 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. 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 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 Studio Max.

**E**



# EARLY CHILDHOOD EDUCATION

---

<b>ECE</b>	<b>121</b>	<b>PARENT CAREGIVER RELATIONSHIPS</b>	<b>1.00</b>
		<i>Prerequisite: None</i> A course designed for child development students in which they can acquire various communication skills to enhance parent/caregiver relationships. Newsletters, parent conferences, phone conversations, record keeping and student data folders.	
<b>ECE</b>	<b>123</b>	<b>HEALTH AND NUTRITION FOR YOUNG CHILDREN</b>	<b>1.00</b>
		<i>Prerequisite: None</i> A study of young children concerning physical development, nutrition, health, safety and childhood illnesses and diseases. Skills developed in menu planning, selecting safe equipment and toys, routines to ensure good health and policies on illness.	
<b>ECE</b>	<b>124</b>	<b>SENSORIMOTOR DEVELOPMENT IN INFANTS AND TODDLERS</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: None</i> Study of the development of sensorimotor skills in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which will foster sensory and motor skills in children from birth to two years.	
<b>ECE</b>	<b>125</b>	<b>LANGUAGE DEVELOPMENT INFANT TODDLER</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: None</i> Study of language acquisition in infants and toddlers. Emphasis placed on developing materials and activities for use in the home and child care setting which enhance the development of expressive language in children from birth to three years.	
<b>ECE</b>	<b>126</b>	<b>SOCIAL/EMOTIONAL DEVELOPMENT FOR INFANTS AND TODDLERS</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: None</i> The study of affective development in infancy and toddlerhood. Emphasis on experiences and techniques for use in the home and child care setting which will foster self-concept and social interactions for children from birth to three years old.	
<b>ECE</b>	<b>127</b>	<b>ROLE OF PLAY FOR INFANTS AND TODDLERS</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: None</i> The study of the role of play as it affects the social, emotional, physical and intellectual growth and development of infants and toddlers.	
<b>ECE</b>	<b>128</b>	<b>SELF HELP SKILLS FOR INFANTS AND TODDLERS</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>ECE</b>	<b>129</b>	<b>ENVIRONMENTS FOR INFANT AND TODDLER</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>ECE</b>	<b>130</b>	<b>INFANCY</b>	<b>3.00</b>
		<i>Prerequisite: None</i> 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.	
<b>ECE</b>	<b>151</b>	<b>MATH IN THE PRESCHOOL CURRICULUM</b>	<b>1.00</b>
		<i>Prerequisite: None</i> Activities and materials for developing mathematics readiness in the preschool child. Math concepts such as shapes and counting sets will be included.	
<b>ECE</b>	<b>152</b>	<b>SCIENCE IN THE PRESCHOOL CURRICULUM</b>	<b>1.00</b>
		<i>Prerequisite: None</i> 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.	
<b>ECE</b>	<b>154</b>	<b>LITERATURE FOR PRESCHOOL CHILDREN</b>	<b>1.00</b>
		<i>Prerequisite: None</i> 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.	
<b>ECE</b>	<b>155</b>	<b>LITERACY AND THE YOUNG CHILD</b>	<b>1.00</b>
		<i>Prerequisite: None</i> 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.	

<b>ECE</b>	<b>156</b>	<b>MUSIC IN THE PRESCHOOL CURRICULUM</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		Teaching techniques and music activities for preschool children, including songs, finger plays, dance and rhythm activities.	
<b>ECE</b>	<b>157</b>	<b>ART IN THE PRESCHOOL CURRICULUM</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ECE</b>	<b>158</b>	<b>ACTIVITIES FOR PHYSICAL DEVELOPMENT IN YOUNG CHILD</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ECE</b>	<b>161</b>	<b>SOCIAL STUDIES IN THE PRESCHOOL CURRICULUM</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ECE</b>	<b>167</b>	<b>CHILD ABUSE AND NEGLECT</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ECE</b>	<b>168</b>	<b>INFECTIOUS DISEASES AND 1ST AID IN CHILDCARE</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ECE</b>	<b>169</b>	<b>BILINGUAL AND MULTICULTURAL EXPERIENCE IN ECE</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ECE</b>	<b>190</b>	<b>PROFESSIONALISM IN EARLY CARE AND EDUCATION</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>ECE</b>	<b>198</b>	<b>SPECIAL TOPICS IN ECE</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>ECE</b>	<b>200</b>	<b>THE EXCEPTIONAL CHILD</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ECE</b>	<b>204</b>	<b>PRINCIPLES OF CHILD GUIDANCE</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		This course is a study of effective use of positive techniques to guide child behavior in early childhood settings. Emphasis is placed on the role of the early childhood professional in using specific positive techniques to help children build positive self-concepts and individual strengths within the context of appropriate limits and discipline. The study includes uses of direct and indirect guidance techniques as well as introduction to guidance systems.	



<b>ECE</b>	<b>210</b>	<b>OBSERVATION, DOCUMENTATION AND ASSESSMENT OF YOUNG CHILDREN</b>	<b>3.00</b>
	<i>Prerequisite: ECE 250.</i>		
	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. Confidentiality and appropriate use of assessment information with families and colleagues will also be explored.		
<b>ECE</b>	<b>231</b>	<b>PRESCHOOL PRACTICUM: EARLY CHILDHOOD LAB</b>	<b>1.00 - 5.00</b>
	<i>Prerequisite: ECE 190, 204, 210, 250, 251 and HDFS 201. Practicum must be taken concurrently with ECE 245.</i>		
	Students work in an early childhood education setting with young children and their families. The practicum is typically taken during the final year of the ECE program of study. Students who receive the AA/AAS in ECE must complete practicum credits through TMCC.		
<b>ECE</b>	<b>232</b>	<b>PRACTICUM: INFANT AND TODDLER</b>	<b>1.00 - 5.00</b>
	<i>Prerequisite: ECE 124, 125, 126, 129, 190, 204, 210, 250, 251, 252 and HDFS 201. Practicum must be taken concurrently with ECE 245.</i>		
	Students work in an early childhood education setting with young children and their families. The practicum is typically taken during the final year of the ECE program of study. Students who receive the AA/AAS in ECE must complete practicum credits through TMCC.		
<b>ECE</b>	<b>240</b>	<b>ADMINISTRATION OF THE PRESCHOOL</b>	<b>3.00</b>
	<i>Prerequisite: ECE 190, 250, 251, and HDFS 201, or permission of the instructor.</i>		
	The study of the management of early childhood education programs. Areas include program planning, implementation, and evaluation, facilities development and maintenance, parent and community interaction, nutrition, health and safety issues and personnel development.		
<b>ECE</b>	<b>244</b>	<b>PRACTICUM IN ADMINISTRATION IN ECE PROGRAMS</b>	<b>1.00 - 5.00</b>
	<i>Prerequisite: ECE 190, 204, 210, 247, 250, 251, HDFS 201, MGT 212, and COM 135. Practicum must be taken concurrently with ECE 245.</i>		
	Students work in an early childhood education setting with young children and their families in two areas: teaching in an early childhood classroom and learning about the administration of ECE programs. The practicum is typically taken during the final year of the ECE program of study. Students who receive the AA/AAS in ECE must complete practicum credits through TMCC. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>ECE</b>	<b>245</b>	<b>PRACTICUM SEMINAR</b>	<b>2.00</b>
	<i>Prerequisite: Must be taken concurrently with ECE 231, ECE 232, or ECE 244.</i>		
	This course is a required seminar for students concurrently enrolled in ECE 231, ECE 236 or ECE 244. Students meet with the professor and fellow students to discuss items related to their Practicum experience. These can include: curriculum ideas; guidance situations; issues with other teachers; opportunities to assess career options; further development of professional skills; portfolio issues for a child portfolio and/or a personal portfolio; making of developmentally appropriate homemade games for the classroom; planning a parent activity; and the discussion of current trends and issues in ECE. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>ECE</b>	<b>247</b>	<b>EFFECTIVE MANAGEMENT AND SUPERVISION IN EARLY CHILDHOOD EDUCATION</b>	<b>2.00</b>
	<i>Prerequisite: ECE 190 and COM 135.</i>		
	This course focuses on effective management and supervision in Early Care and Education (ECE) settings. Content includes effective communication with early childhood education staff and families; hiring, training, retaining, motivating, mentoring and supervising staff; professional development of staff; planning and facilitating effective staff meetings; and effective program management.		
<b>ECE</b>	<b>250</b>	<b>INTRODUCTION TO EARLY CHILDHOOD EDUCATION</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	This course is an introduction and overview of the field of Early Childhood Education (ECE). Topics include: a history and theoretical foundation of early care and education, types of early childhood programs and settings, an overview of child care licensing and regulation, professional development in ECE, working with families, designing the classroom environment, ethical conduct, daily schedules, curriculum planning, positive guidance, child development, components of the early care and education system, and current trends and issues in ECE. The course also emphasizes the importance of developmentally appropriate practice (DAP) in the field.		
<b>ECE</b>	<b>251</b>	<b>CURRICULUM IN EARLY CHILDHOOD EDUCATION</b>	<b>3.00</b>
	<i>Prerequisite: ECE 210, 250, and HDFS 201, or permission of the instructor.</i>		
	This course focuses on methods of planning developmentally appropriate curriculum for preschool age children (3-5 years old). Topics include theories of preschool curriculum development, children's play, curriculum objectives, lesson planning, daily schedules, evaluation of curriculum effectiveness, and the role of the teacher in facilitating curriculum for preschool children. Curriculum development in all content areas is explored including art, science, literature, music and movement, sensory, language arts/literacy, blocks, dramatic play, woodworking, cooking, math, and the outdoors.		

**ECE 252 INFANT-TODDLER CURRICULUM 3.00**  
*Prerequisite: ECE 130, 210, 250, and HDFS 201, or permission of the instructor.*  
 This course focuses on planning and implementing a curriculum for children ages birth to 3 years old. The course includes a variety of child development theories and applies them to curriculum development for infants and toddlers. The major developmental domains such as physical, social, emotional, cognitive and language development are utilized in developing infant/toddler curriculum. Students will learn and apply best practice in infant/toddler curriculum planning including individualized curriculum, and care giving relationships and routines as curriculum. An emphasis will be placed on the relationship between the environment and successful curriculum planning for infants and toddlers.

**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, ACT/SAT 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. See class schedule for details. Satisfies UNR Social Science core curriculum.

**ECON 103 PRINCIPLES OF MACROECONOMICS 3.00**  
*Prerequisite: BUS 117, MATH 120, MATH 126, or qualifying ACCUPLACER, ACT/SAT 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. 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

---

<b>EPY</b>	<b>101</b>	<b>EDUCATIONAL, CAREER, AND PERSONAL DEVELOPMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
A course designed to help students adjust to the college environment and the learning process; the development of personal and academic skills necessary for educational success will be stressed.			

## EDUCATION TEACHER PREP

---

<b>EDU</b>	<b>110</b>	<b>SOCIETY AND EDUCATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Emphasis on education's role in society. History, philosophy and sociology of education; comparative education and school law. This course is designed to enhance students' abilities to prepare them as students seeking a degree in education.			
<b>EDU</b>	<b>201</b>	<b>INTRODUCTION TO ELEMENTARY EDUCATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Introduction to historical, philosophical, sociological and psychological foundations of elementary education, overview of curriculum, instruction and issues of diversity. Includes a field experience.			
<b>EDU</b>	<b>202</b>	<b>INTRODUCTION TO SECONDARY EDUCATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Introduces the prospective middle/secondary teacher to the role of thinker/reflective practitioner. Awareness of the historical, political and economic forces influencing schooling in the United States. Includes a field experience.			
<b>EDU</b>	<b>203</b>	<b>INTRODUCTION TO SPECIAL EDUCATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Survey of various types of exceptionalities. Emphasis on etiology, physical and educational characteristics.			
<b>EDU</b>	<b>204</b>	<b>INFORMATION TECHNOLOGY IN TEACHING</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course identifies and illustrates microcomputer applications in education. The hardware/software selection process is presented as well as uses of word processing, spreadsheet and Internet programs. Designed for teachers seeking a practical knowledge of how to operate and utilize microcomputers in the classroom. Special instruction fees.			
<b>EDU</b>	<b>207</b>	<b>EXPLORATION OF CHILDREN'S LITERATURE</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>			
Survey of children's literature genres. Censorship, historical background, children's interests, literature programs, and book evaluations. Same as ENG 250.			
<b>EDU</b>	<b>208</b>	<b>STUDENTS WITH DIVERSE ABILITIES AND BACKGROUNDS</b>	<b>3.00</b>
<i>Prerequisite: EDU 203.</i>			
Focus on successful inclusion of students with various disabilities, students from culturally diverse backgrounds, and English language learners in a general education classroom.			
<b>EDU</b>	<b>209</b>	<b>EXPLORING TEACHING AND LEARNING: PRACTICUM</b>	<b>1.00</b>
<i>Corequisite: EDU 211.</i>			
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.			
<b>EDU</b>	<b>210</b>	<b>NEVADA SCHOOL LAW</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>EDU</b>	<b>211</b>	<b>INTRODUCTION TO TEACHING IN INCLUSIVE CLASSROOMS</b>	<b>3.00</b>
<i>Corequisite: EDU 209.</i>			
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.			
<b>EDU</b>	<b>212</b>	<b>FAMILY INVOLVEMENT FOR STUDENTS WITH/WITHOUT DISABILITY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Focus on academic progress and social-emotional development through collaborative and productive professional relationships with families of students with and without disabilities.			
<b>EDU</b>	<b>214</b>	<b>PREPARING TEACHERS TO USE TECHNOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Lab course on advanced skills and strategies for integrating information technology in to the classroom. Special instructions fees.			

# ELECTRICAL AND MECHANICAL TECHNOLOGY

---

<b>ELM</b>	<b>127</b>	<b>INTRODUCTION TO AC CONTROLS</b>	<b>3.00</b>
<i>Prerequisite: ENRG 110.</i>			
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).			
<b>ELM</b>	<b>129</b>	<b>ELECTRIC MOTORS AND DRIVES</b>	<b>3.00</b>
<i>Prerequisite: ENRG 110 and ELM 127</i>			
This course covers the construction and operating principles of single and poly phase motors; motor control using relay and timing circuits; and variable speed drives applications. Additional emphasis is placed on maintenance and troubleshooting of electric motors. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ELM</b>	<b>134</b>	<b>PROGRAMMABLE LOGIC CONTROLLERS I</b>	<b>3.00</b>
<i>Prerequisite: ENRG 110</i>			
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 satisfies 20 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ELM</b>	<b>233</b>	<b>INTRODUCTION TO INSTRUMENTATION</b>	<b>3.00</b>
<i>Prerequisite: ENRG 110.</i>			
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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

# EMERGENCY MEDICAL SERVICE

---

<b>EMS</b>	<b>101</b>	<b>CPR AND FIRST AID</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
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).			
<b>EMS</b>	<b>108</b>	<b>EMERGENCY MEDICAL TECHNICIAN I BASIC TRAINING</b>	<b>6.00</b>
<i>Prerequisite: Current Healthcare Provider CPR card, proof of health insurance, MMR, TD, Hepatitis B, 2-step TB skin test and 18 years of age.</i>			
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).			
<b>EMS</b>	<b>109</b>	<b>EMERGENCY MEDICAL SERVICE REFRESHER</b>	<b>2.00</b>
<i>Prerequisite: Current EMT Basic or Intermediate Certification.</i>			
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).			
<b>EMS</b>	<b>110</b>	<b>EMERGENCY MEDICAL TECH INSTRUCTOR TRAINING</b>	<b>3.00</b>
<i>Prerequisite: EMT I Basic certification and department approval.</i>			
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).			

<b>EMS</b>	<b>112</b>	<b>EMT II - ENHANCED THERAPY</b>	<b>7.00</b>
<i>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.</i>			
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).			
<b>EMS</b>	<b>113</b>	<b>EMS FIRST RESPONDER</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
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).			
<b>EMS</b>	<b>114</b>	<b>FIRST RESPONDER REFRESHER</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
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).			
<b>EMS</b>	<b>198</b>	<b>SPECIAL TOPICS IN EMS</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>EMS</b>	<b>200</b>	<b>FUNDAMENTALS OF PARAMEDIC MEDICINE</b>	<b>1.50</b>
<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>			
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).			
<b>EMS</b>	<b>205</b>	<b>PRINCIPLES OF PATHOPHYSIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>			
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).			
<b>EMS</b>	<b>206</b>	<b>PRIN PHARMACOLOGY/MEDICATION ADMIN/VENOUS ACCESS</b>	<b>5.00</b>
<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>			
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).			
<b>EMS</b>	<b>207</b>	<b>AIRWAY MANAGEMENT AND VENTILATION FOR PARAMEDICS</b>	<b>1.50</b>
<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>			
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).			
<b>EMS</b>	<b>209</b>	<b>PATIENT ASSESSMENT FOR PARAMEDICS</b>	<b>2.50</b>
<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>			
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).			

<b>EMS</b>	<b>210</b>	<b>PRINCIPLES OF CARDIOLOGY FOR THE PARAMEDIC</b>	<b>4.00</b>
		<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>	
		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).	
<b>EMS</b>	<b>211</b>	<b>PARAMEDIC CARE FOR MEDICAL EMERGENCIES AND ACLS</b>	<b>7.00</b>
		<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>	
		This course prepares the Paramedic to identify, assess, manage, and treat various medical emergencies. Topics include Neurology, Endocrinology, Allergies and Anaphylaxis, Gastroenterology, Urology, Toxicology, Environmental Conditions, Infectious and Communicable Diseases, Behavioral and Psychiatric Disorders, Gynecological and Obstetrical Emergencies, and associated pharmacological interventions. Advanced Cardiac life Support is designed for healthcare providers who either direct or participate in the resuscitation of a patient, whether in the prehospital or hospital setting. The course will enhance skills in the treatment of arrest and peri-arrest patients through active participation in a series of simulated cardiopulmonary cases. Megacodes will be practiced and evaluated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>EMS</b>	<b>212</b>	<b>PARAMEDIC TRAUMA EMERGENCIES AND ITLS</b>	<b>5.50</b>
		<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>	
		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).	
<b>EMS</b>	<b>214</b>	<b>PEDIATRICS &amp; SPECIAL CONSIDERATION FOR PARA/PALS</b>	<b>3.00</b>
		<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>	
		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).	
<b>EMS</b>	<b>215</b>	<b>ASSESS BASED MANAGEMENT/OPERATION FOR PARAMEDIC</b>	<b>3.00</b>
		<i>Prerequisite: EMT Basic or EMT Intermediate and acceptance into the Paramedic Program.</i>	
		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).	
<b>EMS</b>	<b>216</b>	<b>HOSPITAL CLINICAL EXPERIENCE FOR THE PARAMEDIC</b>	<b>5.50</b>
		<i>Prerequisite: Acceptance to TMCC Paramedic Program.</i>	
		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).	
<b>EMS</b>	<b>217</b>	<b>FIELD INTERNSHIP FOR THE PARAMEDIC</b>	<b>12.00</b>
		<i>Prerequisite: Completion of the Didactic and Clinical portion of the Paramedic Program.</i>	
		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).	
<b>EMS</b>	<b>218</b>	<b>FIELD INTERNSHIP FOR THE PARAMEDIC II</b>	<b>3.00</b>
		<i>Prerequisite: Completion of Field Internship I for the Paramedic, EMS 217.</i>	
		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

<b>ENRG</b>	<b>110</b>	<b>BASIC ELECTRICITY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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 satisfies 30 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ENRG</b>	<b>120</b>	<b>FUNDAMENTALS OF ENERGY EFFICIENCY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>ENRG</b>	<b>130</b>	<b>INTRODUCTION TO SOLAR ENERGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>ENRG</b>	<b>132</b>	<b>SOLAR PHOTOVOLTAIC TECHNOLOGIES</b>	<b>3.00</b>
<i>Prerequisite: ENRG 130.</i>			
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.			
<b>ENRG</b>	<b>142</b>	<b>SOLAR THERMAL TECHNOLOGIES</b>	<b>3.00</b>
<i>Prerequisite: ENRG 130.</i>			
This course introduces students to solar hot water and space heating systems. Topics will include system selection, site analysis, design and sizing, component selection, installation, troubleshooting, maintenance, codes and safety. The course will explore the application of solar thermal systems in both residential and commercial settings. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ENRG</b>	<b>150</b>	<b>INTRODUCTION TO WIND ENERGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>ENRG</b>	<b>152</b>	<b>WIND ENERGY TECHNOLOGIES</b>	<b>3.00</b>
<i>Prerequisite: ENRG 150</i>			
This course is designed to give the student an overview of the operation of wind turbine sites. Topics will include principles of operation, including safety, electromechanical maintenance, failure prediction, environmental issues, wind energy resource analysis, and financial analysis. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ENRG</b>	<b>171</b>	<b>WELL DESIGN, CONSTRUCTION, AND GEOLOGY</b>	<b>1.00</b>
<i>Prerequisite: Math 96 or higher; ENG 101 or 113 or higher.</i>			
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).			
<b>ENRG</b>	<b>172</b>	<b>FLUIDS, PIPING, VALVES AND PUMPS</b>	<b>4.00</b>
<i>Prerequisite: MATH 120 or higher and ENG 101 or higher, or qualifying placement scores.</i>			
This course is designed to give students a basic understanding of fluid properties, fluid dynamics, and fluid 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 typical 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).			

<b>ENRG</b>	<b>173</b>	<b>GEOHERMAL PLANTS, TURBINES, AND GENERATORS</b>	<b>3.00</b>
<i>Prerequisite: MATH 96 or higher; ENG 101 or 113 or higher</i>			
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).			
<b>ENRG</b>	<b>174</b>	<b>ENVIRONMENTAL REGULATIONS FOR GEOHERMAL PLANT OPERATORS</b>	<b>1.00</b>
<i>Prerequisite: ENG 101 or 113 or higher</i>			
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).			
<b>ENRG</b>	<b>198</b>	<b>SPECIAL TOPICS IN ENERGY TECHNOLOGIES</b>	<b>0.05 - 6.00</b>
<i>Prerequisite: None</i>			
Various short course and experimental classes covering a variety of subjects. The course is variable credit of one-half to six credits depending on the course content and number of hours required. This course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ENRG</b>	<b>215</b>	<b>ELECTRICAL DISTRIBUTION SYSTEMS</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course will give students an overview of electrical distribution systems. Topics will cover power transmission over the grid, data collection and analysis, data communication, and networking. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ENRG</b>	<b>271</b>	<b>FUNDAMENTALS OF PROCESS CONTROLS AND INSTRUMENTATION</b>	<b>3.00</b>
<i>Prerequisite: MATH 126; ENG 101 or 113 or higher; ENRG 173</i>			
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

<b>ENGR</b>	<b>100</b>	<b>INTRODUCTION TO ENGINEERING DESIGN</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>ENGR</b>	<b>110</b>	<b>INTRODUCTION TO RENEWABLE ENERGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>ENGR</b>	<b>242</b>	<b>CASE HISTORIES IN CIVIL ENGINEERING</b>	<b>1.00</b>
<i>Prerequisite: ENGR 100.</i>			
Course will describe real-life civil engineering projects of different scopes and complexities. Projects will be analyzed with regard to scope, work plan, budget, permitting, technical and legal issues. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ENGR</b>	<b>243</b>	<b>FLUID MECHANICS, HYDRAULICS AND HYDROLOGY</b>	<b>3.00</b>
<i>Prerequisite: MATH 126 and ENGR 100.</i>			
Overview study of the behavior of fluids at rest and in motion and principles of hydrology: quantitative hydrology; prediction of runoff; hydrologic applications in urban settings; overview of storm water systems. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>ENGR</b>	<b>244</b>	<b>INTRODUCTION TO ENGINEERING ECONOMICS</b>	<b>2.00</b>
<i>Prerequisite: MATH 126 and ENGR 100.</i>			
Consideration of various economic calculations such as present worth, benefit-cost and rate of return analyses in engineering decision making. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			



**ENGR 245 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. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## ENGLISH

**ENG 81A ESL LISTENING AND SPEAKING 3.00**

*Prerequisite: Qualifying ACCUPLACER test score.*

ENG 81A 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: Qualifying ACCUPLACER test score.*

ENG 81C 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 888, an intermediate-level English grammar course for non-native speakers, builds understanding of the forms, meanings and uses of key grammar structures, especially those expected in formal written communications. Application of grammar to the development and editing of the students' own writing and to understanding of written texts is emphasized. This course is especially useful for students taking the ENG 112D, 113 or 114 writing courses. Grading is S/U; the course may be repeated for up to six credits.

**ENG 95 BASIC WRITING II 3.00**

*Prerequisite: ACCUPLACER Reading Comprehension score 56 -75. Corequisite: Must be taken concurrently with READ 95*

English 95 provides instruction in basic writing skills particularly sentence patterns and paragraph development leading to the writing of short essays. The course also introduces students to concepts of grammar, mechanics, punctuation, spelling, and word usage. Students in this course must co-enroll in READ 95.

**ENG 97 BASIC TECHNICAL COMMUNICATIONS 3.00**

*Prerequisite: ACCUPLACER Reading Comp 86+ and WritePlacer 1-4.*

Individualized instruction in reading technical texts and writing short reports similar to those required in business and industry. Designed for students in industrial technology courses.

**ENG 98R PREPARATORY COMPOSITION 3.00**

*Prerequisite: Qualifying high school GPA, ACCUPLACER Reading Comprehension (RC) score 56-75, or SAT/ACT placement.*

*Co-requisite: READ 95 \*Online sections may be taken with RC score of 76-85 (without READ 95 co-req).*

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 or qualifying placement from the following: high school GPA, ACCUPLACER Reading Comprehension (RC), SAT, ACT, or AP. If ACCUPLACER score is 76-85, cannot take online & co-requisite of READ 135 is required.*

Writing intensive course designed to strengthen college level writing skills, with particular attention to persuasion, analysis, synthesis and an introduction to research methodologies. Focus on process through drafting, revising and editing is emphasized. Conventions of standard English are reviewed. Additionally, critical reading strategies of college level texts are developed.

**ENG 102 COMPOSITION II 3.00**

*Prerequisite: ENG 101 or equivalent or qualifying SAT/ACT score.*

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.

<b>ENG</b>	<b>108</b>	<b>TECHNICAL COMMUNICATIONS II</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		A continuation of expository methods. Concentration on developing writing projects required on the job. Lecture and individual instruction. Suggested for students in occupational fields.	
<b>ENG</b>	<b>112A</b>	<b>ESL LISTENING SKILLS</b>	<b>3.00</b>
		<i>Prerequisite: ACCUPLACER test score; or UNR-IELC Bridge test; or 81-level courses (ENG 81A and 81C).</i>	
		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.	
<b>ENG</b>	<b>112C</b>	<b>ESL READING SKILLS</b>	<b>3.00</b>
		<i>Prerequisite: ACCUPLACER test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081A and 081C).</i>	
		This course helps students establish and practice the reading skills necessary for successful academic work. Academic content material (e.g. text chapters, literature and news articles) is used to develop students' skills in recognizing organizational patterns, critical analysis, summarizing and synthesizing. Techniques to develop comprehension and retention are emphasized.	
<b>ENG</b>	<b>112D</b>	<b>ESL COMPOSITION</b>	<b>3.00</b>
		<i>Prerequisite: ACCUPLACER test score; or UNR-IELC Bridge test; or 081-level courses (ENG 081A and 081C).</i>	
		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.	
<b>ENG</b>	<b>113</b>	<b>COMPOSITION I FOR INTERNATIONAL STUDENTS</b>	<b>3.00</b>
		<i>Prerequisite: Qualifying high school GPA; ACCUPLACER, ACT/SAT, or AP placement score; UNR-IELC Bridge test; C- or better in 112-level courses (ENG 112A, 112C, 112D); or C- or better in ENG 112D based on qualifying ACCUPLACER test score.</i>	
		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.	
<b>ENG</b>	<b>114</b>	<b>COMPOSITION II FOR INTERNATIONAL STUDENTS</b>	<b>3.00</b>
		<i>Prerequisite: ENG 113 or equivalent or qualifying SAT/ACT score.</i>	
		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.	
<b>ENG</b>	<b>181</b>	<b>VOCABULARY AND MEANING</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ENG</b>	<b>199</b>	<b>LITERARY JOURNAL</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		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).	
<b>ENG</b>	<b>200</b>	<b>NOVELS INTO FILM</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		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.	
<b>ENG</b>	<b>205</b>	<b>INTRO TO CREATIVE WRITING: FICTION AND POETRY</b>	<b>3.00</b>
		<i>Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.</i>	
		Beginning writers' workshop in both poetry and fiction.	
<b>ENG</b>	<b>220</b>	<b>WRITING POETRY</b>	<b>3.00</b>
		<i>Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.</i>	
		The study of poetry writing methods and forms with concentration on the student's creative writing.	
<b>ENG</b>	<b>221</b>	<b>WRITING FICTION</b>	<b>3.00</b>
		<i>Prerequisite: Completion of or concurrent enrollment in ENG 101, or qualifying placement score, or instructor permission.</i>	
		The study of fiction writing methods and forms with concentration on the student's creative writing.	
<b>ENG</b>	<b>222</b>	<b>ADVANCED FICTION: NOVEL WRITING</b>	<b>3.00</b>
		<i>Prerequisite: ENG 221 or instructor approval.</i>	
		This course is a continuation of ENG 221 with an emphasis on novel writing. The class will be conducted as a writer's workshop.	
<b>ENG</b>	<b>223</b>	<b>THEMES OF LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		The study of themes and ideas significant in poetry, prose, and film of various literary periods.	

<b>ENG</b>	<b>224</b>	<b>INTRODUCTION TO SCREENWRITING</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		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).	
<b>ENG</b>	<b>225</b>	<b>ADVANCED SCREENWRITING</b>	<b>3.00</b>
		<i>Prerequisite: ENG 224 or instructor approval.</i>	
		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).	
<b>ENG</b>	<b>230</b>	<b>WRITING CREATIVE NON-FICTION</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		The study of creative non-fiction writing methods and the art of the personal essay with concentration on the student's creative writing.	
<b>ENG</b>	<b>231</b>	<b>WORLD LITERATURE I</b>	<b>3.00</b>
		<i>Prerequisite: Completion of ENG 101 or qualifying ACCUPLACER, SAT, or ACT scores.</i>	
		Introduction to aesthetic and ideological trends in the Western world. Reading of literary masterpieces through the year 1650.	
<b>ENG</b>	<b>232</b>	<b>WORLD LITERATURE II</b>	<b>3.00</b>
		<i>Prerequisite: Completion of ENG 101 or qualifying ACCUPLACER, SAT, or ACT scores.</i>	
		Introduction to aesthetic and ideological trends in the Western world through reading of literary masterpieces from 1650 to present.	
<b>ENG</b>	<b>235</b>	<b>SURVEY OF ENGLISH LITERATURE I</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Selected major British writers read and discussed: Anglo-Saxon through 18th century periods. Transfers to UNR as a humanities course.	
<b>ENG</b>	<b>236</b>	<b>SURVEY OF ENGLISH LITERATURE II</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Selected major British writers read and discussed: Romantic through Modern periods. Transfers to UNR as a humanities course.	
<b>ENG</b>	<b>241</b>	<b>SURVEY OF AMERICAN LITERATURE I</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Major figures and movements in American literature from the Colonial period to the Civil War.	
<b>ENG</b>	<b>242</b>	<b>SURVEY OF AMERICAN LITERATURE II</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		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.	
<b>ENG</b>	<b>243</b>	<b>INTRODUCTION TO THE SHORT STORY</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Short story masterpieces read and evaluated.	
<b>ENG</b>	<b>245</b>	<b>INTRODUCTION TO THE NOVEL</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or instructor approval.</i>	
		Introduction to the form and development of the novel. May be taught thematically.	
<b>ENG</b>	<b>250</b>	<b>INTRODUCTION TO CHILDREN'S LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		A survey of historical periods, major writers, and trends in children's literature, primarily in the Western tradition.	
<b>ENG</b>	<b>252</b>	<b>INTRODUCTION TO DRAMA</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Reading a variety of plays with attention to special characteristics of drama.	
<b>ENG</b>	<b>258</b>	<b>ASHLAND THEATRE FESTIVAL</b>	<b>1.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		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.	
<b>ENG</b>	<b>261</b>	<b>INTRO TO POETRY</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Elements of poetry, its basic types and forms, representative poets in English.	
<b>ENG</b>	<b>264</b>	<b>PSYCHOLOGY AND LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		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.	

<b>ENG</b>	<b>267</b>	<b>INTRODUCTION TO WOMEN AND LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: Completion of ENG 101 or qualifying ACCUPLACER, SAT, or ACT scores.</i>	
		A consideration of women as writers and as characters in literature. Readings are drawn from poetry, drama, fiction and biography.	
<b>ENG</b>	<b>271</b>	<b>INTRODUCTION TO SHAKESPEARE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval</i>	
		Shakespeare's principal plays read for their social interest and their literary excellence. Selections from comedies, tragedies and histories.	
<b>ENG</b>	<b>275</b>	<b>CONTEMPORARY LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		The reading of recent literature of various types to acquaint students with contemporary writers.	
<b>ENG</b>	<b>281</b>	<b>INTRODUCTION TO LANGUAGE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		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.	
<b>ENG</b>	<b>282</b>	<b>INTRODUCTION TO LANGUAGE AND LITERARY EXPRESSION</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		The forms and function of language with special application to literary study.	
<b>ENG</b>	<b>288</b>	<b>MULTICULTURAL LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		A survey of authors from various ethnic and cultural backgrounds. Readings include biography, essays, poetry, novels, drama, and short fiction.	
<b>ENG</b>	<b>294</b>	<b>INTRO TO WOMEN'S HISTORY AND LITERATURE IN THE US</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		This interdisciplinary survey course examines women's history and literature in the United States from the colonial period to present. It explores the dynamics and cultural construction of race, ethnicity, class and gender in women's historical experience as well as in the portrayal of women in literature, and to a lesser extent, in art, music, and film. Multi-cultural perspectives will be included through examination of African American, Native American, and Latina writers.	
<b>ENG</b>	<b>297</b>	<b>READING AND INTERPRETING</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Methods for creating personal, critical responses to literature representing a range of time periods and genres. Based on a thematic approach.	
<b>ENG</b>	<b>298</b>	<b>WRITING ABOUT LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		Introduction to literary study--literary terms, genre, time periods, and analysis.	
<b>ENG</b>	<b>299</b>	<b>SPECIAL TOPICS IN ENGLISH</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: ENG 101 or ENG 113 or instructor approval.</i>	
		The successful student will be able to initiate one on one dialog between student and tutor, focusing on the degree to which the paper fulfills the requirements of the assignment. Diagnose written communication problems and offer suggestions for improving the writing quality. Help peers to evaluate their own writing in terms of fulfilling requirements of assignment, including the appropriate content, and accurately using grammar.	

## ENGLISH SKILLS CENTER

<b>ESC</b>	<b>1</b>	<b>ENGLISH SKILLS COURSE</b>	<b>4.00</b>
		<i>Prerequisite: ACCUPLACER Reading Comprehension score 41-55.</i>	
		The English Skills Course (ESC-01) is an intensive course designed to develop college-level writing, reading, presentation, and study skills. It includes a step-by-step review of grammatical relationships, sentence patterns, punctuation and usage with concentration on the writing of expository paragraphs leading to essays. Additionally, it includes improvement in fundamental reading skills, including: word-attack skills, vocabulary development, reading comprehension, and fluency. Successful students will learn effective reading strategies to utilize before, during, and after reading. Study skills and presentation skills are embedded in the course.	

## ENTREPRENEURSHIP

<b>ENT</b>	<b>200</b>	<b>FUNDAMENTALS OF ENTREPRENEURSHIP</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	

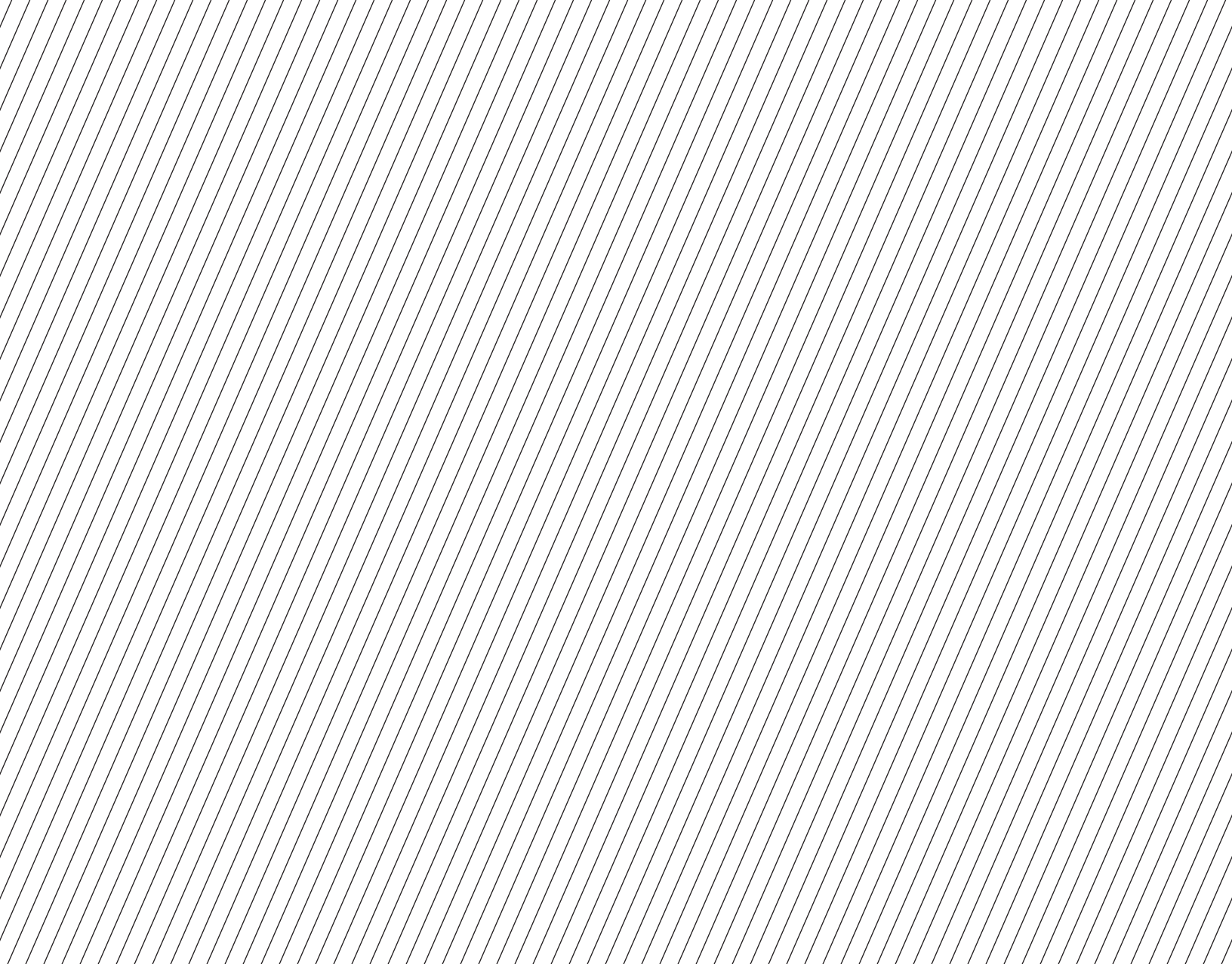
<b>ENT</b>	<b>201</b>	<b>ENTREPRENEURSHIP: SCIENCE AND ENGINEERING</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		This course looks specifically at the required skills for the scientist, engineer or applied technologies student that is seeking to start his/her own business. The course will look at the 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.	
<b>ENT</b>	<b>210</b>	<b>THE ART, SCIENCE AND DISCIPLINE OF CREATIVITY</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ENT</b>	<b>220</b>	<b>INTERNATIONAL WOMEN'S ENTREPRENEURSHIP</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ENT</b>	<b>230</b>	<b>FINANCING YOUR SMALL BUSINESS VENTURE</b>	<b>3.00</b>
		<i>Prerequisite: ENT 200</i>	
		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.	
<b>ENT</b>	<b>240</b>	<b>MARKETING FOR SMALL BUSINESS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ENT</b>	<b>260</b>	<b>INTELLECTUAL PROPERTY</b>	<b>3.00</b>
		<i>Prerequisite: ENT 200.</i>	
		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.	
<b>ENT</b>	<b>280</b>	<b>ENTREPRENEURSHIP AND BUSINESS PLAN DEVELOPMENT</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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

<b>ENV</b>	<b>100</b>	<b>HUMANS AND THE ENVIRONMENT</b>	<b>3.00</b>
		<i>Prerequisite: MATH 95 or higher and ENG 98R or higher, or qualifying placement scores.</i>	
		This course explores the fundamental components and interactions of earth's natural systems, the relationships between humans and environment, and current and potential solutions to environmental problems. There are four mandatory lab experiences. This course meets University of Nevada, Reno Science core curriculum requirements.	
<b>ENV</b>	<b>115</b>	<b>WILDERNESS SURVIVAL</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>ENV</b>	<b>198</b>	<b>SPECIAL TOPICS IN ENVIRONMENT</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>ENV</b>	<b>290</b>	<b>INTERNSHIP IN ENVIRONMENTAL STUDIES</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: None</i>	
		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.	

<b>ENV</b>	<b>299</b>	<b>SPECIAL TOPICS IN ENVIRONMENTAL SCIENCE</b>	<b>0.50 - 3.00</b>
		<i>Prerequisite: None</i>	
		Consideration of selected current problems and conceptual issues in environment. Issues selected will depend upon current interest of staff and students. No prerequisite.	
<b>NRES</b>	<b>100</b>	<b>PRIN OF NATURAL RESOURCES &amp; ENVIRONMENTAL SCIENCES</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		General introduction to issues and topics related to natural resources, hydrology, conservation biology and environmental sciences.	
<b>NRES</b>	<b>210</b>	<b>ENVIRONMENTAL POLLUTION</b>	<b>3.00</b>
		<i>Prerequisite: MATH 126.</i>	
		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.	
<b>NRES</b>	<b>211</b>	<b>CONSERVATION, HUMANS AND BIODIVERSITY</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	

**F**



# FIRE SCIENCE TECH

<b>EM</b>	<b>200</b>	<b>LEADERSHIP AND EMERGENCY SERVICES</b>	<b>3.00</b>
	<i>Prerequisite: FT 200</i>		
	This course is designed to give a comprehensive view of leadership in emergency services. It is designed around 12 topics of leadership including; problem solving, decision making, planning skills and cycles, communication, managing multiple roles, creativity, enhancing your personal power base, ethics, situational leadership, delegating, coaching, and discipline. This course and material are directly structured and related to the National Fire Academy and Emergency Management Institute under direction of FEMA and Homeland Security. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>FS</b>	<b>150</b>	<b>PHYSICAL FITNESS AND NUTRITION FOR FIRE SERVICE</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FS</b>	<b>198</b>	<b>SPECIAL TOPICS IN FIRE SCIENCE</b>	<b>0.50 - 6.00</b>
	<i>Prerequisite: None</i>		
	Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>FS</b>	<b>241</b>	<b>FIRE COMPANY ORGANIZATION MANAGEMENT</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FS</b>	<b>285</b>	<b>SELECTED TOPICS IN FIRE SCIENCE</b>	<b>0.50 - 6.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FS</b>	<b>286</b>	<b>SELECTED TOPICS IN FIRE SCIENCE</b>	<b>0.50 - 6.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FT</b>	<b>100</b>	<b>INTRODUCTION TO EMERGENCY SERVICES</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	This course is designed to give a broad overview of each of the disciplines of emergency services including; Fire, Rescue, EMS, Law Enforcement, Hazardous Materials, and Emergency Management/Emergency Operations Center 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).		
<b>FT</b>	<b>101</b>	<b>INTRODUCTION TO FIRE PROTECTION</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FT</b>	<b>102</b>	<b>ENTRY LEVEL FIREFIGHTER</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		



<b>FT</b>	<b>106</b>	<b>FIREFIGHTER I ACADEMY</b>	<b>12.00</b>
	<i>Prerequisite: EMS 108, MATH 95 or higher, ENG 101 and FT 101 or 102.</i>		
	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).		
<b>FT</b>	<b>109</b>	<b>INTERNSHIP IN FIREFIGHTING</b>	<b>5.00</b>
	<i>Prerequisite: FT 106 (or Firefighter II) and EMS 108 (or EMT-B)</i>		
	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).		
<b>FT</b>	<b>110</b>	<b>BASIC WILDLAND FIREFIGHTING</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FT</b>	<b>121</b>	<b>FIRE PREVENTION I</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FT</b>	<b>122</b>	<b>CODES/ORDINANCES I</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FT</b>	<b>125</b>	<b>BUILD CONSTRUCTION I</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FT</b>	<b>131</b>	<b>HAZARDOUS MATERIALS</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>FT</b>	<b>200</b>	<b>ICS/NIMS/EOC</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	This course will develop students comprehension of the systems utilized to prepare for, respond to, mitigate and recover from emergencies of all types and complexities. The course will cover the Incident Command System (ICS), National Incident Management System(NIMS) and Emergency Operations Center (EOC) functions in the modern emergency services. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>FT</b>	<b>206</b>	<b>FIREFIGHTER II ACADEMY</b>	<b>10.00</b>
	<i>Prerequisite: FT 106 or Firefighter I Certification.</i>		
	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).		

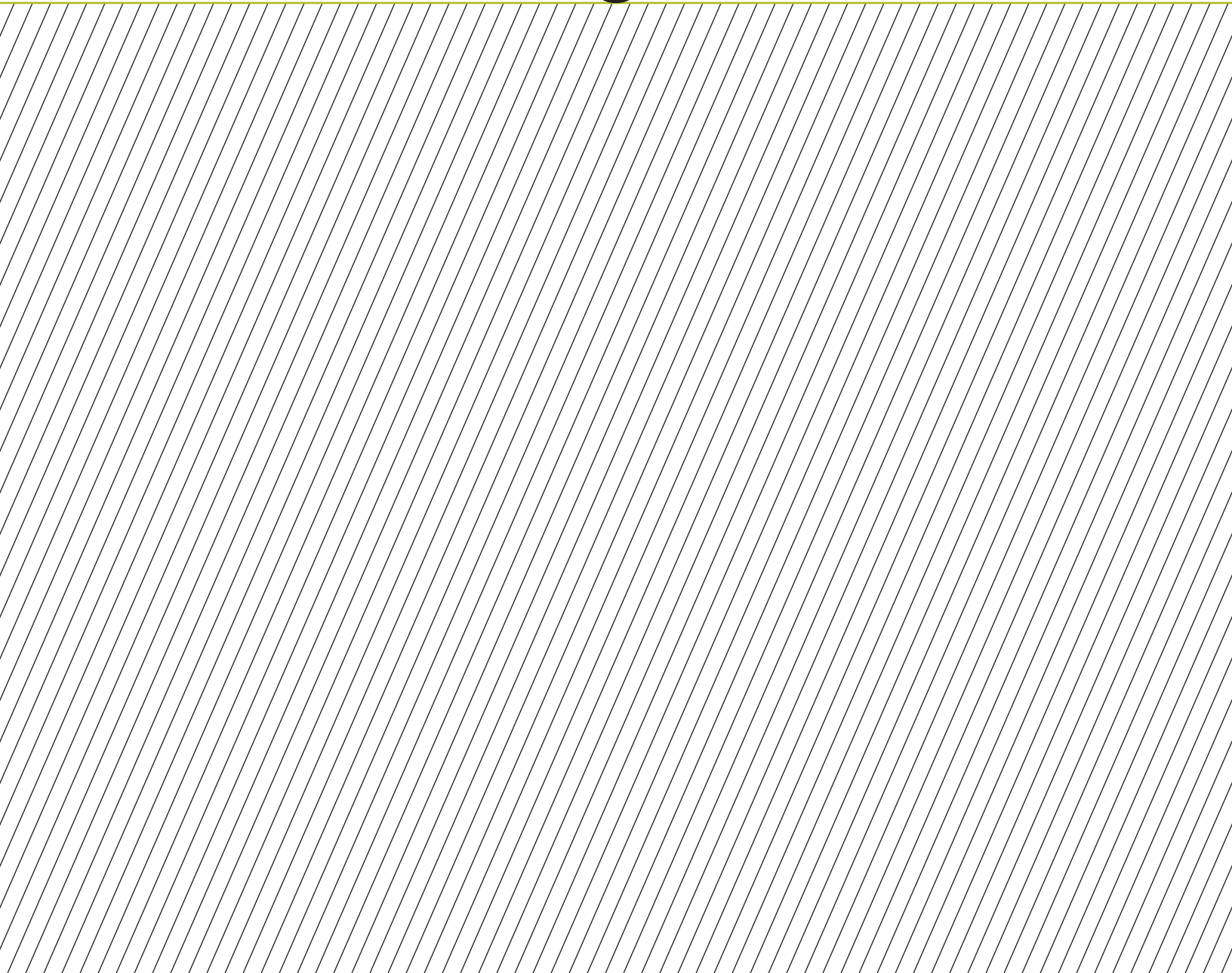
<b>FT</b>	<b>212</b>	<b>FIRE AND ECOLOGY</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	Fire Ecology and Ecosystem Management studies the science of ecosystem management and the effects of fire on ecosystem. In addition the course studies the past and future of fire as a tool in ecosystem management as 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).		
<b>FT</b>	<b>243</b>	<b>FIREFIGHTING TACTICS AND STRATEGY</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		

## FRENCH

---

<b>FREN</b>	<b>111</b>	<b>FIRST YEAR FRENCH I</b>	<b>4.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>FREN</b>	<b>112</b>	<b>FIRST YEAR FRENCH II</b>	<b>4.00</b>
	<i>Prerequisite: FREN 111 or equivalent or qualifying CAPE placement score.</i>		
	A continuation of French 111. This course transfers to UNR as FREN 112.		
<b>FREN</b>	<b>198</b>	<b>SPECIAL TOPICS IN FRENCH</b>	<b>1.00 - 6.00</b>
	<i>Prerequisite: None</i>		
	Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>FREN</b>	<b>211</b>	<b>SECOND YEAR FRENCH I</b>	<b>3.00</b>
	<i>Prerequisite: FREN 112 or equivalent or qualifying CAPE placement score.</i>		
	Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 211.		
<b>FREN</b>	<b>212</b>	<b>SECOND YEAR FRENCH II</b>	<b>3.00</b>
	<i>Prerequisite: FREN 211 or equivalent or qualifying CAPE placement score.</i>		
	A continuation of French 211. Structural review, conversation, writing and readings in modern literature. This course transfers to UNR as FREN 212.		

**G**



# GEOGRAPHY

<b>GEOG</b>	<b>103</b>	<b>PHYSICAL GEOGRAPHY</b>	<b>3.00</b>
<i>Prerequisite: MATH 120 or 126 and ENG 98R or qualifying placement scores. Corequisite: GEOG 104.</i>			
Spatial study of the processes and dynamic systems shaping the Earth's physical environment. Topics include the nature and distribution of weather, climate, vegetation, soils, and landforms. Emphasis is placed upon the interconnectedness of the environment and the interrelationships between it and human society. Field trips may be required. Satisfies UNR science core curriculum.			
<b>GEOG</b>	<b>104</b>	<b>PHYSICAL GEOGRAPHY LAB</b>	<b>1.00</b>
<i>Prerequisite: MATH 120 or 126 and ENG 98R or qualifying placement scores. Corequisite: GEOG 103.</i>			
This course is designed to provide supplemental exercises in topics covered in the Physical Geography lecture course (See GEOG 103 for description). Lab experiences will include map analysis and interpretation, weather forecasting, landform identification, tectonics, biogeography, and habitat analysis. Field trips might be required.			
<b>GEOG</b>	<b>106</b>	<b>INTRODUCTION TO CULTURAL GEOGRAPHY</b>	<b>3.00</b>
<i>Prerequisite: Completion of or concurrent enrollment in ENG 98R or qualifying English placement score.</i>			
An introduction to the distribution, characteristics, and complexity of the human cultural landscape. Issues addressed include human-environment interaction, population growth, development, resource utilization, popular and folk culture, and the role of technology in society. Satisfies UNR social science core curriculum.			
<b>GEOG</b>	<b>121</b>	<b>CLIMATE CHANGE: THE SCIENCE BASIS</b>	<b>4.00</b>
<i>Prerequisite: MATH 120 or 126 and ENG 98R or qualifying placement scores.</i>			
This course explores the science of climate change and how scientists use models, observations, and theory to make predictions about future climate. The possible consequences of climate change and its impact on the landscape, water resources, species distributions, and human populations are explored. Laboratory experiences investigate climate data and data models. This course may include fieldwork. Satisfies UNR natural science core curriculum.			
<b>GEOG</b>	<b>198</b>	<b>SPECIAL TOPICS IN GEOGRAPHY</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>GEOG</b>	<b>200</b>	<b>WORLD REGIONAL GEOGRAPHY</b>	<b>3.00</b>
<i>Prerequisite: Completion of or concurrent enrollment in ENG 98R or qualifying English placement score.</i>			
Survey of the world's major geographic regions, synthesizing their unique physical conditions, economic and political character, and distinctive cultures. Emphasis is placed upon the historical influences and contemporary trends that help explain current problems and conditions, and how these factors influence cultural diversity. Satisfies UNR social science core curriculum.			
<b>GEOG</b>	<b>205</b>	<b>APPLICATIONS OF GEOGRAPHIC INFORMATION SYSTEMS</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Beginning techniques focusing on concepts and hands-on experience using Geographical Information System (GIS), special database software used in solving problems that can be mapped.			
<b>GEOG</b>	<b>210R</b>	<b>INTRODUCTION TO GEOTECHNOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>GEOG</b>	<b>290</b>	<b>INTERNSHIP IN GEOGRAPHY</b>	<b>1.00 - 8.00</b>
<i>Prerequisite: None</i>			
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

<b>GEOL</b>	<b>100</b>	<b>EARTHQUAKES, VOLCANOES AND NATURAL DISASTERS</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 98R or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores</i>			
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.			
<b>GEOL</b>	<b>101</b>	<b>GEOLOGY: EXPLORING PLANET EARTH</b>	<b>4.00</b>
<i>Prerequisite: Completion of ENG 98R or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores.</i>			
A lecture- and laboratory-based course covering fundamental geologic concepts of plate tectonics, formation of rocks and minerals, earth forces that cause earthquakes and volcanoes, and the significance of geologic time in effecting changes in the distribution of continents and oceans. The laboratory experience reinforces and applies concepts discussed during lecture, including effective use of topographic and geologic maps, identification of common rocks and minerals, and three-dimensional interpretation of rock structures, such as folds and faults. The course consists of three hours lecture, three hours lab per week, and one full-day mandatory field activity. Completion of course transfers for four credits to UNR/UNLV.			
<b>GEOL</b>	<b>102</b>	<b>EARTH AND LIFE THROUGH TIME</b>	<b>4.00</b>
<i>Prerequisite: GEOL 101 or consent of instructor.</i>			
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 is a continuation of an introductory sequence that begins with how physical processes shaped our planet in GEOL 101 and set the stage for how geological environments and life have changed through time as explored in this course. Course will emphasize how fossils are used to interpret ancient environments, the relationships between organisms, and to sequence the physical and paleobiological history of the Earth. The course consists of 3 hours of lecture and 3 hours of lab per week. A full-day field study is required. Course transfers four credits to UNR.			
<b>GEOL</b>	<b>105R</b>	<b>INTRODUCTION TO GEOLOGY OF NATIONAL PARK</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 98R or higher and MATH 96 or higher, or qualifying ACCUPLACER, SAT, or ACT scores.</i>			
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.			
<b>GEOL</b>	<b>206</b>	<b>GEOLOGY OF GEOTHERMAL ENERGY RESOURCES</b>	<b>3.00</b>
<i>Prerequisite: GEOL 101 completed or as a corequisite.</i>			
This course surveys the characteristics, distribution and energy potential of geothermal resources, both world wide and here in Nevada. Course content includes (1) geologic controls on distribution and nature of geothermal systems, (2) the main types of geothermal systems and how energy is harnessed using current technology, and (3) potential geothermal resources that may provide useful energy with emerging technology. The course consists of three hours of lecture per week and one three-hour-long lab and one half-day and one full-day of field studies. The field studies include examining and garnering geologic data of a producing geothermal field and collecting water chemistry and geologic data of an undeveloped but potential geothermal resource. Transfers three credits to UNR and satisfies elective credit for baccalaureate degree in geology.			
<b>GEOL</b>	<b>260</b>	<b>INTRODUCTION TO FIELD METHODS</b>	<b>2.00</b>
<i>Prerequisite: GEOL 101 or instructor approval.</i>			
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.			
<b>GEOL</b>	<b>290</b>	<b>INTERNSHIP IN GEOLOGY</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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

<b>GER</b>	<b>111</b>	<b>FIRST YEAR GERMAN I</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
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.			

<b>GER</b>	<b>112</b>	<b>FIRST YEAR GERMAN II</b>	<b>4.00</b>
<i>Prerequisite: GER 111 or equivalent or qualifying CAPE placement score.</i>			
A continuation of GER 111. This course transfers to UNR as GER 102.			
<b>GER</b>	<b>198</b>	<b>SPECIAL TOPICS IN GERMAN</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>GER</b>	<b>211</b>	<b>SECOND YEAR GERMAN I</b>	<b>3.00</b>
<i>Prerequisite: GER 112 or equivalent or qualifying CAPE placement score.</i>			
Structural review, conversation and writing, reading in modern literature.			
<b>GER</b>	<b>212</b>	<b>SECOND YEAR GERMAN II</b>	<b>3.00</b>
<i>Prerequisite: GER 211 or equivalent or qualifying CAPE placement score.</i>			
A continuation of GER 211. Structural review, conversation and writing, reading in modern literature.			

## GRAPHIC COMMUNICATIONS

---

<b>GRC</b>	<b>107</b>	<b>DESIGN FUNDAMENTALS</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: None</i>			
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.			
<b>GRC</b>	<b>109</b>	<b>COLOR AND DESIGN</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: None</i>			
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.			
<b>GRC</b>	<b>110</b>	<b>RENDERING AND ILLUSTRATION</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
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).			
<b>GRC</b>	<b>118</b>	<b>COMPUTER GRAPHICS/PRINT MEDIA</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: GRC 107 and GRC 109, or approval of instructor.</i>			
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.			
<b>GRC</b>	<b>119</b>	<b>COMPUTER GRAPHICS/DIGITAL MEDIA</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: GRC 107, GRC 109, and GRC 110 or approval of instructor.</i>			
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.			
<b>GRC</b>	<b>120</b>	<b>SOFTWARE APPLICATIONS-BEGINNING PHOTOSHOP</b>	<b>0.50 - 1.00</b>
<i>Prerequisite: None</i>			
Software workshop focusing on beginning techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>GRC</b>	<b>123</b>	<b>SOFTWARE APPLICATIONS-ADVANCED PHOTOSHOP</b>	<b>0.50 - 1.00</b>
<i>Prerequisite: None</i>			
Software workshop focusing on advanced techniques and applications of the current version of Adobe Photoshop. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>GRC</b>	<b>124</b>	<b>SOFTWARE APPLICATIONS-BEGINNING ILLUSTRATOR</b>	<b>0.50 - 1.00</b>
<i>Prerequisite: None</i>			
Software workshop focusing on beginning techniques and applications of the current version of Adobe Illustrator. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

<b>GRC</b>	<b>125</b>	<b>GRAPHIC SOFTWARE</b>	<b>0.50 - 1.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>GRC</b>	<b>126</b>	<b>SOFTWARE APPLICATIONS-ADVANCED ILLUSTRATOR</b>	<b>0.50 - 1.00</b>
	<i>Prerequisite: None</i>		
	Software workshop focusing on advanced techniques and applications of the current version of Adobe Illustrator. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC</b>	<b>127</b>	<b>SOFTWARE APPLICATIONS-BEGINNING INDESIGN</b>	<b>0.50 - 1.00</b>
	<i>Prerequisite: None</i>		
	Software workshop focusing on beginning techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC</b>	<b>128</b>	<b>SOFTWARE APPLICATIONS-ADVANCED INDESIGN</b>	<b>0.50 - 1.00</b>
	<i>Prerequisite: None</i>		
	Software workshop focusing on advanced techniques and applications of the current version of Adobe InDesign. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC</b>	<b>129</b>	<b>SOFTWARE APPLICATIONS-BEGINNING DREAMWEAVER</b>	<b>0.50 - 1.00</b>
	<i>Prerequisite: None</i>		
	Software workshop focusing on beginning techniques and applications of the current version of Adobe Dreamweaver. Class is taught hands on with software demonstrations. Class may be used toward the Graphic Communications Certificate but may not be used toward the AAS Graphic Communications Degree. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>GRC</b>	<b>130</b>	<b>SOFTWARE APPLICATIONS-BEGINNING FLASH</b>	<b>0.50 - 1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>GRC</b>	<b>131</b>	<b>SOFTWARE APPLICATIONS-PREMIERE/SOUNDBOOTH</b>	<b>0.50 - 1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>GRC</b>	<b>132</b>	<b>BASIC PRINCIPLES OF ANIMATION</b>	<b>3.00</b>
	<i>Prerequisite: GRC 107 and GRC 110 or approval of instructor.</i>		
	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).		
<b>GRC</b>	<b>135</b>	<b>STORYBOARDING</b>	<b>3.00</b>
	<i>Prerequisite: GRC 107 and GRC 110 or approval of instructor.</i>		
	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).		
<b>GRC</b>	<b>136</b>	<b>GRAPHIC COMMUNICATIONS FUNDAMENTALS</b>	<b>6.00</b>
	<i>Prerequisite: Acceptance into the GRC Web Design Fast-Track program.</i>		
	Introduction to the fundamental theories, concepts and technologies of the graphic communications industry. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).		

<b>GRC</b>	<b>137</b>	<b>GRAPHICS CONTENT DEVELOPMENT AND PRODUCTION TECHNIQUES</b>	<b>6.00</b>
		<i>Prerequisite: GRC 136 or Acceptance into the GRC Web Design Fast-Track program.</i>	
		Introduction to the creation, development and production of static and dynamic content for use in Internet-based designs. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).	
<b>GRC</b>	<b>138</b>	<b>GRAPHICS WEB DESIGN I</b>	<b>6.00</b>
		<i>Prerequisite: GRC 137 or Acceptance into the GRC Web Design Fast-Track program.</i>	
		Introduction to the creation, layout and production of web pages, including the integration of imagery, typography and color. Basic programming concepts, including HTML and CSS. Course will integrate basic business math and business communication instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).	
<b>GRC</b>	<b>144</b>	<b>ELECTRONIC LAYOUT AND TYPOGRAPHY</b>	<b>3.00</b>
		<i>Prerequisite: GRC 118 or approval of instructor.</i>	
		Introduction to typography and page layout software. Typographic theory, copy acquisition, proofreading and fundamentals of typographical layout and design. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>153</b>	<b>COMMERCIAL PRINTING PROCESSES</b>	<b>4.00</b>
		<i>Prerequisite: GRC 118 or approval of instructor.</i>	
		An intermediate course in commercial printing processes including screen printing and offset lithography. Hands-on class will focus on electronic pre-press and printing methods used in commercial printing. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>156</b>	<b>COMPUTER ILLUSTRATION</b>	<b>3.00</b>
		<i>Prerequisite: GRC 110 and GRC 118, or approval of instructor.</i>	
		An introductory/intermediate class in the creation and execution of designs and illustrations in the digital environment. Class will focus on vector-draw software, including the tools and techniques required to produce professional-level artwork.	
<b>GRC</b>	<b>175</b>	<b>WEB DESIGN AND PUBLISHING I</b>	<b>4.00</b>
		<i>Prerequisite: GRC 119 or approval of instructor.</i>	
		Introduction to authoring for the World Wide Web using industry standard software applications. Topics covered include planning, designing and building a Web site, aesthetics, creating and optimizing computer graphics for Web, information architecture, navigation and interactivity, Web publishing, Web hosting and site management.	
<b>GRC</b>	<b>182</b>	<b>DIGITAL VIDEO PRODUCTION</b>	<b>4.00</b>
		<i>Prerequisite: GRC 119 and GRC 135 or instructor approval.</i>	
		Introduction to the basic principles and practices of digital video production. The course covers every phase of introductory digital video preproduction, production and post-production processes from "concept to final output", including story and concept development, lighting, recording and capturing footage, importing and managing clips, editing methods, transitions, special effects, titles, and credits, sound design and output to different formats. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>183</b>	<b>ELECTRONIC IMAGING</b>	<b>3.00</b>
		<i>Prerequisite: GRC 118 or approval of instructor.</i>	
		An intermediate course in the application of graphics software to create pixel based images using industry standard pixels based software. Class will cover digital camera and scanner operation and emphasize image manipulation and optimization processes for pixel images.	
<b>GRC</b>	<b>188</b>	<b>WEB ANIMATION AND INTERACTIVITY I</b>	<b>3.00</b>
		<i>Prerequisite: GRC 118 and GRC 119, or approval of instructor.</i>	
		Introduction to animation and interactivity for use in CD-ROM, DVD or Web based interactive documents using industry standard software applications. Course content focuses on planning, design and building animated and interactive digital content. Topics include information architecture, interface design and navigation, introductory programming, drawing, audio, video, and publishing options.	
<b>GRC</b>	<b>198</b>	<b>SPECIAL TOPICS IN GRAPHIC COMMUNICATIONS</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>GRC</b>	<b>238</b>	<b>GRAPHICS WEB DESIGN II</b>	<b>6.00</b>
		<i>Prerequisite: GRC 138 or Acceptance into the GRC Web Design Fast-Track program.</i>	
		Intermediate course in the creation, layout and production of web pages, including developing intermediate-level layout and design skills. Continued instruction in programming languages relevant to web design and production. Course will integrate human relations instruction into an integrated, project-based curriculum. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).	



<b>GRC</b>	<b>239</b>	<b>GRAPHICS WEB DESIGN III</b>	<b>6.00</b>
		<i>Prerequisite: GRC 238 or Acceptance into the GRC Web Design Fast-Track program.</i>	
		Advanced course in the creation, layout and production of web pages, including developing advanced-level layout and design skills. Continued instruction in programming languages relevant to web design and production. Course will integrate human relations instruction into an integrated, project-based curriculum, including the development of a student portfolio website for employment in the industry. This course may not transfer to a baccalaureate degree of art or science within the University of Nevada system of Higher Education (NSHE).	
<b>GRC</b>	<b>244</b>	<b>ELECTRONIC LAYOUT AND TYPOGRAPHY II</b>	<b>3.00</b>
		<i>Prerequisite: GRC 144 and 156 or approval of instructor.</i>	
		Advanced studio covering typography, graphic design and advertising theories and techniques for print media. Class will focus on creativity and the creative process and how these principles affect communication of ideas. Topics include image/copy interaction, production techniques and the use of type in complex compositions as well as multipage documents. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>256</b>	<b>COMPUTER ILLUSTRATION II</b>	<b>3.00</b>
		<i>Prerequisite: GRC 122 and 156, or approval of instructor.</i>	
		An intermediate/advanced class in the creation and execution of designs and illustrations in the electronic environment. Class will focus on vector-draw software and more advanced principles of design to produce artwork for print and digital media. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>275</b>	<b>WEB DESIGN AND PUBLISHING II</b>	<b>3.00 - 4.00</b>
		<i>Prerequisite: GRC 175 or approval of instructor.</i>	
		Advanced Web page design using industry-standard applications. Topics include planning and design, programming, interactivity, behaviors, animation, page weighting, meta tags, databases, Web hosting and site management. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>282</b>	<b>MOTION GRAPHICS FOR VIDEO</b>	<b>3.00</b>
		<i>Prerequisite: GRC 132 and GRC 182 or instructor approval.</i>	
		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).	
<b>GRC</b>	<b>283</b>	<b>ELECTRONIC IMAGING II</b>	<b>3.00</b>
		<i>Prerequisite: GRC 183 or approval of instructor.</i>	
		An advanced course in the application of graphics software to create pixel based imagery using industry standard pixel based software. Class will cover advanced image manipulation and optimization processes for pixel images as well as simple based animation and video manipulation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>284</b>	<b>3D MODELING AND ANIMATION</b>	<b>3.00</b>
		<i>Prerequisite: GRC 119 and GRC 132 or approval of instructor.</i>	
		Introduction to basic 3 dimensional modeling and animation techniques and production processes. Topics include 3D modeling, texturing, lighting, animation and rendering using industry-standard 3D software. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>288</b>	<b>WEB ANIMATION AND INTERACTIVITY II</b>	<b>3.00</b>
		<i>Prerequisite: GRC 188 or approval of instructor. GRC 135 recommended.</i>	
		Advanced animation and interactivity for the Web and CD-ROM using Macromedia Flash. The course extends the skills acquired in GRC 188: Web Animation and Interactivity I, and emphasizes methodology and problem solving. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>GRC</b>	<b>290</b>	<b>INTERNSHIP IN GRAPHIC COMMUNICATIONS</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>GRC</b>	<b>294</b>	<b>PORTFOLIO WORKSHOP</b>	<b>1.00 - 3.00</b>
		PR: Minimum 24 credits of GRC classes or approval of instructor.	
		Development of a portfolio for employment in the graphic communications or digital media or transfer to a four-year program. Class will deal with the professional and legal requirements of working in the graphic communications or digital media industry. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	

**GRC 298 SPECIAL PROBLEMS IN GRAPHIC COMMUNICATIONS 0.50 - 6.00**

*Prerequisite: None*

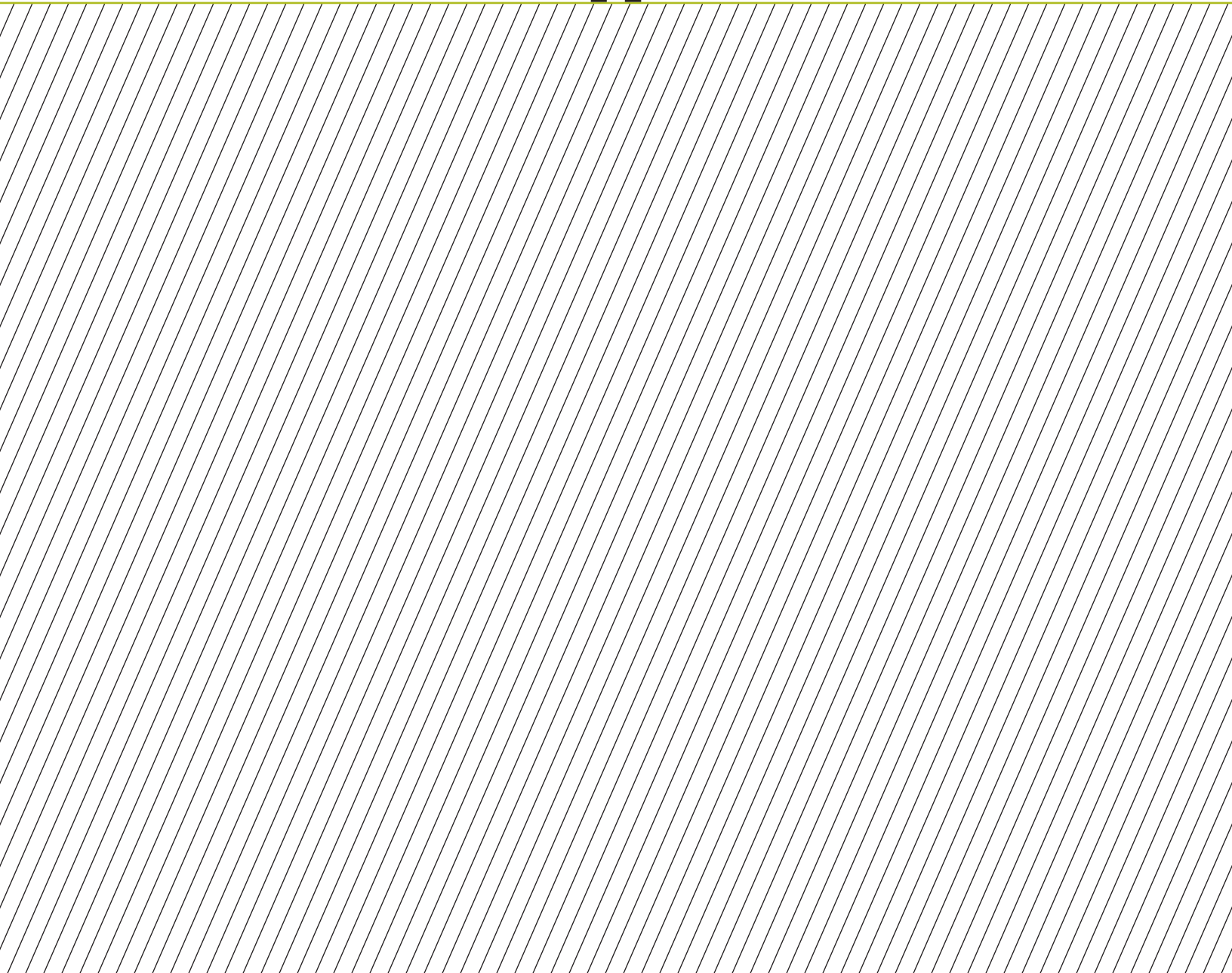
Selected advanced topics and workshops relating to specific areas of graphic communications. The class will be a variable credit of one-half to six credits depending upon class content and number of hours required. This course may not transfer to a baccalaureate degree of art or science within the universities 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).

H



# HEBREW

---

<b>HEB</b>	<b>113</b>	<b>HEBREW I</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
Development of language skills in listening, speaking, reading, writing and structural analysis. Emphasis placed on speaking.			
<b>HEB</b>	<b>114</b>	<b>HEBREW II</b>	<b>4.00</b>
<i>Prerequisite: HEB 113.</i>			
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.			
<b>HEB</b>	<b>198</b>	<b>SPECIAL TOPICS IN HEBREW</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>HEB</b>	<b>221</b>	<b>INTERMEDIATE HEBREW I</b>	<b>3.00</b>
<i>Prerequisite: HEB 114.</i>			
Structural review, conversation, reading, and writing in Modern Hebrew.			
<b>HEB</b>	<b>222</b>	<b>INTERMEDIATE HEBREW II</b>	<b>3.00</b>
<i>Prerequisite: HEB 221.</i>			
Structural review, conversation, reading, and writing in Modern Hebrew.			

# HISTORY

---

<b>HIST</b>	<b>101</b>	<b>US HISTORY TO 1877</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
Survey of U.S. political, social, economic, diplomatic and cultural development from colonial times to 1877. Satisfies the United States Constitution requirement.			
<b>HIST</b>	<b>102</b>	<b>U. S. HISTORY SINCE 1877</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
Survey of U.S. political, social, economic, diplomatic and cultural development from 1877 to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution requirement.			
<b>HIST</b>	<b>105</b>	<b>EUROPEAN CIVILIZATION TO 1648</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 equivalency or completed or concurrently enrolled.</i>			
Survey of the development of Western civilization up to 1648.			
<b>HIST</b>	<b>106</b>	<b>EUROPEAN CIVILIZATION SINCE 1648</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
Survey of the development of Western civilization from 1648 to the present.			
<b>HIST</b>	<b>111</b>	<b>SURVEY OF U.S. CONSTITUTIONAL HISTORY</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
A survey of the origin, development, and history of the United States Constitution and the Nevada Constitution. Satisfies the U.S. and Nevada Constitution requirements			
<b>HIST</b>	<b>208</b>	<b>WORLD HISTORY I</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
A survey of the societies and cultures of Asia, Africa, the Middle East, Europe, the Americas and Oceania to 1600. Satisfies TMCC Diversity requirement.			
<b>HIST</b>	<b>209</b>	<b>WORLD HISTORY II</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
A survey of the societies and cultures of Asia, Africa, and Middle East, Europe, the Americans and Oceania since 1600. Satisfies TMCC Diversity requirement.			
<b>HIST</b>	<b>217</b>	<b>NEVADA HISTORY</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
Nevada history from exploration to the present. Includes examination of the Nevada Constitution and satisfies the Nevada Constitution general education requirement.			
<b>HIST</b>	<b>225</b>	<b>INTRODUCTION TO THE VIETNAM WAR</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>			
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.			

<b>HIST</b>	<b>227</b>	<b>INTRODUCTION TO LATIN AMERICAN HISTORY &amp; CULTURE I</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		An overview of Hispanic history including language, literature, geography, religion, music and politics from the pre-Columbian era to 1826.	
<b>HIST</b>	<b>228</b>	<b>INTRO TO LATIN AMERICAN HISTORY AND CULTURE II</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		An overview of Hispanic history including language, literature, geography, religion, music and politics from 1826 to the present.	
<b>HIST</b>	<b>248</b>	<b>INTRODUCTION TO THE AMERICAN CIVIL WAR</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>HIST</b>	<b>251</b>	<b>INTRODUCTION TO HISTORICAL METHODS</b>	<b>3.00</b>
		<i>Prerequisite: Completion of 9.0 credits in History with grades of "C" or better.</i>	
		Introduction to the basic concepts and techniques of historical investigation and writing.	
<b>HIST</b>	<b>273</b>	<b>INTRODUCTION TO THE HISTORY AND CULTURE OF THE COLD WAR</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>	
		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.	
<b>HIST</b>	<b>288</b>	<b>HITLER &amp; STALIN: STUDIES IN TYRANNY</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>	
		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.	
<b>HIST</b>	<b>289</b>	<b>INTRODUCTION TO THE HISTORY OF THE MIDDLE EAST</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>	
		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.	
<b>HIST</b>	<b>291</b>	<b>INTRO TO WOMEN'S HISTORY AND LITERATURE IN THE US</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>	
		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.	
<b>HIST</b>	<b>294</b>	<b>INTRODUCTION TO AFRICAN AMERICAN HISTORY II</b>	<b>3.00</b>
		<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>	
		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.	
<b>HIST</b>	<b>295</b>	<b>SPECIAL TOPICS IN HISTORY</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: ENG 101 or equivalency completed or concurrently enrolled.</i>	
		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

<b>HDFS</b>	<b>201</b>	<b>LIFESPAN HUMAN DEVELOPMENT</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		This course is the study of human growth and development from conception through death. All domains of development are studied including physical, cognitive, and social/emotional aspects of development.	
<b>HDFS</b>	<b>202</b>	<b>INTRODUCTION TO FAMILIES</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Dynamics of development, interaction and intimacy of primary relationships in contextual and theoretical frameworks. Societal issues and choices facing diverse family systems.	

<b>HDFS</b>	<b>232</b>	<b>DIVERSITY IN CHILDREN</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course focuses on the development of young children from birth through eight years old. It examines the typical and atypical physical, social/emotional, language and cognitive development of young children. The course is also a study of how children are diverse in many ways including language, culture, race, religion, ethnicity, gender/sexuality, family circumstance, and ability. Students explore their own understanding of diversity, multiculturalism, and tolerance and apply concepts of both child development and diversity to their own work with young children. Satisfies TMCC Diversity requirement.			

## HUMANITIES

---

<b>HUM</b>	<b>101</b>	<b>INTRODUCTION TO HUMANITIES I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
A survey of the major cultural influences from ancient Egypt through the Renaissance in western civilization: music, art, literature, film and philosophy. Course considers important movements and figures.			

<b>HUM</b>	<b>102</b>	<b>INTRODUCTION TO HUMANITIES II</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
A survey of the major cultural influences from the Baroque to the Modern Era in western civilization: music, art, literature, film and philosophy. Course considers important movements and figures. A continuation of Humanities 101.			

<b>HUM</b>	<b>105</b>	<b>THE ART IN FILM</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 101 or equivalent.</i>			
This course will introduce the study of 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 relate them to the human values these films depict. It will also introduce some of the techniques and language of filmmaking in general. Same as THTR 180.			

<b>HUM</b>	<b>106</b>	<b>INTRODUCTION TO THE AMERICAN MOTION PICTURE</b>	<b>3.00</b>
<i>Prerequisite: Completion of ENG 101 or equivalent.</i>			
This course gives insight into the development of film as an artistic medium in the United States, organized chronologically and discussing outstanding directors and producers.			

<b>HUM</b>	<b>198</b>	<b>SPECIAL TOPICS IN HUMANITIES</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

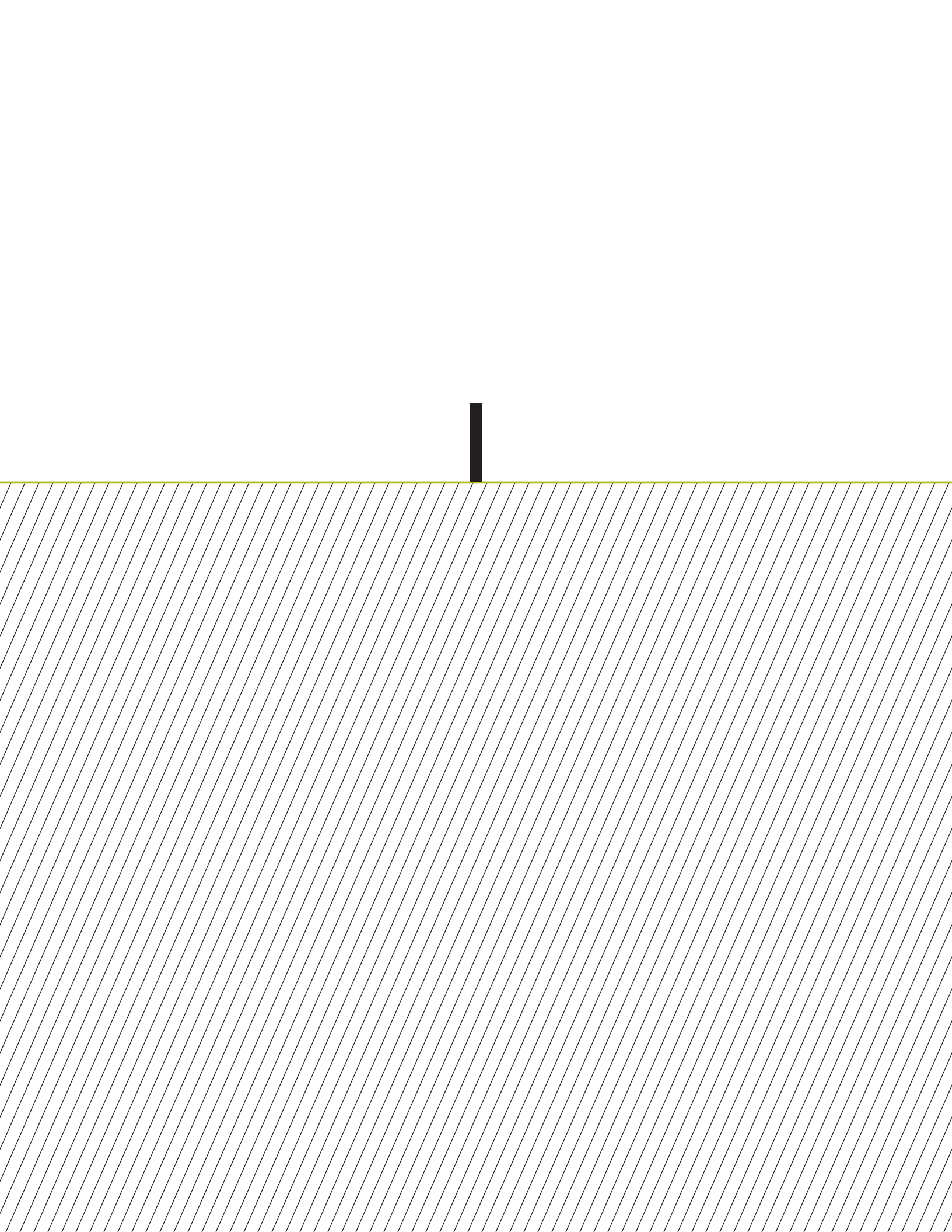
<b>HUM</b>	<b>201</b>	<b>HISTORY OF THE BUILT ENVIRONMENT</b>	<b>3.00</b>
<i>Prerequisite: ENG 98R or equivalent placement score.</i>			
This course will review the built form of architecture and urban design from various cultures and civilizations throughout history. Specific periods include the Ancient World, the Medieval Period, the Renaissance and Modern Times. Historical events along with developments in architecture of non-western civilizations that have shaped philosophies, cultures and civilizations will also be discussed. Same course as AAD 201. Satisfies TMCC Diversity requirement.			

<b>HUM</b>	<b>211</b>	<b>SURVEY OF CHINESE CULTURE</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>HUM</b>	<b>214</b>	<b>SURVEY OF MIDDLE EAST CULTURE</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Survey of Middle East Culture introduces students to the many peoples, cultures, and religions of the Middle East. A fundamental focus of the course is the understanding and analysis of interrelations between diverse cultures. The course explores the unique trends and forms of literature, architecture, paintings, and music that have spread throughout the Middle East region. It also analyzes how thinkers, writers and artists in these societies have expressed the religious, political and gender divisions within their own cultures. Finally, the course includes an examination of the complex relationships between the Middle East and the West. The class fulfills UNR's diversity requirement.			

<b>HUM</b>	<b>225</b>	<b>A CULTURAL PERSPECTIVE: SPAIN...NEW MEXICO</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>HUM</b>	<b>260</b>	<b>AMERICAN INDIAN LITERATURE AND CULTURE</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>HUM</b>	<b>271</b>	<b>FILM AND LITERATURE</b>	<b>3.00</b>
		<i>Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.</i>	
		This course introduces students to the world's great literature through study and analysis of the written text and the experience of viewing the adaptation of the text to the film medium. Students will not only gain a historical perspective and aesthetic understanding of classic literary works, but they will also experience the visual interpretation of the work in another medium.	
<b>HUM</b>	<b>272</b>	<b>SHAKESPEARE THROUGH FILM</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>HUM</b>	<b>295</b>	<b>ISSUES IN HUMANITIES</b>	<b>1.00 - 9.00</b>
		<i>Prerequisite: None</i>	
		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.

**ITAL 213 INTERMEDIATE ITALIAN I 3.00**

*Prerequisite: ITAL 114 or equivalent course or instructor's approval.*

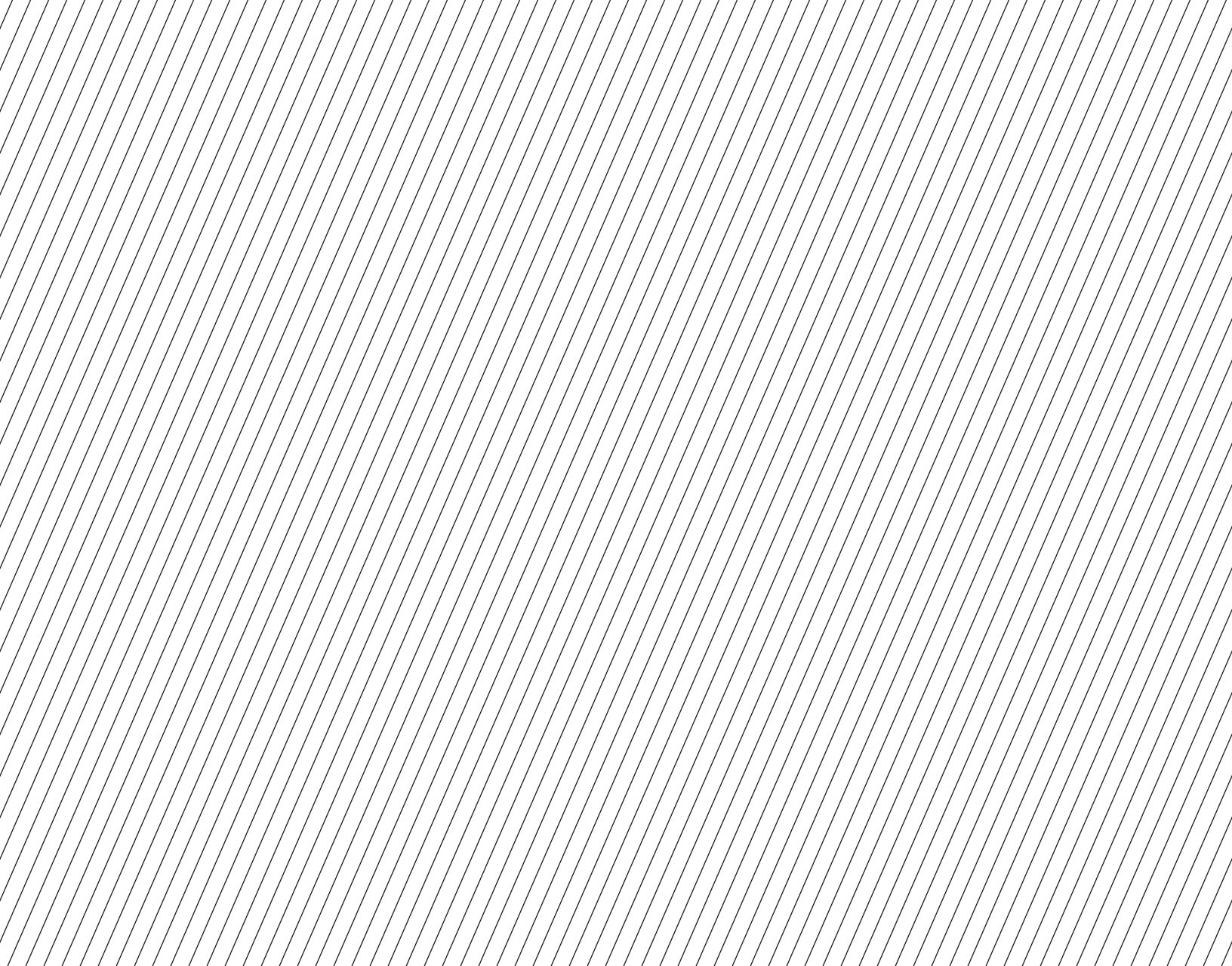
Structural review. This course introduces intermediate forms of Italian grammar. Spoken communication, listening and written communication skills. Readings from newspaper clips and magazine articles. Viewing and discussing of Italian films.

**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.

J



# JAPANESE

---

<b>JPN</b>	<b>101</b>	<b>CONVERSATIONAL JAPANESE I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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).			
<b>JPN</b>	<b>102</b>	<b>CONVERSATIONAL JAPANESE II</b>	<b>3.00</b>
<i>Prerequisite: JPN 101 or instructor approval.</i>			
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).			
<b>JPN</b>	<b>198</b>	<b>SPECIAL TOPICS IN JAPANESE</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
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).			

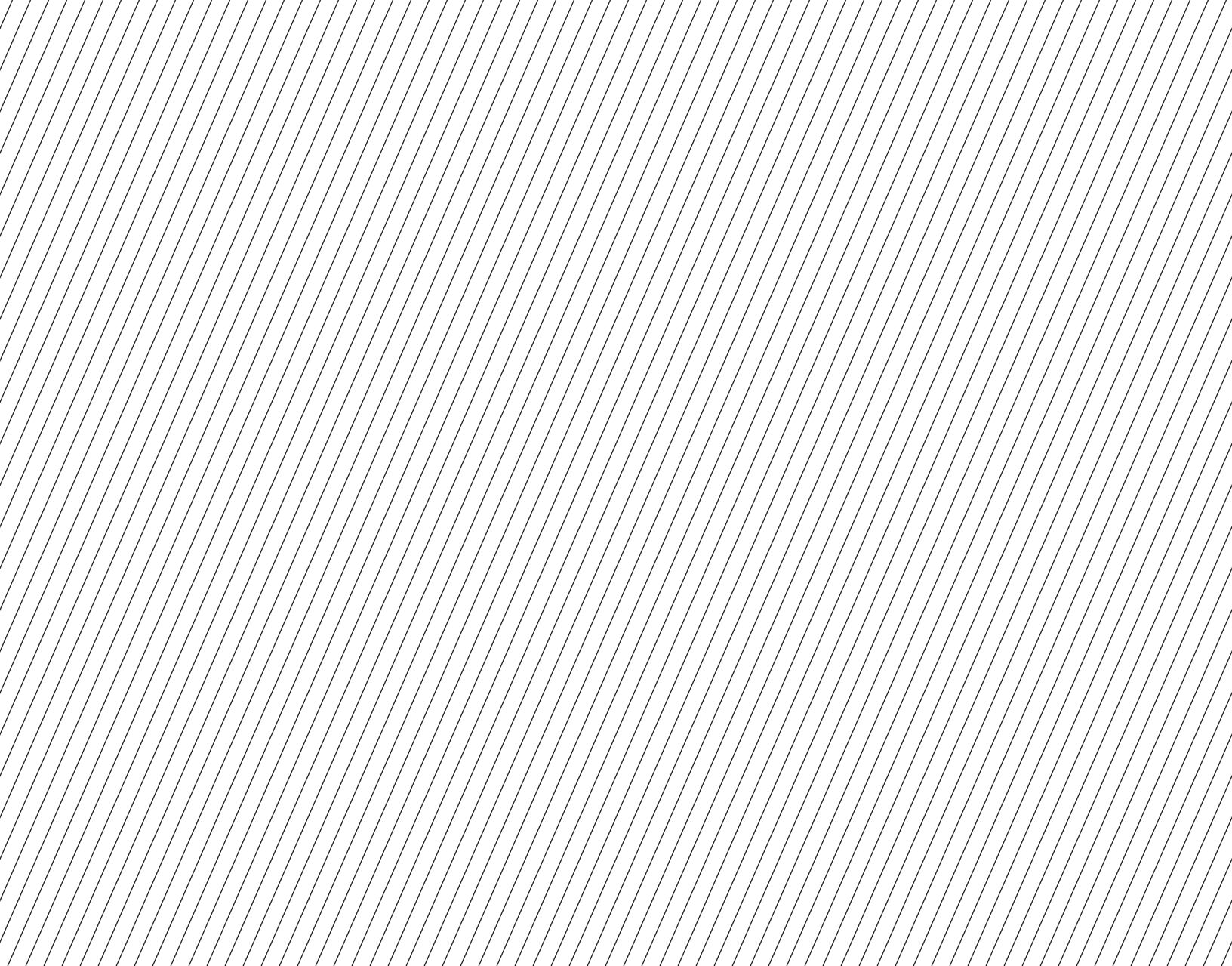
# JOURNALISM

---

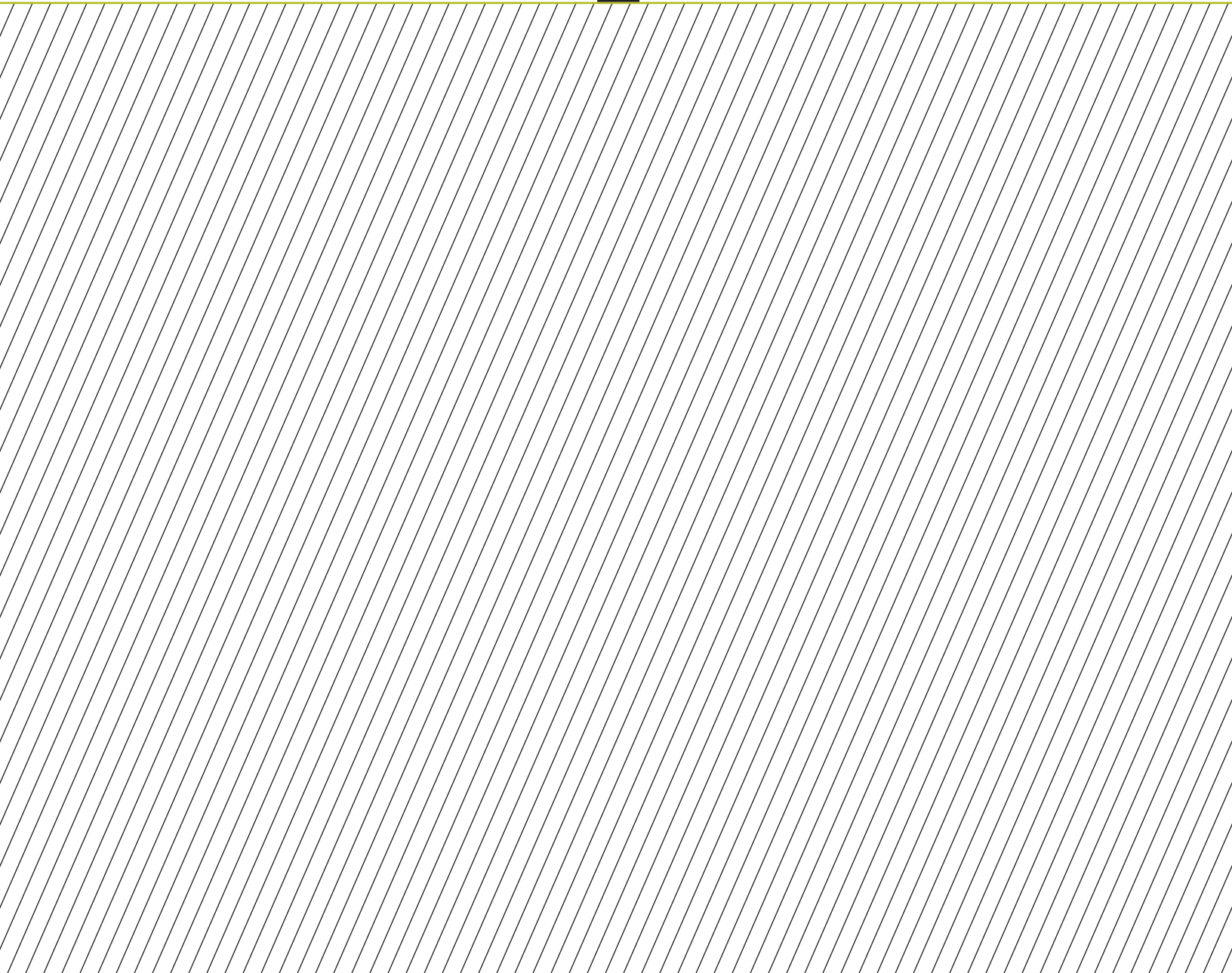
<b>JOUR</b>	<b>101</b>	<b>CRITICAL ANALYSIS OF MASS MEDIA</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Survey of the role of newspapers, radio, television, advertising and public relations organizations. Interpretation of the day's news and analysis of media performance.			
<b>JOUR</b>	<b>105</b>	<b>NEWS PRODUCTION I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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).			
<b>JOUR</b>	<b>106</b>	<b>NEWS PRODUCTION II</b>	<b>3.00</b>
<i>Prerequisite: JOUR 105.</i>			
Students write and edit more complex news and feature materials as staff members for campus newspaper, Web pages, podcasts, and other student journalistic vehicles.			
<b>JOUR</b>	<b>107</b>	<b>MULTIMEDIA NEWS REPORTING AND WRITING I</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 and co-enrolled in JOUR 108.</i>			
Introduction to collecting, analyzing and presenting information across contemporary news media platforms. Emphasizes writing in journalistic styles with clarity.			
<b>JOUR</b>	<b>108</b>	<b>MEDIA PRODUCTION I</b>	<b>2.00</b>
<i>Prerequisite: ENG 101 and co-enrolled in JOUR 107.</i>			
Introduction to media production tools and computer interfaces; emphasis on visual literacy, imaging, video and audio editing.			
<b>JOUR</b>	<b>115</b>	<b>PHOTOJOURNALISM BASICS</b>	<b>3.00</b>
<i>Prerequisite: ART 141 or permission of instructor.</i>			
Course emphasizes practical and technical considerations of print and Web photographic publishing. Students must already possess background in film and digital photography.			
<b>JOUR</b>	<b>118</b>	<b>WEB PAGE BASICS</b>	<b>3.00</b>
<i>Prerequisite: JOUR 101.</i>			
Course introduces basic Web design and emphasizes factors typical to journalistic dissemination, such as posting timely material, legal, and other considerations.			
<b>JOUR</b>	<b>119</b>	<b>DIGITAL AUDIO BASICS</b>	<b>3.00</b>
<i>Prerequisite: JOUR 101.</i>			
Course introduces beginning digital audio capture and editing for both traditional radio and new media such as podcasts.			
<b>JOUR</b>	<b>130</b>	<b>DIGITAL VIDEO BASICS</b>	<b>3.00</b>
<i>Prerequisite: JOUR 101.</i>			
Course introduces beginning digital video capture and editing for short journalistic television segments, commercials, and Internet clips with a journalistic emphasis.			
<b>JOUR</b>	<b>198</b>	<b>SPECIAL TOPICS IN JOURNALISM</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>JOUR</b>	<b>199</b>	<b>LITERARY MAGAZINE JOURNALISM</b>	<b>3.00</b>
		<i>Prerequisite: JOUR 101.</i>	
		A hands-on practicum in the preparation and production of a literary journal, The Meadows.	
<b>JOUR</b>	<b>207</b>	<b>MULTIMEDIA NEWS REPORTING AND WRITING II</b>	<b>3.00</b>
		<i>Prerequisite: ENG 102; JOUR 107 with a "C" or better; JOUR 108 with a "C" or better. Co-enroll JOUR 208.</i>	
		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.	
<b>JOUR</b>	<b>208</b>	<b>MEDIA PRODUCTION II</b>	<b>1.00</b>
		<i>Prerequisite: ENG 102; JOUR 107 with a "C" or better; JOUR 108 with a "C" or better. Co-enroll JOUR 207.</i>	
		Practice in using media production tools and computer interfaces; additional development of visual literacy, imaging, video and audio editing.	
<b>JOUR</b>	<b>210</b>	<b>INTRODUCTION TO PUBLIC RELATIONS</b>	<b>3.00</b>
		<i>Prerequisite: JOUR 101.</i>	
		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.	
<b>JOUR</b>	<b>212</b>	<b>PRINCIPLES OF ADVERTISING</b>	<b>3.00</b>
		<i>Prerequisite: JOUR 101.</i>	
		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.	
<b>JOUR</b>	<b>215</b>	<b>PHOTOJOURNALISM PRACTICUM</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: JOUR 115 or instructor approval.</i>	
		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.	
<b>JOUR</b>	<b>218</b>	<b>WEB PAGES WORKSHOP</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: JOUR 118 or instructor approval.</i>	
		Course for students to work independently on assigned and personal Web page projects. Output could be used for campus Web vehicles, such as Journalism Web Pages, parallel to The Echo. Course would emphasize portfolio-building for students.	
<b>JOUR</b>	<b>219</b>	<b>DIGITAL AUDIO PRACTICUM</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: JOUR 119 or instructor approval.</i>	
		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.	
<b>JOUR</b>	<b>225</b>	<b>NEWS PRODUCTION III</b>	<b>3.00</b>
		<i>Prerequisite: JOUR 102 and JOUR 106.</i>	
		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.	
<b>JOUR</b>	<b>226</b>	<b>NEWS PRODUCTION IV</b>	<b>3.00</b>
		<i>Prerequisite: JOUR 225.</i>	
		Advanced news gathering, writing and presentation with advanced publications management, with practical application demonstrated by applying efforts toward production of a campus publication.	
<b>JOUR</b>	<b>230</b>	<b>DIGITAL VIDEO PRACTICUM</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: JOUR 130 or instructor approval.</i>	
		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.	
<b>JOUR</b>	<b>290</b>	<b>INTERNSHIP IN JOURNALISM</b>	<b>3.00</b>
		<i>Prerequisite: JOUR 203.</i>	
		A course for advanced journalism students that provides credit for professional experience under appropriate supervision.	

**K**



L



# LAW/PARALEGAL

<b>LAW</b>	<b>101</b>	<b>FUNDAMENTALS OF LAW I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
(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.			
<b>LAW</b>	<b>198</b>	<b>SPECIAL TOPICS LEGAL ASSISTANT</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: LAW 101.</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>LAW</b>	<b>203</b>	<b>REAL PROPERTY</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(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.			
<b>LAW</b>	<b>204</b>	<b>TORTS</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) An overview of tort law. Concepts to be discussed include intentional torts, strict liability, negligence, proximate cause, re ipsa loquitur, comparative responsibility, premises liability, product liability, professional negligence and worker's compensation.			
<b>LAW</b>	<b>205</b>	<b>CONTRACTS</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) A survey of contract law. Discussion of the essential elements of contracts, with special emphasis placed on the practical analysis of contracts. Discussion on the filing of a complaint for breach of contract. Also, discussion of debtor/creditor rights.			
<b>LAW</b>	<b>206</b>	<b>CASE ANALYSIS</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better.</i>			
(Legal Specialty course) This course is designed to take students through cases systematically, enabling them to identify the procedural history, critical facts, legal issues, court holdings, rationale and dicta. The student will also be able to assimilate these components into a brief or memo. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>LAW</b>	<b>231</b>	<b>PROCEDURE - CIVIL</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) Emphasis on jurisdiction of the court system in Nevada. Discussion of complaints, summons, answers, supplemental pleadings. Will also cover pretrial tactics, motions, exceptions, venue, discovery, depositions and summary judgments.			
<b>LAW</b>	<b>232</b>	<b>PROCEDURE - CRIMINAL</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) An overview of the procedure involved in criminal cases. Includes a discussion of complaints, indictments, writs of habeas corpus, trial motions and post-conviction remedies.			
<b>LAW</b>	<b>233</b>	<b>BUSINESS STRUCTURES</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) A survey of corporate, partnership and agency law. Discussion of some types of employment law. The drafting of corporate and partnership agreements will also be covered.			
<b>LAW</b>	<b>251</b>	<b>BANKRUPTCY</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) This course will provide a basic knowledge of bankruptcy law, with emphasis on understanding the schedules, preparing proofs of claims and motion practice within the bankruptcy court.			
<b>LAW</b>	<b>252</b>	<b>FAMILY LAW</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) Covers the law related to family issues. Includes a discussion of rights and obligations of parties to each other and their offspring. Divorce, custody and support, spousal agreements, termination of parental rights, adoptions and collection of child support are all discussed.			
<b>LAW</b>	<b>255</b>	<b>PROBATE PROCEDURES</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 259 and 261. This course can be taken concurrently with LAW 259.</i>			
(Legal Specialty course) Law related to estate planning issues. Includes procedure to distribute a person's estate upon one's death; creation and administration of a trust and procedure to appoint another to act on one's behalf. Also includes a discussion of health care documents and related elderly care issues.			

<b>LAW</b>	<b>259</b>	<b>LEGAL WRITING</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, LAW 206 and 261.</i>			
(Legal Specialty course) In-depth study and development of legal writing skills. Emphasis is placed on writing assignments which assume a knowledge of basic legal research skills, development of memoranda of points and authorities and analyses of case facts. Also discussed will be office memoranda and appeal briefs.			
<b>LAW</b>	<b>261</b>	<b>LEGAL RESEARCH I</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better.</i>			
(Legal Specialty course) Covers legal research and terminology. The student will become familiar with the law library and develop legal research skills through the use of legal digests, encyclopedias, reporter systems, indexes, Shepard's, treatises, cases, statutes, legal periodicals, government documents and other research material. Emphasis is placed on developing legal briefing skills and finding answers to legal research questions.			
<b>LAW</b>	<b>263</b>	<b>ETHICS</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better.</i>			
(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.			
<b>LAW</b>	<b>264</b>	<b>CIVIL EVIDENCE</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a grade of "B" or better, 206, 231, 259, 261 and 12 additional semester LAW credits.</i>			
(Legal Specialty course) Covers interviewing skills, fact pattern analysis, discovery preparation and evidence. Emphasis is placed on preparation of documents throughout the court process.			
<b>LAW</b>	<b>295</b>	<b>SUPERVISED FIELD EXPERIENCE</b>	<b>3.00</b>
<i>Prerequisite: LAW 101 with a 'B' or better, 206, 231, 259, 261, 263 and 12 semester LAW credits.</i>			
(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.			

## LOGISTICS MANAGEMENT

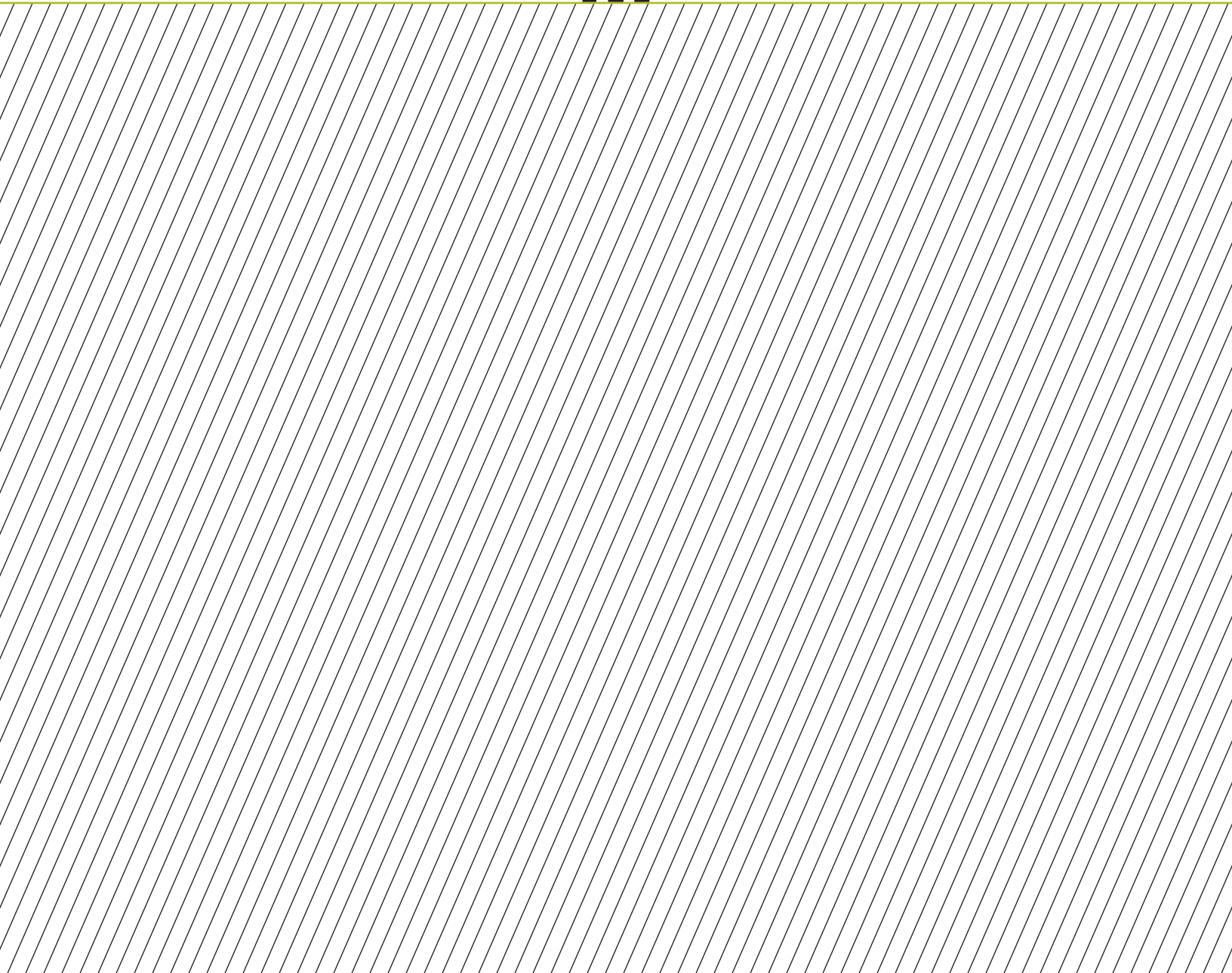
---

<b>LGM</b>	<b>201</b>	<b>ESSENTIALS OF LOGISTICS MANAGEMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Introduction to supply chain management from both analytical and perspectives. Stressing a unified approach, the course allows students to develop a framework for making intelligent decisions within the supply chain. Key logistics functions are covered to include demand planning, procurement, inventory theory and control, transportation planning and execution, reverse logistics, and flexible contracting. Concepts covered include postponement, portfolio management, dual sourcing, and others. Emphasis is placed on ability to recognize and manage risk, analyze various tradeoffs, and model logistics systems.			
<b>LGM</b>	<b>202</b>	<b>INTERNATIONAL LOGISTICS MANAGEMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course analyzes and defines the functions of the supply chain that are involved in international supply chain management. Themes include supply chain activities in international business with special emphasis on management of transportation, global sourcing, customs issues and facility location in a global environment.			
<b>LGM</b>	<b>205</b>	<b>LOGISTICS PLANNING AND CONTROL</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course provides theoretical and hands on training in the use of production planning, demand management, master scheduling, materials requirements, and capacity planning tools and techniques. Themes include: Master scheduling, ERP, MRP and inventory management.			
<b>LGM</b>	<b>206</b>	<b>LOGISTICS PLANNING AND CONTROL LABORATORY</b>	<b>1.00</b>
<i>Corequisite: LGM 205</i>			
This course complements the Logistics Planning and Control lecture course. In this course, students will work on problems using Microsoft Excel and other appropriate technology for conducting analysis required in LGM 205. Highly recommended for all students, required for students who have no prior or little knowledge of Excel.			
<b>LGM</b>	<b>207</b>	<b>SERVICE LOGISTICS</b>	<b>3.00</b>
<i>Prerequisite: LGM 201.</i>			
This course explores the role of logistics and logistics principles in service organizations. Students will look at applications of TQM and master planning, along with other logistics principles, in increasing the effectiveness and increasing output of the service organization.			
<b>LGM</b>	<b>208</b>	<b>LOGISTICS AND QUALITY MANAGEMENT TOOLS I</b>	<b>3.00</b>
<i>Prerequisite: LGM 201.</i>			
This course will introduce students to the concepts and tools that are utilized in improving and managing quality within logistics disciplines. The first part of the course will look at Theory of Constraints, Lean and Total Quality Management.			



<b>LGM</b>	<b>209</b>	<b>LOGISTICS AND QUALITY MANAGEMENT TOOLS II</b>	<b>3.00</b>
		<i>Prerequisite: LGM 208</i>	
		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.	
<b>LGM</b>	<b>210</b>	<b>STUDIES IN PROCUREMENT AND LOGISTICS</b>	<b>3.00</b>
		<i>Corequisite: LGM 201.</i>	
		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.	
<b>LGM</b>	<b>212</b>	<b>TRANSPORTATION MANAGEMENT</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>LGM</b>	<b>280</b>	<b>CURRENT TOPICS IN LOGISTICS</b>	<b>3.00</b>
		<i>Prerequisite: LGM 201.</i>	
		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.	
<b>LGM</b>	<b>285</b>	<b>CPIM PREP</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		This course allows students to spend time focusing on the preparation for the APICS Certified Production Inventory Manager certification exams.	

**M**



# MACHINE TOOL TECHNOLOGY

---

<b>MTT</b>	<b>101</b>	<b>INTRODUCTION TO MACHINE SHOP</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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).			
<b>MTT</b>	<b>105</b>	<b>MACHINE SHOP I</b>	<b>3.00</b>
<i>Prerequisite or Corequisite: MTT 101</i>			
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).			
<b>MTT</b>	<b>110</b>	<b>MACHINE SHOP II</b>	<b>3.00</b>
<i>Prerequisite or Corequisite: MTT 105</i>			
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).			
<b>MTT</b>	<b>140</b>	<b>INSPECTION TECHNIQUES</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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).			
<b>MTT</b>	<b>145</b>	<b>LEAN MANUFACTURING SYSTEMS</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This course explores Lean Manufacturing principles, practices, and techniques from a technical standpoint with an emphasis on the frontline worker's perspective. Topics include waste definition and minimization, value stream analysis, continuous process improvement, and workplace design. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>MTT</b>	<b>150</b>	<b>MATERIAL SCIENCE</b>	<b>3.00 - 4.00</b>
<i>Prerequisite: None</i>			
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).			
<b>MTT</b>	<b>198</b>	<b>SPECIAL TOPICS IN MANUFACTURING</b>	<b>1.00 - 6.00</b>
<i>Prerequisite: None</i>			
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).			
<b>MTT</b>	<b>230</b>	<b>COMPUTER NUMERICAL CONTROL I</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
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. This course satisfies 7.5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 8 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

<b>MTT</b>	<b>232</b>	<b>COMPUTER NUMERICAL CONTROL II</b>	<b>4.00</b>
	<i>Prerequisite: None</i>		
	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 satisfies 7.5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 8 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MTT</b>	<b>234</b>	<b>COMPUTER NUMERICAL CONTROL III</b>	<b>4.00</b>
	<i>Prerequisite: MTT 230, MTT 232, and MTT 293</i>		
	This course covers the advanced programming concepts related to CNC Mill/Turning centers and synchronized fourth axis mills. Mill/Turn and fourth axis topics include program format, machine set-up, related G & M codes, live tooling, and indexing devices. Students will program, set-up, and produce a variety of precision machined 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).		
<b>MTT</b>	<b>250</b>	<b>MACHINE SHOP III</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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).		
<b>MTT</b>	<b>260</b>	<b>MACHINE SHOP IV</b>	<b>3.00</b>
	<i>Prerequisite: Taken or currently enrolled in MTT 250.</i>		
	This is a continuation of MTT 250 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).		
<b>MTT</b>	<b>261</b>	<b>MACHINE PROJECTS</b>	<b>1.00 - 6.00</b>
	<i>Prerequisite: MTT 105 or MTT 110 or concurrent enrollment in either of these courses.</i>		
	This course allows for further development of existing manual machining skills with hands-on instruction related to the design and production of components on manually operated machine tools. Students will plan, set-up, and produce a variety of precision machined 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).		
<b>MTT</b>	<b>291</b>	<b>CNC PRACTICE</b>	<b>1.00 - 6.00</b>
	<i>Prerequisite: MTT 230 or MTT 232 or MTT 234 or MTT 292 or MTT 293 or concurrent enrollment with any of these courses.</i>		
	This course allows for the further development of computer aided manufacturing and/or CNC skills with hands-on instruction related to the design and production of machined parts using CAD/CAM software, CNC milling machines, and CNC turning centers. Students will plan, program, set-up, and produce a variety of precision machined 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).		
<b>MTT</b>	<b>292</b>	<b>COMPUTER-AIDED MANUFACTURING I</b>	<b>4.00</b>
	<i>Prerequisite: None</i>		
	This course provides the student with the essential concepts and techniques that are required for successful creation of two-dimensional part geometry, generation and verification of 2 1/2 axis toolpath models, as well as post processing of 2 1/2 axis NC codes within a computer-aided manufacturing (CAM) system. Students are required 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 satisfies 8 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MTT</b>	<b>293</b>	<b>COMPUTER-AIDED MANUFACTURING II</b>	<b>4.00</b>
	<i>Prerequisite: MTT 292 or instructor approval.</i>		
	This course is a continuation of MTT 292 with the addition of simultaneous three axis motion control and provides the student with the essential concepts and techniques that are required for successful creation of three-dimensional part geometry, solids, and surfacing, generation and verification of three axis tool path models, as well as, post processing of three axis NC codes within a computer-aided manufacturing (CAM) system. Requires students to produce a variety of lab exercises on robotic (CNC) machinery utilizing multi-tool programs. A familiarity with Mastercam, CNC programming techniques, and CNC operations is recommended. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		

# MANAGEMENT

---

<b>MGT</b>	<b>171</b>	<b>SUPERVISION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>MGT</b>	<b>201</b>	<b>PRINCIPLES OF MANAGEMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>MGT</b>	<b>212</b>	<b>LEADERSHIP AND HUMAN RELATIONS</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>MGT</b>	<b>235</b>	<b>ORGANIZATIONAL BEHAVIOR</b>	<b>3.00</b>
<i>Prerequisite: MGT 201 or permission of the instructor.</i>			
Concepts, theories and case studies concerning the behavior of people in modern business organizations.			
<b>MGT</b>	<b>283</b>	<b>INTRODUCTION TO HUMAN RESOURCES MANAGEMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>MGT</b>	<b>290</b>	<b>INTERNSHIP IN MANAGEMENT</b>	<b>1.00 - 8.00</b>
<i>Prerequisite: None</i>			
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 GPA. 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

---

<b>MPT</b>	<b>110</b>	<b>AUTOMATED PRODUCTION CONCEPTS I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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 satisfies 15 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 10 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>MPT</b>	<b>120</b>	<b>AUTOMATED PRODUCTION CONCEPTS II</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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 satisfies 15 hours of instruction toward completing the embedded math curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 12 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>MPT</b>	<b>130</b>	<b>AUTOMATED PRODUCTION CONCEPTS III</b>	<b>3.00</b>
<i>Prerequisite: MPT 120.</i>			
This course is a continuation of MPT 110 and 120 (formerly MTT 185 and 285) Automated Production Concepts I & II and serves as the capstone course for the AAS Manufacturing Technology, Production Systems Emphasis. Students are required to combine concepts from all core courses to complete a comprehensive complex production system evolution. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

**MPT 135 MATERIAL HANDLING 2.00**  
*Prerequisite: None*  
This course provides an overview of the functions and operation of various types of common powered and non-powered industrial material handling equipment. OSHA regulations and standards governing the safe use of powered industrial trucks are covered. This course satisfies 6 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

**MPT 140 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 satisfies 24 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 15 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## MARKETING

---

**MKT 131 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: MATH 96 or a 'C' or better in BUS 117; ENG 101/113 or BUS 108; or equivalent ACCUPLACER, SAT/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 of 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 most core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening, and required skills evaluation. Up to eight semester hour credits may be earned on the basis of 75 hours of internship for one credit. May be repeated for up to eight credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

## MATHEMATICS

---

**MATH 90 CONTINUING STUDIES IN MATH 0.50 - 3.00**  
*Prerequisite: MATH 93 or equivalent or qualifying Accuplacer score, ACT/SAT test results.*  
This developmental course is for assessment purposes. Developmental students may register for this course without taking Accuplacer.

**MATH 92 ALGEBRA REVIEW 1.00**  
*Prerequisite: None*  
Provides a review of algebra that will refresh previously taught concepts.

**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 (taken within 2 years).*  
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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).

**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 (taken within 2 years).*  
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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).

**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).

<b>MATH</b>	<b>105R</b>	<b>MATH FOR RADIOLOGIC TECHNICIANS</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	A programmed course including the following topics relevant to the study radiologic technology; review of arithmetic, algebra, geometry and graphical representation. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH</b>	<b>106</b>	<b>GEOMETRY</b>	<b>3.00</b>
	<i>Prerequisite: MATH 95 or equivalent or qualifying Accuplacer, ACT/SAT test results (taken within 2 years).</i>		
	This course is designed to provide a basic working knowledge of practical geometry for students who have never taken a course in geometry or who need a refresher course. Theory is not emphasized. Some of the topics covered are: area of plane figures, similarity, volume of solids, angle measure, and properties of special triangles. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH</b>	<b>107</b>	<b>REAL ESTATE MATH</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	Review of basic arithmetic principles. A general mathematics course designed to assist the student who wishes to pass the state exam and the student who wants to be more proficient and knowledgeable in the real estate profession. Decimals, percentages, fractions, prorations, tax rate, interest, discount and depreciation are included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH</b>	<b>108</b>	<b>MATH FOR TECHNICIANS</b>	<b>3.00</b>
	<i>Prerequisite: A grade of C or better in MATH 93 or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required for this course.</i>		
	This applied mathematics course is designed to give the student math skills as they are applied to specific career choice areas. Topics for all individual applied areas (transportation, metalworking, construction, etc.) will include algebra and trigonometry, but the focus of the presentation and utilization will be specific to the industry area. The course will include demonstrations and hands-on exercises applying mathematics as it will be needed in the specific technical environment. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>MATH</b>	<b>120</b>	<b>FUNDAMENTALS OF COLLEGE MATHEMATICS</b>	<b>3.00</b>
	<i>Prerequisite: A grade of 'C' or better in MATH 96 or 97 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (within 2 years). A graphing calculator may be required.</i>		
	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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).		
<b>MATH</b>	<b>122</b>	<b>NUMBER CONCEPTS FOR ELEMENTARY SCHOOL TEACHERS</b>	<b>3.00</b>
	<i>Prerequisite: A grade of 'C' or better in MATH 120 or 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required for this course.</i>		
	Mathematics needed by those teaching new-content mathematics courses at the elementary school level with emphasis on the structure of the real number system and its subsystems. Designed for students seeking a teaching certificate in elementary education. Open to others with approval of department chair.		
<b>MATH</b>	<b>123</b>	<b>STATISTICAL &amp; GEOMETRICAL CONCEPTS FOR ELEMENTARY SCHOOL TEACHERS</b>	<b>3.00</b>
	<i>Prerequisite: A grade of 'C' or better in MATH 120 or 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required for this course.</i>		
	A continuation of MATH 122. Topics covered may include geometry, algebra, probability, statistics and computers.		
<b>MATH</b>	<b>126</b>	<b>PRE-CALCULUS I</b>	<b>3.00</b>
	<i>Prerequisite: A grade of 'C' or better in MATH 96 or 97 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (within 2 years). A graphing calculator may be required.</i>		
	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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).		
<b>MATH</b>	<b>127</b>	<b>PRE-CALCULUS II</b>	<b>3.00</b>
	<i>Prerequisite: A grade of 'C' or better in MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required.</i>		
	This course is a continuation of Math 126. It includes the study of circular functions, their graphs and applications, analytic trigonometry, the coordinate geometry of lines and conics and elementary vector algebra. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).		
<b>MATH</b>	<b>176</b>	<b>INTRODUCTORY CALCULUS FOR BUSINESS AND SOCIAL SCIENCES</b>	<b>3.00</b>
	<i>Prerequisite: A grade of 'C' or better in MATH 126 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required.</i>		
	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.		

<b>MATH</b>	<b>181</b>	<b>CALCULUS I</b>	<b>4.00</b>
<i>Prerequisite: A grade of 'C' or better in MATH 127 or 128 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (within 2 years). A graphing calculator may be required.</i>			
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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).			
<b>MATH</b>	<b>182</b>	<b>CALCULUS II</b>	<b>4.00</b>
<i>Prerequisite: A grade of 'C' or better in MATH 181 or equivalent or qualifying ACCUPLACER, ACT/SAT test results (taken within 2 years). A graphing calculator may be required.</i>			
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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).			
<b>MATH</b>	<b>283</b>	<b>CALCULUS III</b>	<b>4.00</b>
<i>Prerequisite: A grade of 'C' or better in MATH 182 (taken within 2 years).</i>			
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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).			
<b>MATH</b>	<b>285</b>	<b>DIFFERENTIAL EQUATIONS</b>	<b>3.00</b>
<i>Prerequisite: A grade of 'C' or better in MATH 182 or equivalent. A graphing calculator may be required for this course.</i>			
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. Note: Computer use and graphing calculator may be required (TI-83/84 recommended).			
<b>STAT</b>	<b>152</b>	<b>INTRODUCTION TO STATISTICS</b>	<b>3.00</b>
<i>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.</i>			
Descriptive statistics, probability models, statistical estimation and hypothesis testing, linear regression analysis, and special topics.			

## MATHEMATICS - SKILLS CENTER

---

<b>SKC</b>	<b>80</b>	<b>SKILLS CENTER MATHEMATICS LEVEL I</b>	<b>1.50 - 3.00</b>
<i>Prerequisite: None</i>			
The course is intended to provide a through review of basic skills needed in math and applied fields; such as time management, basic study skills, and basic arithmetic skills.			
<b>SKC</b>	<b>85</b>	<b>SKILLS CENTER MATHEMATICS LEVEL II</b>	<b>1.50 - 3.00</b>
<i>Prerequisite: None</i>			
The course prepares students for success in MATH 95. Includes time management and basic study skills, as well as pre-algebra skills.			

## MECHANICAL ENGINEERING

---

<b>ME</b>	<b>241</b>	<b>STATICS</b>	<b>3.00</b>
<i>Prerequisites: PHYS 180 AND Corequisite: MATH 182.</i>			
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

---

<b>MT</b>	<b>108</b>	<b>FLUID POWER (PNEUMATICS, HYDRAULICS, INSTRUMENTATION)</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Presents the theoretical basis for hydraulic and pneumatic circuitry. Attention is given to circuit components and how they work. Assembly, disassembly and troubleshooting is emphasized. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>MT</b>	<b>109</b>	<b>SMALL ENGINE OPERATION AND MAINTENANCE</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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).			



<b>MT</b>	<b>290</b>	<b>INTERNSHIP IN MECHANICAL TECHNOLOGY</b>	<b>1.00 - 8.00</b>
	<i>Prerequisite: None</i>		
	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

---

<b>MHDD</b>	<b>101</b>	<b>ROLE OF THE TECHNICIAN</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MHDD</b>	<b>102</b>	<b>MEDICAL COMPONENT</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MHDD</b>	<b>105</b>	<b>CONFLICT PREVENTION AND RESPONSE TRAINING</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MHDD</b>	<b>106</b>	<b>TEACHING AND ACTIVE TREATMENT</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MHDD</b>	<b>107</b>	<b>MEDICATION FUNDAMENTALS</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MHDD</b>	<b>109</b>	<b>INTRODUCTION TO THERAPEUTIC INTERVENTIONS</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	Basic approaches to behavioral intervention including defining behavior, data collection, principles and applications of behavior change techniques and implementation of behavioral programs.		
<b>MHDD</b>	<b>126</b>	<b>UNDERSTANDING DEVELOPMENTAL DISABILITIES</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	Definition, history, diagnosis and causes of developmental disabilities. Development and delivery of effective direct support services to persons with developmental disabilities.		
<b>MHDD</b>	<b>150</b>	<b>ISSUES IN SUBSTANCE ABUSE</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	Overview of substance abuse issues and study of basic treatment approaches. Includes biological and lifestyle factors as well as legal issues.		
<b>MHDD</b>	<b>153</b>	<b>LIFE SPAN DEVELOPMENT</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MHDD</b>	<b>154</b>	<b>ADVANCED THERAPEUTIC INTERVENTIONS</b>	<b>2.00</b>
	<i>Prerequisite: MHDD 109.</i>		
	A comprehensive working knowledge of interdisciplinary therapeutic intervention including assessing, planning, implementing and evaluating a client’s treatment program.		
<b>MHDD</b>	<b>160</b>	<b>UNDERSTANDING MENTAL ILLNESS</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MHDD</b>	<b>295</b>	<b>PRACTICUM</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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

---

<b>MIL</b>	<b>101</b>	<b>LEADERSHIP AND PERSONAL DEVELOPMENT</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MIL</b>	<b>101L</b>	<b>MILITARY SCIENCE LAB AND PHYSICAL TRAINING I</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MIL</b>	<b>102</b>	<b>INTRODUCTION TO TACTICAL LEADERSHIP</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MIL</b>	<b>102L</b>	<b>MILITARY SCIENCE LAB AND PHYSICAL TRAINING II</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MIL</b>	<b>201</b>	<b>INNOVATIVE TEAM LEADERSHIP</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MIL</b>	<b>201L</b>	<b>MILITARY SCIENCE LAB AND PHYSICAL TRAINING III</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MIL</b>	<b>202</b>	<b>FOUNDATIONS OF TACTICAL LEADERSHIP</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>MIL</b>	<b>202L</b>	<b>MILITARY SCIENCE LAB AND PHYSICAL TRAINING IV</b>	<b>1.00</b>
	<i>Prerequisite: None</i>		
	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

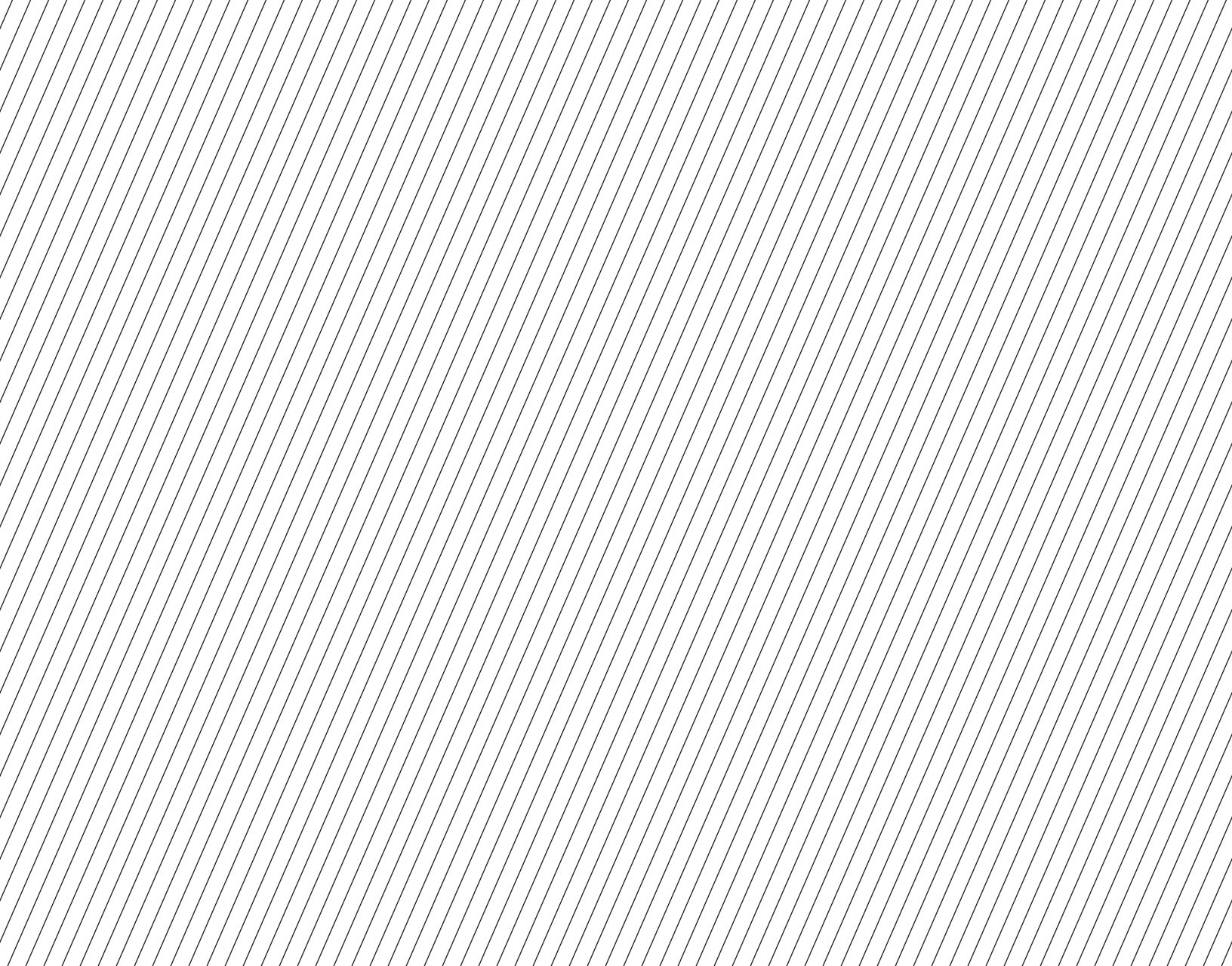
<b>MUS 101</b>	<b>MUSIC FUNDAMENTALS</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Notation, terminology, intervals, scales and chords. Designed to furnish a foundation for musicianship and music theory.		
<b>MUS 105</b>	<b>VOCAL TECHNIQUES</b>	<b>2.00</b>
<i>Prerequisite: None</i>		
Fundamentals of tone production, breath control, and practical techniques involved in reading and interpreting songs. May be repeated for a maximum of 4 credits.		
<b>MUS 107</b>	<b>GUITAR CLASS I</b>	<b>2.00</b>
<i>Prerequisite: None</i>		
This course is geared toward the beginning level guitarist. Topics will include chording, music reading, melody playing, right hand technique and style.		
<b>MUS 108</b>	<b>GUITAR CLASS II</b>	<b>2.00</b>
<i>Prerequisite: Successful completion of Guitar I (MUS 107) or instructor approval.</i>		
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.		
<b>MUS 111</b>	<b>PIANO CLASS I</b>	<b>2.00 - 3.00</b>
<i>Prerequisite: None</i>		
Beginning piano class. Music reading and keyboard techniques from beginning through early intermediate levels. No previous musical training required.		
<b>MUS 112R</b>	<b>PIANO CLASS II</b>	<b>2.00 - 3.00</b>
<i>Prerequisite: MUS 111.</i>		
Continuation of beginning piano class. Music reading and keyboard techniques from early intermediate through intermediate levels.		
<b>MUS 113</b>	<b>FUNDAMENTALS OF MUSIC COMPOSITION I</b>	<b>2.00</b>
<i>Prerequisite: MUS 203 or instructor approval.</i>		
Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.		
<b>MUS 121</b>	<b>MUSIC APPRECIATION</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>MUS 122</b>	<b>SURVEY OF JAZZ</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>MUS 125</b>	<b>HISTORY OF ROCK MUSIC</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Survey of Rock music from its origins in Blues through Contemporary Rock styles. Examples of various styles will be analyzed.		
<b>MUS 131</b>	<b>INTRODUCTION TO MUSIC LITERATURE</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>MUS 166</b>	<b>INTRODUCTION TO MIDI SEQUENCERS AND SYNTHESIZERS</b>	<b>2.00</b>
<i>Prerequisite: None</i>		
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.		
<b>MUS 203</b>	<b>MUSIC THEORY I</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>MUS 204</b>	<b>MUSIC THEORY II</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of MUS 203.</i>		
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.		

<b>MUS</b>	<b>207E</b>	<b>MUSIC THEORY III</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		A more in-depth study of the counterpoint and traditional harmonic practices of the eighteenth and nineteenth centuries through writing, analysis, and aural perception.	
<b>MUS</b>	<b>208E</b>	<b>MUSIC THEORY IV</b>	<b>3.00</b>
		<i>Prerequisite: Successful completion of MUS 207E.</i>	
		A study of late nineteenth-century harmonic practices and twentieth-century idioms through writing, analysis, and aural perception.	
<b>MUS</b>	<b>211</b>	<b>SIGHT-SINGING AND DICTATION I</b>	<b>1.00</b>
		<i>Prerequisite: MUS 101 or instructor approval.</i>	
		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.	
<b>MUS</b>	<b>212</b>	<b>SIGHT-SINGING AND DICTATION II</b>	<b>1.00</b>
		<i>Prerequisite: MUS 211.</i>	
		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.	
<b>MUS</b>	<b>213</b>	<b>FUNDAMENTALS OF MUSIC COMPOSITION II</b>	<b>2.00</b>
		<i>Prerequisite: MUS 113.</i>	
		Techniques and principles of music composition. Each level may be repeated to a maximum of four credits.	
<b>MUS</b>	<b>225</b>	<b>INTRODUCTION TO MUSIC HISTORY I</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Chronological study of the composers and their work from the beginning through the Baroque period. Satisfies the UNR Fine Arts core curriculum.	
<b>MUS</b>	<b>226</b>	<b>INTRODUCTION TO MUSIC HISTORY II</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Chronological study of the composers and their work from the classical through romantic periods. Satisfies the UNR Fine Arts core curriculum.	
<b>MUS</b>	<b>235</b>	<b>FINALE: AN INTRODUCTION</b>	<b>1.00</b>
		<i>Prerequisite: MUS 101 or instructor approval.</i>	
		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.	
<b>MUS</b>	<b>290</b>	<b>INTERNSHIP IN MUSIC</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>MUS</b>	<b>299</b>	<b>SPECIAL TOPICS IN MUSIC</b>	<b>0.50 - 6.00</b>
		<i>Prerequisite: None</i>	
		Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).	
<b>MUSA</b>	<b>101</b>	<b>BASS-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in bass. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>103</b>	<b>BASSOON-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in bassoon. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>105</b>	<b>CELLO-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in cello. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	

<b>MUSA</b>	<b>107</b>	<b>CLARINET-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in clarinet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>109</b>	<b>DRUM SET-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in drum set. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>113</b>	<b>FLUTE-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in flute. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>115</b>	<b>GUITAR-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in guitar. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>121</b>	<b>HORN-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in horn. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>123</b>	<b>OBOE-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in oboe. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>127</b>	<b>PERCUSSION-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in percussion. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>129</b>	<b>PIANO-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in piano. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>131</b>	<b>SAXOPHONE-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in saxophone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>135</b>	<b>TROMBONE-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in trombone. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>137</b>	<b>TRUMPET-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in trumpet. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>139</b>	<b>TUBA-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in tuba. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>141</b>	<b>VIOLA-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in viola. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	
<b>MUSA</b>	<b>143</b>	<b>VIOLIN-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
		<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>	
		Private instruction in violin. Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.	

<b>MUSA</b>	<b>145</b>	<b>VOICE-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>			
Private instruction in voice (classical). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.			
<b>MUSA</b>	<b>147</b>	<b>VOICE FOR MUSICAL THEATER MAJOR-LOWER DIVISION</b>	<b>1.00 - 2.00</b>
<i>Corequisite: Must also be enrolled in a music ensemble class (MUSE).</i>			
Private instruction in voice (music theater). Students will participate in seven hours of instruction per credit per semester. Maximum of eight lower-division credits.			
<b>MUSE</b>	<b>101</b>	<b>CONCERT CHOIR</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
Choral presentations of various periods.			
<b>MUSE</b>	<b>111</b>	<b>CONCERT BAND</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
Concert Band is a performance ensemble made up of woodwind, brass and percussion players. The Concert Band will study, rehearse and perform music of several styles and historical periods. Students should have the equivalent of high school level experience in a concert band program.			
<b>MUSE</b>	<b>123</b>	<b>ORCHESTRA</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
The TMCC Orchestra is a musical performance ensemble consisting of orchestral string, woodwind, brass and percussion performers. The orchestra will rehearse and perform music of several historical periods and styles. Musical experience equivalent to high school orchestra is required for admission.			
<b>MUSE</b>	<b>131</b>	<b>JAZZ ENSEMBLE</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
Performing ensemble specializing in traditional and contemporary big band jazz literature. Experience equivalent to high school jazz ensemble is expected.			
<b>MUSE</b>	<b>135</b>	<b>JAZZ VOCAL ENSEMBLE</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
Intensive study of jazz singing and playing, including differing styles, improvisation, interpretation, vocal, technique, and ensemble/ solo singing with microphones. Required performances each semester.			
<b>MUSE</b>	<b>153</b>	<b>GUITAR ENSEMBLE</b>	<b>1.00</b>
<i>Prerequisite: MUS 107 or instructor approval.</i>			
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.			

**N**



# NURSING

<b>NURS</b>	<b>102</b>	<b>PROFESSIONAL BEHAVIORS</b>	<b>2.00</b>
<i>Prerequisite: Open to students with declared Nursing major and accepted into the Nursing program.</i>			
This introductory course provides the student with an understanding of the professional nurse's role within the health care system. Emphasis is placed on ethics, professional obligations, values, expectations of the profession and accountability for lifelong learning. Students will learn the methods of communicating professionally and effectively with individuals, significant support persons, and as members of the interdisciplinary health care team. The impact of family will be included. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>NURS</b>	<b>129</b>	<b>LEVEL 1 - BASIC NURSING SKILLS</b>	<b>2.00</b>
<i>MANDATORY STEPS OF ENROLLMENT: Background check, Drug Test, HCP CPR card, Major Medical Insurance and Immunizations. See website for specifics. <a href="http://www.tmcc.edu/cna/">www.tmcc.edu/cna/</a></i>			
The course will prepare the future nursing student to provide holistic basic nursing care to residents in long-term care facilities. Students will provide total patient care and comfort measures at the level of a nursing assistant while incorporating basic principles of safety and infection for self and others. This is an alternate prerequisite (in lieu of the Certified Nursing Assistant class) for the nursing program. Note: This class does NOT prepare students to sit for the Nevada State Board of Nursing Certified Nursing Assistant Examination.			
<b>NURS</b>	<b>130</b>	<b>NURSING ASSISTANT</b>	<b>6.00</b>
<i>MANDATORY STEPS OF ENROLLMENT: Background check, Drug Test, HCP CPR card, Major Medical Insurance and Immunizations. See website for specifics. <a href="http://www.tmcc.edu/cna/">www.tmcc.edu/cna/</a></i>			
This course provides knowledge and skills necessary to assist the professional nurse in direct patient care, undertaking those tasks which are supportive to the care of the patient in various health-care settings. Students are introduced to the roles and responsibilities of a Certified Nursing Assistant. Emphasis is placed on acquiring proficiency in direct and indirect care to patients, as defined by the Nevada State Board of Nursing's Scope of Practice. The lab/clinical portion of this course includes selected skills that students have to perform. After satisfactory completion of this course, students are eligible to take the State exam and after passing that exam can become "Certified" Nursing Assistants.			
<b>NURS</b>	<b>138</b>	<b>NURSING CARE I</b>	<b>7.00</b>
<i>Prerequisite: Acceptance to the Nursing program.</i>			
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).			
<b>NURS</b>	<b>140</b>	<b>MEDICAL TERMINOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
The development of a basic medical vocabulary used to describe the body's anatomical systems with emphasis on the definition, use, spelling and pronunciation of terms. Attention will be focused on disease, normal body structure and function and pharmacology terminology.			
<b>NURS</b>	<b>142</b>	<b>FUNDAMENTALS OF PHARMACOLOGY</b>	<b>2.00</b>
<i>Prerequisite: BIOL 223, 224, and 251 AND acceptance to the Nursing program.</i>			
This course provides an introduction to common pharmacotherapies encountered by nurses with emphasis on safe, quality, patient-centered, socio-culturally appropriate, evidence-based nursing care. Various groups of drugs will be studied in relation to their actions on selected body systems focusing on safe administration of medications to clients across the lifespan. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>NURS</b>	<b>152</b>	<b>FOUNDATIONS OF PHARMACOLOGY IN NURSING I</b>	<b>1.00</b>
<i>Prerequisite: Acceptance to the Nursing program.</i>			
Provides students with an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs; with special consideration given to the physiological, psycho/social, cultural, and spiritual needs of the patients. Explores indications, modes of action, effects, contraindications and interactions for selected drugs. Specific nursing responsibilities related to drug administration are emphasized.			
<b>NURS</b>	<b>153</b>	<b>FOUNDATIONS OF PHARMACOLOGY IN NURSING II</b>	<b>1.00</b>
<i>Prerequisite: NURS 102, 138, 152, and 212 and admitted to the nursing program.</i>			
Provides a continuation of study of pharmacological principles and practices to achieve safe administration of medications. Selected drug classifications are presented, with an emphasis on understanding intended and unintended effects of drugs on body systems. Provides an overview of pharmacology with an emphasis on clinical applications within the context of the nursing process and prioritization of needs.			



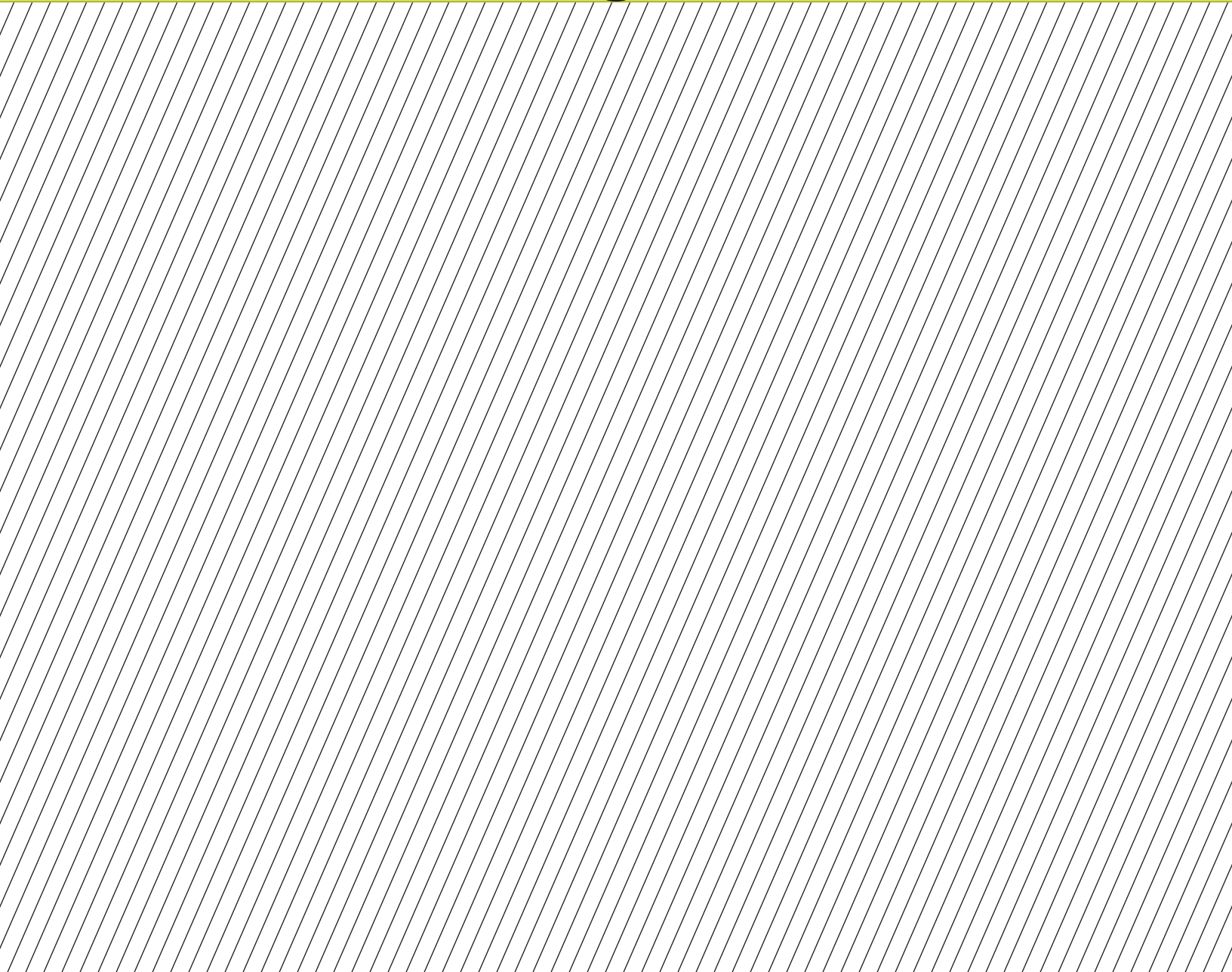
<b>NURS</b>	<b>170</b>	<b>NURSING CARE 2</b>	<b>7.00</b>
<i>Prerequisite: Acceptance into the Nursing Program. NURS 138 and NURS 212.</i>			
The focus of this course is on nursing care and management of the individual across the health wellness illness continuum using the nursing process. Student will integrate knowledge of the diverse and holistic needs of the individual. Students will apply and implement communication strategies through collaboration, and teaching and learning; topics include stress and coping and grief and loss. The childbearing and child rearing family are also included as a population.			
<b>NURS</b>	<b>202</b>	<b>NURSING CARE 3</b>	<b>7.00</b>
<i>Prerequisite: BIOL 223, BIOL 224, BIOL 251, NURS 102, 138, 170 and 212.</i>			
The focus of this course is a continuation of the nursing care and management of patients/clients with an altered health status that affects both individuals and families across the lifespan. The child-bearing and child rearing family are also included as a population. The course applies the concepts of clinical pharmacology, psychopathology, pathophysiology, health maintenance, promotion and restoration to the care of patients/clients. The lab/clinical portion of this course include selected observation, clinical assignments and the use of computer simulation and skills laboratory. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>NURS</b>	<b>209</b>	<b>PRINCIPLES OF PATHOPHYSIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: BIOL 190, 223, 224 and 251.</i>			
This course is designed to offer students the opportunity to explore and apply the principles of Pathophysiology gained in this course to future nursing courses. The concepts of physiology and pathophysiology, dealing with disease caused by alteration of function, across the life span will be the focus of the course. This theory course will utilize the body systems approach in the presentation of the principles of pathophysiology. Emphasis is placed on the integration of physiological and developmental variables as they relate to client scenarios with altered body systems across the life span.			
<b>NURS</b>	<b>212</b>	<b>CULTURAL ASPECTS OF NURSING CARE</b>	<b>3.00</b>
<i>Prerequisite: Restricted to enrolled Nursing students only.</i>			
Nurse-client encounters involve the interaction of three cultural subsystems: the culture of the nurse, the culture of the client and the culture of the setting. This course explores the influence of culturally diverse backgrounds within the health care system of the United States. The weaving of gender, age, race, ethnic and religious diversities of the nurse and client will be emphasized. This course fulfills the diversity requirement at TMCC. This course is offered online only and is open only to students admitted to the nursing program.			
<b>NURS</b>	<b>240</b>	<b>RN REFRESHER-THEORY</b>	<b>2.00</b>
<i>Prerequisite: None</i>			
The RN Refresher Course is designed to assist inactive professional nurses to update their knowledge and skills in order to renew their licenses and return to active nursing practice. This theory portion is an on-line program that spans one semester. Students who successfully complete this course can then take NURS 242 which includes 135 hours of clinical practice with an RN preceptor. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>NURS</b>	<b>242</b>	<b>RN REFRESHER - CLINICAL</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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).			
<b>NURS</b>	<b>274</b>	<b>NURSING CARE 4</b>	<b>7.00</b>
<i>Prerequisite: BIOL 223, 224, 251; NURS 102, 138, 170, 202, 209 and 212.</i>			
The focus of this course is the culmination of the care and management of the holistic, diverse, acutely-ill adult client. Emphasis is on the refinement of clinical decision making skills, achievement of clinical competence, and demonstration of professional nursing practice. The capstone experience of this course provides opportunities to incorporate informatics, to explore quality improvement opportunities using the National Patient Safety Goals. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>NURS</b>	<b>285</b>	<b>SELECTED TOPICS IN NURSING</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
This course is restricted to students who have approval from the Director of Nursing. The course will present an individually selected variety of topics intended to bring the student to current knowledge in the subject area assigned. Students who are returning to the nursing program after an absence, or who may need to repeat certain content for either theory or clinical nursing courses will be assigned the appropriate number of credits. Other students referred by the Nevada State Board of Nursing for refreshing in certain topics may also take this variable credit course. The course may be repeated for up to six credits.			

# NUTRITION

<b>NUTR 100</b>	<b>INTRODUCTION TO DIETETIC TECHNICIAN PROGRAM</b>	<b>0.50</b>
<i>Prerequisite: None</i>		
This course is designed for those students who have an interest in becoming a Dietetic Technician Registered (DTR). It is an introductory directed study course designed to give the student a greater knowledge of what a DTR does and what career opportunities are open in the field. The goal of this course is to help the student in making an appropriate career choice. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 121</b>	<b>HUMAN NUTRITION</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
This course is designed as an introductory course in nutrition and should acquaint the student with the concepts of nutrients, nutrient requirements and the effect of malnutrition and diet choices on human health. This class meets for four mandatory lab experiences.		
<b>NUTR 220</b>	<b>FOOD SERVICE SYSTEMS MANAGEMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Organization and operation of food service, management principles, food service personnel, labor laws, regulatory agencies, food cost control and record keeping.		
<b>NUTR 221</b>	<b>QUANTITY FOOD PURCHASING</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Food purchasing for food service systems, understanding cost factors, food laws, quality standards and basic manufacturing processes.		
<b>NUTR 222</b>	<b>PRINCIPLES OF FOOD SCIENCE</b>	<b>3.00</b>
<i>Prerequisite: BIOL 190/190L</i>		
This course covers the basic fundamentals of food science and underlying technology associated with the food industry. An emphasis will be given to the functional and chemical aspects of the nutrients in foods. Four laboratory experiences will cover applications in food systems, such as food processing and preparation of foods. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 223</b>	<b>PRINCIPLES OF NUTRITION</b>	<b>3.00</b>
<i>Prerequisite: BIOL 190 and 190L or BIOL 141 or permission of instructor.</i>		
A course designed for the student in the field of allied health and for students majoring in Dietetic Technology. Emphasis on the functions of the major nutrients and their role in maintaining good health, beginning at the cellular level and extending to include interactional properties of nutrients and diets.		
<b>NUTR 226</b>	<b>FOOD PROCESSING MICROBIOLOGY</b>	<b>4.00</b>
<i>Prerequisite: BIOL 190/190L</i>		
To introduce the students to the fundamentals of food microbiology and underlying technology associated with providing a safe, nutritious supply of fresh and processed foods to humans. Students will be introduced to how the food industry and regulatory agencies deal with potential health hazards associated with the ecology and physiology of disease-causing organisms that can be present in food, and how food preservation and processing can extend food availability in a safe manner. This course may not transfer to baccalaureate degrees at the universities in the Nevada System of Higher Education (NSHE).		
<b>NUTR 233</b>	<b>COMMUNITY AND LIFECYCLE NUTRITION</b>	<b>3.00</b>
<i>Prerequisite: NUTR 223.</i>		
This course is designed for students majoring in the Dietetic Technician Program. Application of nutritional principles and practices in health care, public health and community nutrition services including community resources and governmental regulation. Lifecycle nutrition will be studied as it pertains to the general nutritional needs and problems associated with pregnancy, lactation, infancy, childhood, adolescence and the aging population.		
<b>NUTR 243</b>	<b>MEDICAL NUTRITION THERAPY FOR DIETETIC TECHS I</b>	<b>3.00</b>
<i>Prerequisite: NUTR 223.</i>		
A course designed for students in the Dietetic Technician Program or other allied health fields. Nutritional care of individuals, applications of nutrition in the clinical setting and specific disease states and nutrition related care for the patient will be studied. This is one part of a two-part course series.		
<b>NUTR 244</b>	<b>MEDICAL NUTRITION THERAPY FOR DIETETIC TECHS II</b>	<b>3.00</b>
<i>Prerequisite: NUTR 243</i>		
A course designed for students in the Dietetic Technician Program or other allied health field. Nutritional care of individuals, applications of nutrition in the clinical setting and specific disease states and nutrition related care for the patient/client will be studied. This is part of a two-part course series.		

<b>NUTR</b>	<b>253</b>	<b>CULTURAL CONSIDERATIONS IN NUTRITION AND HEALTH CARE</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	Four major non-western cultures are examined regarding cultural norms in the following areas. Cultural attitudes, beliefs and behaviors associated with access to biomedical health care and to traditional health practices (Complementary and Alternative medicine) among different cultural groups. Cultural attitudes, beliefs and behaviors regarding food consumption as it varies across cultural groups. Theoretical and practical approaches to cross cultural communication methods and the meaning of various communication models among groups.		
<b>NUTR</b>	<b>291</b>	<b>NUTRITION INTERNSHIP-FOOD SERVICE</b>	<b>3.00</b>
	<i>Prerequisite: Department Consent Required</i>		
	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).***Department Consent Required***		
<b>NUTR</b>	<b>292</b>	<b>NUTRITION INTERNSHIP-COMMUNITY</b>	<b>3.00</b>
	Prerequisites: NUTR 223, NUTR 233 and approval of the instructor.		
	Supervised experience in a Community Nutrition setting. Application of classroom theories to actual situations. Registration requires approval of the instructor. This course is designed for students majoring in the Dietetic Technician Program. The Practicum provides a total of 150 hours supervised experience in the area of Community Nutrition. The student will interact and apply appropriate nutrition assistance based on the age, health, cultural background and medical needs of the patients/clients. Experience sites may include: senior residence facilities, senior centers, WIC offices, or public feeding programs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).***Department Consent Required***		
<b>NUTR</b>	<b>293</b>	<b>NUTRITION INTERNSHIP-CLINICAL</b>	<b>3.00</b>
	<i>Prerequisite: Department Consent Required</i>		
	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).***Department Consent Required***		
<b>NUTR</b>	<b>298</b>	<b>SPECIAL TOPICS IN NUTRITION</b>	<b>1.00 - 3.00</b>
	<i>Prerequisite: None</i>		
	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).		

0



# OCCUPATIONAL SAFETY AND HEALTH

---

**OSH 101 INTRO TO SAFETY AND HEALTH 3.00**

*Prerequisite: None*

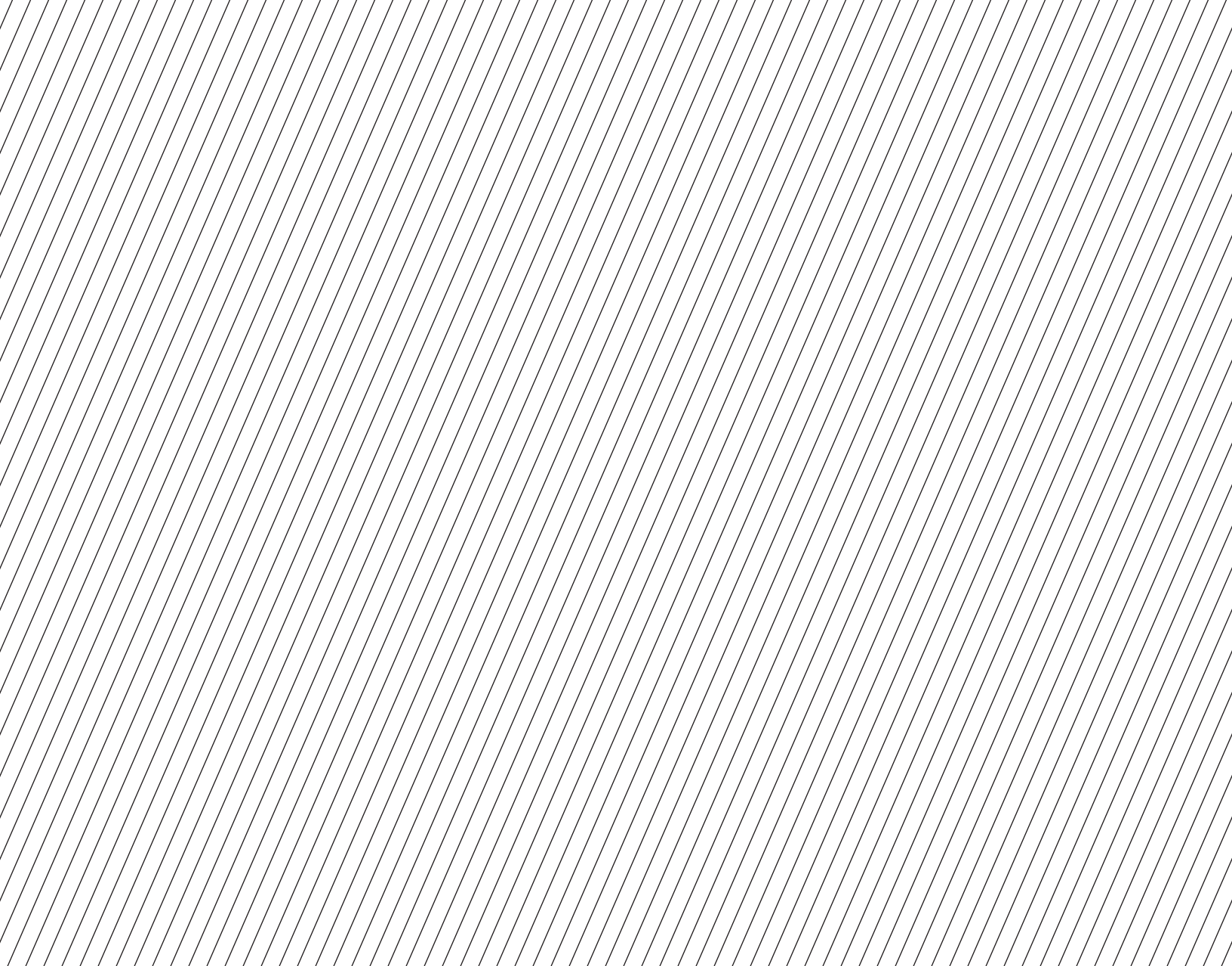
An overview of elements included in a comprehensive accident prevention program. Skill development in accident investigation, record keeping systems, development and presentation of safety training topics and safety awareness programs. OSHA, EPA and workers compensation issues are addressed.

**OSH 222 GENERAL INDUSTRY 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 satisfies 6 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).

P



# PHILOSOPHY

<b>PHIL 101</b>	<b>INTRODUCTION TO PHILOSOPHY</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Basic problems in different areas of philosophy such as ethics, political theory, metaphysics and epistemology.		
<b>PHIL 102</b>	<b>CRITICAL THINKING AND REASONING</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Non-symbolic introduction to logical thinking and everyday life, law, politics, science, advertising; common fallacies; the uses of language, including techniques of persuasion.		
<b>PHIL 114</b>	<b>INTRODUCTION TO SYMBOLIC LOGIC</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Methods and principles of correct reasoning and argumentation with application to the various sciences.		
<b>PHIL 119</b>	<b>INTRODUCTION TO THE OLD TESTAMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>PHIL 135</b>	<b>INTRODUCTION TO ETHICS</b>	<b>3.00</b>
<i>Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.</i>		
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.		
<b>PHIL 198</b>	<b>SPECIAL TOPICS IN PHILOSOPHY</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>PHIL 200</b>	<b>THE JUDEO-CHRISTIAN TRADITION</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>PHIL 201</b>	<b>PHILOSOPHY GOES TO THE MOVIES</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>PHIL 203</b>	<b>INTRODUCTION TO EXISTENTIALISM</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
Readings from Kierkegaard, Nietzsche, Jaspers, Sartre, Heidegger. An examination of the existentialist concepts 'being' and 'nonbeing', 'estrangement', 'dread', 'anxiety' and 'freedom.'		
<b>PHIL 204</b>	<b>INTRODUCTION TO CONTEMPORARY PHILOSOPHY</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>PHIL 207</b>	<b>INTRODUCTION TO SOCIAL AND POLITICAL PHILOSOPHY</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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.		
<b>PHIL 210</b>	<b>WORLD RELIGIONS</b>	<b>3.00</b>
<i>Prerequisite: Completion of or concurrent enrollment in ENG 101 or qualifying English placement score.</i>		
A critical introduction to the nature and practices of various religions. Studies the main moral and religious views of Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, Islam, Jainism, Sikhism. Satisfies TMCC and UNR Diversity requirement.		

<b>PHIL</b>	<b>224</b>	<b>INTRODUCTION TO THE PHILOSOPHY OF SCIENCE</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PHIL</b>	<b>225</b>	<b>INTRODUCTION TO INDIAN PHILOSOPHY</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PHIL</b>	<b>244</b>	<b>BIOETHICS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PHIL</b>	<b>295</b>	<b>TOPICAL ISSUES IN PHILOSOPHY</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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

---

<b>PEX</b>	<b>143</b>	<b>KARATE</b>	<b>1.00 - 2.00</b>
		<i>Prerequisite: None</i>	
		Perform basic karate techniques such as blocks, strikes and kicks, and utilize basic stances while performing these skills using form, focus and control.	
<b>PEX</b>	<b>143A</b>	<b>KARATE, INTERMEDIATE/ADVANCED</b>	<b>1.00</b>
		<i>Prerequisite: PEX 143 or an understanding of elementary Karate techniques.</i>	
		Students will learn to perfect basic karate skills with emphasis on sparring 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.	
<b>PEX</b>	<b>146</b>	<b>SELF DEFENSE</b>	<b>1.00 - 2.00</b>
		<i>Prerequisite: None</i>	
		Enhance your sense of safety and well-being by learning basic self-defense techniques including punches, kicks, grabs and escapes. Increase your awareness of any situation that may be potentially threatening.	
<b>PEX</b>	<b>149</b>	<b>ZUMBA</b>	<b>1.00 - 2.00</b>
		<i>Prerequisite: None</i>	
		ZUMBA is a program that was inspired by Latin music and dance movements including salsa, merengue, reggaeton, samba, flamenco, and cumbia. ZUMBA also infuses a variety of international styles (e.g. West African, bollywood, and hip-hop). Basic principles of aerobic, interval, and resistance training are incorporated into each workout to maximize caloric output, cardiovascular benefits, and total body toning.	
<b>PEX</b>	<b>151</b>	<b>BOXING</b>	<b>1.00 - 2.00</b>
		<i>Prerequisite: None</i>	
		Practice the basic techniques and drills of boxing including punches, footwork, speed, balance and agility. Boxing is an exhilarating cardiovascular workout that will promote physical fitness and injury avoidance.	
<b>PEX</b>	<b>155</b>	<b>FENCING</b>	<b>1.00 - 2.00</b>
		<i>Prerequisite: None</i>	
		Discover the sport and art of foil fencing as you learn the fundamental skills of the sport to include offensive, defensive and counteroffensive techniques along with the international rules governing fencing.	
<b>PEX</b>	<b>155A</b>	<b>FENCING, INTERMEDIATE/ADVANCED</b>	<b>1.00 - 2.00</b>
		<i>Prerequisite: PEX 155.</i>	
		Develop intermediate to advanced fencing skills and learn to apply these skills to strategy, tactics and techniques for bouts and tournaments. Electric fencing will be included.	



<b>PEX</b>	<b>169</b>	<b>YOGA</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: None</i>		
	Yoga is a way of balancing life by uniting body, mind and spirit through the use of postures, movement, breath and breath meditation. Yoga exercises and breathing techniques performed correctly and consistently will promote firm muscles, healthy skin, good posture, flexibility, and coordination. Discover the practice and philosophy of yoga as you develop strength, flexibility and inner awareness through yoga postures and styles, breathing exercises, history, terminology, meditation, relaxation and stress reduction techniques.		
<b>PEX</b>	<b>169A</b>	<b>YOGA, INTERMEDIATE/ADVANCED</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>PEX</b>	<b>170</b>	<b>CARDIO FITNESS</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: None</i>		
	Gain cardiovascular endurance and discover the benefits of a variety of cardiovascular exercises as you learn how to use proper form and execute movement safely. Coordination and muscle strengthening leads to mind body connection, greater flexibility and increased stamina. Step and floor aerobics, boot camp style cardio, kickboxing, strength training, and outdoor fitness are the major formats covered. Pump iron, use resistance tubing, and utilize other equipment that will contribute to your overall fitness.		
<b>PEX</b>	<b>172</b>	<b>BODY CONTOURING AND CONDITIONING</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: None</i>		
	Achieve a total body workout through cardiovascular conditioning, body toning and strength training techniques. Discover a variety of different cardio and toning workouts and learn how to isolate muscles during strength training to benefit your overall fitness and health.		
<b>PEX</b>	<b>173</b>	<b>CIRCUIT TRAINING</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: None</i>		
	Explore proper fitness and strength training techniques and fundamentals, while learning a variety of circuit training workout routines and concepts.		
<b>PEX</b>	<b>174</b>	<b>FITNESS PRINCIPLES AND PRACTICES</b>	<b>1.00 - 3.00</b>
	<i>Prerequisite: None</i>		
	Individuals pursuing a certificate in Personal Training or those with an interest in overall health and wellness will learn about the body systems and functions as related to physical activity. Components of health related fitness and principles of physical fitness, nutrition, weight management, stress management techniques and special populations will be explored.		
<b>PEX</b>	<b>183</b>	<b>WEIGHT TRAINING</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: None</i>		
	Novice lifters who have limited knowledge of strength training principles and fundamentals will increase knowledge about weight room safety, muscle groups, strength training routines, spotting techniques, nutrition, modes of resistance training and proper workout structure.		
<b>PEX</b>	<b>183A</b>	<b>WEIGHT TRAINING ADVANCED</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: PEX 183 or instructor approval.</i>		
	Geared toward intermediate to advanced weight lifters who have knowledge of strength training principles and fundamentals, this course will further enhance techniques learned in the novice program. This course will utilize Canvas as an assist throughout the semester.		
<b>PEX</b>	<b>199</b>	<b>SPECIAL TOPICS</b>	<b>1.00 - 2.00</b>
	<i>Prerequisite: None</i>		
	Various short courses and experimental classes covering a variety of subjects in physical education. The course will be variable credit of one to two depending on the course content and number of hours required. This course may be repeated for up to six credits.		
<b>PEX</b>	<b>207</b>	<b>TOTAL FITNESS AND WEIGHT CONTROL</b>	<b>2.00</b>
	<i>Prerequisite: None</i>		
	Get the tools and information you need to make educated decisions concerning fitness, nutrition and weight control. Topics covered include the principles of fitness, cardiorespiratory endurance, muscular strength and endurance, body composition, nutrition and behavior modification. Class includes both exercise and lecture.		

# PHYSICS

<b>PHYS</b>	<b>100</b>	<b>INTRODUCTORY PHYSICS</b>	<b>3.00</b>
<i>Prerequisite: MATH 120 or higher or qualifying ACCUPLACER, ACT/SAT test results.</i>			
An introductory course covering the basic concepts of physics for non-science majors. Topics include a broad range of topics from both classical and modern physics. Includes four required lab experiences. Satisfies UNR Science core curriculum requirements.			
<b>PHYS</b>	<b>117</b>	<b>INTRODUCTION TO SPACE SCIENCE AND ENGINEERING</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>PHYS</b>	<b>151</b>	<b>GENERAL PHYSICS I</b>	<b>4.00</b>
<i>Prerequisite: MATH 127 or MATH 128.</i>			
An algebra based course in introductory Newtonian Mechanics covering vectors, one and two dimensional kinematics, work and energy, momentum and impulse, rotational dynamics, oscillations, fluids, sound and heat.			
<b>PHYS</b>	<b>152</b>	<b>GENERAL PHYSICS II</b>	<b>4.00</b>
<i>Prerequisite: PHYS 151</i>			
The second semester of an algebra based introductory physics course. The second semester focuses on electromagnetism covering topics of electrostatics, electric fields, electric potential, capacitance, electrodynamics, simple circuits, magneto-statics, magnetic fields, electromagnetic induction, electromagnetic waves, and physical optics.			
<b>PHYS</b>	<b>180</b>	<b>PHYSICS FOR SCIENTISTS AND ENGINEERS I</b>	<b>3.00</b>
<i>Prerequisite: MATH 181</i>			
<i>Co-requisite: PHYS 180L. Students must co-enroll in both PHYS 180 and PHYS 180L to receive credit.</i>			
A calculus based course in introductory Newtonian Mechanics covering vectors, one and two dimensional kinematics, particle dynamics, work and energy, momentum and impulse, rotational dynamics, oscillations, gravitation, fluids, wave properties and sound.			
<b>PHYS</b>	<b>180L</b>	<b>PHYSICS FOR SCIENTISTS/ENGINEERS LAB I</b>	<b>1.00</b>
<i>Prerequisite: MATH 181</i>			
<i>Co-requisite: PHYS 180. Students must co-enroll in both PHYS 180 and PHYS 180L to receive credit.</i>			
Laboratory experiments to accompany PHYS 180.			
<b>PHYS</b>	<b>181</b>	<b>PHYSICS FOR SCIENTISTS AND ENGINEERS II</b>	<b>3.00</b>
<i>Prerequisite: PHYS 180</i>			
<i>Co-requisite: PHYS 181L. Students must co-enroll in both PHYS 181 and PHYS 181L to receive credit.</i>			
The second semester of a calculus based introductory physics course. The second semester covers topics in electromagnetism and thermodynamics including electrostatics, electric fields, electric potential, capacitance, electrodynamics, simple circuits, magneto-statics, magnetic fields, electromagnetic induction, Maxwelli;s equations, electromagnetic waves, physical optics, thermodynamic laws and kinetic theory.			
<b>PHYS</b>	<b>181L</b>	<b>PHYSICS FOR SCIENTISTS/ENGINEERS LAB II</b>	<b>1.00</b>
<i>Prerequisite: PHYS 180</i>			
<i>Co-requisite: PHYS 181. Students must co-enroll in both PHYS 181 and PHYS 181L to receive credit.</i>			
Laboratory experiments to accompany PHYS 181.			
<b>PHYS</b>	<b>182</b>	<b>PHYSICS FOR SCIENTISTS AND ENGINEERS III</b>	<b>3.00</b>
<i>Prerequisite: PHYS 181</i>			
<i>Co-Requisite: PHYS 182L. Students must co-enroll in both PHYS 182 and PHYS 182L to receive credit.</i>			
An introductory course in modern physics covering light and optics, relativity, quantum physics, atoms and molecules, nuclear physics and radioactivity, and the Standard Model and elementary particles.			
<b>PHYS</b>	<b>182L</b>	<b>PHYSICS FOR SCIENTISTS AND ENGINEERS LAB III</b>	<b>1.00</b>
<i>Prerequisite: PHYS 181</i>			
<i>Co-Requisite: PHYS 182. Students must co-enroll in both PHYS 182 and PHYS 182L to receive credit.</i>			
Laboratory experiments to accompany PHYS 182.			
<b>PHYS</b>	<b>198</b>	<b>SPECIAL TOPICS IN PHYSICS</b>	<b>1.00 - 6.00</b>
<i>Prerequisite: None</i>			
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

---

<b>PSC</b>	<b>100</b>	<b>NEVADA CONSTITUTION</b>	<b>1.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PSC</b>	<b>101</b>	<b>INTRODUCTION TO AMERICAN POLITICS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		A survey of American national, state and local governments. Includes Nevada's constitution, government, and contemporary issues. Fulfills US and Nevada Constitution requirements.	
<b>PSC</b>	<b>208</b>	<b>SURVEY OF STATE AND LOCAL GOVERNMENT</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Organization, working principles and functional processes of state and local governments in the United States, including Nevada. (satisfies the Nevada Constitution requirement.)	
<b>PSC</b>	<b>210</b>	<b>AMERICAN PUBLIC POLICY</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PSC</b>	<b>211</b>	<b>COMPARATIVE GOVERNMENT AND POLITICS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PSC</b>	<b>227</b>	<b>INTRODUCTION TO POLITICAL PHILOSOPHY</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PSC</b>	<b>231</b>	<b>INTRODUCTION TO INTERNATIONAL RELATIONS</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PSC</b>	<b>250</b>	<b>THE POLITICS OF INTERNATIONAL TERRORISM</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>PSC</b>	<b>290</b>	<b>INTERNSHIP IN POLITICAL SCIENCE</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>PSC</b>	<b>295</b>	<b>SPECIAL TOPICS IN POLITICAL SCIENCE</b>	<b>3.00</b>
		<i>Prerequisite: PSC 101 or approval of the instructor.</i>	
		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.	
<b>PSC</b>	<b>299</b>	<b>GOVERNMENT INTERNSHIP</b>	<b>3.00 - 6.00</b>
		<i>Prerequisite: PSC 101 plus one Political Science three-credit elective and consent of instructor.</i>	
		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

---

<b>PORT</b>	<b>111</b>	<b>FIRST-YEAR PORTUGUESE I</b>	<b>4.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>PORT</b>	<b>112</b>	<b>FIRST-YEAR PORTUGUESE II</b>	<b>4.00</b>
	<i>Prerequisite: PORT 111 or instructors approval.</i>		
	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.		
<b>PORT</b>	<b>211</b>	<b>SECOND-YEAR PORTUGUESE I</b>	<b>3.00</b>
	<i>Prerequisite: PORT 112 or instructors approval.</i>		
	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.		
<b>PORT</b>	<b>212</b>	<b>SECOND-YEAR PORTUGUESE II</b>	<b>3.00</b>
	<i>Prerequisite: PORT 211</i>		
	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.		

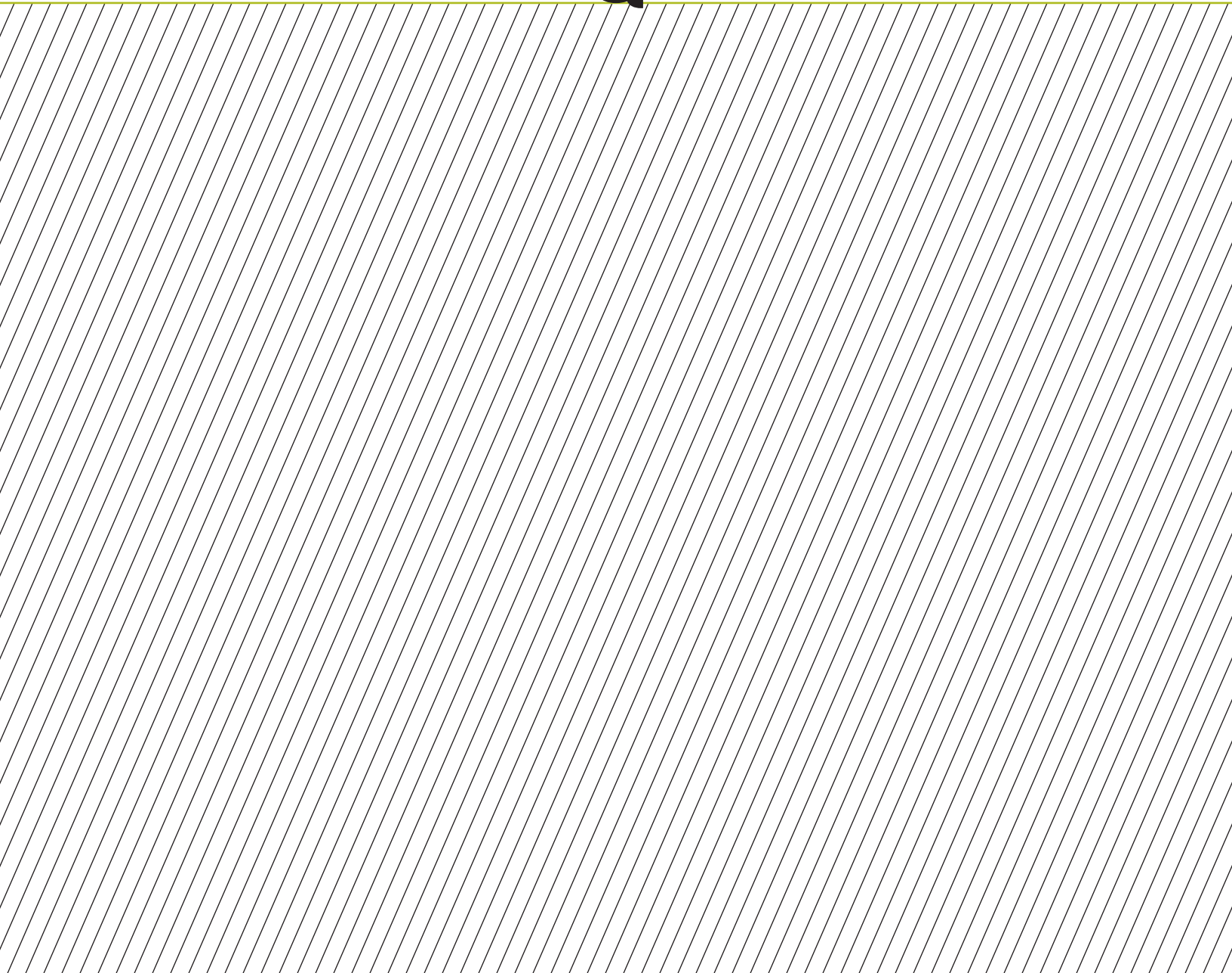
# PSYCHOLOGY

---

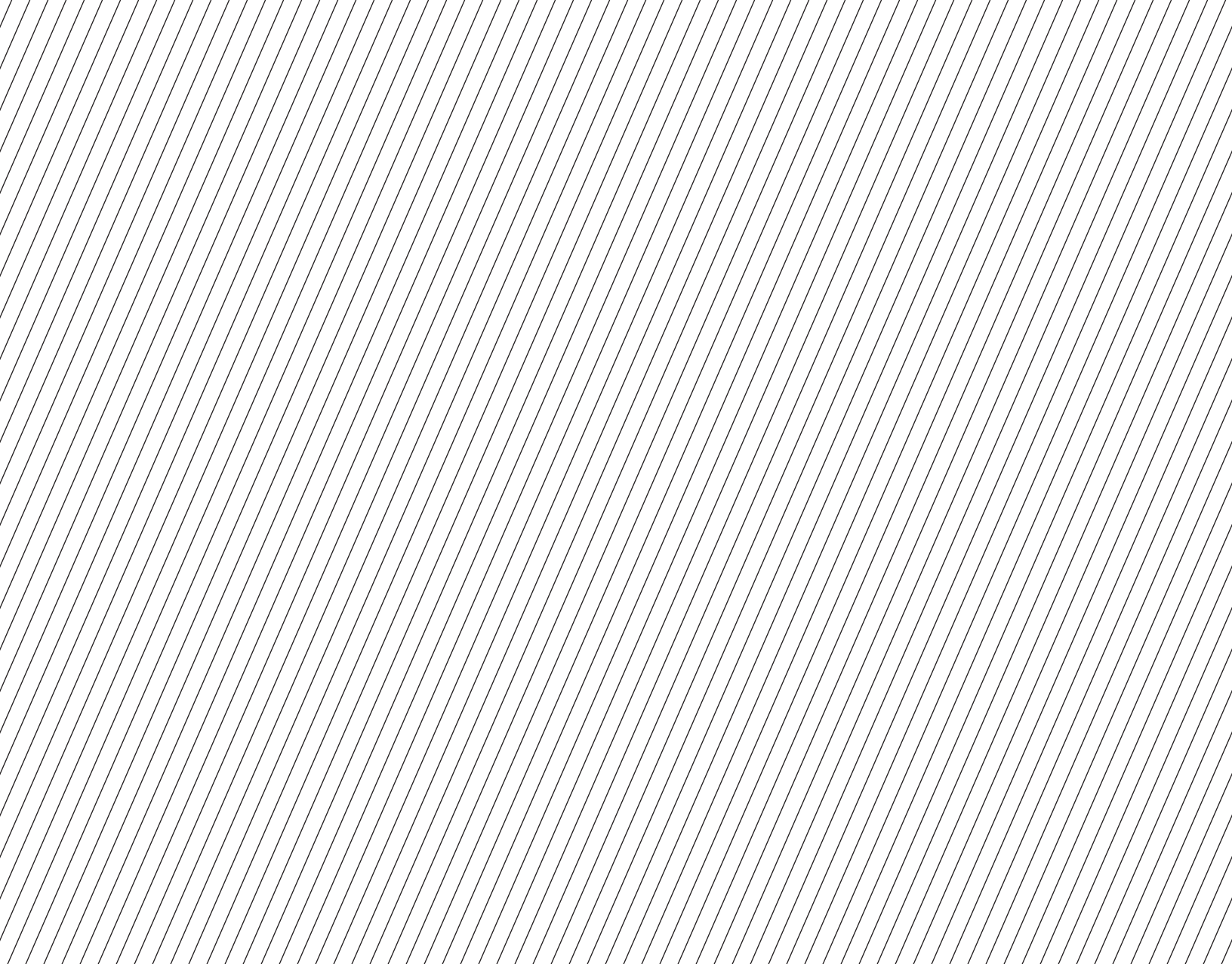
<b>PSY</b>	<b>101</b>	<b>GENERAL PSYCHOLOGY</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	Survey of the basic foundations of psychology with emphasis on psychological theories, research methods and principles of behavior.		
<b>PSY</b>	<b>102</b>	<b>PSYCHOLOGY OF PERSONAL AND SOCIAL ADJUSTMENT</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	Personality adjustment in healthy persons; adjustment techniques and reactions to frustration and conflict in the context of various social groups.		
<b>PSY</b>	<b>130</b>	<b>HUMAN SEXUALITY</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	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.		
<b>PSY</b>	<b>198</b>	<b>SPECIAL TOPICS IN PSYCHOLOGY</b>	<b>1.00 - 6.00</b>
	<i>Prerequisite: None</i>		
	Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>PSY</b>	<b>210</b>	<b>INTRODUCTION TO STATISTICAL METHODS</b>	<b>4.00</b>
	<i>Prerequisite: PSY 101 or SOC 101; MATH 096 or equivalent or qualifying Accuplacer, ACT/SAT test results.</i>		
	Practice with statistical methods especially useful in the presentation and interpretation of psychological, sociological and educational data, includes elementary computer application.		
<b>PSY</b>	<b>228</b>	<b>PSYCHOLOGY OF DREAMS</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	An introduction to the study of dreams through psychological theory, covering etiology and interpretation.		
<b>PSY</b>	<b>233</b>	<b>CHILD PSYCHOLOGY</b>	<b>3.00</b>
	<i>Prerequisite: None</i>		
	A study of the growth and development of the child with special consideration given to theories of learning and personality formation.		

<b>PSY</b>	<b>240</b>	<b>INTRODUCTION TO RESEARCH METHODS</b>	<b>3.00</b>
<i>Prerequisite: PSY 101. Completion of PSY 210 is strongly recommended.</i>			
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.			
<b>PSY</b>	<b>241</b>	<b>INTRODUCTION TO ABNORMAL PSYCHOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
An overview of abnormal psychology with emphasis on symptomology, etiology, diagnosis, treatment and prevention.			
<b>PSY</b>	<b>261</b>	<b>INTRODUCTION TO SOCIAL PSYCHOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>PSY</b>	<b>275</b>	<b>UNDERGRADUATE RESEARCH</b>	<b>3.00</b>
<i>Prerequisite: PSY 210 and PSY 240</i>			
This course is designed to provide experience with conducting empirical research with human subjects. Students will define relevant psychological phenomenon, conduct a literature review, design an experiment, collect and analyze data, and synthesize previous knowledge with new knowledge related to the topic.			
<b>PSY</b>	<b>276</b>	<b>AGING IN MODERN AMERICAN SOCIETY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>PSY</b>	<b>299</b>	<b>SPECIAL TOPICS</b>	<b>1.00</b>
<i>Prerequisite: None</i>			
Research from any field of psychology in which the student is adequately prepared. May be repeated with study of a new problem.			

Q



**R**



# RADIOLOGIC TECHNOLOGY

<b>RAD</b>	<b>101</b>	<b>EXPLORATION OF RADIOLOGY</b>	<b>0.50</b>
	<i>Prerequisite: None</i>		
	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.		
<b>RAD</b>	<b>103</b>	<b>MEDICAL ETHICS</b>	<b>1.00</b>
	<i>Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.</i>		
	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).		
<b>RAD</b>	<b>110</b>	<b>FUNDAMENTALS OF CLINICAL RADIOGRAPHY I</b>	<b>2.00</b>
	<i>Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.</i>		
	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).		
<b>RAD</b>	<b>112</b>	<b>PATIENT CARE AND MEDICAL TERMINOLOGY</b>	<b>2.00</b>
	<i>Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.</i>		
	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).		
<b>RAD</b>	<b>116</b>	<b>RADIOGRAPHY I</b>	<b>3.00</b>
	<i>Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.</i>		
	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).		
<b>RAD</b>	<b>118</b>	<b>RADIOLOGY PHYSICS AND CIRCUITRY</b>	<b>3.00</b>
	<i>Prerequisite: Selection to the Radiological Technology Program and concurrent enrollment in all semester I courses.</i>		
	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).		
<b>RAD</b>	<b>124</b>	<b>RADIOGRAPHIC PHOTO AND TECHNIQUES</b>	<b>3.00</b>
	<i>Prerequisite: Successful completion of all semester I courses.</i>		
	Fundamentals of photographic processes, darkroom equipment, darkroom chemistry, processing solutions and their functions. Types and uses of X-ray film and film holders. Manipulation of exposure factors, principles and practices in technique chart construction and appropriate radiation safety measures. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD</b>	<b>125</b>	<b>CLINICAL RADIOGRAPHY I</b>	<b>2.00</b>
	<i>Prerequisite: Successful completion of all semester I Radiological Technology Program and support courses.</i>		
	A planned clinical experience is provided which gives the student the opportunity to build upon previous clinical experience and apply theoretical principles while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>RAD</b>	<b>126</b>	<b>RADIOGRAPHY II</b>	<b>3.00</b>
	<i>Prerequisite: Successful completion of all semester I courses.</i>		
	Advanced radiographic positioning of vertebral column and skull, demonstration and practice of these more complicated radiographic positions; topographical anatomy, pediatric radiography and film critique are integrated into the specific studies. Five (5) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		



<b>RAD</b>	<b>128</b>	<b>IMAGING EQUIPMENT</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of all semester I courses.</i>			
This course will investigate the evolution of radiographic equipment and provide a knowledge base of routine equipment utilized in modern imaging departments. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>198</b>	<b>SPECIAL TOPICS RADIOLOGIC TECHNOLOGY</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>220</b>	<b>CLINICAL RADIOGRAPHY II</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of all previous Radiological Technology Program courses.</i>			
A planned clinical experience is provided which gives the student the opportunity to improve and perfect clinical skills while applying theoretical principles to radiographic procedures being performed under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>230</b>	<b>CLINICAL RADIOGRAPHY III</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of all previous Radiological Technology Program courses.</i>			
A planned clinical experience is provided which gives the student the opportunity to incorporate the theory presented in RAD 236 (formerly RT 236) and other pertinent courses and expand clinical skills while performing radiographic procedures under supervision of the clinical staff. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>236</b>	<b>RADIOGRAPHIC CONTRAST-ROUTINE EXAMS</b>	<b>2.00</b>
<i>Prerequisite: Successful completion of all previous Radiological Technology Program courses.</i>			
A study of different types of contrast media and how each is used to delineate specific anatomic parts or organs; common radiographic procedures using contrast media; indications; contradictions; patient preparation, care and positions are explained. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>238</b>	<b>RADIATION SAFETY AND PROTECTION</b>	<b>2.00</b>
<i>Prerequisite: Successful completion of all previous Radiological Technology Program courses.</i>			
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).			
<b>RAD</b>	<b>242</b>	<b>RADIOGRAPHY QUALITY MANAGEMENT</b>	<b>1.00</b>
<i>Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.</i>			
A study of health care communications, customer service, quality improvement, team building, health care systems, accreditation issues and present and future health care trends as each relates to the Radiology department's quality assurance programs. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>244</b>	<b>DIAGNOSTIC AND THERAPEUTIC RADIATION</b>	<b>2.00</b>
<i>Prerequisite: Successful completion of all previous Radiological Technology Program courses.</i>			
A survey of medical and surgical diseases employing special radiographic procedures with an introduction to the therapeutic uses of radiation, radium and isotopes; overview of medical pathology selected on the basis of relevance to radiological exams. These lectures are presented by radiologists and other specialists from the affiliated hospitals. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>245</b>	<b>CLINICAL RADIOGRAPHY IV</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of all previous Radiological Technology Program courses.</i>			
A planned clinical experience is provided which gives the student increased responsibility to function more independently under direct and/or indirect supervision while performing radiographic procedures. Progression in the program is dependent on the student demonstrating clinical competence on a specified number of competency evaluations (the number to be identified in the syllabus) and demonstrating continued competence on examinations in which competence has already been demonstrated. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

<b>RAD</b>	<b>247</b>	<b>RADIOGRAPHY QUALITY CONTROL</b>	<b>1.00</b>
<i>Prerequisite: Successful completion of all previous program courses (second year, second semester program student) or ARRT certified radiographer.</i>			
A study of quality control methods are examined and discussed pertaining to the equipment and usage within a radiography department. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>250</b>	<b>CLINICAL RADIOGRAPHY V</b>	<b>3.00</b>
<i>Prerequisite: Successful completion of all previous Radiological Technology Program courses.</i>			
A planned clinical experience is provided which gives the student the opportunity to demonstrate clinical skills in performing competency and continued competency evaluation examinations. These skills should include analysis, synthesis and evaluation of the examinations performed. These experiences will facilitate the transition from student technologist to graduate technologist. At the end of this course, the student will have met all radiographic competency requirements. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>259</b>	<b>SEMINAR IN RADIOGRAPHY</b>	<b>2.00</b>
<i>Prerequisite: Current successful completion of all previous Radiological Technology Program courses or instructor approval.</i>			
A general review and integration of all aspects of medical radiological technology is obtained through the use of simulated registry examination and the use of computer review programs. Preparation for the national A.R.R.T. examination. Two (2) hours of class time per week are required. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>RAD</b>	<b>290</b>	<b>INTERNSHIP IN RADIOLOGIC TECHNOLOGY</b>	<b>1.00 - 6.00</b>
<i>Prerequisite: None</i>			
A course designed wherein students will apply knowledge to real on-the-job situations in a program designed by a company official and a faculty advisor to maximize learning experiences. Available to students who have completed all core and major requirements and have a 2.5 GPA. Contact the appropriate chairperson for the application, screening and required skills evaluation. Up to 12 semester credit hours may be earned on the basis of 100 hours of internship for one credit. The course may be repeated for up to 12 credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

## READING

---

<b>READ</b>	<b>93</b>	<b>READING IMPROVEMENT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Provides improvement in fundamental reading skills, including word-attack skills, vocabulary development, reading comprehension and fluency. You will learn various reading strategies to utilize before, during, and after reading.			
<b>READ</b>	<b>95</b>	<b>READING AND IMPROVEMENT</b>	<b>1.50</b>
<i>Prerequisite: Qualifying high school grade point average, ACCUPLACER Reading Comprehension (RC) score 56-75, or SAT/SAT placement. Co-requisite: ENG 98R</i>			
Reading 95 provides improvement in fundamental reading skills including word identification skills, vocabulary development, reading comprehension and fluency. Students will learn various reading strategies to utilize before, during, and after reading.			
<b>READ</b>	<b>135</b>	<b>COLLEGE READING STRATEGIES</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
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

---

<b>RE</b>	<b>101</b>	<b>REAL ESTATE PRINCIPLES</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
This is the first half of the introduction to real estate. Subjects included are professional organizations, types of property, the law of agency, listing agreements, easements, estates in the land, forms of ownership, legal descriptions, taxation, liens, contract law, deeds, probate, title insurance and recording. It can be taken concurrently with RE 103. Successful completion of RE 101 and RE 103 along with the passage of the Nevada Real Estate Exam qualifies one to become a licensed real estate salesperson in Nevada. This course may be taken for personal interest, for a degree and/or for pre-licensing. This course transfers to the University of Nevada at Las Vegas as FIN 130, Real Estate Principles.			
<b>RE</b>	<b>103</b>	<b>REAL ESTATE LAW AND PRACTICE</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

*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 equivalent or instructor approval or qualifying CAPE placement score.*

For students with elementary knowledge of Russian, this course reviews simple elements of grammar (present, past, and future tenses) and introduces more complex grammatical and syntactical elements. Students expand their vocabulary and knowledge of Russian culture in a classroom setting that emphasizes communication skills.

**RUS 211 SECOND-YEAR RUSSIAN I 3.00**

*Prerequisite: RUS 112 or equivalent or instructor approval or qualifying CAPE placement score.*

An intermediate-level course for students familiar with the basic structure of the Russian language. It begins with a review and moves on to cover more complex grammatical forms. Special attention is paid to improving students' ability to understand spoken Russian and converse on a number of topics pertaining to different times and places.

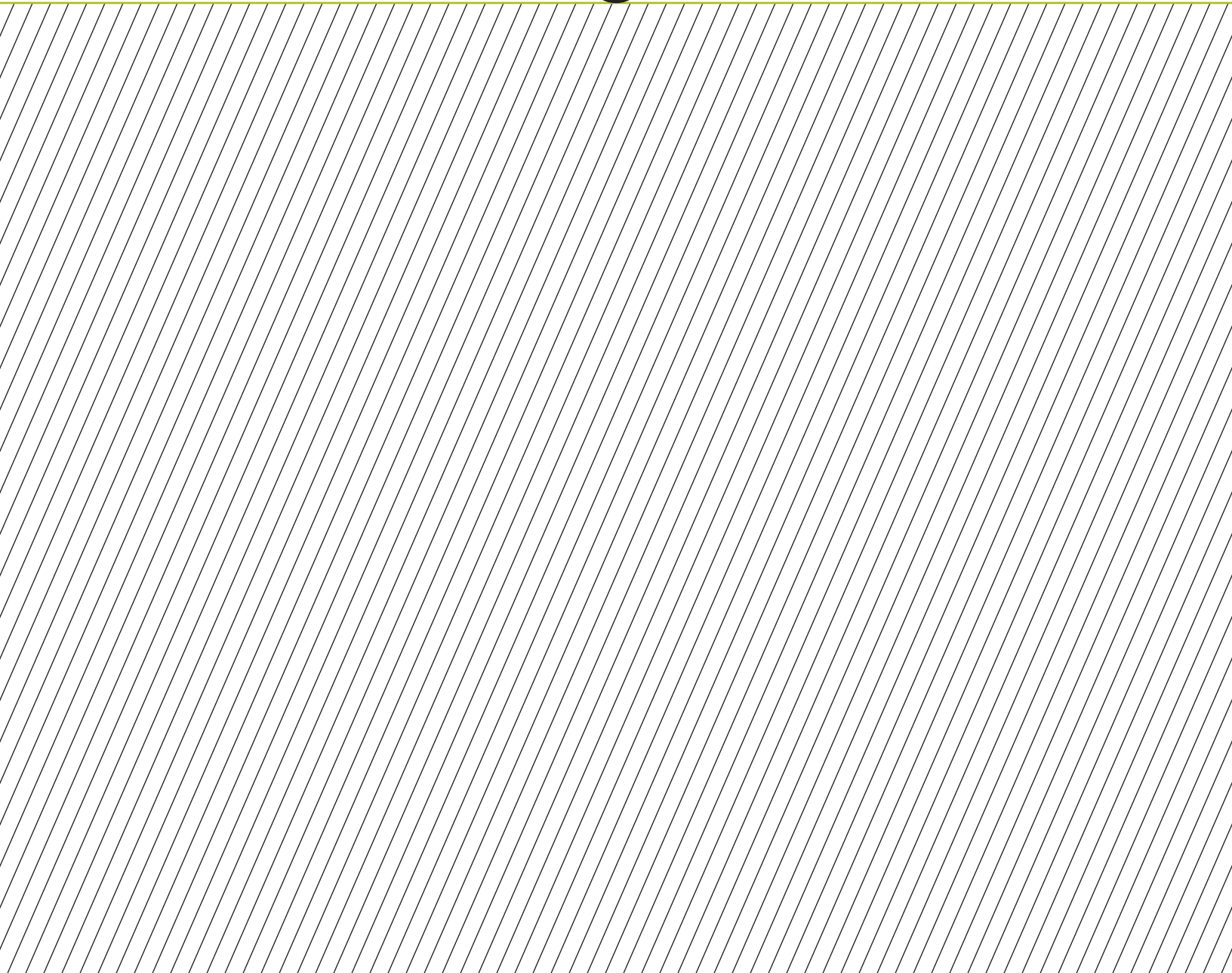
**RUS 212 SECOND-YEAR RUSSIAN II 3.00**

*Prerequisite: RUS 211 or equivalent or instructor approval or qualifying CAPE placement score.*

Intermediate-level study of Russian is continued. A systematic review of grammar is combined with literary and cultural readings. Students acquire the knowledge to meet most practical writing needs (brief descriptive paragraphs, simple letters, and summaries of day-to-day activities). Enhancement of communicative skills through sustained conversation in Russian is emphasized.

**S**

---



# SOCIAL WORK

---

<b>SW</b>	<b>220</b>	<b>INTRODUCTION TO SOCIAL WORK</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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

---

<b>SOC</b>	<b>101</b>	<b>PRINCIPLES OF SOCIOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>102</b>	<b>CONTEMPORARY SOCIAL ISSUES</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>110</b>	<b>CONFLICT RESOLUTION</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>120</b>	<b>HUMAN VIOLENCE: INDIVIDUAL TO GLOBAL-LEVEL CONFLICT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>130</b>	<b>STRUCTURAL VIOLENCE</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>140</b>	<b>CULTURES OF PEACE</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>198</b>	<b>SPECIAL TOPICS IN SOCIOLOGY</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			

<b>SOC</b>	<b>201</b>	<b>PEACE AND CONFLICT</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>205</b>	<b>ETHNIC GROUPS IN CONTEMPORARY SOCIETIES</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>SOC</b>	<b>210</b>	<b>INTRODUCTION TO STATISTICAL METHODS</b>	<b>4.00</b>
<i>Prerequisite: PSY 101 or SOC 101; MATH 96 or equivalent or qualifying Accuplacer, ACT/SAT test results.</i>			
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.			
<b>SOC</b>	<b>240</b>	<b>SOCIAL SCIENCE RESEARCH METHODS</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>SOC</b>	<b>261</b>	<b>INTRODUCTION TO SOCIAL PSYCHOLOGY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>SOC</b>	<b>275</b>	<b>INTRODUCTION TO MARRIAGE AND THE FAMILY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
Sex roles, dating patterns, mate selection, marital interaction; alternative forms of marriage and family life.			
<b>SOC</b>	<b>276</b>	<b>AGING IN MODERN AMERICAN SOCIETY</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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

<b>SPAN</b>	<b>101</b>	<b>BASICS OF SPANISH I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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).			
<b>SPAN</b>	<b>102</b>	<b>BASICS OF SPANISH II</b>	<b>3.00</b>
<i>Prerequisite: SPAN 101.</i>			
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).			
<b>SPAN</b>	<b>111</b>	<b>FIRST YEAR SPANISH I</b>	<b>4.00</b>
<i>Prerequisite: None</i>			
Introduction to basic Spanish language structures and cultural topics with a focus on development of communicative proficiency in listening, speaking, reading and writing. For true beginners only. This course transfers to UNR as SPAN 111.			
<b>SPAN</b>	<b>112</b>	<b>FIRST YEAR SPANISH II</b>	<b>4.00</b>
<i>Prerequisite: SPAN 111 or a Spanish CAPE Placement score over 178.</i>			
Continued introduction to basic Spanish language structures and cultural topics with a focus on proficiency in the four skills as described for SPAN 111. This course transfers to UNR as SPAN 112.			
<b>SPAN</b>	<b>198</b>	<b>SPECIAL TOPICS IN SPANISH</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>SPAN</b>	<b>211</b>	<b>SECOND YEAR SPANISH I</b>	<b>3.00</b>
<i>Prerequisite: SPAN 112, or a Spanish CAPE Placement score of 320 or higher.</i>			
Study at the intermediate level of Spanish language structures and culture with continued emphasis on proficiency in the four skills as described for SPAN 111. This course transfers to UNR as SPAN 211.			
<b>SPAN</b>	<b>212</b>	<b>SECOND YEAR SPANISH II</b>	<b>3.00</b>
<i>Prerequisite: SPAN 211, or a Spanish CAPE Placement score of 347 or more.</i>			
Study at the intermediate level of Spanish structures with an emphasis on writing, reading, and conversation. This course transfers to UNR as SPAN 212. Completion of SPAN 212 satisfies the College of Liberal Arts foreign language requirement.			
<b>SPAN</b>	<b>221</b>	<b>IBERIA AND ITS CULTURES</b>	<b>3.00</b>
<i>Prerequisite: ENG 101 or ENG 113</i>			
Introduction to the nationalities and cultures of Iberia; emphasis on the Spanish state, through geographical, historical, socio-economic and artistic issues. Taught in English.			

**SPAN 222 HISPANIC-AMERICA AND ITS CULTURE 3.00**

*Prerequisite: ENG 101 or ENG 113*

Introduction to the culture and civilization of Hispanic-American nations. Taught in English; no knowledge of Spanish required.

**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.

**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.

## **SURVEYING**

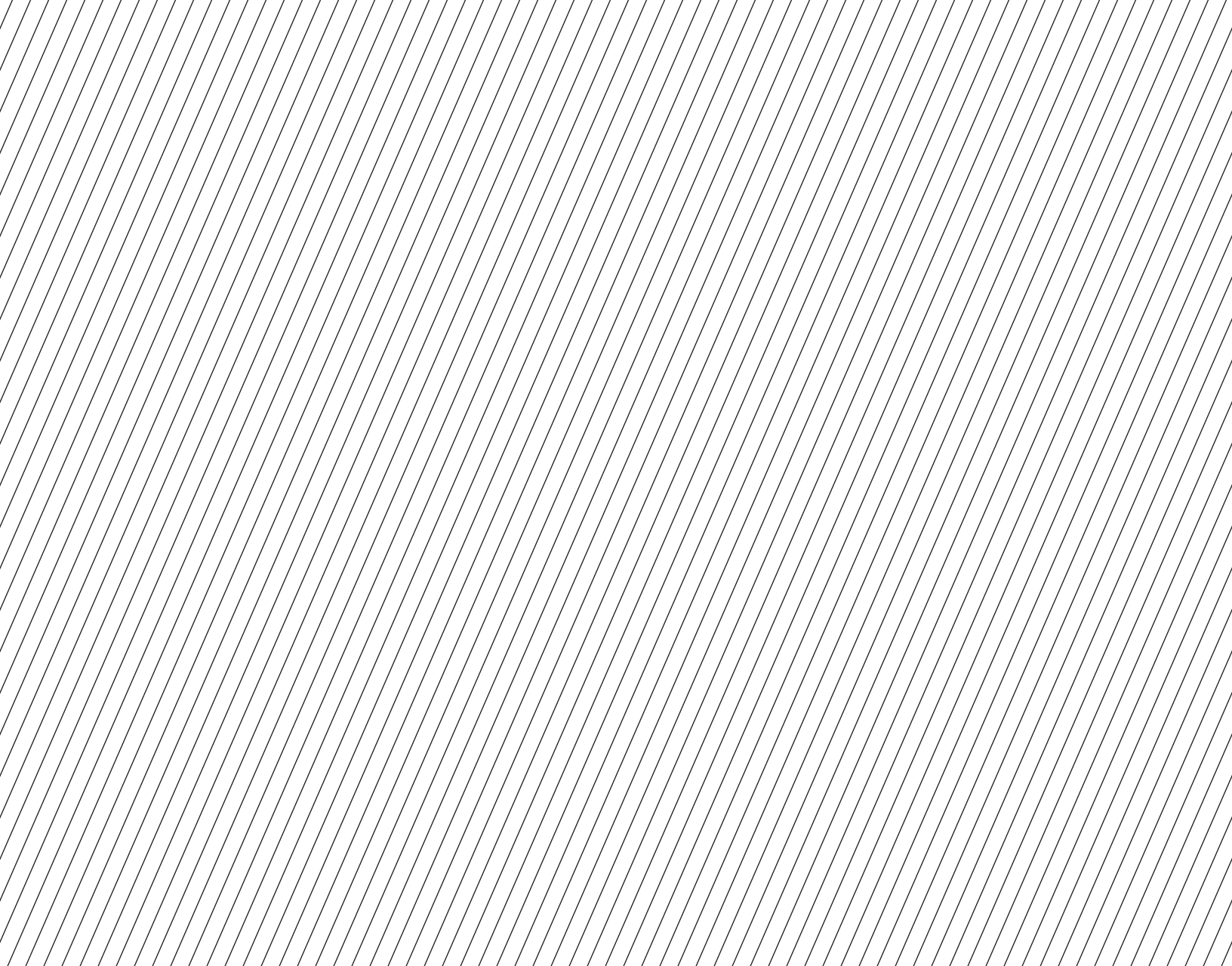
---

**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).

T



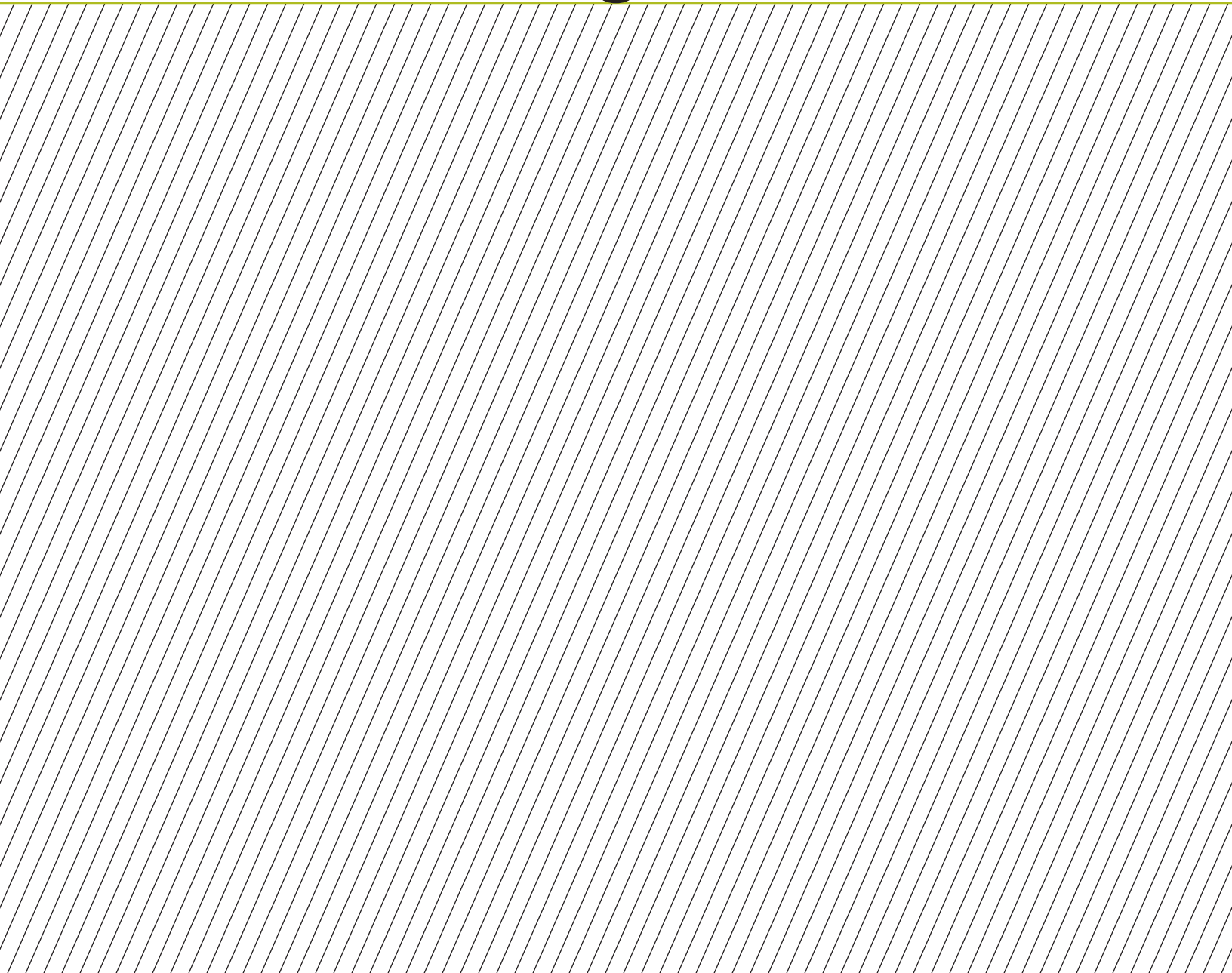


# THEATER

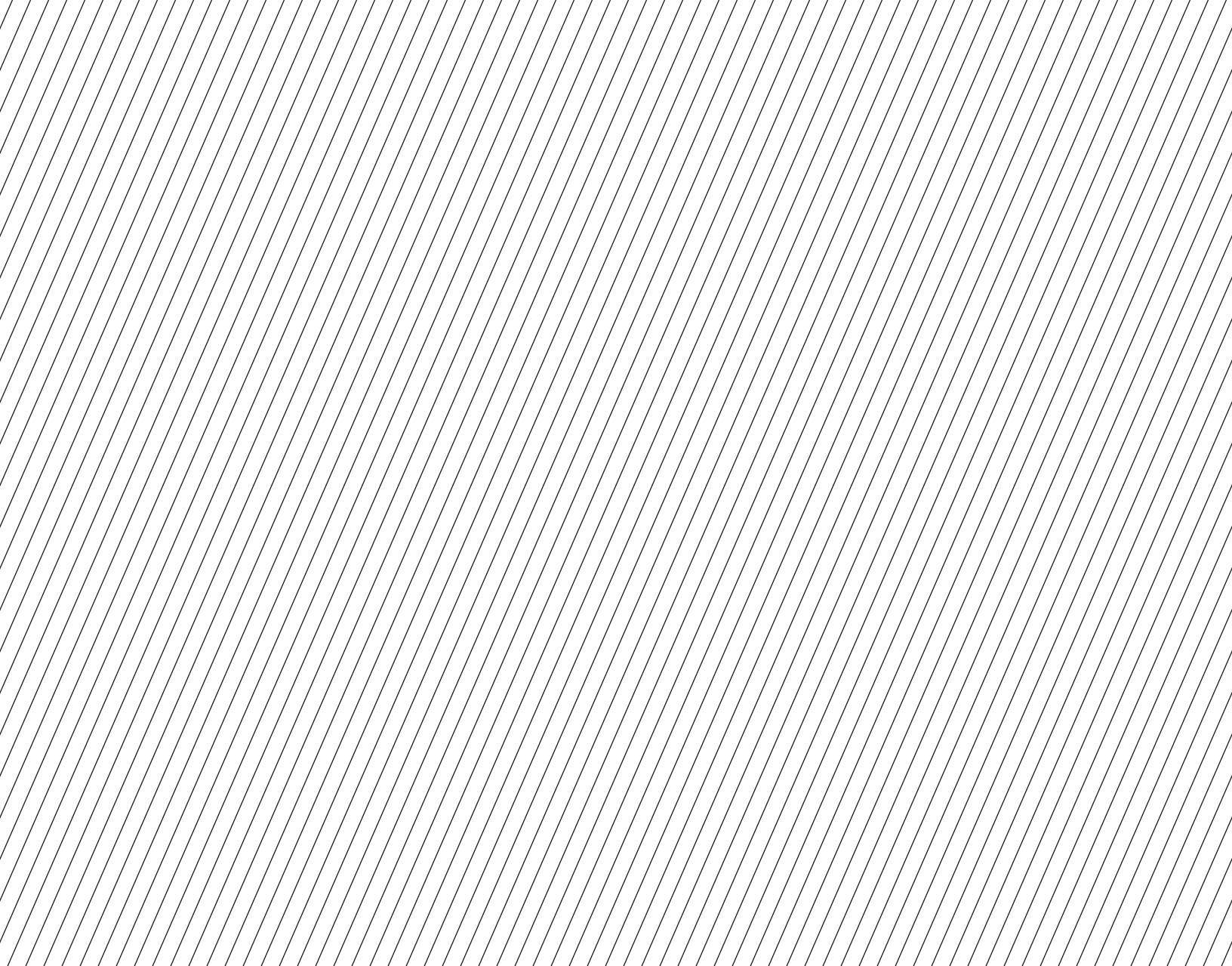
<b>THTR</b>	<b>100</b>	<b>INTRODUCTION TO THEATER</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
A survey course covering a variety of different aspects of theater including play analysis, historical style, play writing, acting, directing, technical theater and more. Representative plays are analyzed from 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.			
<b>THTR</b>	<b>105</b>	<b>INTRODUCTION TO ACTING I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>THTR</b>	<b>116</b>	<b>DANCE STYLES: MUSICAL THEATER</b>	<b>1.00 - 2.00</b>
<i>Prerequisite: None</i>			
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.			
<b>THTR</b>	<b>133</b>	<b>FUNDAMENTALS OF DIRECTING</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>THTR</b>	<b>160</b>	<b>TELEVISION PRODUCTION I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>THTR</b>	<b>161</b>	<b>TELEVISION PRODUCTION II</b>	<b>3.00</b>
<i>Prerequisite: THTR 160 or equivalent.</i>			
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.			
<b>THTR</b>	<b>175</b>	<b>MUSICAL THEATER</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			
<b>THTR</b>	<b>176</b>	<b>MUSICAL THEATER WORKSHOP I</b>	<b>1.00 - 3.00</b>
<i>Prerequisite: None</i>			
Performance of Musical Theater Production.			
<b>THTR</b>	<b>180</b>	<b>CINEMA AS ART AND COMMUNICATION</b>	<b>3.00</b>
<i>Prerequisite: Completion or concurrent enrollment of ENG 101 or equivalent.</i>			
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.)			
<b>THTR</b>	<b>198</b>	<b>SPECIAL TOPICS IN THEATER</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>			
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>THTR</b>	<b>204</b>	<b>THEATER TECHNOLOGY I</b>	<b>3.00</b>
<i>Prerequisite: None</i>			
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.			

<b>THTR</b>	<b>205</b>	<b>INTRODUCTION TO ACTING II</b>	<b>3.00</b>
		<i>Prerequisite: THTR 105 or approval of instructor.</i>	
		Continued work on scenes and on principles of auditioning, role analysis, play rehearsal and problems related to sustaining a stage performance.	
<b>THTR</b>	<b>206</b>	<b>THEATER WORKSHOP: ACTING III</b>	<b>3.00</b>
		<i>Prerequisite: THTR 105 and THTR 205.</i>	
		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.	
<b>THTR</b>	<b>207</b>	<b>LABORATORY THEATER: ACTING IV</b>	<b>3.00</b>
		<i>Prerequisite: THTR 105, THTR 205 and THTR 206 or comparative experience with instructor's approval</i>	
		Intensive and individualized work for advanced acting students. Advanced application of actor training using techniques and philosophies of Stanislavski, Grotowski, Meisner, and Suzuki.	
<b>THTR</b>	<b>209</b>	<b>THEATER PRACTICUM</b>	<b>1.00 - 6.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>THTR</b>	<b>210</b>	<b>THEATER: A CULTURAL CONTEXT</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		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.	
<b>THTR</b>	<b>231</b>	<b>CHILDREN'S THEATER</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Produce plays for child audiences; application of concepts of child development to aesthetic problems of theatre for young audiences through reading, discussion and participation.	
<b>THTR</b>	<b>235</b>	<b>ACTING FOR THE CAMERA</b>	<b>3.00</b>
		<i>Prerequisite: None</i>	
		Introduction to performance in television and film. Basic performance techniques will be explored, culminating in a final project.	
<b>THTR</b>	<b>258</b>	<b>THEATER EXPERIENCE AND TRAVEL</b>	<b>1.00 - 2.00</b>
		<i>Prerequisite: None</i>	
		A field study class in which students travel to an arranged destination for the purpose of play viewing, play study and possible workshop attendance.	
<b>THTR</b>	<b>276</b>	<b>MUSICAL THEATER WORKSHOP II</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: THTR 176 plus audition and/or approval of instructor.</i>	
		Continuation of Performance of Musical Theater Production.	
<b>THTR</b>	<b>290</b>	<b>INTERNSHIP IN SPEECH AND THEATER</b>	<b>1.00 - 8.00</b>
		<i>Prerequisite: None</i>	
		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).	
<b>THTR</b>	<b>295</b>	<b>INDEPENDENT STUDY: THEATER</b>	<b>1.00 - 3.00</b>
		<i>Prerequisite: None</i>	
		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.	

U



V

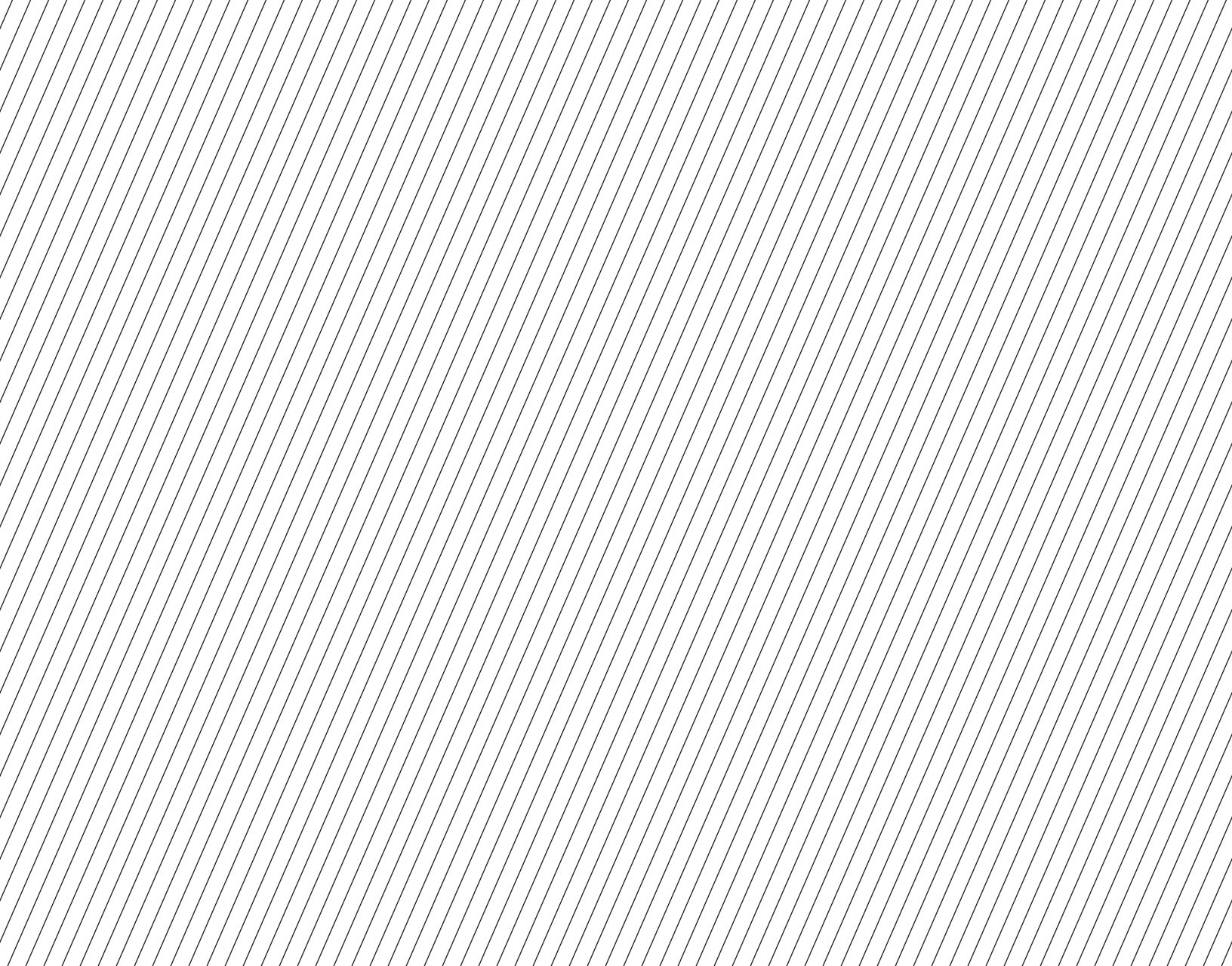


# VETERINARY TECHNOLOGY

<b>VETT</b>	<b>101</b>	<b>INTRODUCTION TO ANIMAL HEALTH TECHNOLOGY</b>	<b>4.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>105</b>	<b>VETERINARY MEDICAL TERMINOLOGY</b>	<b>1.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>110</b>	<b>COMPARATIVE ANIMAL ANATOMY AND PHYSIOLOGY I</b>	<b>4.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>112</b>	<b>COMPARATIVE ANIMAL ANATOMY AND PHYSIOLOGY II</b>	<b>4.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program and successful completion of VETT 110</i>			
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).			
<b>VETT</b>	<b>125</b>	<b>VETERINARY OFFICE PROCEDURES</b>	<b>1.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>128</b>	<b>ANIMAL NURSING</b>	<b>4.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>203</b>	<b>CLINICAL AND GENERAL PATHOLOGY</b>	<b>4.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>205</b>	<b>VETERINARY DIAGNOSTIC IMAGING</b>	<b>2.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>208</b>	<b>LAB ANIMAL SCIENCE AND EXOTICS</b>	<b>2.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			

<b>VETT</b>	<b>209</b>	<b>PARASITOLOGY</b>	<b>2.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>211</b>	<b>ANIMAL NUTRITION</b>	<b>2.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>225</b>	<b>PHARMACOLOGY AND TOXICOLOGY</b>	<b>2.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>227</b>	<b>ADVANCED ANIMAL NURSING</b>	<b>4.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>235</b>	<b>ANESTHESIA, SURGICAL NURSING &amp; DENTAL PROCEDURES</b>	<b>4.00</b>
<i>Prerequisite: VETT 110 and VETT 112. Corequisite: VETT 225. Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>240</b>	<b>LARGE ANIMAL MEDICINE</b>	<b>4.00</b>
<i>Prerequisite: VETT 110 and must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>250</b>	<b>SMALL ANIMAL CRITICAL CARE</b>	<b>3.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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).			
<b>VETT</b>	<b>266</b>	<b>DIRECTED CLINICAL PRACTICES</b>	<b>2.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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 stables. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).			
<b>VETT</b>	<b>267</b>	<b>ADVANCED CLINICAL PRACTICES</b>	<b>2.00</b>
<i>Prerequisite: Must be admitted to the Veterinary Technician Program.</i>			
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 stables. 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).			

W



# WELDING

<b>WELD 101</b>	<b>BASIC METALS</b>	<b>3.00</b>
<i>Prerequisite: None</i>		
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).		
<b>WELD 198</b>	<b>SPECIAL TOPICS IN WELDING</b>	<b>0.50 - 6.00</b>
<i>Prerequisite: None</i>		
Various short courses and experimental classes covering a variety of subjects. The course will be a variable credit of one-half to six credits depending on the course content and number of hours required. The course may be repeated for up to six credits. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 211</b>	<b>WELDING I</b>	<b>3.00</b>
<i>Corequisite: WELD 212. 20/20 vision (corrected), good hand-eye coordination, general good health.</i>		
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 satisfies 4 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 8 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.		
<b>WELD 212</b>	<b>WELDING I PRACTICE</b>	<b>2.00</b>
<i>Prerequisite: WELD 211. May also be taken concurrently with 211.</i>		
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. This course satisfies 3.5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 4 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE)		
<b>WELD 221</b>	<b>WELDING II</b>	<b>3.00</b>
<i>Prerequisite: WELD 101 or 212 or instructor approval. Corequisite: WELD 222.</i>		
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 GMAW (gas metal arc welding) and air carbon arc cutting. This course satisfies 4 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 8 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A.		
<b>WELD 222</b>	<b>WELDING II PRACTICE</b>	<b>2.00</b>
<i>Prerequisite: WELD 221. May be taken concurrently with WELD 221.</i>		
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. This course satisfies 3.5 hours of instruction toward completing the embedded human relations curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course satisfies 4 hours of instruction toward completing the embedded mathematics curriculum requirements, in accordance with Embedded Curriculum Guidelines Option A. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE)		
<b>WELD 225</b>	<b>INDEPENDENT STUDY</b>	<b>1.00 - 6.00</b>
<i>Prerequisite: None</i>		
This course is designed for the student who has a particular interest in welding and wants to concentrate in that area. This is a contractual course. This course may not transfer to a baccalaureate degree of art or science within the universities in the Nevada System of Higher Education (NSHE).		
<b>WELD 231</b>	<b>WELDING III</b>	<b>3.00</b>
<i>Prerequisite: WELD 222 or instructor approval. Corequisite: WELD 232.</i>		
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).

**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: Completion of ENG 98R or equivalent/qualifying ACCUPLACER, SAT, or ACT score. May be taken concurrently with ENG 98R and READ 135.*

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.

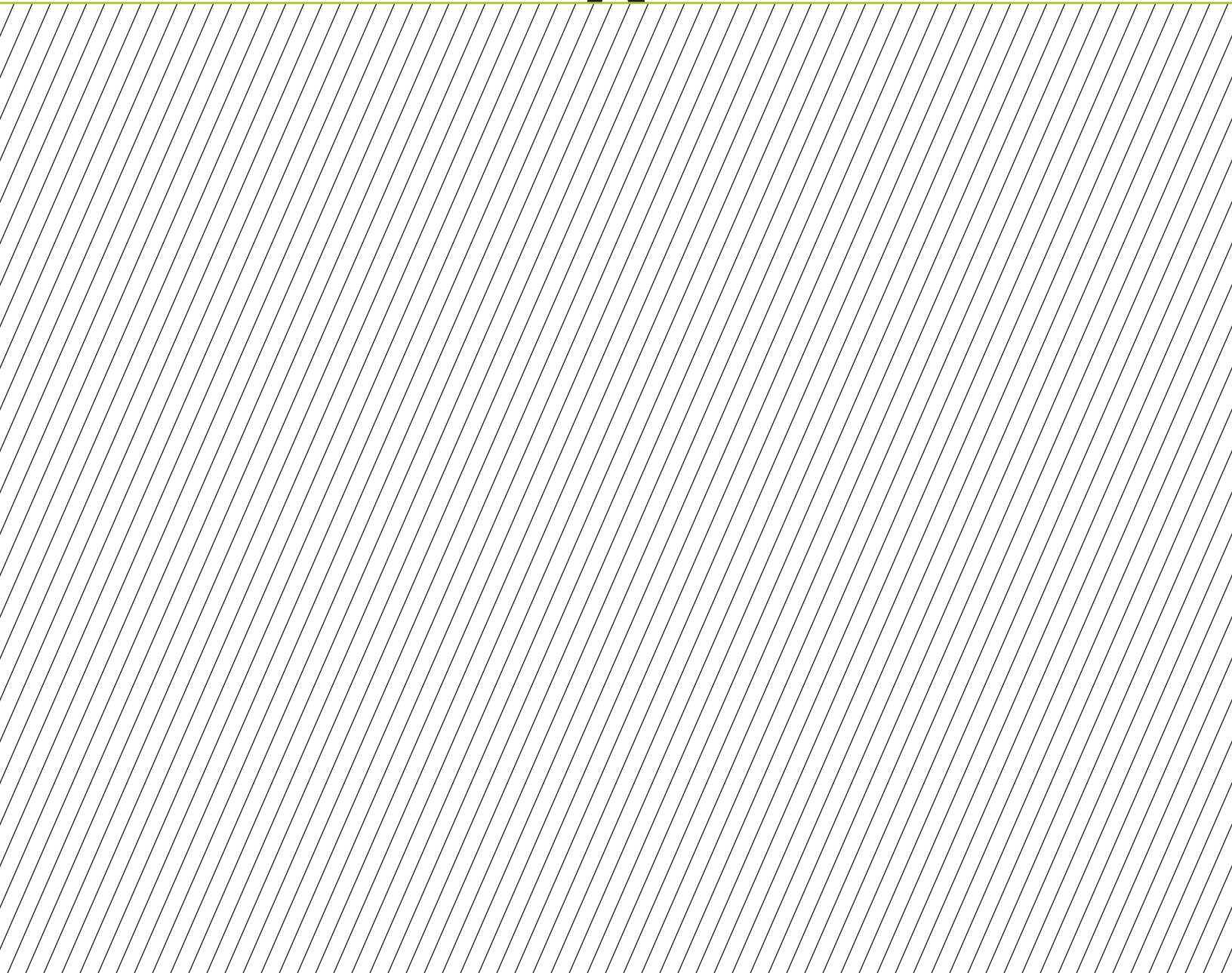
Introduces theory and methods in feminist research and issues from traditional and contemporary perspective.

**WMST 255 THE AMERICAN WOMEN'S MOVEMENT 3.00**

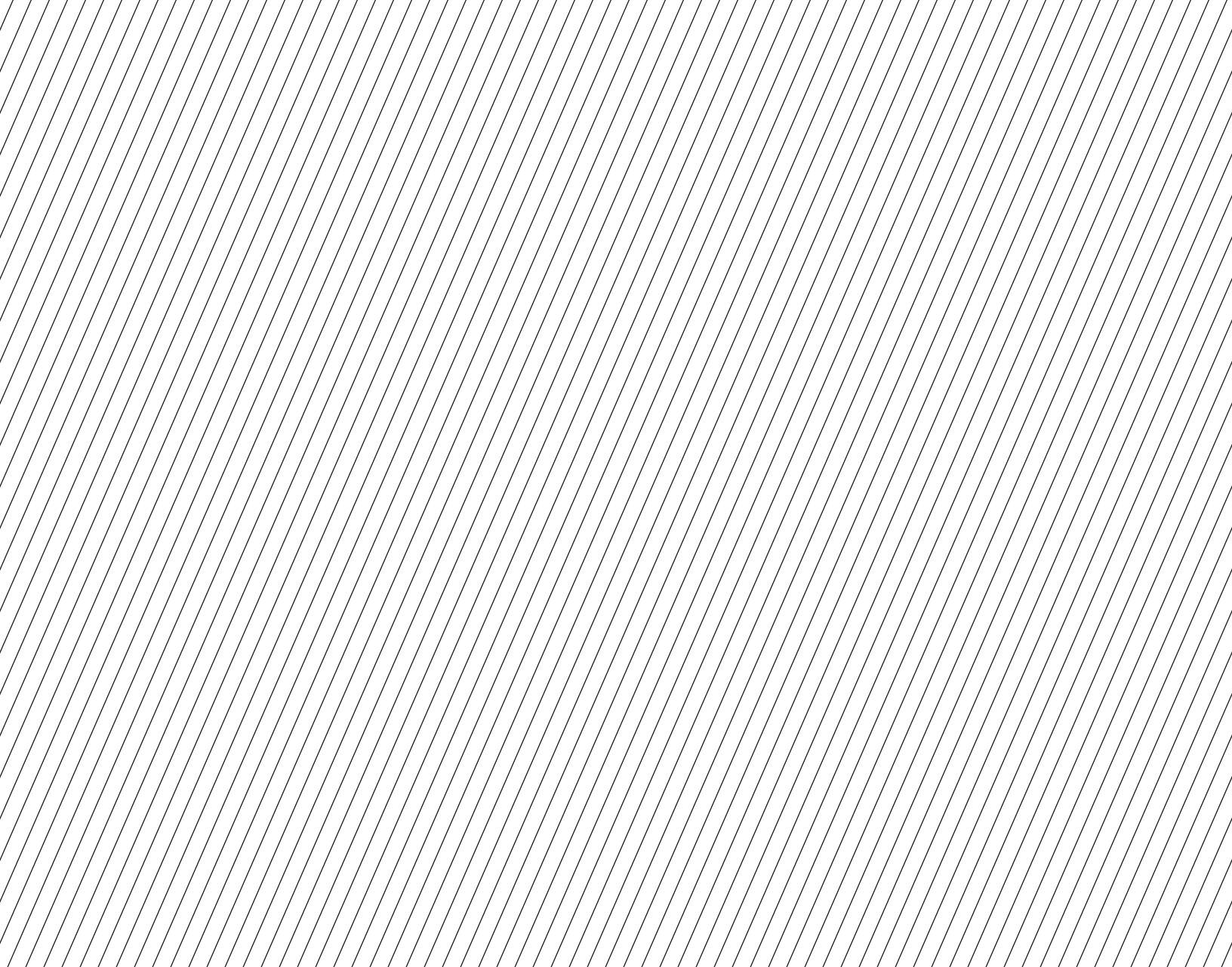
*Prerequisite: ENG 101 completed or concurrently enrolled*

Introduction to American women's history and politics focusing on race, gender, and class relations, and the legal and economic status of women.

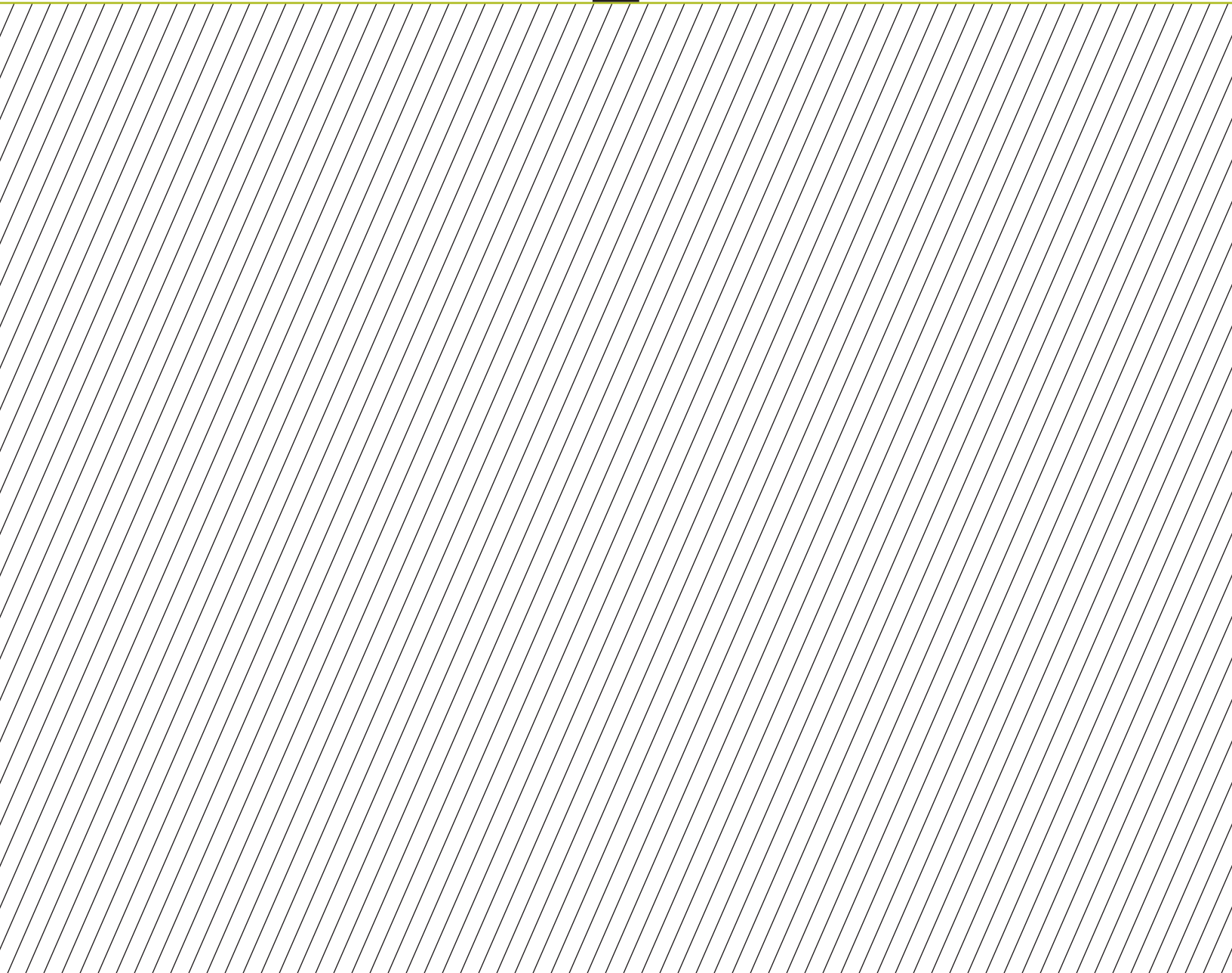
X



Y



**Z**



# FACULTY AND STAFF



**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, TOM**

Network Support Specialist, System Support Services,  
2001  
Truckee Meadows Community College, Reno, NV, A.A.S.

**ALQUIST, SCOTT**

Program Manager, Applied Industrial Technologies, 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.

**ANAYA-AREVALO, GRECIA**

Academic Advisor, Academic Advisement, 2014  
University of Nevada, Reno, NV, B.A.

**ANDERSON, CAL**

Webmaster, Web Services, 2000  
Las Positas College, Livermore, CA, A.A.  
University of Nevada, Reno, NV, B.S.

**ANDERSON, TAMERA**

Web College Support Specialist, Web College, 2014  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.S., M.S.

**ARAGONA, PATRICIA**

Specialist, Technical Sciences Division, 2014  
Orange Coast College, Costa Mesa, CA, A.A.  
California State University, Fullerton, CA, B.A.

**ARMBRECHT, JULIE**

Community College Professor, Reading, 2011  
California Polytechnic State University, San Luis Obispo,  
CA, B.S.  
Arizona State University, Tempe, AZ, M.Ed.

**ARRIGOTTI, MARIA**

Community College Professor, Mathematics, 2005  
University of Nevada, Reno, NV, B.A., M.S.

**B****BADER, DEBORAH**

Community College Professor, Nursing, 2006  
University of Nevada, Reno, NV, B.S.N., M.S.N.

**BAILEY, JONATHAN**

Community College Instructor, Radiologic Technology,  
2014  
The Art Institute of Atlanta, Atlanta, GA, A.A.  
State University of West Georgia, Carrollton, GA, B.A., M.A.

**BAINES, ELIZABETH**

Community College Professor, English, 2002  
University of Nevada, Reno, NV, B.A., M.A.

**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 Professor, 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

**BHATTARAI, SAMEER**

Community College Instructor, Environmental Science,  
2014  
Tribhuvan University, Kathmandu, Nepal, B.S.  
Troy University, Troy, AL, M.S.  
George Mason University, Fairfax, VA, Ph.D.

**BLAQUE, BRIDGETT**

Community College Professor, English, 1984  
University of Nevada, Las Vegas, NV, B.A., M.A.

**BLOMQUIST, AMY**

Academic Advisor, Academic Advisement, 2012  
University of Nevada, Las Vegas, NV, B.S.  
University of Nevada, Reno, NV, 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**

Dean, Sciences Division, 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.

**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.

**BRIGGS, LAURA**

Community College Instructor, Biology, 2006  
University of Nevada, Reno, NV, B.S., Ph.D.

**BROUCHU, GABRIELA**

Community College Instructor, Foreign Languages, 2009  
University of Nevada, Reno, NV, M.A.  
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.

## **BROWN, NATALIE**

Program Director, Academic Advisement, 2013  
University of Nevada, Reno, NV, B.A., M.A.

## **BUBNOVA, ELENA**

Executive Director, Institutional Research, 1999  
University of Kazakhstan, Kazakhstan, B.S.  
University of Nevada, Reno, NV, M.A.

## **BUCKHEART, MONA**

Director, New Student Services, 1989  
University of Nevada, Reno, NV, B.A., M.Ed.

## **BUEHLER, LISA**

Community College Instructor, Accounting, 2014  
Fort Lewis College, Durango, CO, B.A.  
Idaho State University, Pocatello, ID, M.A.  
City University, Bellevue, WA, M.B.A.  
Concord Law School, Los Angeles, CA, J.D.

## **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**

## **CALHOUN, WILMA**

Community College Instructor, Nursing, 2012  
University of Nevada, Reno, NV, B.S.N., M.S.N.

## **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  
California 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.

## **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.

## **CHEUNG, JOSEPH**

Community College Instructor, Computer Technologies,  
2012  
California State University, Sacramento, CA, B.A, M.A.

## **CLEVELAND, DARRYL**

Director, Fire Science and Emergency Medical Services,  
2013  
California State University, Long Beach, CA, B.S.,

## **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.

## **CONNOLLY, TARA**

Academic Advisor, Academic Advisement, 2012  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.A., M.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**

Director, Nursing, 2005  
University of Nevada, Las Vegas, NV, B.S.N.  
University of Phoenix, Reno, NV, M.S.N.

## **CREELMAN, JOHN**

Community College Instructor, Diesel Technology, 2014  
Truckee Meadows Community College, Reno, NV, A.A.S.

## **CROYSBILL, CONSOLACIAN**

Community College Professor, Nursing, 2004  
San Bernardino Valley College, San Bernardino, CA, A.D.N.  
Orvis School of Nursing, University of Nevada, Reno, NV,  
B.S.N., M.S.N.

## **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**

Associate Dean/Chief of Staff, President's Office, 2002  
University of Connecticut, CT, B.A.  
University of Texas-Tyler, TX, M.A.  
University of Nevada, Reno, NV, Ph.D.

## **DALTON, MICHAEL**

Associate, Human Resources, 2012  
Truckee Meadows Community College, Reno, NV, A.A.

## **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**

Interim Program Director, User Support Services, 2001  
University of Nevada, Reno, NV, B.S.

## **DEADMOND, MELISSA**

Associate Dean, Assessment and Planning, 2005  
Albertson College of Idaho, Caldwell, ID, B.S.  
University of Nevada, Reno, NV, Ph.D.

## **DEBOY, KENNETH**

Specialist, System Support Services, 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.

## **DIXON, CRISTA**

Budget Analyst, Budget and Planning, 2014  
University of Nevada, Reno, NV, B.S.

## **DOBBERT, THOMAS**

Interim Chief Information Technology Officer, Information  
Technology, 2001  
Truckee Meadows Community College, Reno, NV, A.G.S.  
University of Phoenix, Reno, NV, B.S.  
University of Nevada, Reno, NV, M.S.

## **DOHERTY, WILLIAM**

Community College Professor, Computer Technologies,  
1990  
University of Nevada, Reno, NV, B.S., M.B.A., Ph.D.

## **DOIRON, JOHN**

Community College Instructor, Industrial Maintenance,  
2015  
Embry Riddle Aeronautical University, Daytona Beach, FL,  
A.S., B.S., M.S.

## **DONOHUE, RAIN**

Coordinator, ABE/ESL, 2013  
University of Colorado, Boulder, CO, B.A.  
School of International Training, Brattleboro, VT, M.A.

## **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 Success 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**

## **EGENBERGER, FRED**

Director, Budget and Planning, 2013  
Methodist University, Fayetteville, NC, B.S.  
Youngstown State University, Youngstown, OH, M.B.A.

## **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.

## **EMERSON, PATRICIA**

Executive Assistant, Finance and Administrative Services, 2012  
University of California, Berkeley, CA, B.A.

## **ENNIS, DAMIEN**

Community College Professor, Mathematics, 2009  
University of Nevada, Reno, NV, B.S., M.S., Ph.D.

## **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'

## **FERRELL, GAIL**

Community College Professor, Mathematics, 1991  
San Diego State University, San Diego, CA, B.A.  
University of Nevada, Reno, NV, M.A., Ph.D.

## **FITZSIMMONS, JOHN**

Librarian, Elizabeth Sturm Library, 1997  
San Diego State University, San Diego, CA, B.A.  
University of Pittsburgh, Pittsburgh, PA, M.L.S.

## **FLESHER, ANNE**

Community College Professor, 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.

## **FORD, BRENDA**

Senior Accountant, Accounting Services, 2012  
University of Nevada, Reno, NV, B.S.

## **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.

## **FREEMAN, TAMERA**

Manager, External Funding and Grants, 2013  
University of Nevada, Reno, NV, B.A.

## **FROCK, ERIN**

Counselor, Counseling, 2007  
University of Nevada, Reno, NV, B.A., M.A.

## **FRUZZETTI, ARMIDA**

Dean, Liberal Arts Division, 1999  
Radford University, Radford, VA, B.A.  
College of William and Mary, Williamsburg, VA, M.A.  
University of Nevada, Reno, NV, Ph.D.

## **FUTIA, ANTHONY**

Deputy Director, Public Safety and Police, 2012  
Jefferson Community College, Watertown, NY, A.A.  
State University of New York, Utica, NY, B.S.  
Boston University, Boston, MA, M.S.  
Glendale University College of Law, Glendale, CA, J.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 Support 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 Operations and Capital Planning, 2006  
University of Nevada, Reno, NV, B.S.

## **GONZALEZ, JOSEPH**

Community College Professor, History, 2007  
Santa Barbara City College, Santa Barbara, CA, A.A.  
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.

## **GRAY, MEEGHAN**

Community College Instructor, Biology, 2012  
California State Polytechnic University, Pomona, CA B.S.  
University of Nevada, Reno, NV, Ph.D.



## GRIFFIN, ROBIN

Community College Professor, English, 2001  
East Carolina University, Greenville, NC, B.A.  
University of Nevada, Reno, NV, M.A.

## GUY, TOMMIE

Computer Technician, User Support 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

Business Process Associate, Accounting Services, 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

## 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

Coordinator, Applied Industrial Technologies, 2002  
Carroll College, Helena, MT, B.A.

## HERNANDEZ, HUMBERTO

Specialist, Academic Advisement, 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 Professor, 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, WA, M.L.S.  
Hastings College of Law, San Francisco, CA, J.D.

## HOCH, MARCIA

Specialist, Counseling, 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.

## HUGHES, ANDREW

Director, Admissions and Records, 2012  
New Mexico Military Institute, Roswell, NM, A.A.  
Arizona State University, Tempe, AZ, B.A.  
Argosy University, Phoenix, AZ, 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.

## IANNACCHIONE, MARCELLA

Coordinator, Re-Entry Center, 2014  
University of Nevada, Reno, NV, B.S.

## ILL, TIMOTHY

Videographer, Marketing & Communications, 2006  
North Dakota State University, Fargo, ND, B.A.

# J

## JAKUS, CYNDI

Coordinator, ABE/ESL, 2004  
Bradley University, Peoria, IL, B.A.  
University of North Texas, Dallas, TX, M.A.

## JARVIS, PATRICIA

Project Coordinator, Web College, 2012

## JENSEN, LARS

Community College Professor, Mathematics, 1996  
University of Copenhagen, Copenhagen, Denmark, M.S.  
University of Pennsylvania, Philadelphia, PA, Ph.D.

## JIA, LESLIE

Coordinator, Financial Aid, 2013  
University of Nevada, Reno, NV, B.S., M.A.

## JIMENEZ-ORTIZ, MARIA

Gear Up Ambassador, Student Outreach, 2014  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.A.

## JOHNSON, TAMMY

Information Technician/AV Operations, User Support Services, 2007

## JORGENSEN, JAY

Specialist, 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

## KATKOVA, OLGA

Community College Instructor, Chemistry, 2014  
D.Mendelev Russian University of Chemical Technology,  
Moscow, Russia, M.S.  
Bowling Green State University, Bowling Green, OH, M.S.

## KAUFMAN, JENNIFER

Specialist, Veterans Upward Bound, 2015  
Sonoma State University, Rohnert Park, CA, B.A.  
University of Nevada, Reno, NV, M.A.

## 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.,  
Ph.D.

## KERSTEN, JENNIFER

Specialist, Veterans Upward Bound, 2014  
University of Pennsylvania, Philadelphia, PA, B.A.  
University of Phoenix, Salt Lake, UT, M.A.

## KIRCHMAN, ROBERT

Community College Instructor, Management, 2012  
Occidental College, Los Angeles, CA, B.A.  
Golden Gate University, San Francisco, CA, M.B.A.

**KIRKPATRICK, KATHLEEN**

Director, Marketing & Communications, 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.

**KUPER, JANICE**

Community College Professor, Nutrition, 1999  
Fontbonne College, St. Louis, MO, B.S.  
Texas Woman's University, Houston, TX, M.S.

**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, WebCollege, 2006

**LAWSON, LOUIS**

Server Operations Supervisor, Application Support Services, 1999  
Microsoft Certified 2001

**LEATHEN, MATTHEW**

Community College Instructor, Chemistry, 2014  
University of Wisconsin, Madison, WI, B.S.  
University of Michigan, Ann Arbor, MI, Ph.D.

**LEVARIO-GUTIERREZ, ESTELA**

Dean, Student Services, 1992  
California State University, Fresno, CA, B.A.  
National University, San Diego, CA, M.S.

**LINGENFELTER, MOLLY**

Community College Professor, English, 2010  
West Valley College, Saratoga, CA, A.A.  
San Jose State University, San Jose, CA, B.A., M.A.  
California State University, Fullerton, CA, Postsecondary Reading and Learning Certification

**LOKKEN, FRED**

Dean, Web College, 1991  
University of Wisconsin-La Crosse, La Crosse, WI, B.S.  
Washington State University, Pullman, WA, M.A.

**LOPEZ, ADRIANA**

Manager, 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.

**LOWE, SHARON**

Community College Professor, History, 1997  
University of California, San Diego, CA, B.A.  
University of Nevada, Reno, NV, M.A.  
Union Institute & University, Cincinnati, OH, Ph.D.

**LUNDAHL, SUSAN**

Computer Support Specialist, User Support Services, 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

**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.

**MCCOOL, SHANNON**

Community College Professor, 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**

Director, 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.

**MCDOWELL, NICOLE**

Program Manager, Workforce Development and Continuing Education, 2013  
California State University, Fresno, CA, B.A.  
Saint Mary's College of California, Moraga, CA, M.Ed.

**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.

**MERANDA, KERI**

Master Teacher, Child Care Center, 2012  
University of Nevada, Reno, NV, A.A., B.S.  
Nova University, Ft. Lauderdale, FL, M.S.

**MESINA, OLGA**

Specialist, Disability Resource Center, 2013  
University of Nevada, Reno, NV, B.A., M.A.  
Texas Tech Health Sciences Center, Lubbock, TX, M.S.

**MILLER, PETER**

Program Director, Financial Aid, 2007

**MILLER, RANDY**

Network Manager, System Support Services, 2001  
Cisco Certified Network Associate, CCNA  
Cisco Certified Design Associate, CCDA  
Foundry Certified Network Engineer, FCNE  
TCP/IP Network Analyst

**MILLER, STACI**

Academic Advisor/Transfer Articulation Coordinator, Academic Advisement, 2012  
San Joaquin Delta College, Stockton, CA, A.A.  
California State University, Stanislaus, CA, B.S.  
University of California, Laverne, CA, M.S.

**MOLT, JOHN**

Program Director, Application Support Services, 2001

**MONTOYA, MICHELLE**

Coordinator, English, 2012  
University of Phoenix, Reno, NV, B.A., M.A.

**MUHLE, JULIE**

Community College Professor, Dental Assisting, 1999  
Truckee Meadows Community College, Reno, NV, A.G.S., A.A.S. C.D.A.  
Eastern New Mexico University, Ruidoso, NM, B.A.

**MURGOLO-POORE, MARIE**

Dean, Business Division, 2007  
California State University, Fullerton, CA, B.A.  
Curtin University of Technology, Bentley, West Australia, Australia, M.C., Ph.D.

**N****NEUENFELDT, ERIC**

Community College Instructor, English, 2013  
California State University, Hayward, CA, B.A., M.A.  
Oklahoma State University, Stillwater, OK, M.F.A.

**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.

**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**

Specialist, Liberal Arts Division, 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'BRYAN-TAFT, JENNIFER**

Specialist, Re-Entry Center, 2013  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Phoenix, Reno, NV, B.S.

**O'GORMAN, DEB**

Director, Workforce Development and Continuing  
Education, 1998  
University of Wyoming, Laramie, WY, B.S., M.B.A.

**OLSEN, JEFF**

Community College Professor, Mathematics, 2003  
Humboldt State University, Arcata, CA, B.S.  
University of California, Davis, CA, M.S.  
University of Oregon, Eugene, OR, M.S.

**OLSON, CHERYL**

Manager, Technical Sciences Division, 2014  
University of Nevada, Reno, NV, B.S.

**OLSON, RICH**

Assistant Director, Human Resources, 2012  
Pennsylvania State University, University Park, PA, B.A.  
University Phoenix, Reno, NV, M.A.

**O'NEAL, NANCY**

Community College Instructor, Business, 2012  
Purdue University, West Lafayette, IN, B.S.  
California Polytechnic State University, San Luis Obispo,  
CA, M.B.A.

**ORTHEL-CLARK, HALEY**

Community College Instructor, Psychology, 2014  
California State University, Chico, CA, B.A.  
Northern Arizona University, Flagstaff, AZ, M.A.

**ORTIZ, ELIZABETH**

Specialist, Disability Resources Center, 2015  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.A.

**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, 2012  
Wayland Baptist University, Plainview, TX, B.S.  
Central Michigan University, Mount Pleasant, MI, M.S.

**PETRY, PERLA**

Academic Advisor, Academic Advisement, 2013  
University of Nevada, Reno, NV, B.S., M.A.

**PIERROTT, CYNTHIA**

Program Manager, ABE/ESL, 2013  
University of Nevada, Las Vegas, NV, B.A.

**PLAGGEMEYER, TED**

Community College Instructor, Engineering, 2005  
University of Great Falls, Great Falls, MT, B.S.  
Montana State University, Bozeman, MT, M.S.

**PORTER, PATTY**

Program Director, Student Outreach, 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.

**PROEBSTEL, WILLIAM**

Specialist, Disability Resources Center, 2015  
University of Nevada, Reno, NV, B.A. M.A.

**PURDY, MELANIE**

Counselor, Counseling, 2007  
University of Nevada, Reno, B.A, M.A, Ph.D.

**R****RAUBOLT, LEE**

Assistant Director, Admissions and Records, 2013  
Embry Riddle Aeronautical University, Prescott, AZ, B.S.,  
M.S.

**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, Oglesby, IL, A.S.  
Bradley University, Peoria, IL, B.S.N.  
University of Nevada, Las Vegas, NV, M.S.N.

**ROBERTS, DAVID**

Executive Director, Facilities Operations and Capital  
Planning, 2006  
University of Florida, Gainesville, FL, B.S.  
Troy State University, Tampa, FL, M.S.

**RODERICK, JAMES**

Community College Professor, English, 1995  
California State University, Northridge, CA, B.A.  
San Francisco State University, San Francisco, CA, M.A.

**RODRIGUE, CRAIG**

Community College Instructor, Culinary, 2010  
California Culinary Academy, San Francisco, CA, Certificate

**ROE, NANCY**

Job Placement Specialist, Applied Industrial Technologies,  
2013  
Southern Nazarene University, Bethany, OK, B.S.

**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, Application Support  
Services, 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.

**SANTOS, LAURE'L**

Community College Instructor, Manufacturing, 2014  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.A., M.A.

**SAWYER, GRETCHEN**

Executive Director, Foundation, 2014  
California State University, Sacramento, CA, B.A.  
California State University, Fullerton, CA, M.S.

**SCARNATI, BRANDY**

Program Director, Web College, 1994  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Phoenix, Reno, NV, B.S.  
University of Nevada, Reno, NV, M.S.

**SCHACHTER, JEREMY**

Associate, Financial Aid, 2015  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, 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.

**SCHOPPE, TRENTON**

Community College Instructor, Welding, 2014

**SCHULZ, MICHAEL**

Community College Instructor, Emergency Medical  
Services, 2014  
Azusa Pacific University, Azusa, CA, B.S.

**SCHUSTER, GINA**

Community College Instructor, Emergency Medical  
Services, 2013

**SCOLLARD, NICOLE**

Analyst, Human Resources, 2003  
Truckee Meadows Community College, A.A., A.S.

**SCOTT, CHERYL**

Assistant Director, Institutional Research, 2003  
Houghton College, Houghton, NY, B.S.  
Indiana University, Indianapolis, IN, M.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

**SHARPE, TRAVIS**

Coordinator, Disability Resources Center, 2014  
William Jessup University, Rocklin, CA, B.A.

**SHIMABUKU, NICOLE**

Coordinator, Student Activities Leadership, 2012  
University of Nevada, Reno, NV, B.A., M.A.

**SIEGEL, NEIL**

Librarian, Elizabeth Sturm Library, 1996  
State University of New York, Albany, NY, B.A.  
Queens College of the City University of New York, New  
York, NY, M.L.S.

**SIMMONS, KYLE**

Community College Instructor, Humanities, 2014  
California State University, Fullerton, CA, B.A.  
St. John College, Santa Fe, NM, M.A., M.A.  
The University of Texas, Dallas, TX, Ph.D.

**SKIBINSKI, GARY**

Manager, Auxiliary Services, 1994  
University of Nevada, Reno, NV, B.A.

**SLOWAN-POMEROY, TINA**

Coordinator, Sciences Division, 2014  
Western Nevada College, Carson City, NV, A.S.  
University of Nevada, Reno, NV, B.S.

**SMILANICK, PHILLIP**

Community College Professor, Accounting, 1991  
Certified Public Accountant  
University of Nevada, Reno, NV, B.S., M.B.A.

**SOLEMSAAS, RACHEL**

Vice President, Finance and Administrative Services, 2011  
De La Salle University, Manila, NA, B.S.  
University of Washington, Seattle, WA, M.S.  
Washington State University, Pullman, WA, Ed.D.

**SORENSEN, RICHARD**

Program Specialist, Workforce Development and  
Continuing Education, 2012  
University of Nevada, Reno, NV B.A.

**SOSNOWSKI, HENRY**

Community College Professor, English, 2006  
University of Nevada, Reno, NV, B.A., M.Ed.

**SOTELO, HENRY**

Community College Instructor, Paralegal/Law, 2001  
University of Nevada, Reno, NV, B.A.  
University of the Pacific, McGeorge School of Law,  
Sacramento, CA, J.D.

**SOUZA, TRAVIS**

Coordinator, Web College, 2001  
Truckee Meadows Community College, Reno, NV, A.A.

**STAGE-ROSENBERG, JULIE**

Community College Professor, Dental Hygiene, 1999  
Northern Arizona University, Flagstaff, AZ, B.S.

**STEINMAN, JOAN**

Director, Retention and Support Programs, 2012  
California State University, Chico, CA, B.A., M.A.  
George Fox University, Newberg, OR, Ph.D.

**STONE, CINDY**

Community College Instructor, Nursing, 2010  
Maysville Community College, Mayville, KY, A.D.N.  
University of Wyoming, Laramie, WY, B.S.N., M.S.N.

**STORMOEN, ADINE**

Coordinator, Mathematics, 2012  
Truckee Meadows Community College, Reno, NV A.A., A.S.  
University of Nevada, Reno, NV, B.A., B.S., M.A.

**STREEPER, STEVEN**

Community College Professor, Economics, 1990  
University of Wyoming, Laramie, WY, B.A., M.S., M.A.

**SULLIVAN, SIDNEY**

Manager, Re-Entry Center, 2004  
University of Montana, Missoula, MT, B.A.

**SUMMERHILL, BRAD**

Community College Professor, English, 2003  
University of Virginia, Charlottesville, VA, B.A.  
University of Arkansas, Fayetteville, AR, M.F.A.

**SWANK, CRYSTAL**

Community College Professor, Early Childhood Education,  
2004  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.S., M.S.

**T****TESTA, FRANK**

Information Technician/AV Operations, User Support  
Services, 2007

**TOTANS, ZACHARY**

Coordinator, Financial Aid, 2014  
Truckee Meadows Community College, Reno, NV, A.A.  
University of Nevada, Reno, NV, B.S.

**TURBOW, SUSAN**

Community College Professor, Early Childhood Education,  
1986  
University of Cincinnati, OH, B.S.  
Michigan State University, East Lansing, MI, M.A.

**V****VEGA, CAMILLE**

Coordinator, Disability Resources Center, 2015  
Skyline College, San Bruno, CA, A.A.  
University of Alaska, Anchorage, AK, B.A.  
Capella University, Minneapolis, MN, M.A.

**W****WADE, LINNEY**

Community College Instructor, Industrial Maintenance,  
2015  
Columbia College, Columbia, MO, B.A.  
University of Phoenix, Phoenix, AZ, M.P.A.

**WALBRIDGE, WILLIAM**

Network Support Specialist, System Support Services,  
2012  
Truckee Meadows Community College, Reno, NV, A.S.  
University of South Carolina, Columbia, SC, B.A.

**WALDEN, RANDAL**

Director, Applied Industrial Technologies, 2014  
Kellogg Community College, Battle Creek, MI, A.A.  
Bellevue University, Bellevue, NE, B.S.  
University of Phoenix, Phoenix, AZ, M.A.

**WALDEN, STEPHANIE**

Research Analyst, Institutional Research, 2014  
University of Alaska Southeast, Juneau, AK, B.S.

**WALKER, SHELLEY**

Systems Accountant, Accounting Services, 2014  
University of Nevada, Reno, NV, B.S.

**WALKER, WILLIAM**

Community College Instructor, Renewable Energy, 2010  
Weber State University, Ogden, UT, B.S., M.B.A.

**WEBB, JASON**

Network Administration Specialist, Application Support Services, 2005  
Truckee Meadows Community College, Reno, NV, A.A.S.  
University of Nevada, Reno, NV, B.S.

**WEIDINGER, CORINA**

Community College Instructor, Visual Arts, 2014  
Academy of Economic Studies, Bucharest, Romania, B.A.  
University of Delaware, Newark, DE, M.A., Ph.D.

**WEISSMAN, SCOTT**

Assistive Technician, Disability Resources Center, 2015  
Black Hills State University, Spearfish, SD, A.A.  
Idaho State University, Pocatello, ID, B.A.

**WELLS, BRIAN**

Community College Professor, Graphic Arts, 2007  
Portland State University, Portland, OR, B.S.  
University of California, Los Angeles, CA, M.F.A.

**WILLIAMS, AMY**

Director, Workforce Development and Continuing Education, 2005  
William Jewell College, Liberty, MO, B.A.  
University of Nevada, Reno, NV, M.S.

**WILLIAMS, DANIEL**

Community College Professor, Biology, 2003  
Arizona State University, Tempe, AZ, B.S., B.A.Ed.  
University of Alabama, Auburn, AL, M.S.

**WILLIAMS, RICHARD**

Program Director, Accounting Services, 2010  
California State University, Chico, CA, B.S.

**WILSON, LINDSAY**

Community College Professor, English, 2006  
University of Idaho, Moscow, ID, M.F.A.  
University of Wyoming, Laramie, WY, B.A., M.A.

**WINSLOW, NADINE**

Executive Assistant, Presidents Office, 2005  
California State University, Sacramento, CA, B.A.  
Westminster College of Salt Lake, UT, Paralegal Certificate

**WINSTON, JAMES**

Community College Professor, Mathematics, 1986  
University of California, Berkeley, CA, B.A.  
San Jose State, San Jose, CA, M.S.

**WITZLEBEN, ANNE**

Community College Professor, ESL, 2005  
Santa Clara University, Santa Clara, CA, B.A.  
University of Nevada, Reno, NV, M.A.

**WOEHR, CHERYL**

Counselor, Counseling, 1985  
California State University, Chico, CA, B.A., M.A.

**WONDER, DOLORES**

Community College Professor, Nursing Assistant, 2008  
Loyola University, Chicago, IL, B.S.

**WONG, KELLEY**

Specialist, Re-Entry Center, 2013  
University of Nevada, Reno, NV, B.A., M.B.A.

**WRAY, CAROLYN**

Community College Professor, Theater, 1991  
Cal State University, Fullerton, CA, B.A., M.A.  
University of Nevada, Reno, NV, M.A.

**WURM, SHANRON**

Director, Financial Aid, 2011  
University of Nevada, Reno, NV, B.S., M.S.

**Y****YIM, SOPHIA**

Technical Assistant, ABE/ESL, 2013  
University of Nevada, Reno, NV, B.A.

**Z****ZAHEDNI, MITRA**

Technical Assistant, ABE/ESL, 2006

**ZIDECK, STEPHEN**

Community College Professor, Mathematics, 1983  
University of Nevada, Reno, NV, B.S.

**FACULTY EMERITUS****ALVES, AMY**

Executive Assistant, Academic Affairs, 1991

**ANTUNEZ, ELLIS**

Community College Professor, Architecture, 1988

**ASHTON, MARJORIE**

Community College Professor, Accounting, 1995

**AULSTON, EARL**

Controller, Controllers Office, 1990

**AYARBE, JOSEPH †**

Director, Financial Aid and Student Employment, 1969

**BAINES, WILLIAM**

Community College Professor, Humanities, 1976

**BARNES, FRANK †**

Department Chair, Public Service, 1977

**BENNETT, ANNE-LOUISE**

Executive Director, Foundation & Institutional Advancement, 1981

**BOARDMAN, DAVID**

Community College Professor, Environmental Control Technology, 1985

**BOCCHESI, VERONICA †**

Community College Instructor, Nursing, 1977

**BOME, MARGARET †**

Community College Professor, English, 1984

**BOWEN, CHARLOTTE**

Counselor, Counseling, 1973

**BOWES, BARBARA**

Community College Professor, Nursing, 1990

**BRAND, RICHARD †**

Vice-President, Academic Affairs, 1988

**BRYCHTA, THERESE**

Community College Professor, English, 1980

**BURNHAM, FRANK**

Director, Planning and Administrative Services, 1972

**BUTTON, DOROTHY**

Community College Instructor, Nursing, 1978

**CASERTA, JOHN †**

Dean, Adult and Community Education, 1974

**CHALMERS, ESTHER †**

Community College Instructor, Nursing, 1973

**CHISM, BARBARA**

Community College Professor, Business, 1983

**CHISM, JOHN**

Community College Professor, Management, 1978

**CHRYSANTHOU, JUANITA**

Vice President, Student Services, 2004

**CLAYBROOK, JAMES † †**

Counselor, Counseling 1974

**CLEVINGER, 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
- LICATA, RIC** † †  
Community College Professor, Architecture, 1998
- LINDEKEN, MARSHA**  
Director, Human Resources, 1991
- LOVE, MARY**  
Community College Professor, Nursing, 1982
- LOVETT, L.D.**  
Counselor, Education Centers' Student Services, 1973
- LUCCHESI, KATHLEEN**  
Dean, Student Services, 1987
- LUCCHESI, LEON**  
Community College Professor, Electronics, 1987
- MACDONALD, SCOTT**  
Director, Advanced Technology, 1985
- MARBLE, WILLIAM**  
Manager, Information Technology Operations, 1991
- MARGERUM, DONNA**  
Acting Director, Community Services/General Studies, 1991
- MARTIN-MATHEWS, BERNICE**  
Director, Nursing and Health Sciences, 1971
- MATHISEN, JACQUELINE**  
Counselor, Counseling, 1983
- MCCLURE, DANIEL** †  
Counselor, Counseling, 1987
- MCKNIGHT, RUTH** † †  
Counselor, Counseling, 1997
- MEHM, WILLIAM**  
Community College Professor, Biology, 2005
- MENTZER, ALAN**  
Community College Professor, Criminal Justice, 1994
- METCALF, CAROL** †  
Community College Professor, Nursing, 1989
- MIDDLEBROOKS, DELORIS**  
Community College Professor, Nursing, 1973
- MULDER, HELEN**  
Cooperative Education, 1973
- MUNSON, BERT** † †  
Dean of Instruction, 1972
- NAUMER, CAROLA** † †  
Community College Professor, Visual Arts, 1999
- 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

**SLAVIN, PATRICIA**

Associate Dean, President's Office, 1983

**SMITH, LAURIE**

Special Projects Liaison, Workforce Development and Continuing Education, 1987

**STROUB, DEE †**

Division Chair, Social Sciences, 1972

**STUBBS, MARY**

Community College Professor, Nursing Assistant, 1997

**STURM, ELIZABETH †**

Director, Learning Resource Center, 1976

**SUSSMAN, JENNIFER**

Specialist, Human Resources, 1992

**SWINNEY, KERRY**

Community College Professor, Emergency Medical Services, 1977

**TAVERNIA, GEORGE**

Director, Administrative Services, 1972

**TOOKE, THOMAS**

Counselor, Counseling, 1989

**TRETEN, BRAD**

Community College Professor, Accounting, 1979

**TURNER, BEVERLY**

Community College Professor, Foreign Language, 1990

**TUTEUR, LAWRENCE**

Associate Dean, Instruction, 1991

**TWITCHELL, BARBARA**

Director, Re-Entry Center, 1994

**TWITCHELL, WIRT**

Director, Academic Advisement and Career Services, 1988

**VELTRI, ANNA**

Counselor, Counseling, 1984

**WALKER, LLOYD**

Community College Professor, Architectural Design, 1985

**WEBB, LAURA**

Director, Dental Hygiene, 1998

**WILKINS, DAVID †**

Community College Professor, Mathematics, 1978

**WINSLOW, CHRISTOPHER**

Chief Information Technology Officer, Information Technology, 1998

**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

*Board of Regents Handbook, Title 4, Chapter 16, Section 19*

### 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(s) 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. Student's signature on application form allows TMCC to release transcript to home high school at the end of the term.
3. Students must be eligible high school juniors (GPA 3.0) or seniors (GPA 2.5).
4. Student must meet all course prerequisites.
5. Students pay for all costs of college enrollment, including the application fee, class fees and textbook costs.

### STUDENTS BELOW JUNIOR LEVEL

1. Students below the junior level may register in workforce development classes for audit.
2. Academically talented students below junior level may take academic classes on a case-by-case basis upon review of transcripts, ACT/SAT scores, grade reports or other evidence of academic aptitude. Evidence is reviewed and student is interviewed by the director of advising for approval.

### STUDENTS EXCUSED FROM COMPULSORY ATTENDANCE (HOME SCHOOLED)

1. Students provide a letter from the school district stating they have been excused from compulsory attendance and proof of level of education (grade level).
2. Students below junior level follow same criteria as listed above. See "Students Below Junior Level."

### SPECIAL ADMISSIONS

1. Students who do not qualify for any of the above programs or who have special circumstances can be considered for admission on a case-by-case basis by presenting grades, test scores, courses taken, recommendations, etc. to the director of Admissions and Records and director of advising.

### TMCC HIGH SCHOOL

1. TMCC High School students must follow the admissions procedure and complete the admission form. For more information, contact TMCC High school at 775-674-7660.

## COMMUNITY COLLEGE ADMISSION OF INTERNATIONAL STUDENTS

*Board of Regents Handbook, Title 4, Chapter 16, Section 26*

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). 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. Intensive English Language Center (IELC) at UNR or,
    - II. International TOEFL score of at least 61 (iBT) or 500 (PBT). (Institution code: 4960).
    - III. Completion of ENG 113 or ENG 101 (or equivalent) at a U.S. college or university.
    - IV. Passing scores in the reading and writing sections of the U.S. high school proficiency examinations.
    - V. International English Language Testing System (IELTS - must be academic version) with an equivalency score of 6.
    - VI. Scholastic Aptitude Test (SAT) score of 500 or higher on the Critical Reading (formerly Verbal) section. College Board Code: 1096.
    - VII. American College Testing (ACT) score of 21 or higher. College Code: 2499.

**Exemption:** Students coming from the following English-speaking countries are exempt from the English language testing requirements: Australia, Bahamas, British Guyana, Canada (except for Quebec), Ireland, Jamaica, New Zealand, St. Vincent, Trinidad and Tobago, and United Kingdom.

- 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.

## APPENDIX B

### REGULATIONS FOR DETERMINING RESIDENCY AND TUITION CHARGES

*Board of Regents Handbook, Title 4, Chapter 15, Section 1*

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

*Board of Regents Handbook, Title 4, Chapter 165 Section 2*

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 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

*Board of Regents Handbook, Title 4, Chapter 15, Section 3*

1. Tuition shall not be charged to current enrollees or graduates of a Nevada high school.
2. Tuition shall not be charged to returning students who had established an exemption from charges at any NSHE institution in their prior enrollment period.
3. Tuition shall be charged to nonresident students, except that at the community colleges no tuition shall be charged for registration in community service courses which are not state funded.
4. Tuition shall not be charged to a professional employee, classified employee, postdoctoral fellow, resident physician or resident dentist of the Nevada System of Higher Education currently employed at least half time, or the spouse or dependent child of such an employee.
5. Tuition shall not be charged to a graduate student enrolled in the Nevada System of Higher Education and employed by the System in support of its instructional or research programs, only during the period of time of such employment.
6. Tuition shall not be charged to a member of the Armed Forces of the United States on active duty, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or to a person whose spouse, family or legal guardian is a member of the Armed Forces of the United States stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, including a Marine currently stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, California, or domiciled in Nevada. The spouse, child or legal guardian of the member shall not be charged tuition. If the spouse, child or legal guardian of the member was enrolled prior to the reassignment and remains continuously enrolled at an NSHE institution.
7. Tuition shall not be charged to a veteran of the Armed Forces of the United States who was honorably discharged and who on the date of discharge was on active duty stationed in Nevada, including a marine stationed at the Marine Corps Mountain Warfare Training Center at Pickle Meadows, California pursuant to military orders.

8. Except as otherwise provided in Subsection 7 of this Section, tuition shall not be charged to a veteran of the Armed Forces of the United States who was honorably discharged within the two years immediately preceding the date of matriculation of the veteran at any NSHE institution. It will be necessary to supply documentation (DD214, copy 4) in support of the student's discharge date and character of service.
9. Tuition shall not be charged to a student enrolled in the University Studies Abroad Consortium or in the National Student Exchange Program, only during the period of time of such enrollment. Time spent in Nevada while a student is in the National Student Exchange Program shall not be counted towards satisfying the residence requirement Section 4, Paragraph 2 below, nor shall enrollment through the Consortium or the Exchange Program be included in the "date of matriculation" for evaluation of Nevada residency.
10. Tuition shall not be charged to members of federally recognized Native American tribes, who do not otherwise qualify as Nevada residents, and who currently reside on tribal lands located wholly or partially within the boundaries of the State of Nevada. (B/R 8/04)

## EXCESS CREDIT FEE (EFFECTIVE FALL 2014)

1. A 50 percent excess credit fee on the per-credit registration fee shall be charged to a student who has accrued attempted credits equal to 150 percent of the credits required for the student's program of study. The excess credit fee shall be imposed on registration fees charged in the current semester and in subsequent semesters, including Summer terms, where a student's cumulative credit hour total exceeds 150 percent of the credits required for the student's program of study.
2. Credits from previously earned degrees or certificates shall be excluded from the 150 percent credit calculation.
3. Institutions shall establish an appeals process and may exclude from the 150 percent calculation the following:
  - a. Credits earned through examinations for determining credit for prior learning as authorized in Title 4, Chapter 14;
  - b. Credits attempted while enrolled as a high school student if those credits do not meet the degree requirements for the student's program of study;
  - c. Credits attempted at an institution outside NSHE if those credits do not meet the degree requirements for the student's program of study;
  - d. Credits attempted for remedial courses;
  - e. Dissertation credits; and
  - f. Other credits determined by the institution as inappropriate for the 150 percent credit calculation.
4. Community Service and non-credit bearing continuing education courses are not subject to the provisions of this section. Credits for post-baccalaureate and post-masters certification courses are also not subject to the provisions of this section.

## RESIDENT STUDENTS

*Board of Regents Handbook, Title 4, Chapter 15, Section 4*

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 12 months immediately prior to the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment.
  - a. Evidence of 12 months physical, continuous presence in the State of Nevada prior to the date of matriculation (examples of evidence include a lease agreement, rent receipts, utility bills).
  - b. The student's tax return for the most recent tax year, indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year that indicates the student was not claimed as a dependent.
  - c. The student's Nevada driver's license or Nevada identification card issued prior to the date of matriculation.
  - d. The student's Nevada vehicle registration issued prior to the date of matriculation.
  - e. The student's Nevada voter registration issued prior to the date of matriculation.

- f. Evidence that the student, and/or the person's spouse, has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of business license).
3. A former member of the Armed Forces of the United States who was relocated from Nevada as a result of permanent change of duty station pursuant to military orders, will be considered a Nevada resident for tuition purposes under the following conditions:
    - a. He/She was a resident of Nevada prior to leaving the state as a member of the Armed Forces; and
    - b. He/She maintained his/her Nevada residency while a member of the Armed Forces; and
    - c. He/She returns to the state of Nevada within one year of leaving the Armed Forces.

It will be necessary for the student to supply documentation in support of each of these conditions (e.g., drivers license, property ownership, evidence of absentee voting, etc.).

4. A graduate of a Nevada high school. (B/R 8/06)
5. A financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment. (B/R 6/05)
6. A financially dependent person whose spouse, family or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment. (B/R 12/05)
7. Licensed educational personnel employed full-time by a public school district in the State of Nevada, or the spouse or dependent child of such an employee. (B/R 11/96)
8. A teacher who is currently employed full-time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee. (B/R 11/96)
9. An alien who has become a Nevada resident by establishing bona fide residence in Nevada and who holds a permanent immigrant visa, or has been granted official asylum or refugee status, or has been issued a temporary resident alien card, or holds an approved immigration petition as a result of marriage to a U.S. citizen. An alien holding another type of visa shall not be classified as a resident student, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence. (B/R 6/02) (B/R 6/05)

## RECLASSIFICATION OF NONRESIDENT STATUS

*Adapted from Board of Regents Handbook, Title 4, Chapter 15, Section 8*

There is a rebuttable presumption that a nonresident attending an institution of the Nevada System of Higher Education is in the State of Nevada for the primary or sole purpose of obtaining an education. Therefore, a nonresident who enrolls in an institution of the System shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. Each student seeking reclassification from nonresident to resident student status must submit the Application for Change in Residency Status Application for Continuing Students and all required documentation by January 1 for Spring terms and by August 1 for Fall terms. Students seeking reclassification from nonresident to resident student status must satisfy the following four conditions:

### 1. Application and Written Declaration

The student must apply in writing to the appropriate Records Office of the institution for reclassification to resident student status. The application must include a written declaration of intent to relinquish residence in any other state and to certify to the establishment of bona fide residence in Nevada. A declaration form prescribed by the Chancellor and approved by the Board shall be utilized by each institution. The filing of a false declaration will result in the payment of nonresident tuition for the period of time the student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion.

### 2. Bona Fide Residence in Nevada

The student, or the parents or legal guardians of the student, must document continuous physical presence as a Nevada resident for at least 12 months immediately prior to the date of application for reclassification. No fewer than four 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 12 months prior to the date of application.

- e. Nevada vehicle registration issued 12 months prior to the date of application.
- f. Nevada voter registration issued 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 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 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 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. Determinations of Residency

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. Neighboring States Residency

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 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. Resident Student Status

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. Reclassification Regulations

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).

## ADMINISTRATION OF THE REGULATIONS

*Board of Regents Handbook, Title 4, Chapter 15, Section 9*

Each institution of the Nevada System of Higher Education shall designate an appropriate office to implement and administer these regulations.

- a. Each designated office shall make the initial decisions on the resident or nonresident student status of persons enrolling in the institution.
- b. Each designated office shall make the initial decision on application for reclassification from nonresident to resident student status.
- c. The president of each System institution shall establish an appellate procedure under which a person may appeal decisions of the designated office concerning tuition or status as a resident or nonresident student to an appellate board.
  - I. A person may appeal a decision of the designated office to the appellate board within thirty (30) days from the date of the decision of the office. If an appeal is not taken within that time, the decision of the designated office shall be final.

- II. The appellate board shall consider the evidence in accordance with the standards and criteria of these regulations and shall make a decision, which shall be final. No further appeal beyond the appellate board shall be permitted. (B/R 5/95)
- d. In exceptional cases, where the application of these regulations works an injustice to an individual who technically does not qualify as a resident student, but whose status, either because of the residence of the student or his family, is such as to fall within the general intent of these regulations, then the appellate board shall have the authority to determine that such a student be classified as a resident student. It is the intent of this provision that it applies only in the infrequent, exceptional cases where a strict application of these regulations results, in the sole judgment of the appellate board, in an obvious injustice.

## ADMINISTRATION OF THE REGULATIONS

*Board of Regents Handbook, Title 4, Chapter 15, Section 10*

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.**

## AUDITS OF RESIDENCY DETERMINATIONS

Per NSHE Board of Regents policy, institutions shall determine procedures to ensure that resident determinations are accurate on the basis of information reported on the application for admission pursuant to the Board policy. If documentation is not required for each student during the admission process, every Fall and Spring the institution shall conduct random audits by selecting at least 10 percent of the applicant population and collecting the appropriate documentation from each student confirming residency status as originally reported on the student's application for admission. (B/R 6/10)

## APPENDIX C

### TRANSFER CREDIT POLICY ON THE EVALUATION OF PREVIOUS TRAINING AND EDUCATION

1. Advanced Standing from Other Colleges and Universities
  - a. Applicants must submit an official transcript from all colleges and universities previously attended.
  - b. The accreditation of the institution by one of the eight regional accrediting organizations and the listing published in the American Association of Collegiate Registrars and Admissions Officers Transfer Credit Practices of Designated Educational Institutions governs the acceptance of transfer credit. The eight regional accrediting organizations includes: Middle States Association of Colleges and Schools Middle States Commission on Higher Education (MSCHE), New England Association of Schools and Colleges Commission on Institutions of Higher Education (NEASC-CIHE), New England Association of Schools and Colleges Commission on Technical and Career Institutions (NEASC-CTCI), North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools (SACS) Commission on Colleges, Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges (WASC-ACCJC), Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU).

- I. Credit may be granted for courses in which a grade of D- or better is earned at any of the institutions with general (AG), or provisional (AP) ratings in the Transfer Credit Practices of Designated Educational Institutions. Credit may always be granted as elective credit, but credit intending to satisfy a department equivalent or department elective must be approved by the specific instructional division offering the degree. Transfer credit may be disallowed and may not apply toward degree, emphasis, or certificate requirements if the course was taken so long ago that the student would not possess current knowledge and/or skills. Courses in this category may still be applied as elective credit. Students who believe they have current skills and knowledge in the subject area should contact the appropriate department chair for information on validation or verification. Acceptance of credit for qualification into the health sciences special selection programs requires a grade of C or better.
  - II. Credit is not accepted from schools that are non-acceptable (N or NP rating). If the school is not listed, refer to the section of this catalog entitled nontraditional credit policy.
  - III. A maximum of 45 semester credits or 75 percent of the total credits required for a degree, whichever is greater, of previous training, education or credit by examination toward an associate degree, with the following limitations:
    - i. Not more than 75 percent of the credits required for a degree may be applied from other colleges and universities.
    - ii. Not more than 30 semester credits from credit by examination.
    - iii. Not more than 16 semester credits from non-traditional sources.
    - iv. If credit is more than 10 years old, only elective credit will be granted unless the student provides copies of course descriptions for Transfer Credit Evaluation. Credit may also be granted if the student has been employed in the field since she/he successfully completed the course.
    - v. Students who have already completed an Associate of Arts, Associate of Science, baccalaureate, master's or doctoral degree from a regionally accredited institution are not required to repeat the System or College requirements for general education unless specific general education courses are required for completion of the student's declared field of study. However, evidence of completion of U.S. and Nevada Constitutions and Diversity credits are required of all degrees.
2. Advanced Standing for Credit by Examination
- a. The maximum number of credits earned by examination that may apply toward a degree may not exceed 30 credits.
  - b. Grading for examinations will be on an S/U basis. Credit is granted on the basis of the policy below and is posted on the transcript with a grade of S (Satisfactory). Examinations which are graded U (Unsatisfactory) will not be posted to the transcript.
  - c. Credit earned by examination may not apply toward satisfying the minimum 15 credits in residence required for graduation purposes.
  - d. Each student is responsible for arranging to complete the various examinations and for requesting the official score reports be sent directly to the Admissions and Records Office.
  - e. TMCC reserves the right to deny any petition for credit.
- f. Credit by examination does not count as part of a student's credit load for any given semester nor is it computed into the grade point average.
  - g. Only currently admitted students may seek credit by examination.
  - h. No examination may be taken or repeated for additional credit.
  - i. Credit may not be earned for an examination that covers, at an elementary level, the subject matter of a more advanced course for which the student has already received credit or is currently enrolled in. Decisions about the hierarchy of classes shall be made by the appropriate academic division.
  - j. Credit will be granted as general elective credit only, unless specific examinations have been placed on the college's Challenge List, and therefore have been determined to be equivalent to specific general education or departmental core requirements. If an additional satisfactory essay or demonstration is required in addition to an exam on the challenge list, credit will not be granted unless the additional requirement is fulfilled.
  - k. Specific Examinations and Limitations
    - I. ACT PEP (Proficiency Examination Program): In general, three credits may be granted for each examination for scores of 50 or above, a letter grade of C or higher, or a Pass grade, and a satisfactory essay where required.
    - II. CBAPE (College Board Advanced Placement Examination): Three or more credits may be granted for scores of 3, 4 or 5 and a satisfactory essay where required. See following page for complete CBAPE table.
    - III. CLEP (College Level Examination Program): Three or more credits may be granted for subject exams with a score of 50 or more which meets the ACE recommendations for credit. Some exams may require an essay in addition to the objective test.
    - IV. DANTES (Defense Activity for Nontraditional Education Support) Examinations: Three or more credits may be granted for completion of an exam with a score of 50 or higher, and a satisfactory essay, where required.
    - V. Departmental Examinations
      - i. Only examinations on approved course challenge list may be applied for.
      - ii. A student may not retake a departmental examination.
      - iii. From the time of application for a departmental examination, a student has one full semester in which to complete the examination.
    - VI. International Baccalaureate (IB) Examination  
The college grants credit and assigns a grade of "S" for IB higher level (HL) examinations passed with a minimum score of 4. Credit is not granted for the standard level (SL) 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 (see table):



IB Examination	Minimum Score Required	University Course Equivalent
American History	4	HIST Lower Elective (U.S. Constitution 3 credits)
Anthropology	4	ANTH 101 (3 credits)
Biology	4	BIOL 100 (3 credits)
	5	BIOL 190, BIOL 190L (4 credits)
Chemistry	4	CHEM 100 (3 credits)
	5	CHEM 121 (4 credits)
Computer Science	4	Computer Science Lower Elective (3 credits)
Economics	4	ECON Lower Elective (Social Science 3 credits)
English (Lang A1)	4	ENG 101, ENG 297 (6 credits)
English Literature	4	ENG Lower Elective (Humanities 3 credits)
Geography	4	GEOG Lower Elective (3 credits)
History	4	HIST Lower Elective (3 credits)
Language B	4	
Arabic	4	Foreign Language Lower Elective (6 credits)
Chinese	4	Foreign Language Lower Elective (6 credits)
French	4	FREN 211, FREN 212 (6 credits)
German	4	GER 211, GER 212 (6 credits)
Hindi	4	Foreign Language Lower Elective (6 credits)
Japanese	4	Foreign Language Lower Elective (6 credits)
Korean	4	Foreign Language Lower Elective (6 credits)
Spanish	4	SPAN 211, SPAN 212 (6 credits)
Mathematics with Option 8: Statistics and Probability	4	MATH 181 and STAT 152 (7 credits)
Mathematics with Option 9 or 11	4	MATH 181 (4 credits)
Mathematics with Option 10: Series and Differential Equations	4	MATH 181 and MATH 182 (8 credits)
Music	4	MUS 121 (3 credits)
Philosophy	4	PHIL 101 (3 credits)
Physics	4	PHYS 100 (3 credits)
	5	PHYS 151 (4 credits)
Psychology	4	PSY 101 (3 credits)
Theater Arts	4	THTR 100 (3 credits)
Visual Arts	4	ART Lower Elective (3 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.)

- Applicants must submit all official documents and specific information on the length, content, and other pertinent documentation before an evaluation will be completed.
- A maximum of 25 percent of the credits required for the degree/emphasis/certificate may be accepted in this category (except as noted below).
- 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.
- Credit is granted on the basis of the policy below and is posted on the transcript.
- Credit earned from nontraditional sources may not apply toward satisfying the minimum fifteen credits in residence required for graduation purposes.
- Specific Policies

- Military Training and Schools
  - 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.
  - 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.
  - 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.
- 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.
- Correspondence Only courses from extension divisions of accredited colleges and universities are acceptable. Only elective credit may be granted. Correspondence courses from the University of Nevada, Reno or the University of Nevada, Las Vegas may be applicable toward degree requirements based on the decision of the vice president of academic affairs.
- Extension Only courses from extension divisions of accredited colleges and universities are acceptable. Courses in which continuing education units (CEU) have been earned will be evaluated as certificates. Only elective credit may be granted. Extension courses may be applicable toward degree requirements based on the decision of the vice president of academic affairs.
- Certificates Only certificates in the applicant's occupational area for an Associate of Applied Science degree are reviewed. Only elective credit, core/emphasis, may be granted. All certificates must indicate hours and a course outline is required before an evaluation is completed. Decision of acceptability will be made by the appropriate dean. A current, valid state-approved Emergency Medical Technicians (EMT) training program of 110 hours may be evaluated for seven elective credits. Refresher course programs will not be accepted for credit. This policy is restricted to students pursuing an Associate of Applied Science degree or certificate of achievement in the following occupational areas: criminal justice, fire science technology and health sciences. The 200-hour certified firefighter certificate may be accepted for up to six credits, three of which may be used in lieu of FT 101, upon approval of the vice president of academic affairs. Any certificate training completed after May 1, 1992 may be awarded a maximum of six credits applied towards the fire science technology certificate of achievement or Associate of Applied Science fire science technology degree.

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

- VI. Proprietary Schools - A proprietary school must be accredited by a business, technical, or private accreditation association. Credit may be granted for general education courses
- VII. Dual Credit through Washoe County Schools  
Academic credit will be awarded for college courses identified in the program articulation agreements between the Washoe County School District and TMCC. The amount of credit varies from program to program. Information about the articulated programs may be obtained from Admissions and Records or the Washoe County School District.
- VIII. Other Recognized Sources
  - i. Peace Officers Standard Training (POST): eight elective credits will be granted for those taking training after October 1973. For training taken prior to 1973, four credits may be granted for a basic certificate and/or four credits may be granted for an intermediate certificate. Between 1988 and 1998, students who completed the High Sierra Regional Law Enforcement Academy could purchase 24 credits within two years of completion, excluding POST credit.
  - ii. American Institute of Banking (AIB)-Credits are evaluated as regular college or university transfer courses. An official AIB transcript is required for evaluation and the AIB catalog is used to determine the equivalent credit value. The applicability of credit toward degree requirements is the decision of the vice president of academic affairs.
  - iii. Advanced American Red Cross - Adult Education  
- One elective credit of physical education may be granted.

## College-Level Examination Program (CLEP)

Credit may be granted and a grade of "S" assigned upon receipt in the Admissions and Records Office of an official score report, showing completion of at least one general examination with a score of 50 or above, or subject examinations with a score of 50 or above. Such credit may need to be supported by a satisfactory essay, where specified. Subject examinations may be taken at any time. Information pertaining to test dates, registration and test bulletins (some offering sample exams) are available in the Testing Center, RDMT 121 or [testing@tmcc.edu](mailto:testing@tmcc.edu). Appointments may be made by calling 775-673-8241.

CATEGORY	SUBJECT	TMCC EQUIVALENT	CREDIT GRANTED
<b>General</b>	College Composition (including essay) Score 50-63	ENG 101	3
	College Composition (including essay) Score 64 or above	ENG 101 and ENG 102	6 <sup>1</sup>
	Humanities	Elective	6
	College Mathematics	MATH 120	3
	Natural Sciences	Elective	6
	Social Sciences or History	Elective	6
<b>Biology</b>	General Biology	BIOL 190 (no lab)	3
<b>Business</b>	Financial Accounting	ACC 201	3 <sup>2</sup>
	Information Systems and Computer Applications	IS 101	3
	Introductory Business Law	Elective	3
	Principles of Management	MGT 201	3
	Principles of Marketing	MKT 210	3
<b>Chemistry</b>	General Chemistry	Elective	3
<b>Economics</b>	Principles of Macroeconomics	ECON 103	3
	Principles of Microeconomics	ECON 102	3
<b>Education</b>	Introduction to Educational Psychology	Elective	3
<b>English</b>	American Literature	ENG 241	3
	Analyzing and Interpretation Literature	ENG 242	3
	College Composition Modular (including essay)	ENG 101	3 <sup>3</sup>
	College Composition Modular (including essay)	ENG 101 and ENG 102	6 <sup>3</sup>
	English Literature	ENG 235	3
<b>Foreign Language</b>	College French	FREN 111	4
	College German	GER 111	4
	College Spanish	SPAN 111	4
<b>History</b>	US History I: Early Colonization to 1877	HIST 101	3 <sup>4</sup>
	US History II: 1865 to present	HIST 102	3 <sup>5</sup>
	Western Civilization I: Ancient Near East to 1648	HIST 105	3
	Western Civilization II: 1648 to present	HIST 106	3
<b>Human Development and Family Studies</b>	Human Growth and Development	HDFS 201	3
<b>Mathematics</b>	Calculus	MATH 181	4
	Precalculus	MATH 128	5
	College Algebra	MATH 126	3
<b>Political Science</b>	American Government	PST UST	3 <sup>4</sup>
<b>Psychology</b>	Introductory Psychology	PSY 101	3
<b>Sociology</b>	Introductory Sociology	SOC 101	3

1 General English Examination: Scores earned prior to October 1978 or after April 1986 require a satisfactory essay and a score of 500 to 639 for three credits, or 640 or higher for six credits (which satisfies the English requirement at TMCC). Scores earned from October 1978 through April 1986 require a satisfactory essay and a score of 610 to 749 for three credits, or 750 or higher for six credits (which satisfies the English 101 & 102 requirement at TMCC).

2 Principles of Accounting was replaced by Financial Accounting as of June 30, 2007. Principles of Accounting were equivalent to ACC 201 and ACC 202 (6 credits).

3 English Subject Examinations: With an objective test score of 64 or higher and a satisfactory essay examination, six credits are granted (satisfying the English 101 & English 102 requirement at TMCC).

4 Does not satisfy NV constitution.

5 Does not satisfy US or NV constitution.

## 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 Admissions & Records Office grants credit as specified and assigns a grade of "S" for scores of 3, 4 or 5. The students will have satisfied requirements where appropriate.

EXAMINATION		TMCC EQUIVALENT	CREDIT GRANTED
<b>Art</b>	History	None	3
	Studio Art	None	3
<b>Biology</b>		None	3 or 6 <sup>1</sup>
<b>Chemistry</b>		None	3 or 6 <sup>2</sup>
<b>Computer Science</b>	Computer Science A	CS 135 R	3
	Computer Science AB	CS 135 R, CS 202	3 or 6 <sup>3</sup>
<b>Economics</b>	Macroeconomics	ECON 103	3
	Microeconomics	ECON 102	3
<b>English</b>	English Language and Composition	ENG 101, 102	3 or 6 <sup>4</sup>
	English Literature and Composition	ENG 101, 297	3 or 6 <sup>5</sup>
<b>Environmental Science</b>		None	3
<b>Foreign Languages</b>	(French, German, Spanish) Language	111, 112	8 <sup>6</sup>
	Literature	111, 112, 211, 212	14 <sup>6</sup>
	Latin		
	Vergil	None	6 <sup>6</sup>
	Literature	None	6 <sup>6</sup>
<b>History</b>	U.S.	HIST 101, HIST Elective	6 <sup>6</sup>
	European	HIST 105, 106	6 <sup>6</sup>
	Human Geography	GEOG 106	3 <sup>6</sup>
	World History	None	3
<b>Mathematics</b>	Calculus A, B	MATH 181	4
	Calculus A, B (subgrade)	MATH 181	4
	Calculus B, C	MATH 181, 182	8
	Statistics	MATH 152	3
<b>Music</b>	Theory	None	3
<b>Physics</b>	B	None	6
	C (Mechanics)	None	3
	C (Electricity and Magnetism)	None	3
<b>Political Science</b>	U.S. Government and Politics	U.S. Constitution	3
	Comparative Government and Politics	PSC 211	3
<b>Psychology</b>		PSY 101	3

1 With an objective test score of 3, three credits of BIOL LELC are granted; with an objective 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.

## 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 go [online](#).

### PROGRESSION STANDARDS FOR MILLENNIUM SCHOLARSHIP

Please refer to the [Nevada State Treasurer’s Office](#) 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](#) and click on “Financial Aid Academic Progress Appeal Policy” for additional information.

## APPENDIX E

### PROGRESSION STANDARDS FOR STUDENTS RECEIVING VETERANS EDUCATION BENEFITS

Students using VA education benefits 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.

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** — 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 adjusted enrollment certification will be submitted to the Veterans Administration for any veteran student who receives a “W” grade. This may result in the veteran student having to pay back a portion of their veterans education 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, students using VA education benefits 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 education benefits or asked to reimburse education benefits received for credit earned in excess of their degree requirements. Students with 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.

## APPENDIX F

---

### PROGRESSION STANDARDS FOR F-1 INTERNATIONAL STUDENTS ON TMCC'S I-20

In order to maintain full-time student status, International students with F-1 visas on TMCC's I-20 must meet the following grade point average, attendance and credit completion requirements.

#### 1. SATISFACTORY PROGRESS REPORT:

The student must enroll in and maintain a minimum of 12 credit hours per academic semester. In certain circumstances enrollment in fewer than 12 credits may be approved by the foreign student's advisor. If a student fails to maintain the 12 credits, he/she may need to be reinstated to F-1 status by U.S.C.I.S.

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," "E," "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 information to specific individuals by accessing the Third Party Release link in their [online Student Center](#).

At the registrar's discretion, the campus may provide directory information to agencies, businesses and individuals with legitimate interest in the educational or career goals of the student, in accordance with the provisions of the Act to include: student name, address, telephone number, email address(es), semesters of enrollment, full-time/part-time status, degree(s) awarded, emphasis field(s), certificate field(s), honors and awards, and date(s) of graduation.

Under the provisions of FERPA, school officials may release directory information at their discretion without prior consent of the student. A “school official” is any person employed by the college in an administrative, supervisory, academic, research or support staff position (including law enforcement units and student workers); a person of a company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; a person assisting another school official in performing his or her tasks.

Students may have directory information withheld by changing their security settings in their **online Student Center**. TMCC assumes that failure to specifically request the withholding of directory information indicates individual approval for disclosure. TMCC maintains records of requests and disclosures of personally identifiable information with the exception of the information disclosed to parties described above in the performance of their duties. The records of request, whether granted or not, shall include the names of the persons who requested the information and their legitimate interests in the information.

The law provides students with the right to inspect and review information in their educational records, to challenge the content of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their file if they feel the decision of the hearing panel to be unacceptable.

Students wishing to review their educational records must file a written request with the custodian of the records listing the item or items of interest. Records covered by the Act will be made available for inspection within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of academic records for which a financial hold exists, or a transcript of an original or source document which exists elsewhere. Copies would be made at the students’ expense of one dollar per page. Educational records do not include records of instructional, administrative and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute; records of the law enforcement unit; employment records or alumni records. Persons who have not enrolled may not review their educational records.

Educational records may be located in the following offices of TMCC.

- **Administration:** may include disciplinary hearing records, and student appeal documents. The custodian of these records is the division administrator. This office may also have records of disciplinary investigations. The custodian of these records is the associate dean of instructional support.
- **Admissions and Records Office:** may include application for admission, transcripts of previous training, resident fee application, applications for change in tuition status, letters of recommendation, academic records, registration materials, veteran certification records. The custodian of these records is the director of admissions and registrar.
- **Business Office:** may include registration payments, student loan files and miscellaneous fee records. Custodian of the records is the controller.
- **Institutional Research and Assessment Office:** may include test scores. The custodian of these records is the Executive Director of Institutional Research.
- **Student Development Office:** may include appeals and grievances. The custodian of these records is the vice president of student services.
- **Financial Aid Office:** may include financial aid records, scholarship records, and employment records. The custodian of these records is the director of financial aid.
- **Instructional departments:** may include records of students under the Job Training Partnership Act (JTPA) and records relating to student academic course work. Custodian of these records is the vice president of academic affairs.
- **Special Training Projects:** may include records of students under Adult Basic Education (ABE) and English as a Second Language (ESL). The custodian of these records is the coordinator of adult basic education/English as a second language.

Students may not inspect the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, job placement or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the campus will permit access only to that part of the record which pertains to the inquiring student. The campus is not required to permit a student to inspect and review confidential letters and recommendations placed in the student's file prior to January 1, 1975 provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their educational records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problem informally with the custodian of that record. If the decision is in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the record will not be amended, and will be informed by the custodian of the record of any right to a formal hearing before the student appeals board, except in the case of a grade appeal. The policy on grade appeals is printed in the paragraph "Appeal of Grade" in the Appeals Procedures section of this course catalog. Student requests for a formal hearing must be made in writing to the associate dean of institutional support. A student may present, at the student's expense, evidence relevant to the issues raised and may be assisted or represented at the hearing by choosing one or more persons, including attorneys.

Recommendations of the student appeals board will be based solely on the evidence presented at the hearing and will be presented to the president for approval or disapproval. Decisions of the president or designee will consist of written statements summarizing the evidence and stating the reasons for the decision, and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decision of the board if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the educational records a statement setting forth any reason for disagreeing with the decision of the Board. The statement will be placed in the educational records, maintained as a part of the student's records and released whenever the records in question are disclosed.

Students who believe that the adjudication of their challenge was unfair, or not in keeping with the provisions of the Act may request in writing, assistance from the president of TMCC. Further, students who believe their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office, Department of Health, Education and Welfare, Washington, D.C. 20201, concerning the alleged failure of TMCC to comply with the Act. Revisions and clarifications of college policies will be published as experience with the law warrants.

**USE OF SOCIAL SECURITY NUMBERS:** The Privacy Act of 1974 requires that when any federal, state or local government agency requests disclosure of an individual's social security number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what use will be made of it.

Accordingly, students are advised that disclosure of their social security number is not required as a condition of registration at TMCC. Students desiring to register who do not wish to disclose their social security number may be assigned a special 10-digit student identifier number by the Admissions and Records Office. Students are responsible for utilizing the same identifier number throughout their attendance at TMCC to ensure accurate and complete records.



The social security number is used to verify the identity of the applicant. The assigned 10-digit student identifier will be used as an identifier on student records throughout the enrollment periods of the student in order to accurately record all necessary data. All permanent academic records maintained by the college utilize the assigned 10-digit student identifier as the unique identifier for a student.

As an identifier the assigned 10-digit student identifier is used in program activities such as determining enrollment, recording grades, certifying school attendance, generating student transcripts and student fees.

Authority is granted under the law for requesting disclosure of a student's social security number for the Nevada System of Higher Education, Student Accounting system.

## RETENTION AND DISPOSITION OF STUDENT RECORDS

### ADMISSIONS

Applications for admission

- Retain five years after last date of attendance and destroy

Application for resident fees

- (same)

Admission files for no shows

- No retention

Incomplete admission files

- No retention

Transcripts from other colleges

- Retain five years after last date of attendance and destroy

Military service documents

- Retain 3 years

Correspondence

- Retain one year

Advanced standing admission evaluation

- Retain five years after last date of attendance and destroy

### REGISTRATION AND RECORDS

Student permanent academic record (transcript)

- Retain permanently

Final grade sheets

- Retain permanently

Special examinations

- Retain permanently

Registration source documents

- Retain two years

Change of registration

- Retain two years

Correspondence

- Retain two years

Refund exceptions

- Retain two years

Transcript requests

- Retain six months and destroy

Enrollment certifications

- Retain one year and destroy

Class lists

- Retain one year and destroy

---

## APPENDIX H

### TRUCKEE MEADOWS COMMUNITY COLLEGE LIBRARY POLICIES

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 Library is located at 475 Edison Way in the TMCC IGT Applied Technology Center.
3. The Meadowood Center Library is located at 5270 Neil Road on the first floor of the Meadowood Center.
4. The Health Science Center at Redfield is located at 18600 Wedge Parkway, Building B.
5. The Digital Branch is located [online](#).

Patrons of any TMCC library location are subject to the [policies](#).

---

## APPENDIX I

### TRAFFIC AND PARKING REGULATIONS

The College has adopted traffic and parking regulations in order to facilitate parking and provide for the safety of all persons at Truckee Meadows Community College. These rules and regulations can be found at [online](#) and are in effect at all times.

# APPENDIX J

## REGULATIONS CONCERNING STUDENT SPONSORED EVENTS

The scope of these regulations extends to all student sponsored events. For the purposes of these regulations, such events include the presentation of speakers, programs, concerts, dances, solicitation of funds, distribution and posting of materials, circulation of petitions and surveys and the sale of materials.

The regulations are designed to enhance the students' opportunities to enrich their educational experiences, to protect constitutional rights of free expression and to ensure that there will be no interference with college instructional programs.

The general purpose of all student groups as organized, recognized and approved under the supervision of the college administration shall be in conformity with the Board of Regents policy of the Nevada System of Higher Education and TMCC.

All student organizations are subject to the regulations of and derive their authority from the Board of Regents, Nevada System of Higher Education and the rules and regulations of TMCC.

- A. Definition: A recognized student organization is defined as a group which adheres to the following policies:
  - a. Operates under the advisorship of a member of the college full-time or part-time faculty or staff member.
  - b. Maintains in the student government office, a club packet which has been approved by the student senate; a current list of officers; and signature of the faculty or staff advisor.
  - c. Schedules and holds a minimum of one meeting per month during the academic year, and one event per semester.
  - d. Submits a proposed budget that itemizes income and expenditures upon the start of each academic semester.
  - e. Other reports as requested by the SGA.
- B. Privileges: The privileges of recognized student organizations include:
  - a. Use of the name of the Student Government Association of TMCC;
  - b. Use of the campus building, equipment and services of the college when available and officially scheduled; and
  - c. Publicity for events, use of bulletin boards on campus and the campus newspaper, ECHO.
- C. Procedures for presentation of programs or activities
  - a. Meetings intended solely for members of the recognized student organization require no approval.
  - b. The presentation of programs or activities open to the entire student body or the public requires that the sponsor adhere to the following procedures:
    - I. The sponsor must submit an event request to the SGA 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 SGA will place the event on the student senate agenda for approval/disapproval.
    - II. An event that meets any of the following criteria requires approval by President's Cabinet before beginning any activities:
      - i. Any event for which the audience is expected to be 50 persons or more;
      - ii. Any TMCC-sponsored event that is scheduled off campus or for which the use of SIER 108, VSTA 206, OR the Student Center is being requested (exception – table for distribution of material authorized by the Director of Retention and Support Programs);
      - iii. Any event for which sales are involved;
      - iv. Any event that brings a dignitary, high-profile person or major or controversial speaker on campus;
      - v. Charity Drives
- D. Reservation of facilities for meetings or other purposes
  - a. The sponsor of an approved program must reserve the desired facility in accordance with campus policy and based on facility space. Determination of the availability of the facility shall be made by the scheduling office.
  - b. Facilities are normally available during the regular operational hours of the college. 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 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.
  - d. Financial Institutions requesting to come on campus to deliver workshops or table space must submit an online request to the Financial Literacy Specialist at least 10 business days prior to the date of their event.
- E. Distribution of materials: The college regulations governing the distribution of printed and manufactured materials are designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials.
  - a. Organizations desiring to distribute such material on campus must identify the organization and request approval from the Director of Retention and Support Services or designee.
  - b. Distribution of any material in classrooms is expressly prohibited.

- c. Commercial material may not be distributed at TMCC unless it includes the following disclaimer:  
*Note: The contents of this document does not reflect the opinions or endorsement by TMCC; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.*
- d. Materials may be distributed at designated areas, the atrium or at scheduled meetings.
- e. Tables may not be scheduled for periods longer than one week at a time.
- f. Tables must be staffed at all times with a placard identifying the organization displayed.
- g. The distribution of materials is to be coordinated with the scheduling office. An information copy of any material to be distributed must bear the name of the sponsor. Distribution of any material on campus is subject to the approval of the Director of Retention and Support Programs.
- h. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or other locations that results in littering may be considered by the college as a violation of the littering law and the distributor and/or company or organization responsible may be subject to a fine.
- i. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the Director of Student Activities and Leadership.

#### F. Fundraising on campus

- a. The procedure for solicitation should follow that outlined in “procedures for presentations of programs or activities” (Section C).
- b. The solicitations of funds in classrooms is expressly prohibited.
- c. All funds collected for an activity on campus (including membership dues) must be deposited to the credit of the organization involved with the college cashier within 24 hours of collection. Funds may be withdrawn through the normal fund expenditure procedures outlined by the college Cashier’s Office.
- d. Tables for fund raising purposes may be placed only in designated areas.

#### G. Posting of materials

- a. All materials to be posted by student organizations must be approved by the Public Information Office, RDMT 201 and stamped at the Dandini Campus, RDMT 315.
- b. All materials must clearly designate the sponsoring organization, contact name, and contact phone number or email address.
- c. Material may be authorized for posting only on bulletin boards located outside classrooms unless designated for department use only. Any material posted in unauthorized locations, or without being stamped, is subject to removal.
- d. Material may not be posted on doors, painted surfaces, classrooms, or outside of buildings. Bulletin boards outside classrooms are available for the posting of material on a space available basis. Sponsors are responsible for the removal of their material after the expiration date or once the material becomes obsolete. Any obsolete material may be removed by any member of the college staff.
- e. The number and size of posters any one organization may post is subject to limitation.

- H. Alcoholic beverages: If a group or organization desires to serve alcohol for a special event on or off campus they must submit a written request to the president of the college. The college president has the authority to designate the time and place for special events where alcoholic beverages may be served. If serving of alcohol is approved, the sponsor must provide approved security to check identification of any student attending the function to ensure compliance with Nevada State Law and the legal and appropriate use of alcohol.

## APPENDIX K

### REGULATIONS CONCERNING OFF-CAMPUS ORGANIZATIONS

Organizations that are not affiliated with TMCC must request approval from to conduct activities or events on the campus.

1. Procedures for presentation of programs or activities  
The presentation of programs or activities that are open to the entire college population including the student body and the staff require that the sponsor adhere to the following procedures.
  - a. The sponsor must submit a request to the Scheduling Office outlining appropriate details regarding the planned programs.
  - b. The program must be presented for review by the college president if the nature of the program, event or activity is not covered by TMCC and Nevada System of Higher Education (NSHE) policy and/or if the vice president of academic affairs feels it is an important issue for the president and the president’s cabinet to be aware of the proposed activity.
  - c. TMCC may charge a rental and/or activity fee to off-campus organizations. These rates are applied according to campus rental and activity fee schedules. This rate can be waived by the president or the Chief Advancement Office and Executive Director of the Foundation.
2. Reservation of facilities for meetings or other purposes
  - a. The sponsor of an approved program must reserve the desired facility in accordance with campus policy and availability based on facility space. Determination of the availability of the facility and reservation confirmation shall be made by the scheduling office.
  - b. Facilities are normally available during the regular operational hours of the college. However, facility use on days and hours when the college is not offering instructional programs is possible with approval by the Chief Advancement Officer and Executive Director of the Foundation. The college can require the organization to pay an additional fee for special supervision and security in these instances.
  - c. Programs must be implemented in a manner so as not to constitute interference with the instructional programs or general college operations. Only at times when classes are not in session may sound amplification equipment be used in any public area except the campus auditorium or on the grounds outside the building.

### 3. Distribution of materials

The college regulations governing the distribution of printed and manufactured materials is designed to permit maximum freedom of expression and to prevent attempts to coerce or intimidate students into buying or receiving printed materials.

- a. Organizations desiring to distribute printed and manufactured material on campus must identify the organization and request approval from the Director of Retention and Support Programs.
- b. Distribution of any non-college related material in classrooms is expressly prohibited.
- c. Advertising material may not be distributed at TMCC without approval and inclusion of the following disclaimer:  
*Note: The contents of this document does not reflect the opinions or endorsement by Truckee Meadows Community College; not printed or distributed at TMCC expense; delivery beyond drop-box level is optional.*
- d. Materials may be distributed only in the designated areas, the atrium or at scheduled meetings.
- e. Tables may be set up in authorized areas. Requests must be submitted to the Scheduling Office. Tables may not be scheduled for periods longer than one week at a time. These tables and the distribution of materials must not obstruct or delay traffic. Organizations distributing materials will be asked to keep noise at a level that does not interfere with or interrupt classroom instruction.
- f. Tables must be staffed at all times and a placard identifying the organization must be displayed. Vendors may not wander from the reserved space and/or actively solicit customers.
- g. Written material of any kind is not to be distributed in parking areas. Such distribution of materials on the windshields of cars or any locations that results in littering may be considered by the college as a violation of the littering law and the distributor and/or company or organization responsible for the distribution may be subject to a fine as determined by campus policy.
- h. The collection of signatures for petitions or request for completion of surveys is subject to the same regulations as those which govern distribution of materials. Such matters should be submitted to the Director of Student Activities and Leadership.
- i. TMCC has a fee structure in the rental of space for the purpose of distributing material on campus. Rates will be assessed by the Scheduling Office.
- j. Prior to scheduling, the organization requesting the activity must submit proof of liability insurance for the minimum amount of \$1,000,000 to the Scheduling Office.
- k. Request for space and distribution of material(s)/form(s) must be made at least ten working days prior to the planned event.

### 4. Fund raising on campus

College facilities may not be used for the purpose of raising monies to aid projects not related to some authorized activity of the College or College group(s) without the permission of the President. No efforts at conversion and solicitation by uninvited non-campus groups or individuals will be permitted on campus.

### 5. Posting of materials

Permission may be granted to post materials on a space-available basis to educational institutions or public service agencies to announce activities and events.

- a. All materials to be posted must be approved by the Public Information Office, RDMT 201 and stamped at the Dandini Campus RDMT 315.
- b. All materials must clearly designate the sponsoring organization.
- c. Material may be authorized for posting only on bulletin boards located outside classrooms. Any material posted in unauthorized locations or without stamped approval is subject to removal.
- d. Material may be posted on designated bulletin boards only. Material may not be posted on doors, windows, painted surfaces, classrooms, or reserved bulletin boards. Sponsors are responsible for the removal of their material after the expiration date or once the material becomes obsolete. Any obsolete material may be removed by any member of the college staff.
- e. The number and size of posters any one organization may post is subject to limitation.

## APPENDIX L

### RULES AND DISCIPLINARY PROCEDURES FOR STUDENTS

The following conduct, being incompatible with the purpose of an academic community, is prohibited and shall constitute cause for discipline or lead to procedures and disciplinary sanctions established in Title 2, Chapter 10 of the NSHE Code.

*Relevant excerpts from the code of conduct and disciplinary procedures are included in this catalog. The entire code of conduct and disciplinary procedures are available in the **NSHE Code, Title 2, Chapter 10**. Should there be any inconsistencies between this catalog and the NSHE Code, Title 2, Chapter 10, the NSHE Code will govern.*

#### 10.2.1 PROHIBITED CONDUCT. THE FOLLOWING CONDUCT IS PROHIBITED.

- A. Acts of dishonesty, including but not limited to the following:
  1. Cheating, plagiarism, fraudulently obtaining grades, falsifying research data or results, assisting others to do the same, or other forms of academic or research dishonesty;
  2. Furnishing false information to any institution or System official, faculty member, or office;
  3. Forgery, alteration, misuse, theft, or using without permission, any institutional document or record.

- B. Disorderly, lewd or indecent conduct, including the disruption, obstruction, or unauthorized interruption of teaching, convocations, recruiting interviews, social events, research, meetings, business and administration, disciplinary proceedings, or other institutional or System activities, including public service functions and outreach activities on or off campus, or other activities when the conduct occurs on institutional premises.
- C. Conduct that endangers the health or safety of any member or guest of the System community.
- D. Physical abuse, verbal abuse, threats, intimidation, coercion, and/or conduct that threatens or endangers the health or safety of any person.
- E. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on institutional premises.
- F. Resisting or obstructing institutional or other public officials in the performance of their duties.
- G. Failure to comply with the directions of institutional officials acting in accordance with their duties and/or failure to identify oneself to these persons when requested to do so.
- H. Acts of physical force or disruptive acts which interfere with institutional activities, freedom of movement on the campuses, freedom for students to pursue their studies, freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing.
- I. Failure of the student to present proper credentials, student identification card, driver's license, or parking registration to institutional officials upon their request.
- J. Forgery, alteration, falsification or destruction of System documents or furnishing false information in documents submitted to the System.
- K. Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of, or on premises occupied by the System.
- L. 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 institutional president or the president's authorized agent.
- M. Continued occupation of buildings, structures, grounds or premises belonging to or occupied by the System after having been ordered to leave by the institution's president, the president's designee, or chancellor.
- N. False reporting of any emergency situation, including but not limited to, misuse of campus or System emergency notification equipment. Unauthorized tampering with, and/or accessing of, safety, security, or fire protection equipment or devices. Setting off a fire alarm for reasons other than actual fire or emergency, involvement in setting or causing any unauthorized fire in or on institution property.
- O. The unauthorized possession, loan, modification, or distribution of keys, pass cards or institutional identification cards. Unauthorized or unlawful entry or access to institutional or System facilities, including buildings and grounds. The reproduction, manufacture or duplication of any key, pass card, institutional or System identification card or unlocking device for use on institution or System facilities or locks without proper authorization.
- P. Abuse, unauthorized use, or theft of institutional or System computer facilities and resources, including but not limited to:
  1. Unauthorized entry into or transfer of a file to use, read, or change the contents or for any other purpose; and/or a violation of copyright laws;
  2. Use of another individual's identification and/or password;
  3. Interfering with the work of another student, faculty member or institution or System official, or with the normal operation of the institution or System computing system; or,
  4. Violating the institution's Standards of Conduct for the Use of Institution's Computers.
- Q. Willfully destroying, damaging, tampering, altering, stealing, misappropriating or using without permission any System program or file of the System.
- R. Violation of the institution's policies and regulations governing residence in institution owned or controlled property, and access to and use of all institutional facilities, including responsibility for the conduct of guests.
- S. Use, possession, or distribution of alcoholic beverages without authorization (except as expressly permitted by System or Institutional regulations, such as the ---Alcoholic Beverage Policy), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or provided to, any person under twenty-one years of age.
- T. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics, or other controlled substances, use or possession of any illegal and/or unauthorized drugs, prescription drugs, and drug paraphernalia or being under the influence of illegal drugs except as expressly permitted by law.
- U. Contempt of student disciplinary proceedings including impairing or interrupting any proceeding or providing false information to institution or System officials and student hearing board members during the course of the conduct resolution process. Failure to comply with the terms of any sanction imposed in accordance with the rules of conduct.
- V. The repeated use of obscene or abusive language in a classroom or public meeting of the System and which, if occurring in a class is not significantly related to the teaching of the subject matter.
- W. The use of threats or 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.

- X. Any act of unlawful discrimination based on race, creed, color, sex, age, sexual orientation, disability or national origin, gender identity, or genetic information, or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.
- Y. 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 a sexual nature has the effect of creating an intimidating, offensive or hostile work or educational environment. Sexual harassment includes sexual violence.
- Z. Sexual assault, which is the use of, or threat to use, force or violence of a sexual nature, defined as sexual assault, against any member or guest of the institutional community on institution-owned or institution controlled property or at any institution sponsored program.
- AA. Acts of hazing. Hazing is defined as any method of initiation into or affiliation with the university, college or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.
- AB. Intentionally making an accusation that is false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under the rules of conduct or under any applicable established complaint or grievance procedures in the System.
- AC. Willful incitement of individuals to commit any of the acts herein prohibited.
- AD. Any other conduct that violates applicable stated prohibitions, policies, procedures, rules, or regulations of the institution or Board of Regents.
- AE. Any act prohibited by local, state or federal law that occurs on System premises or at a System-sponsored function on or off such premises.

10.2.2 Institutions may prohibit other conduct. An institution may adopt policies which prohibit other conduct not included.

#### 10.4.9 Sanctions.

The following are the disciplinary sanctions that may be imposed on a student found to have violated the rules of Conduct. More than one sanction may be imposed.

- A. Warning. A notice, oral or written, that the student has violated the rules of Conduct.
- B. Reprimand. A written reprimand for violation of specified regulations.
- C. Restitution. Compensation for loss, damage, theft or misappropriation of property, or injuries sustained in an incident of student misconduct. This may take the form of appropriate service, monetary, or material replacement or combination of these.
- D. Probation. Probation consists of a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any institutional regulation(s) during the probationary period.
- E. Loss of Privileges. Denial of specified privileges for a designated period of time. This may include denying the student access to any campus, site, or building while permitting the student to enroll in off-campus classes such as internet or correspondence classes.
- F. Discretionary and Educational Sanctions. Participation in specific educational programs, such as alcohol or other drug educational intervention conferences, assessments, educational activities, including on-line instructional workshops, and work assignments or service to the institution or the community, and other related discretionary assignments.
- G. Residence Hall Suspension. Separation of the student from the residence halls for a period of time, after which the student is eligible to return. The minimum period of suspension is one semester and the maximum period is two semesters. Conditions for readmission may be specified in the suspension.
- H. Residence Hall Permanent License Cancellation. Permanent separation of the student from the residence halls.
- I. Withholding of a Degree. Prior to the awarding of a degree, the institution may withhold a degree from a student.
- J. Institutional Suspension. 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 \_\_\_\_\_ TO \_\_\_\_\_. The parents or legal guardians of minor students shall be notified of the action.
- K. Deferred Institutional Suspension. Deferred separation of the student from the institution until the close of the current semester or some other time frame for review of student progress in addressing the conduct matter.

- L. Institutional Expulsion. 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 \_\_\_\_\_. The parents or legal guardians of minor students shall be notified of the action.

A student who is enrolled in his or her last semester before graduation or 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 expulsion be removed from the official transcript when four years have elapsed since the expiration of the student's expulsion or termination. Such request must be submitted in writing to the president or designee. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.

## DISCIPLINARY PROCEDURES

Disciplinary procedures for all NSHE students are fully outlined in *Board of Regents Handbook, Title 2, Chapter 10*.

## EMERGENCY REMOVAL FOR DISCIPLINARY PROCEDURES

*Board of Regents Handbook, Title 2, Chapter 10, Section 10.4.10.*

The President, or the student conduct officer, may impose an immediate emergency removal (hereafter, "removal") prior to the resolution of a charge of violation of the rules of conduct on the charged student. This removal includes the immediate exclusion from the institution and all of the institution's campuses, sites, locations, and property of a student for an interim period whenever the president determines that this is required to:

- a. ensure the safety and well-being of members of the institution's community,
- b. protect institution property, or
- c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the institution,
- d. protect any student from sexual harassment or retaliation for the report of sexual harassment.

10.4.11 Conditions of Emergency Removal and Hearing - When an emergency removal is imposed, the charged student shall be denied access to the institution, including classes and all other institutional activities or privileges for which the student might otherwise be eligible, as the President or the student conduct officer may determine to be appropriate. During the time of the removal from the institution, the student may not come onto institutional property for any reason other than meeting with the appropriate official(s) regarding resolution of the emergency removal of the student conduct violation. The student conduct officer may permit the student to participate in distance learning classes that do not include entering onto institutional property and provide adequate protections to prevent any of the conditions of a, b, c, or d above, from occurring.

Any student so removed shall be afforded an opportunity to a hearing on the emergency removal no later than fourteen calendar days following the removal unless the student agrees to delay the hearing to a later time. A hearing officer shall hold the hearing under the hearing procedures of the rules of conduct where those may be applicable. The student conduct hearing officer shall make a recommendation to the President. The President's decision upon the hearing officer's recommendation shall be final. The removal does not replace the regular disciplinary process, which shall proceed under this chapter.

# APPENDIX M

## GRIEVANCE PROCEDURES RELATING TO EQUAL OPPORTUNITY

TRUCKEE MEADOWS COMMUNITY COLLEGE  
PROCEDURE FOR IMPLEMENTING NEVADA  
SYSTEM OF HIGHER EDUCATION HANDBOOK  
TITLE 4, CHAPTER 8, SECTION 13

NSHE Handbook Title 4, Chapter 8, Section 13 (hereafter, "Section 13") provides the policy prohibiting discrimination on the basis of age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Discrimination includes, but is not limited to, harassment based upon any of these basis, and retaliation for reporting or participating in an investigation of discrimination. This procedure states how Section 13 will be implemented at Truckee Meadows Community College.

Discrimination complaints may be filed with the Primary Officer or the Chief Human Resources Officer by a student, faculty, staff, or guest. The Primary Officer is designated as the Title IX Coordinator as well. The Primary Officer for receiving complaints, investigating and making recommendations regarding complaints of discrimination is:

Title IX Coordinator  
Equity and Inclusion  
7000 Dandini Blvd.  
Red Mountain Building Room 208  
Reno, Nevada 89512  
Voice: 775-673-7123  
FAX: 775-673-8249

The Chief Human Resources Officer is:

**Michele Meador**  
Chief Human Resources Officer  
Human Resources Office  
7000 Dandini Blvd.  
Library 203B  
Reno, Nevada 89512  
Voice: 775-673-7249  
FAX: 775-674-7560

The Chief Human Resources Officer shall forward all complaints to the Primary Officer within five college working days of receipt of the complaint unless there are extenuating circumstances. If a complaint is received by the Chief Human Resources Officer regarding the Primary Officer, the Chief Human Resources Officer shall deliver the complaint to the TMCC President noting that the complaint is regarding the Primary Officer and requesting that the President designate another person to investigate and make a recommendation regarding the complaint. If the President designates another person to investigate a complaint, that person shall perform the duties of the primary officer as stated in this procedure.

Any person in a supervisory, managerial, administrative or executive role or position at TMCC, such as a supervisor, department chair, or director of a unit, who receives a complaint of alleged discrimination or observes or becomes aware of conduct that may constitute discrimination, the person must immediately forward the complaint or report the conduct to the Primary Officer.

The Primary Officer shall make an initial review of the complaint or conduct and make a determination whether the complaint or conduct alleges discrimination. If the complaint alleges discrimination, the Primary Officer shall note in writing the date the complaint was received by the Primary Officer and begin an investigation. Also, if the complaint alleges sexual violence, the Primary Officer shall notify the complainant that the complainant may report the conduct to the appropriate law enforcement office. If the Primary Officer has received a report of conduct which alleges discrimination, the Primary Officer shall summarize the information in writing, note in writing the date the information was received by the Primary Officer and begin an investigation. If the complaint does not allege discrimination, the Primary Officer shall meet with the person filing the complaint and notify the person that the complaint does not allege discrimination and that no investigation will be conducted. In addition, the Primary Officer shall notify the person by letter or email of this conclusion. The Primary Officer shall inform the person that the person may bring the information to the TMCC Human Resources Office or to the TMCC student conduct officer.



The Primary Officer shall notify the TMCC police, general counsel, and President if a complaint of sexual harassment is received which requires the person subject to the investigation to be placed on administrative leave and excluded from one or more of the TMCC properties. A person may be placed on administrative leave and excluded from the TMCC properties if necessary to reduce or eliminate any contact between the subject of the investigation and the person alleging sexual harassment, to protect life, limb or property, or to insure maintenance of order. The President may consult with the TMCC police and general counsel or other faculty and staff before placing a person on administrative leave and excluding the person from the TMCC properties.

The Primary Officer shall notify the TMCC police, general counsel, and President if a complaint of discrimination other than sexual harassment is received and the conduct alleged may be a threat to protect life, limb or property, or to the maintenance of order. The President may consult with the TMCC police and general counsel before placing a person on administrative leave and excluding the person from the TMCC properties.

The Primary Officer shall begin the investigation by interviewing the complainant. At that time, the Primary Officer shall notify the complainant of the right to have an advisor for assistance, support, and advice and shall postpone the initial interview upon the request of the complainant to identify an advisor. The Primary Officer shall ask the complainant (1) for all relevant information including who did the discriminatory acts, what happened, where it occurred, when it occurred and why it occurred; (2) for the names and contact information for all witnesses and documentary evidence including electronic mail and information maintained electronically; (3) what resolution would the complainant propose, if any; (4) any other relevant facts.

The Primary Officer shall interview the person who is alleged to have committed discrimination. At that time, the Primary Officer shall notify this person of the right to have an advisor for assistance, support, and advice and shall postpone the initial interview upon the request of the person to identify an advisor. During that interview, the Primary Officer shall ask (1) for a response to all information provided by the complainant; (2) for the names and contact information for all witnesses and documentary evidence including electronic mail and information maintained electronically; (3) a response to the proposed resolution; (4) any other relevant facts.

The Primary Officer shall interview witnesses suggested by either party and gather all documentary evidence. The Primary Officer need not interview witnesses with only information tangential to the complaint or who will provide repetitive information. The Primary Officer may consult with the general counsel, the chief human resources officer, the student conduct officer, and any other faculty or staff during the investigation.

The investigation must be completed within 45 days of the date the complaint was received by the Primary Officer unless the Primary Officer notifies the complainant and the subject of the complaint that extraordinary circumstances require additional time by email or in writing. Such notice must be given within 45 days of the complaint being received and state the date by which the investigation shall be complete.

Upon completion of the investigation, the Primary Officer shall submit a written report to the President. The report shall make findings based upon the preponderance of the evidence. Also, the Primary Officer shall include a recommendation regarding resolution of the matter. The recommendation is advisory only.

If a report of conduct which may be discrimination is received by the Primary Officer and no complaint is filed, the Primary Officer shall investigate all of the facts and circumstances regarding that report. The Primary Officer shall submit a written report to the President summarizing the facts and circumstances and making recommendations appropriate to the circumstances to the President.

The President shall accept or reject the recommendation made by the Primary Officer within 10 college working days of receipt of the written report. If disciplinary action is required to implement the course of action being pursued by the President, then the procedures of NSHE Code, Title 2, Chapter 6, or Chapter 10, or NRS and NAC Chapter 284 shall be initiated. Within 5 college working days of the President's rejection or acceptance of the recommendation, the President shall notify the complainant and the person accused of discrimination of the outcome of the investigation. That notice shall be either in writing or by email to the last known mailing or email address of the person. In the case of harassment complaints, the notice to the complainant shall include any action which directly relates to the victim of harassment and his or her safety.

## APPENDIX N

### NSHE POLICY AGAINST SEXUAL HARASSMENT AND COMPLAINT PROCEDURE

*Board of Regents Handbook, Title 4, Chapter 8, Section 13.  
Effective May 2003. Revised May 2012.*

#### 1. Sexual Harassment is Illegal under Federal and State Law.

The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

#### 2. Policy Applicability and Sanctions.

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the NSHE Code, Ch. 2.

#### 3. Training.

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an on-going sexual harassment training program for employees.

#### 4. Sexual Harassment Defined.

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
- 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
- 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.

## 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 Chapter 10 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 or Chapter 10, the investigation conducted pursuant to this policy may be used as the Chapter 6 or Chapter 10 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 Chapter 10, or NAC Chapter 284 shall remain confidential.

### **5. Prompt Attention**

Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the NSHE institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

### **6. Confidentiality**

The NSHE recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the NSHE is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

### **7. Retaliation**

Retaliation against an individual who in good faith complains of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

"Retaliation" may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;
- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

### **8. Relationship to Freedom of Expression**

The NSHE is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members.

## ADDITIONAL SEX OFFENSE INFORMATION

TMCC will, upon written request, disclose to the complainant alleging sexual violence or non-forcible sex offense, the complete decision of the student conduct hearing board or officer and the decision on appeal. (NSHE Code, Title 2, Chapter 10, Section 10.4.12(k)).

## EQUITY AND INCLUSION

The Dean of the Equity and Inclusion Office serves as the Title IX and 504 Coordinator for TMCC. Any faculty, staff, student, or guest who believes they have experienced or witnessed sexual harassment or discrimination at TMCC, **please report it to our office immediately.**

## APPENDIX O

---

### DRUG, ALCOHOL AND TOBACCO 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.

*Electronic Smoking Devices* — The use of e-cigarettes and other electronic, alternative smoking devices is not permitted inside TMCC buildings.

*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.

For more information related to drug/alcohol abuse, please refer to the following: [National Institute on Drug Abuse](#) and [National Institute on Alcohol Abuse and Alcoholism](#).

## APPENDIX P

---

### COLLEGE ANNUAL SECURITY REPORT

TMCC publishes an [Annual Security Report](#). This report includes statistics for the previous three years concerning reported crimes that occurred at the College and its sites. The report also includes institutional policies concerning campus safety and security, such as policies regarding sexual assault and other matters. If you would like a printed copy of this report, please contact the TMCC Police Department.

General safety and security information is also available on the TMCC StaySafe [website](#).

## 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.

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 and Referral Services at 775-856-6200 or 1-800-753-5500 for a list of child care facilities.

## APPENDIX S

---

### STUDENT BILL OF RIGHTS

#### PREAMBLE

Truckee Meadows Community College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general wellbeing of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon opportunities and conditions in the classroom, on the campus, and in the larger community.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is jointly shared by all members of the academic community. Students exercising the rights and freedoms defined in this document shall do so with concomitant responsibilities as prerequisites for achievement of the educational objectives involved. Freedom to teach and freedom to learn are alike dependent upon modes of individual and collective conduct as permit the orderly exchange and pursuit of knowledge and opinion. A regard for the college as a physical as well as a social entity is a condition of its satisfactory functioning. Truckee Meadows Community College has a duty to develop policies and procedures that provide and safeguard these conditions. Policies and procedures should be developed at the college within a framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of the following is to enumerate essential student freedoms.

## FREEDOM OF ACCESS TO HIGHER EDUCATION

See also: Appendix A

Truckee Meadows Community College shall admit students without regard to age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

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.

## IN THE CLASSROOM

See also: Appendix L

The professor in the classroom and in conferences shall encourage free discussion, inquiry, and expression. Student performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression — Students shall be free to take reasoned exception by legal means to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they shall be responsible for learning the context of any course of study for which they are enrolled.
2. Protection Against Improper Academic Evaluation — Students shall have protection through orderly procedures as established by the President of the college against prejudiced or capricious academic evaluation. At the same time, they shall be responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Protection Against Improper Disclosure — The teacher-student relationship is a unique one to society. Information about student views, beliefs, and political associations which professors acquire through private consultations and private classroom work intended to be seen only by the professors shall be considered confidential. Protection against unreasonable and improper disclosures about student views, beliefs, and political associations which professors acquire in the classroom is a serious professional obligation. The judgment of ability (academic evaluation) and character (related to the discipline of study) may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

## STUDENT RECORDS

See also: Appendix G

1. The privacy and confidentiality of all student records shall be preserved. Official student academic records, supporting documents, and other student files shall be maintained only by full-time members of the institution staff employed for that purpose. Separate files shall be maintained of the following: academic records, supporting documents, general educational records, records of discipline proceedings, medical and psychiatric records, and financial aid records.
2. 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.)
3. 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.

## STUDENT AFFAIRS

### FREEDOM OF ASSOCIATION

See also: Appendices J AND K

1. For any legal purpose students shall be free to organize and join associations to promote their common interests and shall be free to determine their own membership, policies, and actions.
2. Affiliation with an extramural organization shall not in itself affect recognition of a student organization.
3. Campus organizations which include students, including those affiliated with an extramural organization, shall be open to all students without respect to race, creed, or national origin. They shall not be required to submit a membership list as a condition of institutional recognition.

### FREEDOM OF INQUIRY AND EXPRESSION

See also: Appendices J AND K

1. Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by legal and orderly means which do not interfere with the operation of the college or of its educational objectives.
2. Freedom to speak and to hear will be maintained for students, faculty, and staff and college policies and procedures will be used to provide a full and frank exchange of ideas. An effort should be made to allow a balanced program of speakers and ideas.
3. An invitation to speak at Truckee Meadows Community College does not imply that the college endorses the philosophy or ideas presented by the speaker.

Student Participation in College Government — As constituents of the academic community, students shall be free, individually and collectively, to express their views on issues of college policy and on matters of general interest to the student body. The student body shall have clearly defined means to participate in the formulation and application of college policy affective academic and student affairs. The roles of the student government and both its general and specific responsibilities shall be made explicit, and the actions of the student government within the areas of its jurisdiction shall be reviewed only through orderly and prescribed procedures.

Student Publications — Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration of the campus. They are a means of bringing student concerns to the attention of the faculty and the administration and of formulating student opinion on various issues on the campus and in the world at large. In the delegation of editorial responsibility to students, the college shall provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity or purpose as vehicles for free inquiry and free expression in the academic community. As safeguards for the editorial freedom of student publications the following provisions are necessary:

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrator, or public disapproval of editorial policy or content (Board of Regents, 7/76).
3. All student publications shall explicitly state that the opinions expressed therein are not necessarily those of the college or student body. The editorial freedom of student editors and managers shall entail corollary responsibilities to be governed by the canons of responsible journalism, as prescribed by the Student Publications Board and approved by the Board of Regents, and offer reasonable opportunities for rejoinder to the same audience.



## RIGHT TO ASSEMBLE

TMCC supports constitutionally protected freedom of speech and peaceful assembly rights and has established a public forum area at the Dandini Campus for use by TMCC students, employees and outside entities for this purpose.

## OFF-CAMPUS FREEDOM OF STUDENTS

See also: Appendix K

**Exercise of Rights of Citizenship** — Truckee Meadows Community College students are both citizens and members of the academic community. As citizens, students have the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership.

**Institutional Authority and Civil Penalties** — The college has no legal authority over a student when he is outside college property unless engaged in official college activities, except as provided elsewhere. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority shall not be used merely to duplicate the function of general laws. Only where institutional interests as an academic community are distinct from those of the general community may disciplinary proceedings be invoked by the institution. Institutional action shall be independent of community pressure.

## PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

See also: Appendix L

The authorities of educational institutions have the inherent power and responsibility to protect the educational purpose through the regulation of the use of their facilities and through the establishing of standards of conduct and scholarship for the students who attend. Disciplinary action plays a role substantially secondary to example, counseling, guidance, and admonition. When warranted, disciplinary proceedings shall be enforced, and when they are, proper procedural safeguards shall be observed to protect the student from the unfair imposition of penalties.

The administration of discipline shall guarantee procedural fairness to an accused student. The jurisdictions of faculty and/or student judicial bodies or other regularly established judicial bodies, the disciplinary responsibilities of college officials, and the regular disciplinary procedures, including the student's right to appeal a decision, shall be clearly formulated and communicated in advance. In all situations, procedural fair play shall require that the student be informed of the nature of the charges against him/her, and that he/she shall be given a fair opportunity to refute them, that the college shall not be arbitrary in its actions, and that there shall be provision for appeal of a decision.

**Standards of Conduct Expected of Students** — The college has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. Offenses shall be clearly defined and interpreted in a manner consistent with the aforementioned principles. Disciplinary proceedings shall be instituted only for violations of existing standards of conduct and those which will be formulated with student participation and published in advance.

It shall be the student's obligation to become aware of college rules and regulations and to conduct himself/herself as a responsible citizen, to abide by the college's stated rules and regulations, and to express either assenting or dissenting opinions in an orderly manner.

## INVESTIGATION OF STUDENT CONDUCT

1. Premises occupied by students, whether college controlled or not, and the personal possessions of students shall not be searched without permission or without legal authority. Such legal authority includes that which arises from the college-student relationship.
2. Students accused of serious violations of college regulations shall be informed of their rights by the college official in charge of student discipline, the student conduct officer. Institutional representatives shall not coerce admissions of guilt.

**Status of Students Pending Final Action** — Pending action on criminal charges off campus or disciplinary proceedings on campus, the status of a student shall not be altered or his/her right to be present on the campus and to attend classes suspended, except for reasons relating to the safety and well-being of students, faculty, administration, or to college property. In circumstances of the magnitude described above, the President of the college may suspend a student pending decision on the charges.

Hearing Procedures — In accordance with Title 2, Chapter 10 of the Nevada System of Higher Education Code, a student is entitled to a hearing 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 shall have the right to be assisted in his/her defense by an advisor 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 hearing. The decision shall be based solely upon such matters. The admissibility of evidence shall be determined by the hearing board or officer and subject to review through appeal.
7. The hearing shall be private unless the student requests an open hearing.

## 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 Student Services. The Vice President makes the final decision.
2. The Student Appeals Board does not handle affirmative action issues, grade change issues, or policies within the classroom, disciplinary issues or student financial aid appeals.
3. Affirmative action issues must follow Board of Regents Handbook policies for discrimination/sexual harassment. Affirmative action issues are referred to the Affirmative Action Officer or the Dean of Equity and Inclusion.

4. Grade change issues or policies within classroom are referred through the instructor, then to the chair or program coordinator, and finally to the appropriate instructional dean. The dean has final authority for grade change issues or policies within the classroom.
5. Disciplinary issues must follow the Board of Regents Handbook and are referred to the appropriate individuals depending upon the type of infringement that has occurred.
6. Financial Aid has its own Student Financial Aids Appeal Board.

## APPENDIX T

### POLICY FOR IMPLEMENTATION AND AWARDED OF THE CONTINUING EDUCATION UNIT

#### A. Authorization

As part of the Business Division, TMCC’s Workforce Development & Continuing Education (WDCE) is authorized to develop and implement policies and procedures for non-credit activities utilizing the Continuing Education Unit as the standard unit of measurement of individual participation.

#### B. Definition of Continuing Education Unit

- a. The Continuing Education Unit (CEU) is a unit that certifies participation in non-credit continuing education courses and programs. The primary purpose of the CEU is to provide a permanent record of educational accomplishments of an individual who has completed one or more significant educational experiences.
- b. TMCC follows the International Association of Continuing Education and Training (IACET) guidelines for the recording of Continuing Education Units (CEUs). One CEU is 10 contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

#### C. Course and Program Qualifications

Non-credit courses and programs for which individuals may be awarded Continuing Education Units shall satisfy the following criteria:

- a. The course or program shall be planned to meet the educational needs of a specific target population of individuals.
- b. The following elements shall be determined during the planning stages and prior to the time the program is approved for implementation: purposes and objectives; student performance requirements; evaluation procedures suitable for measuring the effectiveness of design and operation; and the number of contact hours to be recommended for satisfactory completion of performance requirements.
- c. The course or program shall be of an instructional nature approved by Workforce Development & Continuing Education which will determine the quality of course or program content and resource personnel.
- d. WDCE shall provide for student registration which will include the gathering of sufficient information from the student to ensure a permanent record of individual participation.

#### D. Course and Program Review and Approval Procedure

- a. Course and program review and approval shall be the responsibility of Workforce Development & Continuing Education.
- b. Upon receiving the request for course or program approval form including appropriate supporting documents, the dean of the Business Division, or his/her designate, will review the proposed course or program to determine compliance with CEU policy.
- c. Courses and programs must be submitted for review and approval no later than two weeks prior to the start date. A decision to award the CEUs cannot be made after the program has been offered.

#### E. Administration

- a. Only one TMCC unit/department will be responsible for the administration of the continuing education unit process. The administrative responsibility for awarding CEUs shall rest with Workforce Development & Continuing Education.
- b. Workforce Development & Continuing Education shall maintain records of all CEUs awarded for no less than seven years, along with a complete listing of all approved CEU courses and programs. The form and content of these records should be consistent with nationally recognized standards for the maintenance of Continuing Education Unit records for students and programs. Procedures for recording CEUs shall be established by Workforce Development & Continuing Education. Transcripts will be made available upon request to individuals who have been awarded CEUs by TMCC.

#### F. Calculating CEUs

- a. In computing the number of Continuing Education Units to be awarded, only the number of completed instructional hours, or the equivalent, shall be considered. CEU credit may be awarded in a class by using the following criteria as a guideline: 75% attendance along with demonstrated competency by testing and/or demonstrated competency by practicum. If attendance by itself is sole criterion, then the student must attend 90% of the class. When appropriate, a decimal fractional part of a Continuing Education Unit may be awarded but not less than 0.1 CEU per program. Instructional hours do not include time involved in coffee or refreshment breaks, meals, or social activities.
- b. Activities for which CEUs may not be awarded are:
  - I. Credit programs carrying academic credit, either secondary or collegiate.
  - II. Orientation programs that deal with such internal topics.
  - III. Committee meetings or other business activities.
  - IV. Policy assignments, conferences, delegate assemblies, or similar meetings for policy-making purposes.
  - V. Attendance at entertainment or recreational lecture series, cultural performances, and social activities.
  - VI. Work experience, on-the-job training or apprenticeships do not qualify for the award of CEUs, unless structured as part of a planned educational experience that fulfills these program criteria.
  - VII. Study, assigned readings, reports, written assignments, and other related activities outside of the class or meeting schedule.

#### G. Awarding of CEUs

- a. A completed Continuing Education Unit Approval Form must be submitted to Workforce Development & Continuing Education two weeks before the course or program begins.

- b. Within ten days after the course or program completion, a typed alphabetical registration list giving activity title, location, date of activity, name of program director, and number of CEUs awarded as the heading must be submitted. The list should include every participant's name. This list must be signed by the qualified person certifying that attendees met the minimum requirements for satisfactorily completing the program.
- c. Course or program evaluation forms must be submitted with registration list.
- d. All material must be submitted to WDCE before CEUs can be awarded. Materials must be submitted within 10 business days of the non-credit course/program's conclusion.

#### H. CEU Fees

- a. All fees for Continuing Education Units (CEUs) shall be determined by WDCE.
- 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 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 (sheet format available at WDCE)
- Evaluation of the course (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.